

# How a Course Coordinator Distributes an Assessment to Faculty Course Sections

Make sure you have the Course Coordinator Role, Semester, and Department Set

1. Click on SLO & Assessments
2. Click on Assessments
3. Click on the Assessment Library
4. Make sure you have the correct course listed
5. Use the checkbox to the left to select the correct assessment
6. Click on Distribute
7. Click on Select Distribution
8. Make sure you have selected the correct semester for assessment distribution
9. Click on Add
10. Click on the sections you want to add on the right
11. Click on the sections you want to add on the right column moves them over to the selected sections on the left column.
12. Click on Close
13. Click on the faculty icon on the right and the bottom should turn light blue.
14. Click on Save
15. Click on Distribute