How to Enter Content into the Report

NOTE: Always make sure that you are entering data for the right year by checking the Reporting Cycle date ranges in the top left hand corner of the report.

1. BEFORE YOU ENTER ANY CONTENT, click on the *+Program* button to add your defined outcomes to the report.

   NOTE: Student Learning Outcomes must first be defined in the *Program Details* page, prior to being linked/added to the reporting cycles.

2. Select each outcome, and click *Save.*

   NOTE: All outcomes need to be included in each cycle, even if you are not collecting data for them, so select them all.

3. Click the *Edit* button for each field to enter information and data.

4. The *Short Name* line is optional. The content of your report should be entered into the larger text editor box.
   a. Copy and paste functions vary by computer and browser.
   b. If you are copying information from a Word file or PDF, I have found that the easiest way to do so is using the shortcut commands; *Ctrl + C* for copy and *Ctrl + V* for paste.

5. Once your information has been entered, you can click the *Complete* checkbox in the bottom right hand corner. This marks the filed as complete and turns it green.

6. For outcomes or measures that are not being reported on in the given cycle, in that same *Edit* screen, you can mark a field as *Not applicable*.

   NOTE: All outcomes must be listed and all measures must be defined in each reporting cycle. However, for those that are not being reported on, simply mark them as well as the subsequent data related fields as *Not applicable.*