SLA Annual Reports for 2012-2013 are due by June 30, 2013.

All academic departments and programs transmit their SLA Annual Reports through the website. Online reporting makes it easier to collect, share, manage, and archive information about SLA activities within and among academic departments and programs. We appreciate your cooperation and continuing SLA efforts!

Le Moyne College faculty and staff with valid logins may view all reports for the current year and all previous years (as the archive builds). Keep this in mind as you prepare your report and please **do not include information that would identify any individual student**.

To submit your annual report for 2012-2013:

Go to www.lemoyne.edu/sla. This is the "SLA Annual Reporting" page.

When you access the site for the first time to enter your information, you need to create an account. Click on the "Register" link and create a user name and password for the site. Contact Michelle Tarby with any problems setting up an account (tarbymm@lemoyne.edu).

Along the right-hand side are links to *Enter SLA Data* or *View Historical Data* and email links for the Assistant to the Provost for Student Learning Assessment (Dixie Blackley) and for the webmaster (Michelle Tarby).

Submitting your SLA annual report for 2012-2013:

To update last year's report …	**To submit a report for the first time …**
Login	Login
Click on "Enter SLA Data"	Click on "Enter SLA Data"
Click on "View or Update Department Entry"	Click on "Add New Record" (bottom of list)
Click on pencil icon (upper left)	
Edit your information	Enter your information
Click on "Update" (bottom of page)	Click on "Update" (bottom of page)

The information contained in your annual report corresponds to "Guidelines for a Program-Level Assessment Plan" (available through "Resources" on the SLA website).

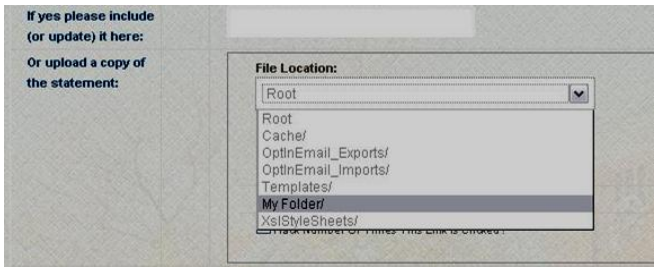
Annual report information is submitted through a combination of checklists, text boxes, and document uploads.[1] You don't need to submit everything in a single session. You may move in and out of the page to add or change information as necessary. To add or change information

[1] **Text boxes have limited capacity**. Do not attempt to enter the equivalent of several pages of content in text boxes. See page 2 for guidance in uploading documents.

after you have submitted your (partial) report, follow the instructions in first column of the table above. The site will note who created/changed the entry and when.

To upload a file:

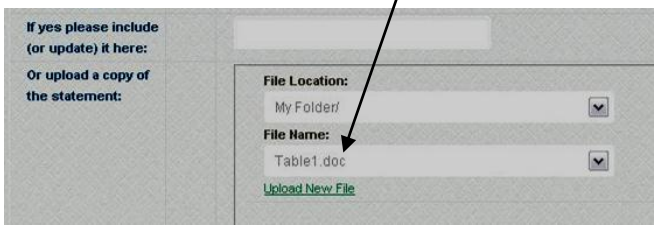
(1) Under "File Location", choose "My Folder/" from the dropdown menu



(2) Click on "Upload New File"

(3) Browse, then click on desired file

(4) Click on "Upload Selected File"



NOTE – Text boxes such as:

- Summarize your results
- How did (or will) you use results?
- Additional information regarding SLA activities

have <u>limited capacity</u>. Therefore, please be **<u>brief</u>!** (via bullets, a list, or a couple of paragraphs)

NOTE – Click on "Update" before you leave the page to save your information.