**APAA Help Sheet: Accessing SharePoint for Annual Assessment Reports**

Click on this link: <https://sharepoint.oregonstate.edu/sites/APAA/assessment/default.aspx>

You can use your CN, ONID, or Science login with the appropriate username and password to access the site. Remember to use the backslash for the login telling it which domain you are using (e.g., – ONID\dirksb), or you will be denied entry.

If you use the browser Internet Explorer, it usually automatically logs you onto Sharepoint if you are already logged onto your machine.

In the left-hand menu you will see the sites within your college to which you have access. (Some sites may contain sub-sites.)

To Access or Upload Program Assessment Reports/Plans (or other Documents)

* In the left-hand menu, go to **Sites** and select the unit and/or degree program
* In the left-hand menu, go to **Documents** and select “Assessment Plans and Reports.”(or desired Document)
* If uploading **Undergraduate** reports, skip this step and go on to the next. If uploading **Grad plans**, select the Assessment Plans Folder. If uploading **Grad reports**, select the folder that represents the submission year (the year the content covers) (e.g., CY2012 for those on the calendar year cycle, AY for those on the Academic Year Cycle)
* In the top menu, go to the **Upload** drop-down menu.
* You will need to upload one document at a time by using the “Browse” menu.

**Questions:**
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