

Excel Worksheet Instructions

[column reference] Column heading	Message when hovering over cell	Column explanation/instructions
[A] core component	<i>select core component</i>	Drop-down menu (right side of cell) for user to select criterion core component of evidence exhibit
[B] sub-component	<i>select core sub-component</i>	Drop-down menu (right side of cell) for user to select Criterion Core Sub-component if evidence exhibit is directly applicable to numbered sub-component
[C] evidence source	<i>select evidence source</i>	Drop-down menu (right side of cell) for user to select source of evidence. Options offered: <ul style="list-style-type: none">▪ WSUCA/statute▪ Univ policy▪ APPM▪ BOG action▪ internal source▪ external source▪ example▪ Other

Excel Worksheet Information (continued)

[column reference] Column heading	Message when hovering over cell	Column explanation/instructions
[D] more info re evidence source	<i>enter more about the evidence source if necessary</i>	Free-text field for user to complete if the source of the evidence in Column C is "other," or to add a more detailed reference to primary evidence source
[E] title/description of evidence exhibit	<i>enter the title or description of evidence exhibit</i>	Free-text field to provide official title of a report or document, or other descriptive information as necessary
[F] evidence strength	<i>select evidence strength</i>	Drop-down menu (right side of cell) for user to select evidence strength from presentation at this URL . Options offered: <ul style="list-style-type: none">▪ clear▪ corroborating▪ circumstantial▪ unsure

Excel Worksheet Information (continued)

[column reference] Column heading	Message when hovering over cell	Column explanation/instructions
<p>[H] URL or “wayfinding” info to evidence exhibit</p>	<p><i>tell us where to find this evidence exhibit or who is its keeper</i></p>	<p>Free-text field for user to direct the HLC team to the evidence exhibit</p>
<p>[!] use this unique code to link word/phrase in draft to evidence exhibit on this line</p>	<p><i>Insert this code near underlined word/phrase in draft to tell us you need a hyperlink to evidence exhibit</i></p>	<p>As you revise your Assurance Argument drafts, <u>underline words/phrases</u> to tell us where you need a hyperlink created pointing to an evidence exhibit:</p> <ul style="list-style-type: none"> ▪ Use these codes ANY way that works to identify the evidence exhibit to which your keyword/phrase connects. Options: <ul style="list-style-type: none"> – <i>Insert code via comment</i> – <i>Insert code in the text of a footnote</i> – <i>Insert code on both sides of underlined word/phrase (“bookends”)</i> – <i>You can even handwrite the code in your draft and give us a hard copy!</i>