

SharePoint Instructions

SharePoint Access

Please use the following link to access SharePoint:

<https://oregonstateuniversity.sharepoint.com/sites/APAA/assessment/default.aspx>

You will use your ONID email address and password to access SharePoint.

Site Navigation

SharePoint uses a left-side menu for navigation. The “Sites” subheading lists (highlighted below) all colleges and units that you are able to access. There may only be one college listed under sites, if you only have access to a single college.

Most pages are blank in the center, until you land on the upload page.

The screenshot shows the SharePoint interface. At the top left is the SharePoint logo. To its right, the text 'Baccalaureate Core Review' and 'Asses' is visible. Below the logo is a left-hand navigation menu with categories: Documents (containing 'Report Templates and Instructions'), Lists (containing 'Calendar'), Discussions, and Sites (highlighted in yellow). Under the 'Sites' category, a list of colleges is shown: 'College of Agricultural Sciences' (highlighted with a red box), 'College of Business', 'College of Earth, Ocean and Atmospheric Sciences', 'College of Education', 'College of Engineering', 'College of Forestry', 'College of Liberal Arts', 'College of Pharmacy', 'College of Public Health and Human Sciences', 'College of Science', 'College of Veterinary Medicine', 'Cascades', 'Graduate School', and 'Honors College'. In the main content area, there is an orange horizontal bar and the text 'SELECT A COLLEGE'.



Documents

College Assessment Reports

Lists

Calendar
Tasks

Discussions

Sites

- Agricultural Education and Agricultural Sciences
- Animal and Rangeland Sciences
- Applied Economics
- BioResource Research (BS, HBS)
- Botany and Plant Pathology
- Crop and Soil Science
- Entomology (Minor)
- Fisheries and Wildlife Administration - PSM
- Fisheries and Wildlife Sciences
- Food Science and Technology**
- Horticulture
- Master of Agriculture (MAG)
- Organic Farming Systems (UG Cert)

APAA > Assessment Plans, Reports, Academic Program Reviews, and Program Records > College of Ag Sciences



SELECT A PROGRAM



Documents

Lists

Discussions

Sites

- Food Science and Technology (BS, HBS)**
- Food Science and Technology (MS, PhD, Minor)

APAA > Assessment Plan:



SELECT A DEGREE

People and Groups

Recycle Bin



Documents

APAA > Assessment Pl

Assessment Plans and Reports

Food Science and Technology Undergraduate Program Review 2018

Lists

Discussions

Sites

People and Groups

Recycle Bin

SELECT ASSESSMENT PLANS AND REPORTS

FS Food Science and Technology (BS, HBS)

The screenshot shows a SharePoint document library for 'Food Science and Technology (BS, HBS)'. The library is titled 'Assessment Plans and Reports'. It contains several folders and files. The folders are: 'APAA Feedback', 'CAS_FST_UG_AY 2014-2015_Report', 'CAS_FST_UG_AY 2015-2016_Report', 'CAS_FST_UG_AY 2016-2017_Report', 'CAS_FST_UG_AY_2017-2018_Report', 'CAS_FST_UG_AY_2018-2019_Report', and 'CAS_FST_UG_AY_2019-2020_Report'. The files are: '2012 employer survey.pptx', 'Assessment of Group Critical Discussion - R...', 'CAS-FST-UG BS HBS REPORT FY 2012-2013...', 'CAS-FST-UG-AY2010-2011-REPORT.pdf', and 'CAS-FST-UG-AY2011-2012-REPORT.pdf'. The toolbar at the top of the library includes '+ New', 'Upload', 'Edit in grid view', and 'Sync'.

THIS IS THE PAGE WHERE NEW PLANS ARE UPLOADED

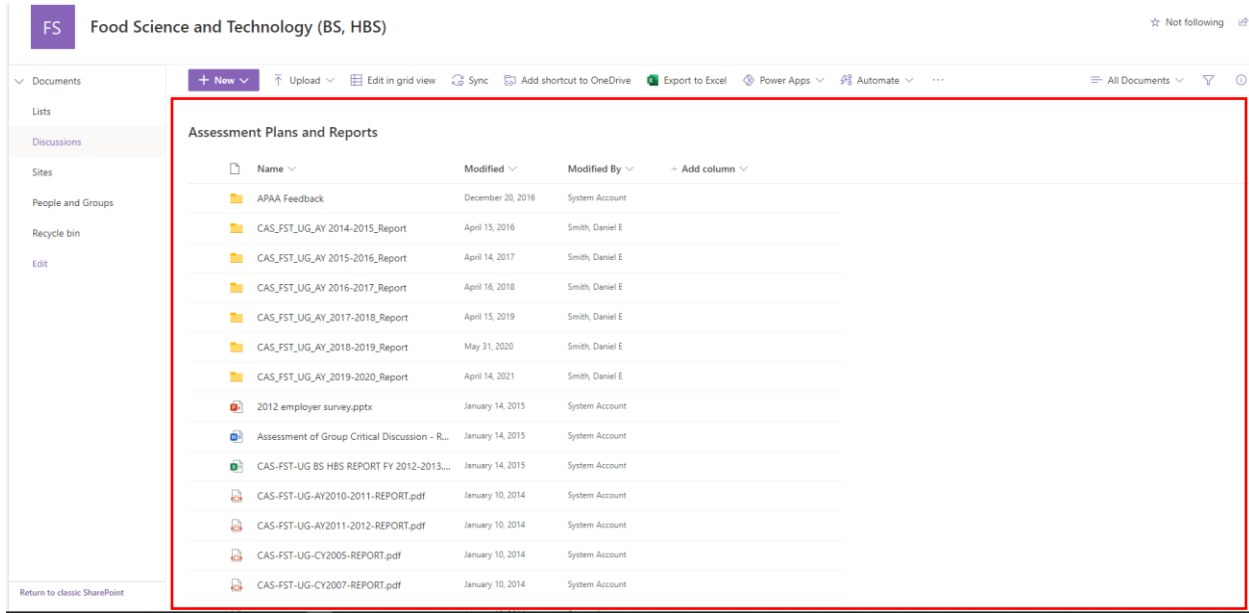
Documents/folders can only appear if the page has a tool bar (see below) along the top, otherwise the pages you are seeing are navigation pages, which should be blank in the center.

Food Science and Technology (BS, HBS)

The screenshot shows the SharePoint toolbar for the document library. The toolbar includes the following actions: '+ New', 'Upload', 'Edit in grid view', 'Sync', 'Add shortcut to OneDrive', 'Export to Excel', 'Power Apps', 'Automate', and a menu icon (three dots).

Uploading documents

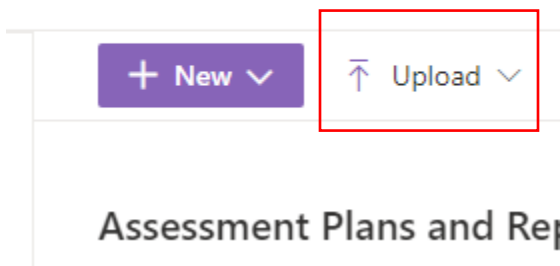
The Easiest way to upload a document is to simply “drag” the document into the middle of the screen. Documents can be pulled singly or in groups anywhere within the red box:



Name	Modified	Modified By	+ Add column
APAA Feedback	December 20, 2016	System Account	
CAS_FST_UG_AY_2014-2015_Report	April 15, 2016	Smith, Daniel E	
CAS_FST_UG_AY_2015-2016_Report	April 14, 2017	Smith, Daniel E	
CAS_FST_UG_AY_2016-2017_Report	April 16, 2018	Smith, Daniel E	
CAS_FST_UG_AY_2017-2018_Report	April 15, 2019	Smith, Daniel E	
CAS_FST_UG_AY_2018-2019_Report	May 31, 2020	Smith, Daniel E	
CAS_FST_UG_AY_2019-2020_Report	April 14, 2021	Smith, Daniel E	
2012 employer survey.pptx	January 14, 2015	System Account	
Assessment of Group Critical Discussion - R...	January 14, 2015	System Account	
CAS-FST-UG BS HBS REPORT FY 2012-2013...	January 14, 2015	System Account	
CAS-FST-UG-AY2010-2011-REPORT.pdf	January 10, 2014	System Account	
CAS-FST-UG-AY2011-2012-REPORT.pdf	January 10, 2014	System Account	
CAS-FST-UG-CY2005-REPORT.pdf	January 10, 2014	System Account	
CAS-FST-UG-CY2007-REPORT.pdf	January 10, 2014	System Account	

Documents can also be uploaded by choosing the option for the tool bar:

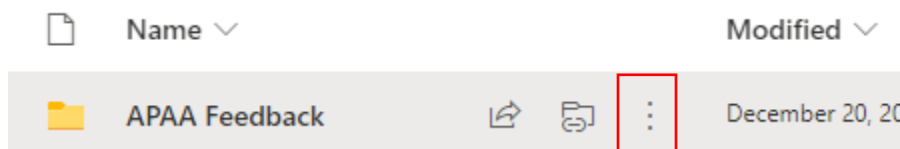
Food Science and Technology (BS,



Assessment Plans and Rej

Site organization tips

- Every *Assessment Plans and Reports* page already has a folder titled “Feedback” which contains previous feedback provided by university assessment reviewers.
- If you would like to add folders to your page, select the “New” button on the tool bar and select *folder*:
- Files already in SharePoint, can be dragged into the folder of your choice.
- If you need to rename a file or folder, hover the mouse over the title and select the options menu:



The options menu allows you to do several things, including renaming the file/folder.

For additional information or help with SharePoint, please contact [Heath Henry](#).