

## Faculty FAQs

### 1. How do I create a web-GEMs assignment?

- a. You must be “Confirmed Faculty” to create an assignment. Request [confirmed faculty status here](#).
- b. Go to Create an [Assignment page](#)

### 2. How do I get students a link to access web-GEMs?

You have a few options. Students should first [register for POGOe](#) and login prior to completing your web-GEMs assignment. Providing a link to your specific assignment page via email or through your online learning management system (ie, Blackboard) is the easiest option. However, students can find also assignments under their instructor's name and can also sort the columns by clicking on the titles to search by institution, assignment title, or due date. Please make sure that students are logged in when they begin your assignment and enter their email in the “signup for this assignment” on the assignment page (once added to the assignment, they will see their name added to the participant list). By “Signing up for this Assignment,” this will allow you “Get Report” (see below and tutorial on instructions for students).

### 3. How do I see students progress?

Once students have signed up, you can click the [“Get Report” button](#) on your assignment’s page. This will tell you who accessed your assignments/completion.

### 4. My students say they completed the assignment, but they are missing from the report.

The students may have gone to your assignment’s page and completed the cases without clicking the "Signup for Assignment" button at the bottom of the page. **It is imperative that students click that button in order to register for your assignment.** This step is required for the system to generate the report. Their progress is already saved in the system so they will not need to retake the cases, but until they register for the assignment they will continue to not appear in the report.