

Depositing in the Assessment Area

Getting Started

In order for students to deposit work into the Assessment area, instructors must first identify the assignment that they would like students to deposit. The assignment can be in any format (documents, spreadsheets, video clips, PowerPoints, etc.)

Next, the instructor must identify the area on the assessment grid that is the most appropriate location for the assignment to be deposited. (See the grid below) The grid below reflects the College's assessment plan. Each row represents a competency; each column is a benchmark in student coursework.

Once the assignment has been identified *and* the instructor has determined the area of the assessment grid that it should be deposited into, the students will complete two steps either in a workshop, or on their own.

NOTE: Regardless of whether you will schedule a workshop or be assigning students to do the assessment deposit on their own, please explain the assessment process ahead of time to the students by reading the Assessment Description and the Consent Form.

The Assessment Description, Consent Form, and a self- instructed tutorial for students to follow is available on the ePortfolio website: <http://www.lagcc.cuny.edu/eportfolio/> (See 'Related ePortfolio Tutorials'.)

Steps for Students:

Step 1: Students deposit the assignment into the My Collection area (or Storage Area) of the ePortfolio. (You may have already had your students complete Step 1. If not, you can arrange this task to be part of your ePortfolio workshop.)

Step 2: Students deposit the assignment into the Program Assessment area. (Instructors specify the area of the grid where work will be deposited when filling out the workshop request form.)

If you have questions about the Program Assessment process, contact cmachesk@lagcc.cuny.edu, or call Cecilia [Macheski](#), the Assessment Coordinator, at 718-482-5685.

You can simply request a workshop:

http://www.lagcc.cuny.edu/eportfolio/forms/workshop_request.html

LaGuardia Program Assessment

LaGuardia Program Assessment Documents

Click on the link to sign [the Informed Consent Statement form](#)

Competency	Type of Class											
	Baseline	Baseline 2	Introductory Course in the Major	Introductory Course in the Major 2	FPA	FPA 2	Urban Studies	Urban Studies 2	Capstone	Capstone 2	Other	Other 2
Written Communication/Critical Reading/Critical Thinking	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Quantitative Reasoning	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Oral Communication	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Research and Information Literacy	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Technological Literacy	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required

