Instructions for Use of the
GSU Student Learning Outcomes Assessment Portal (SLOAP)

Assessment Reporters

(September 2015)

Complete the Assessment Report for GSU Educational Programs template. The template and instructions are available at http://oie.gsu.edu/2014-2015-assessment-cycle/

Save the report as a Word or PDF document.

Save any other supporting documents you may wish to submit (rubrics, spreadsheets with findings, etc.) in Word, excel, or PDF format.

Log in to SLOAP (sloap.gsu.edu) with your campus ID. Click on the “Submit Report” tab.

Use drop down menus to select the year (2015), college, department, and degree. (If you have questions about which college, see the glossary below). For BA degrees, select “AB.” For Core reports, select either “AB” or “BS”, depending on the name of the principal undergraduate degree in your department. If still unsure, please consult the SLOAP List of Program Names, which is available at http://oie.gsu.edu/2014-2015-assessment-cycle/

Enter the full name of the program in the appropriate field, using the SLOAP List of Program Names.

Use radio buttons to select document type. If you are submitting a report for a degree program, select “Program Report”. For a report on your department’s contributions to the General Education requirements, select “Core Report.” For a certificate program, select “Certificate Report.” Use the other radio buttons as appropriate.

If there is any potential ambiguity about the nature of the document, provide an explanation in the “Comments” field.

Use the “Upload Document” feature to select and upload the relevant document.

When done, click “Submit.”

To submit another report or document, repeat the previous steps. You may submit as many supporting documents as you wish. Just be sure to make the same entries for college, department, degree, and program name each time.
To confirm your submission(s), click on the “Report List” tab. You may use the drop down menus to limit the documents displayed. To view your report or other submitted document, click on the “Download” link associated with the document.

When a review of your report has been completed, it will be available for viewing on the “Review List” tab.

**Glossary**

College Names
AS = College of Arts and Sciences
BU = J. Mack Robinson College of Business
EH = College of Education
LW = College of Law
NS = Byrdine F. Lewis School of Nursing and Health Professions
PS = Andrew Young School of Policy Studies
SH = School of Public Health

**Do not use**
ED (former designation of College of Education)
PH (former designation of Institute of Public Health)