

# Course Assessment – Part A: Your Plan

#464

Your Email \*

Please select your course and name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or ggilliland@cgcc.edu.

CAS 134 – Introduction to Google Drive – 1095873 – Linda Hughitt – Fall 2020

Part A: Your Plan

## DIRECTIONS

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1: Use Google applications to create documents, spreadsheets, and digital presentations.

Outcome #1 \*

Outcome #2 \*

Outcome #2: Use Google Drive as a collaboration tool.

Outcome #3 \*

Outcome #3: Apply knowledge of Google Drive file management to upload, store, share and convert files to alternate formats for download.

Have you completed an assessment for this course prior to this term? No

If yes, are you assessing different outcomes? Yes

Comments: NA

2. To which degree(s) or certificate(s) does your course map?  
[Degree, Certificate, & Program Outcomes](#)

- Administrative Assistant Certificate

Method of Assessment

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1: Method to assess student understanding \*

Assignments that assess the students ability to do the following:  
 Create a Google Docs file  
 Create tables in a Google Doc file  
 Use a Google Docs Template  
 Format Google Docs files  
 Create a spreadsheet in Google Sheets  
 Use a Google Sheets Template  
 Format a Google Sheets file  
 Use formulas and charts for a Google Sheets file  
 Create a basic presentation with Google Slides  
 Format a Google Presentation file

Outcome #2: Method to assess student understanding \*

Assignments that assess the students ability to do the following:  
 Be able to share both folders and individual documents  
 Work with partner(s) to create and edit a shared document  
 Be able to create Google files for publication

Outcome #3: Method to assess student understanding \*

Assignments that assess the students ability to do the following:  
 Navigate Google Drive and associated programs

Access the CGCC student Google account (logging in)  
 Upload a document to Google  
 File-management within Google

4. How will you know if you were successful in your efforts to teach this outcome? 80% of the students that complete the class will have a passing score (70%) for one Document, Slide, Presentation project.

Outcome #1: \*

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? \* 100% of the students that complete the class will be able to share their completed work through Google Drive.  
 70% of the students that complete the class will pass the final project.

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? \* Outcome #3 is critical for doing the Google Drive class. Without those skills the students will not be able to do the class. Therefore, any student that completes the class with a passing grade will be able to do the skills of outcome #3.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.  
 Question #1 How do you feel your ability to communicate with others has changed from learning to use Google Drive?

Question #2 In what ways do you feel the Google Drive class supports the CGCC Core Learning Outcome #1? Core Learning Outcome #1 – Through their respective disciplines, CGCC students who earn a degree can: Communicate effectively using appropriate reading, writing,

Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends) Yes

Reminder, when completing Part B, instructors will be asked the following questions:  
 Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Core Learning Outcomes (CLO):  
 1. CLO#1 – Communication – "Sources and Evidence" and/or "Organization and Presentation"  
 2. CLO#2 – Critical Thinking/Problem Solving – "Student Position" and/or "Evaluate Potential Solutions"  
 3. CLO#4 – Cultural Awareness – "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions")  
 4. CLO#5 – Community and Environmental Responsibility – "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts"

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