




## For Completing the Revised 2012 Annual Report



- ❖ How to use the 2012 Annual Report disc:
    - ◆ Read the Read Me First PDF—Quick Start Guide of the 2012 Annual Report Instructions.
    - ◆ View the screen shots of each page of the E-Report using the Screen Shot Sample PDF on your disc.
    - ◆ **PLEASE READ AND FOLLOW THE INSTRUCTIONS PROVIDED.**
    - ◆ How to use bookmarks in the PDF documents—*Bookmarks* have been included for PDF files to assist you. Just a reminder, once you open a PDF, you will see a 'bookmark tree' in the left-hand margin of the document window showing you the bookmarks available. You can click on any bookmark and you will automatically be redirected to that segment in the document. If the 'bookmark tree' does not appear in the left-hand margin of the PDF document when you open it, then just click on the single bookmark 'icon' in the left-hand margin, and the 'bookmark tree' will appear.
-  Bookmark icon
- ❖ Collect all data & information that will be used to develop the report before logging into the E-Report [See the Screen Shots Sample PDF document on the report disc].
  - ❖ Note: Historical data pre-entered in the E-Report may not accurately reflect the program's reported data. If the program notes that outcomes data is not accurate, please indicate the accurate data in the applicable analysis field and use the accurate program data to determine whether the program meets the ARC/STSA specified threshold(s).
  - ❖ Programs will no longer need to submit a separate Annual Report CST Addendum—CST Exam results are reported within the 2012 E-Report.
  - ❖ When uploading documents, PDF documents are preferred. Word, Excel, PowerPoint, and Publisher documents can also be uploaded into the report and are also acceptable.
  - ❖ The E-Report includes of 3 academic years (AYs) for reporting data:
    - ◆ Current Program Information—8/1/11-7/31/12 [EXCEPT academic breaks (5/1/12-4/30/13)].
    - ◆ Program outcomes—8/1/10-7/31/11
    - ◆ Graduate outcomes—8/1/09-7/31/10
  - ❖ **Program Passwords—Program passwords for the 2012 Annual Report (AR) have been selected by the ARC/STSA. The program's ID and new password are found in the 2012 AR Letter included in your packet. Passwords cannot be changed until after all programs have submitted the 2012 AR. Passwords can also be obtained by contacting the ARC/STSA.**
  - ❖ You will need to have a copy of the 2011 Annual Report to use for completing the Program Outcomes section of the E-Report.
  - ❖ The 2012 Annual Report may take more time to complete than past annual reports, as it includes several expanded and enhanced data fields to more fully reflect the program's achievements and compliance with the *Standards*. Most of the new data entered into the 2012 Annual Report will automatically migrate into the 2013 Annual Report.