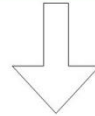## What is SharePoint?

- Document Storage and Management - SharePoint is a great replacement for file sharing because it has easy web access to files, integrated search, and versioning. If you're still e-mailing around files, use SharePoint instead!

- Project Management - Need to manage a small project? SharePoint can help you with its built in Gantt charting, tasks, and alerts. When coupled with custom lists you can manage all but the most complex of projects.

- Team Collaboration - SharePoint provides easy web access to group calendars, announcement lists, tasks, discussion forums, and document libraries all with seamless integration with Microsoft Office (Outlook, Excel, Word, etc.)

- Intranet - SharePoint makes it easy to post documents, create forms, and make simple web pages that can help get the word out to staff and faculty on campus. SharePoint's integrated Wiki functionality makes it easy to create simple sites for internal use.

- Custom Lists - Think simple Excel spreadsheets, but that are shareable on the web and editable by multiple people at once. If you're not creating formula heavy spreadsheets then custom lists provide a good alternative to traditional Excel.

Source: IRT Trevor Vass

SharePoint Flowchart

The PREVIOUS Assessment Process
- Single-user entry
- Monitoring by Chairs/Deans
- Completing assessment report (MS Word)

Assessment template received by program → Program completes assessment report using MSWord → Program emails to Chair/Dean for submission to Academic Affairs

The NEW Assessment Process (with login)
- Multiple-user entry
- Ongoing collaboration by colleagues or Chairs/Deans
- Editing and completing assessment report online.

Assessment report available online on the OAPA SharePoint Site → Faculty collaborate throughout the academic year to complete assessment report → Chair/Dean review and approve report online

California State University, Sacramento
Office of Academic Program Assessment
Library 67
6000 J Street
Sacramento, CA 95819 phone: 916-278-2497
csus.edu/programassessment

SACRAMENTO STATE
Redefine the Possible

Office of Academic Program Assessment (OAPA)

SharePoint

SACRAMENTO STATE
Redefine the Possible

OAPA SharePoint

Where and How to "Edit" Annual Program Assessment Report on SharePoint?

Edit and Complete the 2015-2016 Assessment Report:

1. Go to OAPA website (http://www.csus.edu/programassessment) to find the "**SharePoint Assessment Reports**" link under "**Annual Assessment**". Click on "**2015-2016 SharePoint Assessment Reports**"

2. Please log in by using your Saclink ID and Password.

3. Click your program assessment report and make sure to read the instruction link on the top of the report.

4. Begin to fill in the information and click "**Save**" before you exit the report. During the academic year, you can edit and save the assessment report anytime. Only you and your colleagues have the permission to do so.

Where and How to "View" Annual Program Assessment Report on SharePoint?

View the 2014-2015 Assessment Report:

1. Go to OAPA website (http://www.csus.edu/programassessment) to find "**SharePoint Assessment Reports**" link under "**Annual Assessment**". Click on "**2014-2015 SharePoint Assessment Reports**"

2. Please log in by using your Saclink ID and Password.

3. Click your program assessment report and you will find the report you submitted last year.

Successful Story

Successful Model of Using SharePoint for Assessment and Accreditation (Dr. Chris N. Boosalis, Associate Dean, College of Education)

- Solution One: Data Management in SharePoint
- Solution Two: Data-Driven Decision Making through SharePoint Workflows
- Solution Three: Web-based Data Entry
- Solution Four: Tracking, Sharing and Viewing Data
- Solution Five: Building Living Digital Exhibits in SharePoint

Research Article Source:

Myhre, O. & Boosalis, C. (2012). Managing Teacher Education Assessment and Accreditation Data: A Search for Technological Solutions that Works. In P. Resta (Ed.), Proceedings of Society for Information Technology & Teacher Education International Conference 2012 (pp. 3937-3944).

Simple and Clear

Ongoing and Collaborative

Student Learning and Success

Need Help?

Help on OAPA Website:
Go to OAPA website and click the "**SharePoint Assessment Reports**" link under "**Annual Assessment**" to find help and training information.

OR contact OAPA anytime:
Email: oapa.02@gmail.com
Phone: (916) 278-2497
Office: South-end library room 67