Instructions for Submitting Reports to SLOAP CORE

You won’t see the “Submit Report” tab until you log-in with your GSU ID (e.g., pgregg) and password. The same one you use for webmail, GOSOLAR, etc.
Screen you see after log-in

Now you see your Submit Report tab

Instructions continue on next page
**Submit Report Screen**

- **Course Area:** This is the Area of the Core Curriculum for which you are submitting your report. Drop-down menu includes Areas A1 through F.
- **Course Prefix:** Once you have selected your Course Area, the drop-down menu will be populated with the relevant course prefixes e.g., ENGL in Area A1; ASTR, BIOL, CHEM, etc. in Area D.
- **Course No:** Once you have selected your Course Prefix, the drop-down menu will be populated with the relevant course numbers. **IF** your report is covering multiple courses, please select the LOWEST course number in your subject.
- **Courses Assessed:** This is currently a required field. We will strive to make it optional in the future. For now, if your report is only covering one course, just retype that course number in the box (e.g., MATH 1001).
  
  If your report is covering multiple courses, please list all courses included, e.g., BIOL 1103 selected from “Course No” menu, then BIOL 1103, 1104, 2107, 2108 typed into the “Courses Assessed” box.
**Document Type:** Please select the button for EACH document you upload. Unfortunately, SLOAP does not accommodate multiple documents to be uploaded at the same time. You will need to upload your report, your assessment instrument, and any other materials you may have (e.g., rubric, detailed sampling plan, detailed analysis of findings etc.) as individual items.

Please remember that you MUST upload your assessment instrument (test questions or assignment) and scoring rubric, if applicable.

Please also remember NEVER to upload any document with student-level data that includes personally-identifiable information, i.e. names or Panther IDs. If you have analysis broken down by campus location, delivery method, or any other characteristics that are important for you, please be sure that the data you share have been aggregated.

**Upload Documents:** This works like any other online submission process.

**Submitted by:** This was populated when you logged-in and will record the ID of the person who literally pushed the button to submit the report. Please remember that on the report itself, both the Atlanta campus and Perimeter College assessment reporters should be listed, as appropriate.

**Comments:** This box is optional. You may use it if you need to provide clarification for the reviewers regarding the contents of the document being submitted, e.g., “Our assessment exam is a proprietary commercial instrument. This attachment is a screenshot of the publisher’s website documenting their copyright restrictions.”

**Blue Submit Button:** Bottom right of screen. If you hit “submit” without your document uploaded, the system will remind you that a required element is missing. You will also get an error message if you have left any other required field blank or unselected.