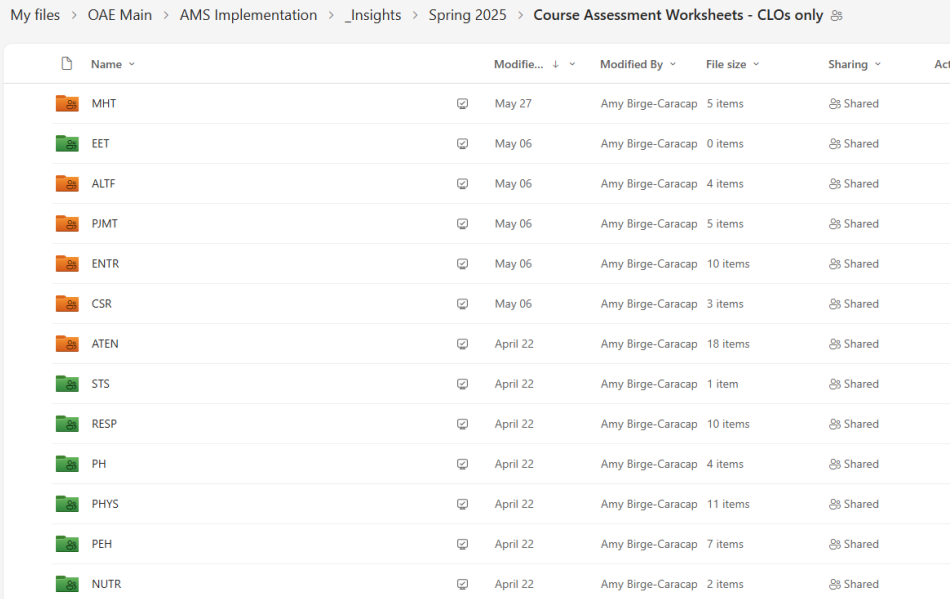
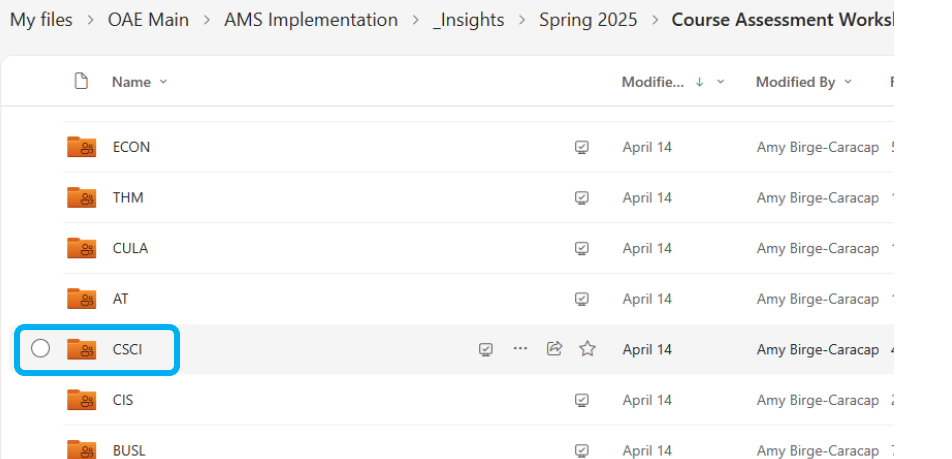


Assessment Planning

Download and Complete Course Assessment Worksheets

Course Assessment Worksheets (CAWs) are not required, but completing a CAW before attempting to link Outcomes in Canvas can both be a useful exercise and also make the linking process in Canvas much more straightforward.

1		<p>Course Assessment Worksheets are located HERE</p>
<p>If needed, copy and paste the following URL: https://ccpmail-my.sharepoint.com/:f:/r/personal/egordon_ccp_edu/Documents/OAE Main/AMS Implementation/ Insights/Spring 2025/Course Assessment Worksheets - CLOs only?csf=1&web=1&e=9FIQdW</p>		
2		<p>Locate your course prefix and click on the link</p>
<p>Color code: Business & Technology: Red/Orange Math, Science, & Health Careers: Green Liberal Studies: Yellow Other: Purple</p>		

3

My files > OAE Main > Click HERE
Not here!

My files > OAE Main > _Insights > Spring 2025 > Course Assessment Worksheets - CLOs only > CSCI

Name	Modifie...	Modified By	File size	Sharing
CSCI 221 Course Assessment Plan.docx	May 27	Amy Birge-Caracap	15.4 KB	Shared
CSCI 118 Course Assessment Plan.docx	May 27	Amy Birge-Caracap	15.6 KB	Shared
CSCI 111 Course Assessment Plan.docx	April 14	Elijah Bashir	15.6 KB	Shared
CSCI 112 Course Assessment Plan .docx	April 14	Elijah Bashir	15.7 KB	Shared

Locate your course and click in the area NEXT TO the file name to highlight that row

4

My files > OAE Main > AMS Implementation > _Insights > Spring 2025 > Course Assessment Worksheets - CLOs only > CSCI

Name	Modifie...	Modified By	File size	Sharing
CSCI 221 Course Assessment Plan.docx	May 27	Amy Birge-Caracap	15.4 KB	Shared
CSCI 118 Course Assessment Plan.docx	May 27	Amy Birge-Caracap	15.6 KB	Shared
CSCI 111 Course Assessment Plan.docx	April 14	Elijah Bashir	15.6 KB	Shared
CSCI 112 Course Assessment Plan .docx	April 14	Elijah Bashir	15.7 KB	Shared

More Actions

My files > OAE Main > AMS Implementation > _Insights > Spring 2025 > Course Assessment Worksheets - CLOs only > CSCI

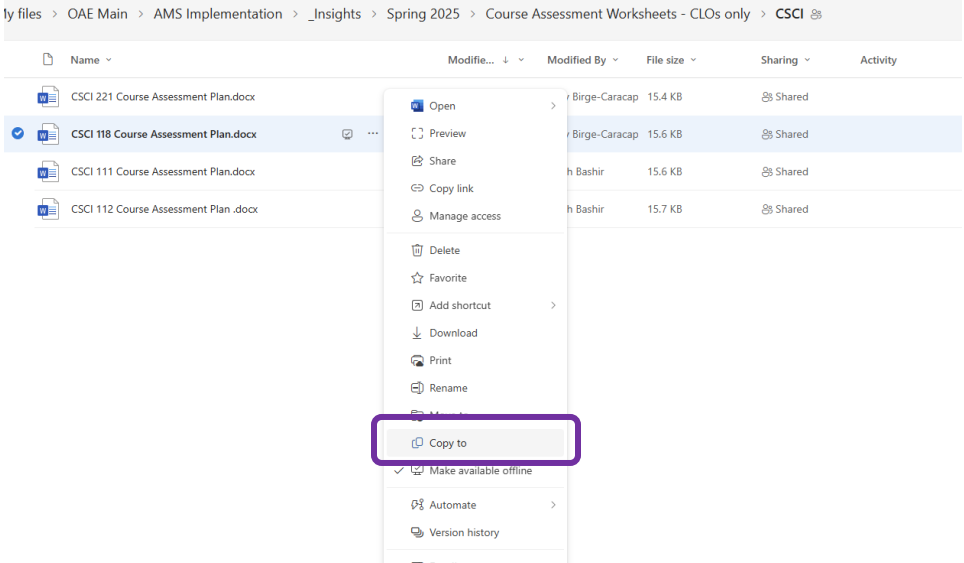
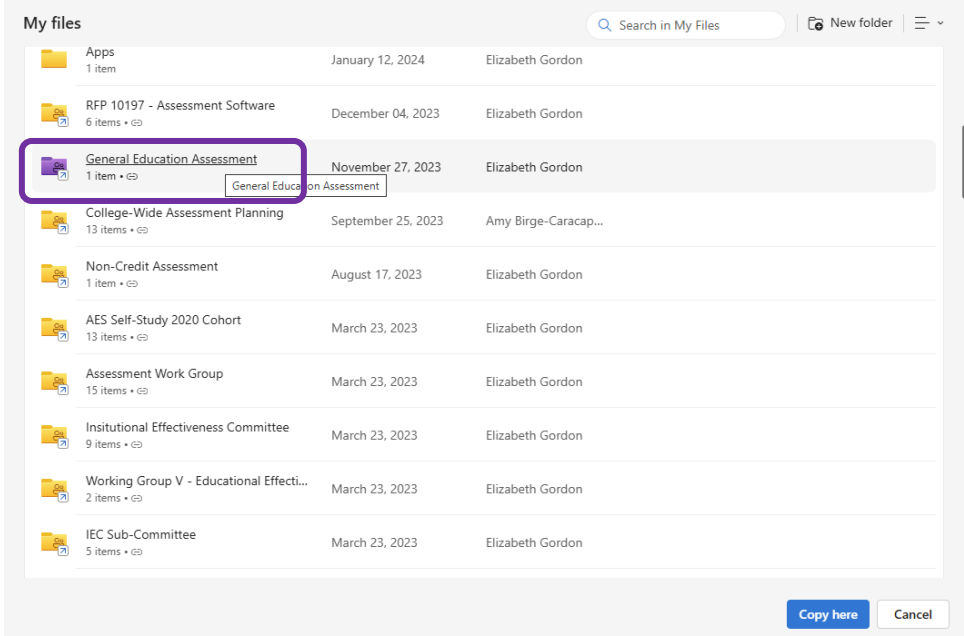
Name	Modifie...	Modified By	File size	Sharing
CSCI 221 Course Assessment Plan.docx	May 27	Amy Birge-Caracap	15.4 KB	Shared
CSCI 118 Course Assessment Plan.docx	May 27	Amy Birge-Caracap	15.6 KB	Shared
CSCI 111 Course Assessment Plan.docx	April 14	Elijah Bashir	15.6 KB	Shared
CSCI 112 Course Assessment Plan .docx	April 14	Elijah Bashir	15.7 KB	Shared

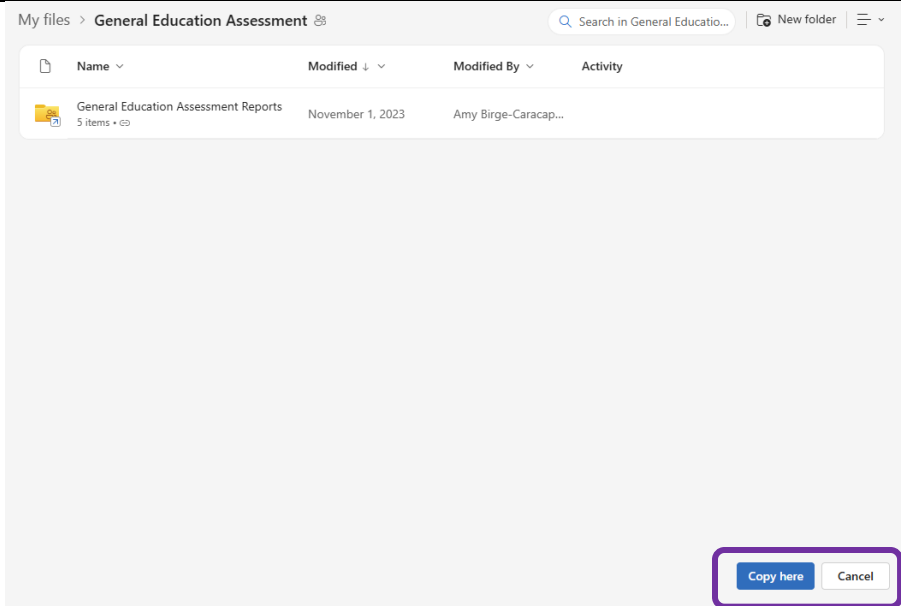
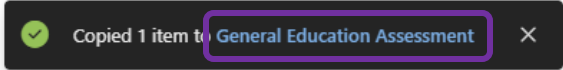
Open
Preview
Share
Copy link
Manage access
Delete
Favorite
Add shortcut
Download
Print
Rename
Move to
Copy to
Make available offline
Automate
Version history

Click the 3 dots in the middle of the row to open up the "More Actions" menu

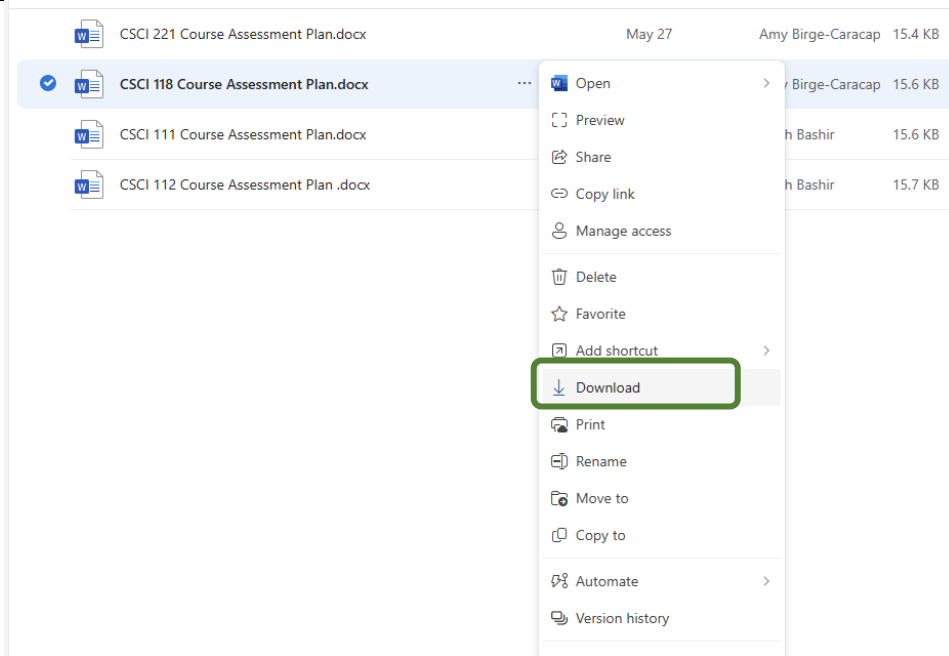
You now have 2 options to create your own working copy of the CAW. Choose **option 1** if you prefer to work in Microsoft 365 Online and use OneDrive; Choose **option 2** if you prefer to download files to your own computer and work in the classic Microsoft Word desktop application.

Option 1:

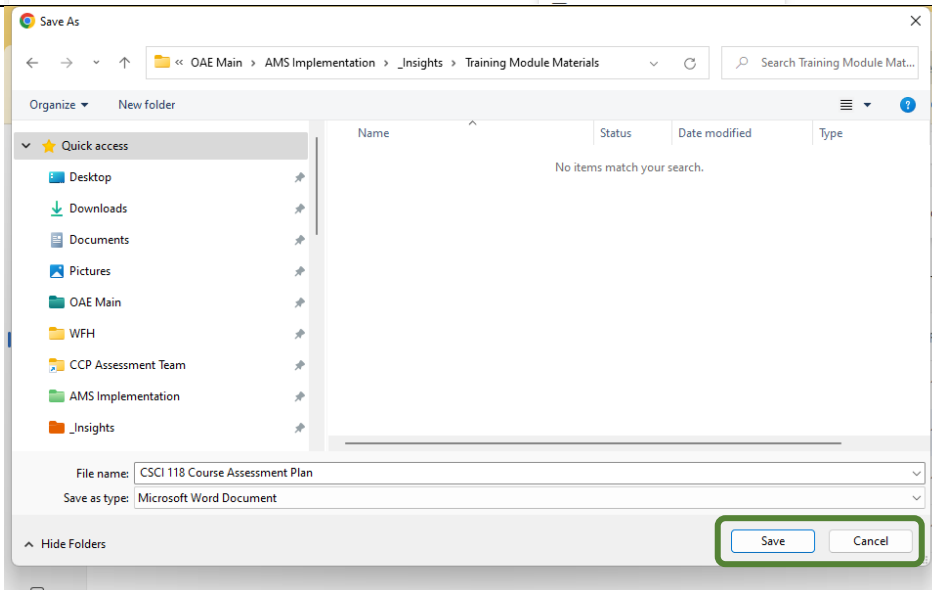
 <p>My files > OAE Main > AMS Implementation > _Insights > Spring 2025 > Course Assessment Worksheets - CLOs only > CSCI</p> <table border="1"><thead><tr><th>Name</th><th>Modified By</th><th>File size</th><th>Sharing</th><th>Activity</th></tr></thead><tbody><tr><td>CSCI 221 Course Assessment Plan.docx</td><td></td><td></td><td></td><td></td></tr><tr><td>CSCI 118 Course Assessment Plan.docx</td><td></td><td></td><td></td><td></td></tr><tr><td>CSCI 111 Course Assessment Plan.docx</td><td></td><td></td><td></td><td></td></tr><tr><td>CSCI 112 Course Assessment Plan .docx</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Context menu options: Open, Preview, Share, Copy link, Manage access, Delete, Favorite, Add shortcut, Download, Print, Rename, Copy to, Make available offline, Automate, Version history.</p>	Name	Modified By	File size	Sharing	Activity	CSCI 221 Course Assessment Plan.docx					CSCI 118 Course Assessment Plan.docx					CSCI 111 Course Assessment Plan.docx					CSCI 112 Course Assessment Plan .docx					<p>Click on “Copy to”</p>								
Name	Modified By	File size	Sharing	Activity																														
CSCI 221 Course Assessment Plan.docx																																		
CSCI 118 Course Assessment Plan.docx																																		
CSCI 111 Course Assessment Plan.docx																																		
CSCI 112 Course Assessment Plan .docx																																		
 <p>My files</p> <table border="1"><thead><tr><th>Name</th><th>Modified</th><th>Modified By</th></tr></thead><tbody><tr><td>Apps</td><td>January 12, 2024</td><td>Elizabeth Gordon</td></tr><tr><td>RFP 10197 - Assessment Software</td><td>December 04, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>General Education Assessment</td><td>November 27, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>College-Wide Assessment Planning</td><td>September 25, 2023</td><td>Amy Birge-Caracap...</td></tr><tr><td>Non-Credit Assessment</td><td>August 17, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>AES Self-Study 2020 Cohort</td><td>March 23, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>Assessment Work Group</td><td>March 23, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>Institutional Effectiveness Committee</td><td>March 23, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>Working Group V - Educational Effecti...</td><td>March 23, 2023</td><td>Elizabeth Gordon</td></tr><tr><td>IEC Sub-Committee</td><td>March 23, 2023</td><td>Elizabeth Gordon</td></tr></tbody></table> <p>Buttons: Copy here, Cancel</p>	Name	Modified	Modified By	Apps	January 12, 2024	Elizabeth Gordon	RFP 10197 - Assessment Software	December 04, 2023	Elizabeth Gordon	General Education Assessment	November 27, 2023	Elizabeth Gordon	College-Wide Assessment Planning	September 25, 2023	Amy Birge-Caracap...	Non-Credit Assessment	August 17, 2023	Elizabeth Gordon	AES Self-Study 2020 Cohort	March 23, 2023	Elizabeth Gordon	Assessment Work Group	March 23, 2023	Elizabeth Gordon	Institutional Effectiveness Committee	March 23, 2023	Elizabeth Gordon	Working Group V - Educational Effecti...	March 23, 2023	Elizabeth Gordon	IEC Sub-Committee	March 23, 2023	Elizabeth Gordon	<p>Choose one of your own OneDrive folders to save your personal copy in</p>
Name	Modified	Modified By																																
Apps	January 12, 2024	Elizabeth Gordon																																
RFP 10197 - Assessment Software	December 04, 2023	Elizabeth Gordon																																
General Education Assessment	November 27, 2023	Elizabeth Gordon																																
College-Wide Assessment Planning	September 25, 2023	Amy Birge-Caracap...																																
Non-Credit Assessment	August 17, 2023	Elizabeth Gordon																																
AES Self-Study 2020 Cohort	March 23, 2023	Elizabeth Gordon																																
Assessment Work Group	March 23, 2023	Elizabeth Gordon																																
Institutional Effectiveness Committee	March 23, 2023	Elizabeth Gordon																																
Working Group V - Educational Effecti...	March 23, 2023	Elizabeth Gordon																																
IEC Sub-Committee	March 23, 2023	Elizabeth Gordon																																

		Click on “Copy here”
		When the black popup at the bottom of your screen indicates that it’s finished copying, click the name of the folder you just chose to see your folder and access your copy.

Option 2:



Click on
“Download”



Choose a
folder on your
computer to
save the file in
and click Save.

Success!