Clark Atlanta University
Instructions for Electronic Assessment Plans/Records

In an Internet Explorer Window, go to the official Clark Atlanta University Website by typing the following URL:  http://www.cau.edu

Click the Administration link.

Scroll down to the Office of Planning, Assessment and Research.  Click the Office of Planning, Assessment and Research link.

Click the Institutional Assessment link.

Click the Electronic Assessment Plans/Records link.

On the Login page, enter your User Name and Password (in lowercase).

If you have forgotten your password, click the Password link, type in your e-mail address, and click “Submit.” Your password will be automatically forwarded to you.

Once you have logged in, a listing of plan(s)/record(s) will appear in a linked format. Click a link to edit your existing plan/record, enter your new plan/record, or view an assessment plan/record.

Edit Your Existing Plan(s)/Record(s)

If you would like to make changes to the selected plan, click “Edit Plan” at the top of the page. Your document will appear for editing. Simply cut and paste the information from your Microsoft Word document or input it directly into the respective text boxes.

Once your changes are complete, scroll to the bottom of the page and click the “Submit” button. Your assessment plan/record will be saved.

If you decide to leave the plan/record “as is” after you have entered the edit page, simply click the “Cancel” button. Your document will remain unchanged.

Enter Your New Plan(s)/Record(s)

If you have not previously submitted a plan, you must click the “Enter New Plan” link. A blank Administrative Educational Support (AES) Unit or Instructional Program (IP) Assessment Plan/Record will appear for data entry. Simply cut and paste the information from your Microsoft Word document or input the information directly into the respective blank text boxes. Click the “Submit” link to save the record. In cases where no changes were made to the blank plan/record, click the “Cancel” button to leave the plan/record blank.
**View Assessment Plan(s)/Record(s)**

A listing of “All” Assessment Plans/Records will appear.

From the “All” Assessment Plans/Records page, you have the option to view a listing of “All,” “New,” “Modified,” or “Missing” plans/records. You may also view a listing of the plans/records alphabetically by clicking on the respective alphabet.

To view “All” plans/records (the default option), simply click on the “All” link and an alphabetical listing of all plans/records will appear.

To view “New” plans/records, simply click on the “New” link and an alphabetical listing of all plans/records that have been inputted in the last 30 days will appear.

To view “Modified” plans/records, simply click on the “Modified” link and an alphabetical listing of all plans/records that have been modified in the last 60 days will appear.

To view “Missing” plans/records, simply click on the “Missing” link and an alphabetical listing of missing plans/records will appear.

If you would like to view a specific plan/record, click on the link for that plan/record. Viewers are able to correspond with the plan/record Owner by clicking on their name located under the Send Comments/Suggestions header.

Viewers will only be able to enter a new or edit an existing plan/record that they own.

**Change Assessment Period**

Once you login, the assessment period will automatically default to the current assessment period. In order to change to another assessment period, click on the “Change Assessment Period” link. If multiple assessment periods exist, the Start Period, End Period, and Cutoff Date for each assessment period will be displayed. Click on the Start Period date to change to that assessment period.

After the Cutoff Date, you will not be able to edit or enter plan(s)/record(s) for that assessment period. However, you will still be able to view the plan(s)/record(s).