Accessing The SharePoint Assessment Site

Click on this link: <https://sharepoint.oregonstate.edu/sites/APAA/assessment/default.aspx> and use your ONID login (username only—no ONID\ required) and password to access the site.

In the left-hand menu you will see the sites 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 needed unit and/or degree program. (If you have access to only one site, there will be nothing from which to choose, go directly to the next step.)
* In the left-hand menu, go to **Documents** and select “Assessment Plans and Reports” (or desired Document).
  + If uploading **Graduate Plans**, select the Assessment Plans Folder. If uploading **Graduate Reports**, select the folder that represents the submission year (the year the content covers)
  + If uploading **Undergraduate Reports**, go directly to the next step.
* In the top menu, click on the **Upload** drop-down menu.
  + Using the “Browse” menu, upload your document, select **OK** at the bottom, and then **Done** to complete the upload.

For questions or assistance, please contact Heath Henry at [heath.henry@oregonstate.edu](mailto:heath.henry@oregonstate.edu)