



Course Level Assessment



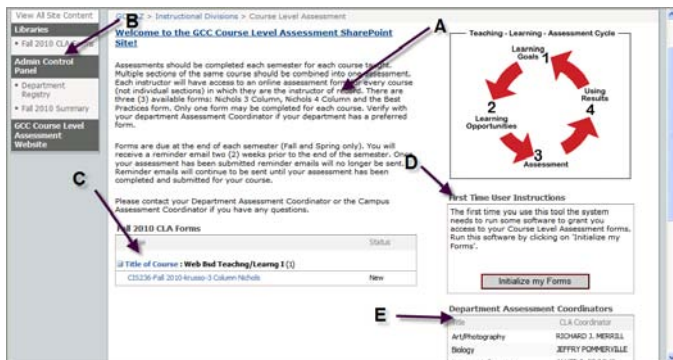
Sign In to SharePoint

1. Navigate your browser to <https://my.gccaz.edu>
2. If necessary, use your eGCC username and password to log in. (Your eGCC username is the one that is only the combination of your first [sometimes also middle] initial, and the beginning of your last name up to a total of 8 characters.)

Note: If you are working off-campus, enter gccaz\ in front of your username. For example, Annie Gaucho's off-campus username is gccaz\agaucho.

3. From the menu at the top select **Instructional Divisions**.
4. Select **Course Level Assessment**.

The Course Level Assessment SharePoint page appears.



- Announcements** – This area is used to provide general instructions on the Assessment forms.
 - Navigation** panel – Will assist in moving around the site.
 - CLA Forms** – Customized to provide access to the forms for the classes you teach.
 - First Time Users** – If you do not see your current courses listed under **CLA Forms** run the first time user initialization software to configure access to your forms.
 - Assessment Coordinators** – Listing of coordinators for easy contact in case of questions.
5. If this is your first time accessing the site, instructions for first time users are located on the right side.

First Time User Instructions

The first time you use this tool the system needs to run some software to grant you access to your Course Level Assessment forms. Run this software by clicking on 'Initialize my Forms'.

Initialize my Forms

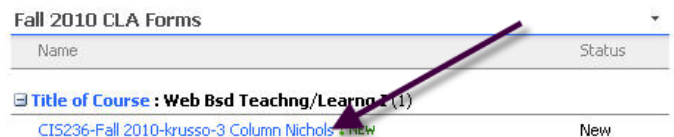
6. Click on **Initialize my Forms**.

The screen will flash and return you to the CLA site in SharePoint. The Forms area now displays the listing of forms for the courses you teach.

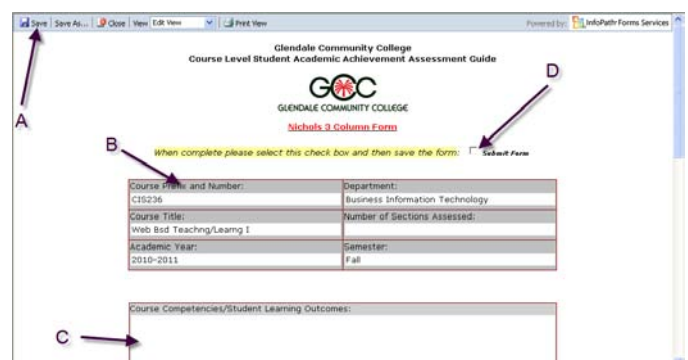
Note: There are three types of forms: Three-column Nichols, Four-column Nichols, and Best Practices. Some departments have selected a single form type for the entire department. Other departments allow you to select the form to use. Even if you see multiple forms, you need only complete one per class.

Completing the Form

1. Click on the name of the form to view and complete the form.




The form will load in the SharePoint window.



- A. **Toolbar** – contains buttons to close and save changes to the current form (*tip: to close the current form without saving any edits simply click the close button*)
 - B. **Course Information** – contains general class data from SIS and one input field for you to indicate how many sections of the class you are assessing.
 - C. **Textbox** – for free format text.
 - D. **Submit Form** – once the form is in final format.
2. Click in the Number of Sections Assessed textbox and indicate how many sections you are teaching.

Saving the Form

You should save the form frequently. Saving the form also allows you to return to the form at a later date to complete it.


1. Click on  Save (from either the top or bottom of the screen).
2. Continue working in the form by clicking in the Course Competencies/Student Learning Outcomes: textbox and enter your course's competencies/outcomes.

Note: These may be copied and pasted from the curriculum website or your syllabus.

3. Continue clicking in textboxes and entering information, saving frequently.

Printing the Form

It is recommended you review a printed version of your form prior to submitting it.

1. From the toolbar at the top, click  Print View .


A new window opens displaying all the information in all textboxes.

2. Click on the print icon in your browser window.

Note: Saving the form allows you to return to it for further editing and review prior to submitting. Once you have submitted the form, you can no longer change it.

Submitting the Form

Once all editing changes have been made and you are satisfied with your Assessment form, it needs to be submitted.

1. From the toolbar at the top click in the **Submit Form** checkbox.
2. Click on .