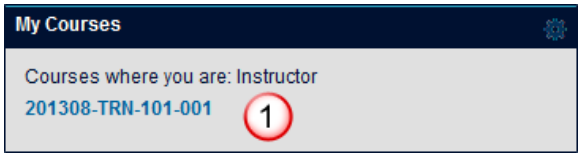
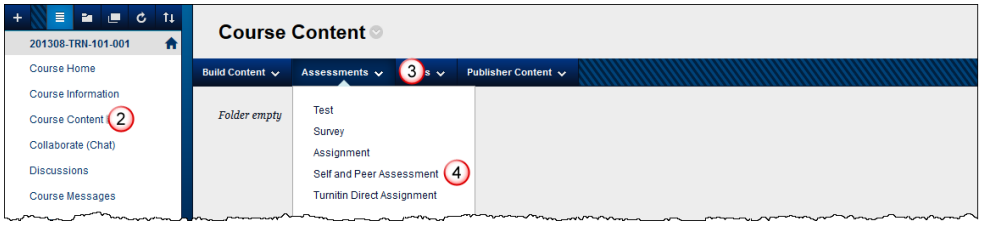
1. Enter a **Course**.



2. Select the **Content Page** the Self and Peer Assessment needs to be placed.

3. Select **Assessments**.

4. Select **Self and Peer Assessment**.



5. Select **Import.**

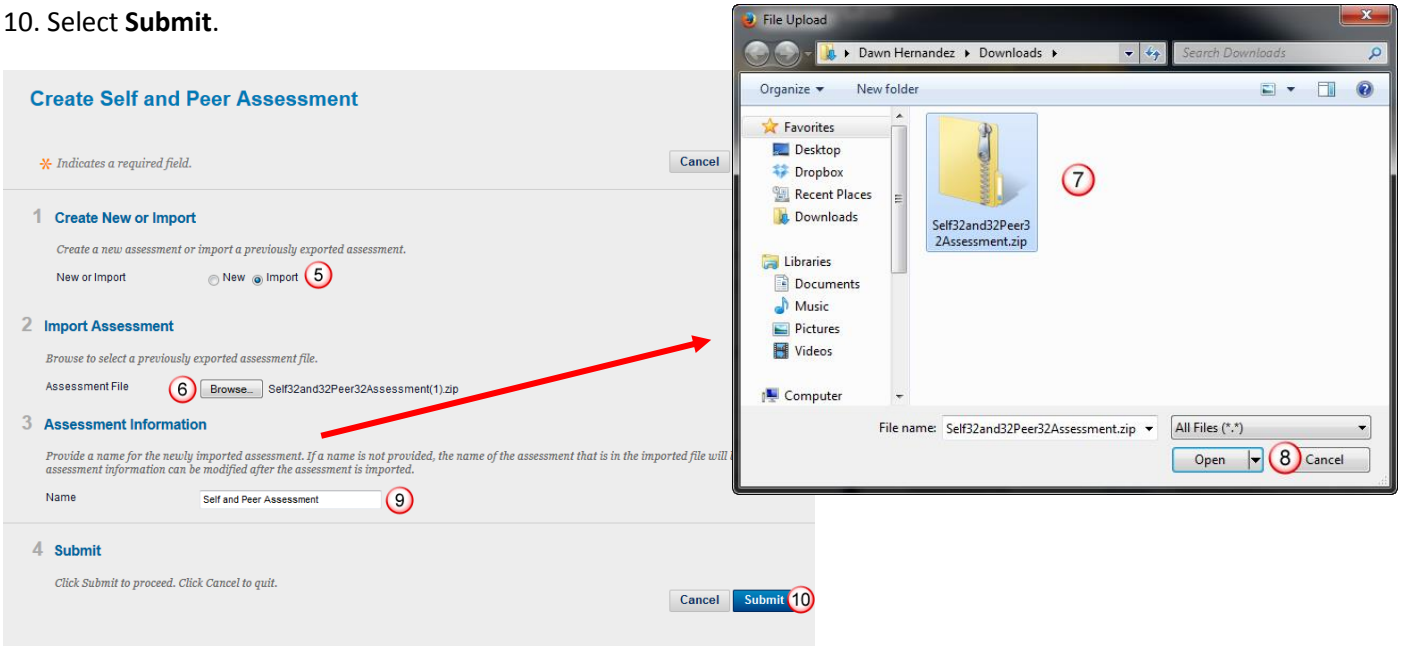
6. Select **Browse**.

7. Find the file to upload, then select the **File**.

8. Select **Open**.

9. Input the **Name**. If you do not provide a name the system will give the assessment the name of the original assessment.

10. Select **Submit**.



If you have any questions or concerns about this document, please contact the ITS Service Desk by calling (304) 293-4444 or by sending an email to ITShelp@mail.wvu.edu.