SAC Scores File Upload: Instructions

Steps Overview:

SAC Scores File Upload Option

(2) Enter your ACES email:

(3) Select your role for the File being uploaded:
Academic Program Coordinator ▾

(4) Select type of File uploading:
Use of Data Report ▾

(5) Enter the Course or Unit pertaining to the File:
Example Course: ENGL1301 Example Rubric: MATH

(6) Project:
SAC Scores - Fall 2019

(7) Browse to upload:
Choose File No file chosen   Choose File No file chosen

(8) Upload File

Select your role for the File being uploaded:
Academic Program Coordinator ▾
- Faculty Member
- Staff Member
- Academic Program Coordinator
- Discipline Assessment Rep
- Manager
- Department Chair
- Director
- Dean
- Vice President

Select type of File uploading:
Use of Data Report ▾
- Use of Data Report
- Learning Assessment Reflection
- Learning Assessment Action Plan
- Learning Assessment Org Chart
- Analysis Answers Report (WEAVEOnline Report)

iPPE | Institutional Research
Learning Assessment
Strategic Plan
Unit Review

SAC Scores File Upload: Instructions

Steps Detailed

1. In your internet browser, navigate to the SAC Scores File Upload site at
   - https://sacweb03.sac.alamo.edu/eScores/scores.aspx.
2. Enter your ACES email address
   - @alamo.edu
3. Select your ROLE for the file being uploaded
   - Select your ROLE: Academic Program Coordinator, Discipline Assessment Representative, Director, etc.
4. Select type of file uploading
   - FILE description you are uploading: Use of Data Report, Learning Assessment Reflection, Analysis Answers, etc.
5. Enter the Course or Unit pertaining to the File
   - Enter the UNIT pertaining the file: (e.g., Rubric: MATH)
6. Project
   - The name is already entered, no action needed
7. Browse to upload file
   - Click "Choose File" and navigate to the file you want to upload. Ensure the file is named appropriately (e.g., Use of Data Report-MATH)
8. Upload File
   - Click "Upload File" to submit your files
   - The following pop-up box will appear
   - Click "OK" and repeat steps to upload additional files or close the page if you are done

> sacweb03.sac.alamo.edu says
>
> sql good
>
> OK

iPPE **Institutional Research Learning Assessment Strategic Plan Unit Review**