Tutorial to Upload Unit End Assessment for a course

The provision to upload the unit end assessment is available for the course coordinators only.
A faculty coordinator /faculty co-coordinator who has coordinated for the particular course can upload the unit end assessment for that course across the units listed.

Here are the simple steps to do the same.

Step 1:
The faculty coordinator or co-coordinator has to login into the faculty dashboard on the DISHTAVO portal.

Step2:
Once logged in and landed on to the faculty dashboard, faculty coordinator or co-coordinator has to click on the link **"Coordinator Dashboard"** on the same.

Step 3:
After Clicking the **"Coordinator Dashboard"** ,the coordinator or co-coordinator will be able to see the subject,course,role and the provision for unit end assessment.

Step 4:
The coordinator /co-coordinator has to select the course for which the unit end assessment has to be uploaded by clicking on the view button across that particular course

Step 5:
After selecting the course,the coordinator /co-coordinator will get a list of all the units in that course and upload button across each of the unit to upload the unit end assessment.
After selecting the file by clicking on choose file option ,one has to select upload button so that the file is uploaded across that unit.

Step 6:
Once you click the upload button the unit end assessment will be uploaded across the course selected.
The same procedure can be followed for the units of the other courses.

The coordinator or co-coordinator can also update the file by following the same process.