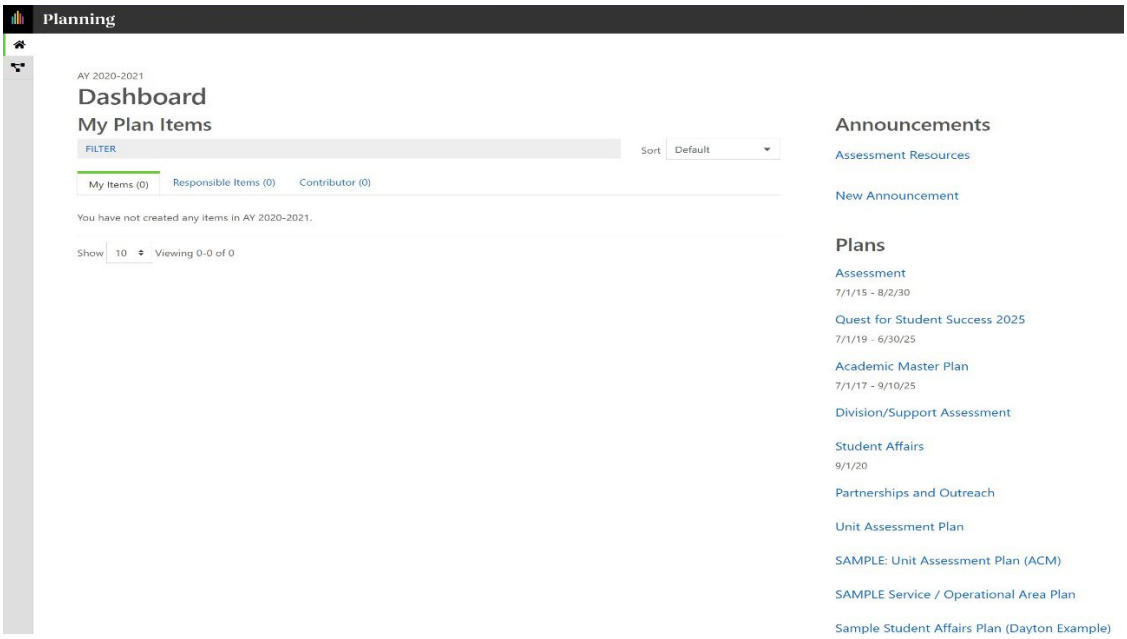
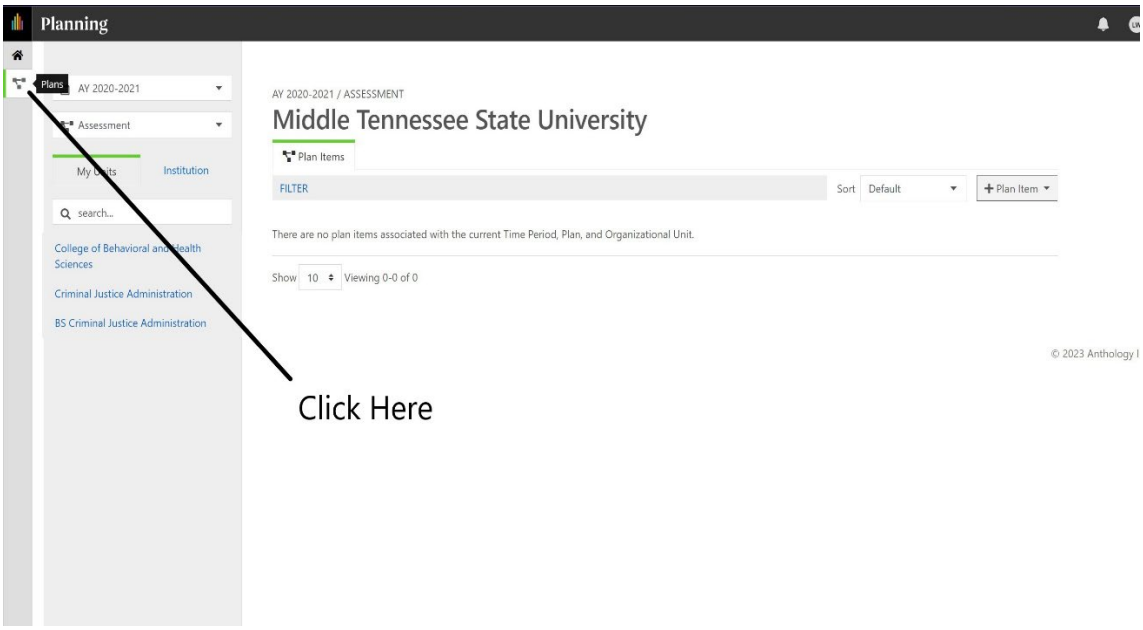
1. Login with your FSA at the following website:
https://mtsu.campuslabs.com/planning/dashboard

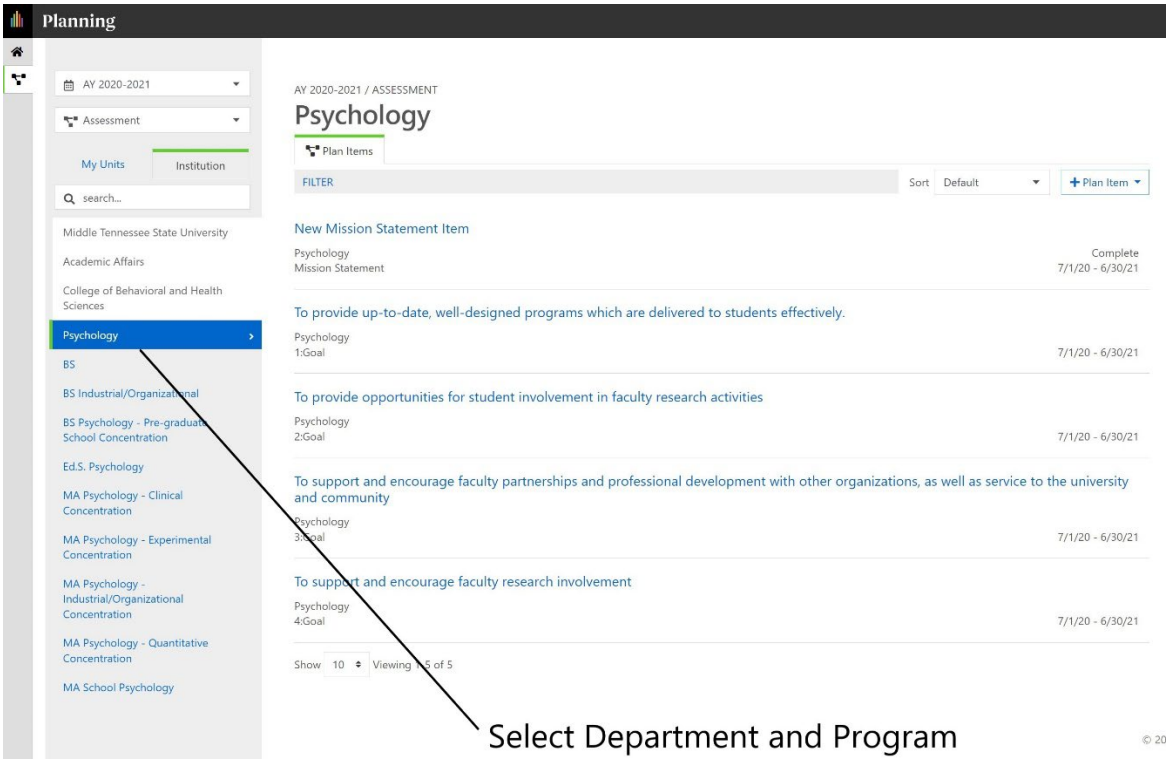
2. The dashboard should look like this:



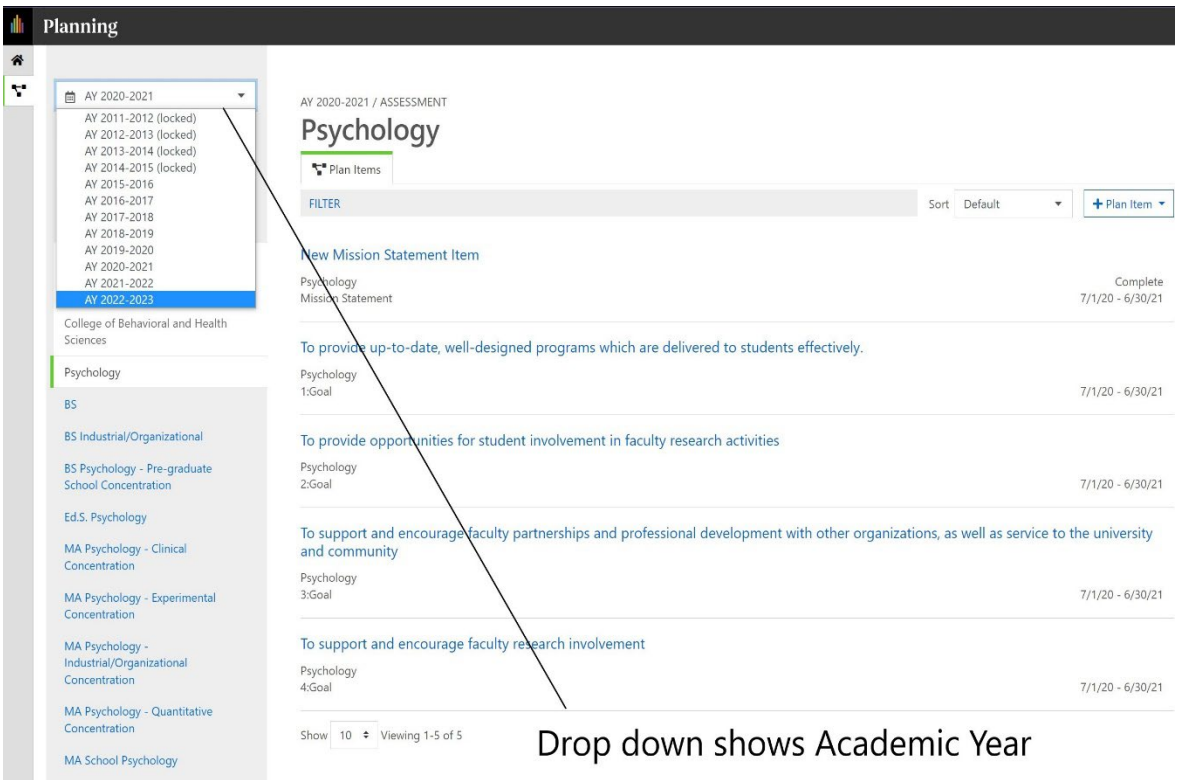
3. Click on the 'triangle' shape in the top left menu.



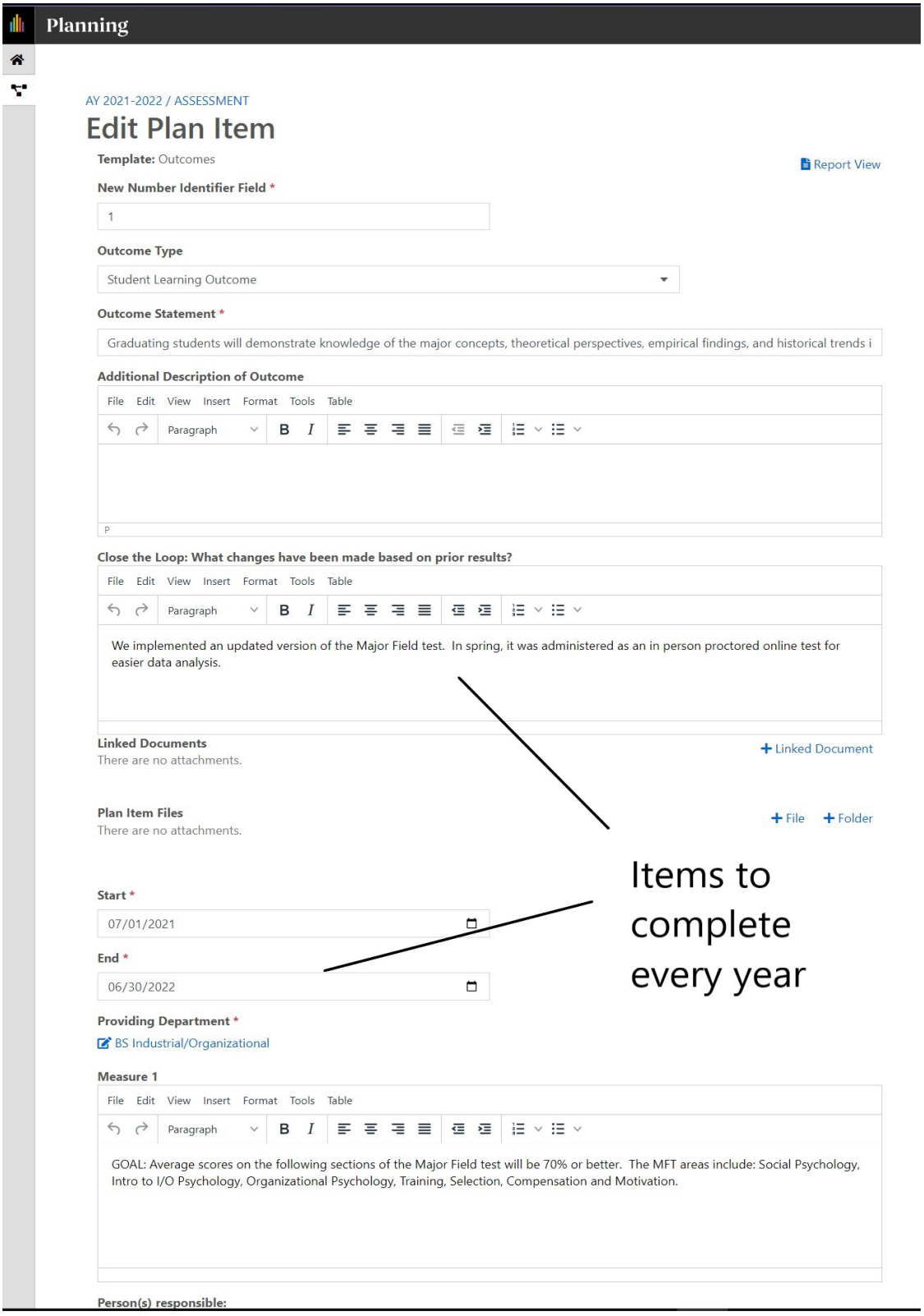
4. Select your department and program from the left menu.



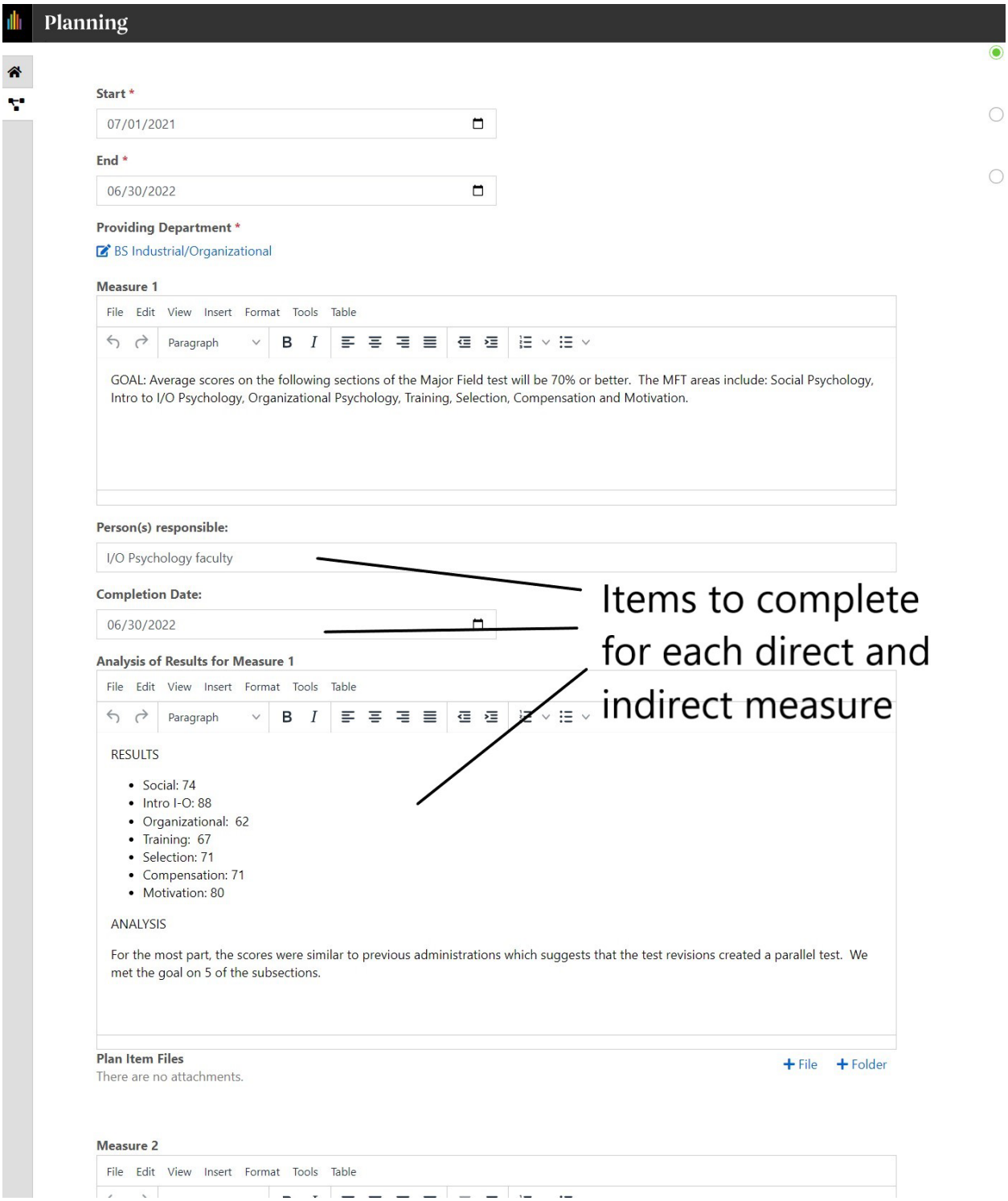
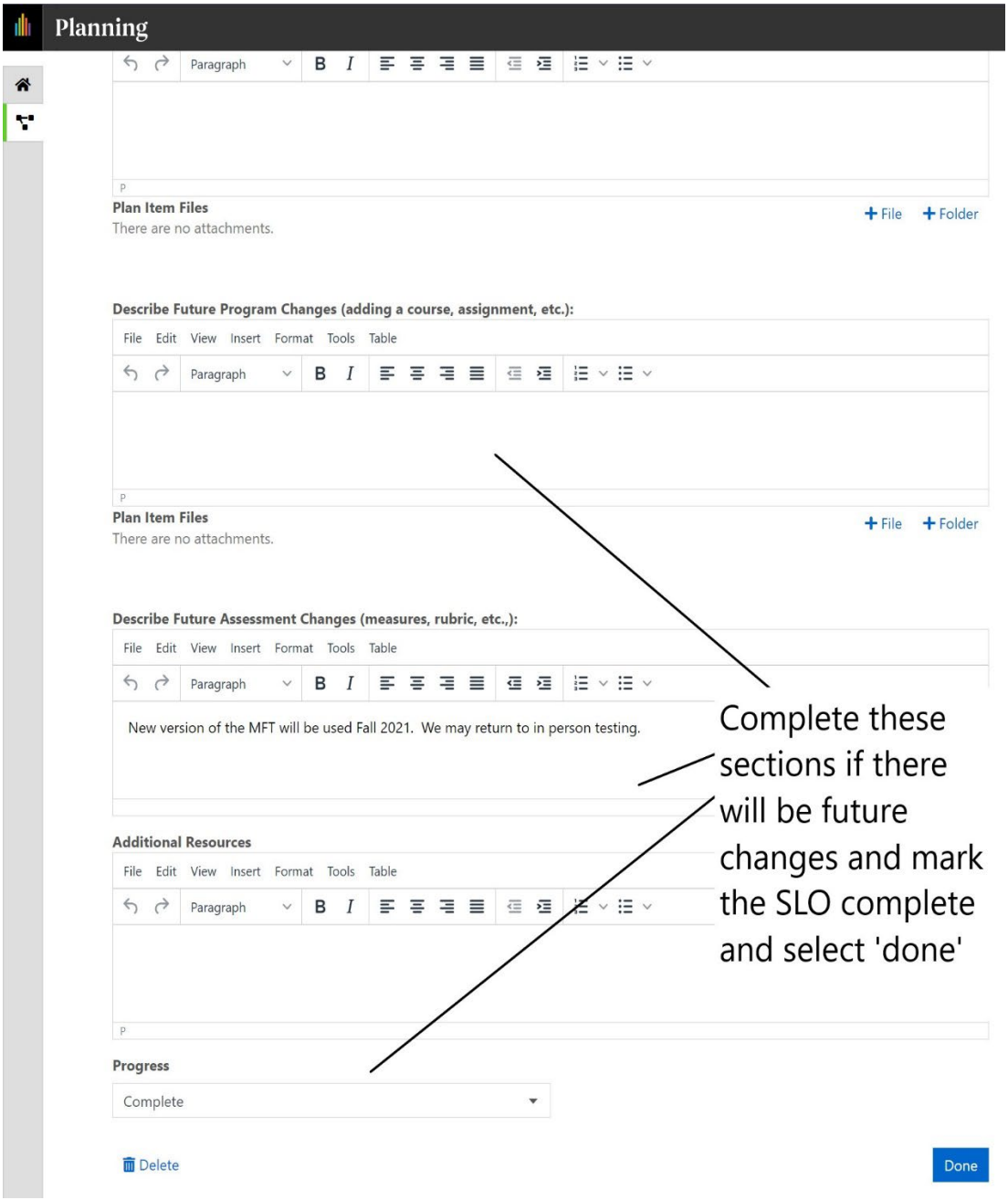
5. Select academic year from the drop-down menu.



6. Each academic year, please complete ‘Close the Loop’ and start and end dates for each SLO.



7. For each direct (you need 2) and indirect (you need 1) measures, please complete the following: person responsible, analysis of results, and completion date.



8. If you plan on implementing changes to measures or the SLO, please indicate this in the 'future actions' sections. Then, select 'complete' from the drop down menu and click on 'done' to finish.