

Instructions for Submitting Reports to SLOAP CORE

Home screen

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.

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Home

Welcome to Georgia State University - (SLOAP CORE)

Assessment reports for the 2016-2017 academic year are due on October 2, 2017.

To view an assessment report, click on the "[Report List](#)" tab.

To view the review of a report, click on the "[Review List](#)" tab.

To submit an assessment report, log in with your GSU campus ID and click on the "[Submit Report](#)" tab.

To submit a review, log in with your GSU campus ID and click on the "[Start Review](#)" tab.

If you need instructions, click on the "[Help](#)" tab.

SLOAP CORE is maintained by the Office of Academic Assessment in the Office of Institutional Effectiveness. If you have any questions or suggestions, please contact Patti Gregg at PGregg@gsu.edu or 678-891-2571.

Screen you see after log-in

Now you see your Submit Report tab

The screenshot shows a web browser window with the URL <https://dssapex.gsu.edu/apex/f?p=129:1:3369919468311:::>. The page header features the Georgia State University logo and the title "STUDENT LEARNING OUTCOMES ASSESSMENT PORTAL (SLOAP)". A navigation menu includes tabs for Home, Help, Submit Report, Report List, Start Review, Review List, Draft Reviews, Manage Reviews, Average, Distribution, Comments, and Rubric Scores. The "Submit Report" tab is highlighted. The main content area contains a welcome message and instructions for users, including a deadline for assessment reports on October 2, 2017, and contact information for Patti Gregg.

Georgia State University

STUDENT LEARNING OUTCOMES ASSESSMENT PORTAL (SLOAP)

Home Help Submit Report Report List Start Review Review List Draft Reviews Manage Reviews Average Distribution Comments Rubric Scores

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pgregg Logout

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Instructions continue on next page

Submit Report Screen

* Indicates required field

* Year: 2017

* Course Area: Select Area

* Course Prefix: Select Prefix:

* Course No.: Select Course No.

* Courses Assessed:

* Document_Type: Assessment Instrument
 Core Report
 Findings
 Rubric
 Other (please describe in comment section)

* Upload Document: Browse... No file selected.

* Submitted by: PGREGG

Comments:

Cancel Submit

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.