

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

### **Assessment Reporters**

(March 2017)

Complete the appropriate (long or short) *Assessment Report* template. The template and instructions are available at <http://oie.gsu.edu/2016-2017-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](http://sloap.gsu.edu)) with your campus ID. Click on the “Submit Report” tab.

Use drop down menus to select the college, department, and degree. (If you have questions about which college, see the glossary below). For BA degrees, select “AB.” If still unsure, please consult the *2017 SLOAP List of Program Names*, which is available at <http://oie.gsu.edu/2016-2017-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 you select “Other” as document type, 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 documents, 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 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