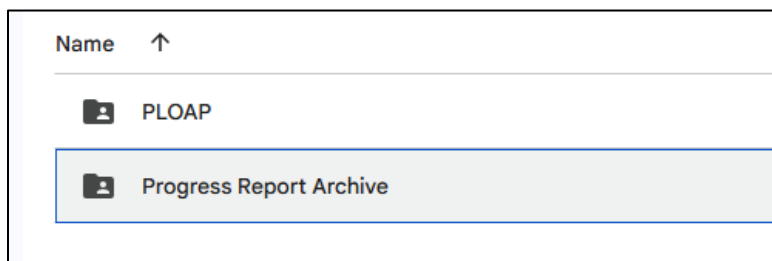


Directions to Complete Academic Progress Report 16

Before you Begin

Make sure you have access to the following:

- Your program **PLOAP** (available via Google Drive “PLOAP” folder)
- Last year’s **Progress Report 15** (also in Google Drive folder “Progress Report Archive”)
- Relevant **student learning outcomes data**



Access the Report

Progress Report 16 link was emailed to all completers; the report will be submitted via a **SharePoint form**.

- You may be prompted to log in to SharePoint using your RIT credentials and Duo factor authentication
- A Word version of the report is available to on the [EEA website](#) under **Resources and Samples**. This version is provided only for drafting your responses. To complete your report, you must submit the SharePoint form

Collaborating with Others

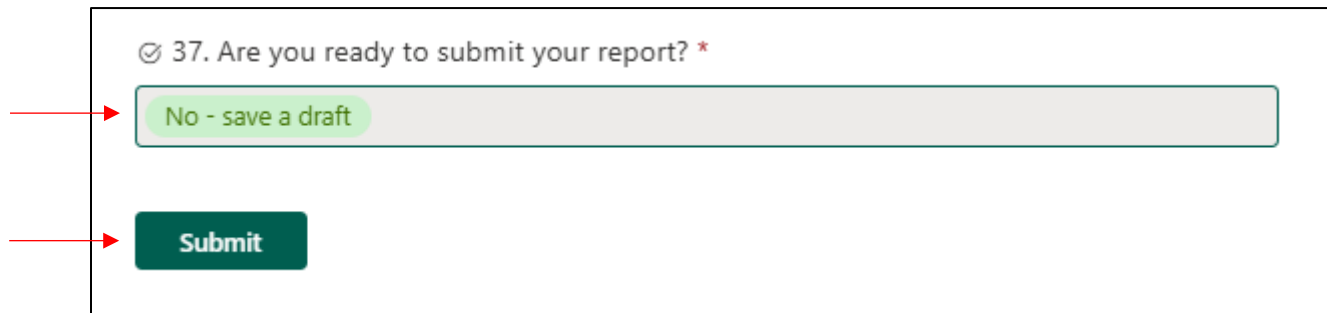
If you are completing the report with other faculty member(s):

- Use the **Word version** of the report to collaborate
- Once finalized, one person can submit the completed form using the SharePoint link

Saving Your Progress

If you need to pause and return later:

- Complete the five required questions (1, 2, 3, 26, 36)
- Scroll to question 37 and select **“No- save a draft”**
- Click “Submit” to receive an email with a link to edit your report later



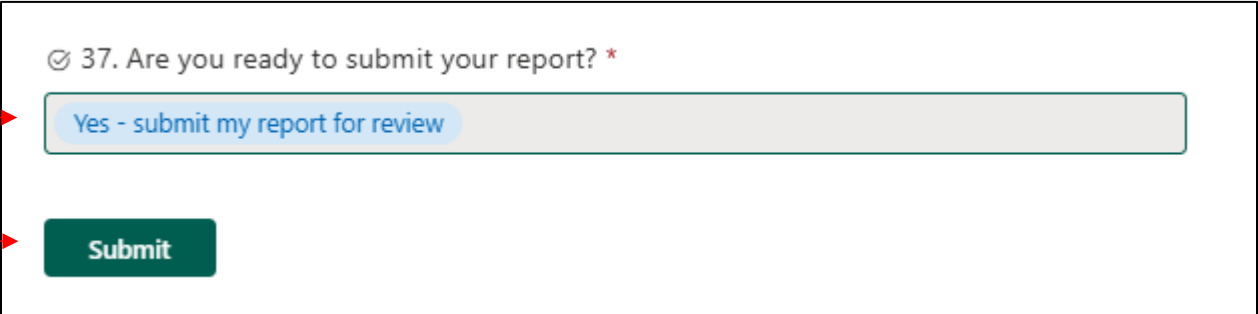
Internal Program Review

Programs may conduct an internal review before submission. Coordinate with your **SLOAC representative** for additional deadlines and to determine the optimal way to share and review report draft.

Submit the Report

When you are ready to submit your report for review:

- Scroll to question 37 and select “Yes- submit my report for review”
- Click “Submit” and receive an email with a copy of your report



☑ 37. Are you ready to submit your report? *

Yes - submit my report for review

Submit

Submitting Multiple Reports

- Start and save a draft for each report before beginning another report

For questions, contact Leah Bradley at lbdfp@rit.edu, Kate Scahill at kscdfp@rit.edu or Kielynn Banker at kxbdfp@rit.edu