

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

Report Reviewers

(September 2016)

The first step is to find the report you are assigned to review. Log in to SLOAP (sloap.gsu.edu) with your campus ID and password. Click on the “Report List” tab. Use the drop down menus to locate the report. Check the name of the program against the SLOAP List of Program Names, since there may be more than one program under the same degree. Note that some College of Education and Human Development reports may be saved in LiveText. Instructions for accessing those reports will be provided separately.

Once you have located the correct report in SLOAP, open it by clicking on the “Download” link. If it does not open automatically, check the download button on your browser.

In addition to the report, be sure to check for related supporting documents (e.g., rubrics, findings, etc.). For additional information about a report or supporting document, hover your cursor over the “Comments” link for several seconds, and any description provided by the reporter will appear.

Once you have located and opened all the relevant documents, you are ready to begin the review. You have two options.

The first option involves entering the review directly into SLOAP. Click on the “Submit Review” tab. Use the drop down menus to select the college, department, and degree of the program you are reviewing. Enter the name of the program in the appropriate field, using the SLOAP List of Program Names. Use the radio buttons to identify the type of program (core, undergraduate degree, graduate degree, or certificate) being reviewed.

The review takes the form of a rubric consisting of 15 elements. For each element, select the radio button that best characterizes the relevant component of the report and provide a written comment that explains the choice of rating and any suggestions you may have for improvement. Enter any general comments you wish the reporter to receive in the “General Comments” field.

If you are unable to enter the entire review in one session, you may save it by marking “Incomplete” under “Status” and then clicking the “Submit” button. We also encourage you to save your review on a regular basis (at least every 30 minutes) as you work on it to minimize the risk of losing data. You can find the saved

incomplete review on the “Draft Reviews” tab and open it by clicking on the pencil icon on the left-hand side.

Once you have finished the review, please indicate the review as “Complete” under “Status” and then click on the “Submit” button. It should now appear as “Complete” on the “Draft Reviews” list.

The second option is to enter the review initially in the “Assessment Review Template for SLOAP,” a Word document that you can find on the “2015-2016 Assessment Cycle” webpage. Doing so eliminates the risk of losing partially completed reviews, which has happened occasionally in the past, especially when the review is not saved on a regular basis.

When you have completed the review template in Word, save the document and click on the “Submit Review” tab in SLOAP and follow the above instructions for identifying the program being reviewed. Then enter the review in SLOAP in two ways:

- 1) upload the Word review template, and
- 2) transfer the information from the Word review template to the template in SLOAP by checking the corresponding radio buttons and cutting and pasting the comments into the corresponding comment boxes.

When done, select “Complete” and click on the “Submit” button.

Submitted reviews will go for review by the chair of the appropriate assessment committee before being posted to the final “Review List.”

Glossary

College Names

AS = College of Arts and Sciences

BU = J. Mack Robinson College of Business

EH = College of Education and Human Development

LW = College of Law

NS = Byrdine F. Lewis School of Nursing and Health Professions

PC = Perimeter College

PS = Andrew Young School of Policy Studies

SH = School of Public Health