
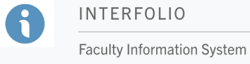
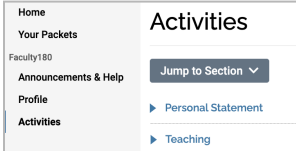



Submitting Final Report for Sabbatical

Instructions for Faculty

Overview

Step	Page	
	1. Write Your Sabbatical Report The sabbatical final report guidelines (link below) explain the required elements.	1
	2. Login to Interfolio Use the tile at the MySCU single sign-on portal.	2
	3. Upload your Report to Faculty180 Use the “Sabbatical Reports” entry in the Activities section.	3
	4. Email Your Report Email your final report to SCU Sabbaticals.	3

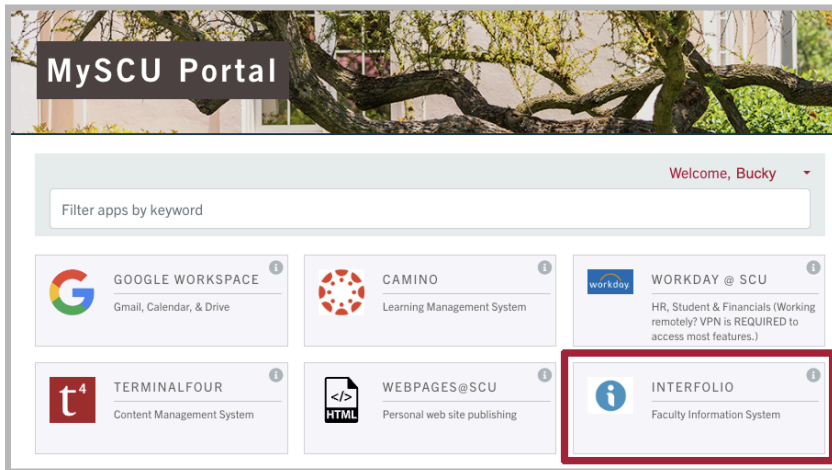
STEP 1 - WRITE YOUR SABBATICAL REPORT

Prepare your report, following the [Sabbatical Final Report Guidelines](#). Save the file to your computer.

STEP 2 - LOGIN TO INTERFOLIO

You can login to Interfolio one of two ways (A or B):

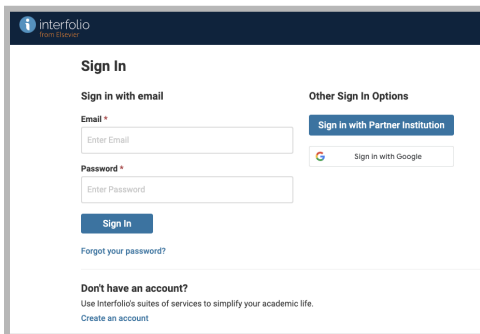
A



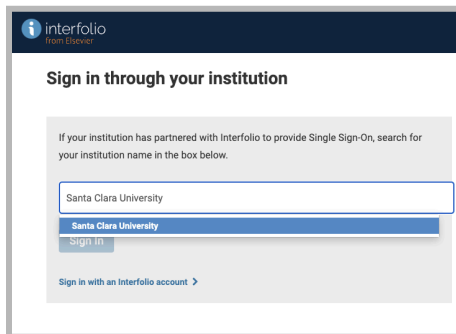
Sign into MySCU

Click on the Interfolio tile

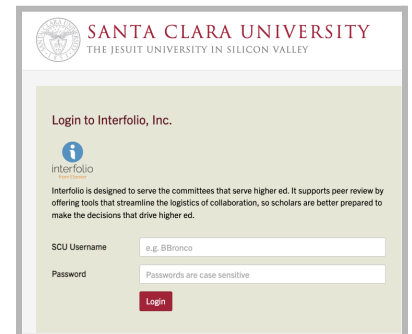
B



Go to <https://www.scu.edu/interfolio>

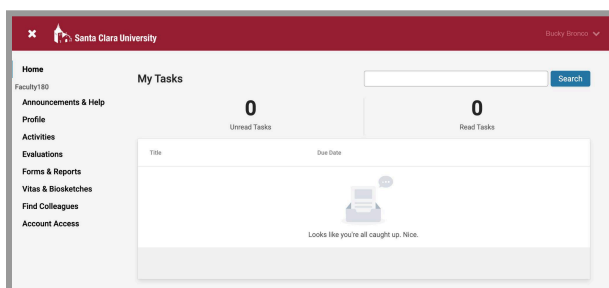


Type in Santa Clara University



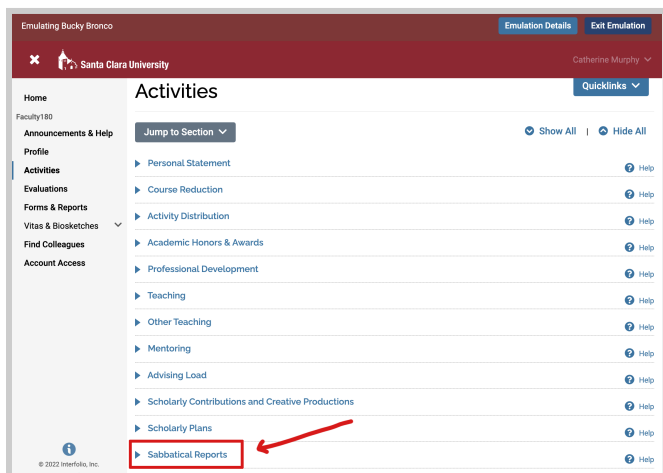
Log in to MySCU Portal

However you login, double-check that you're in the right account:



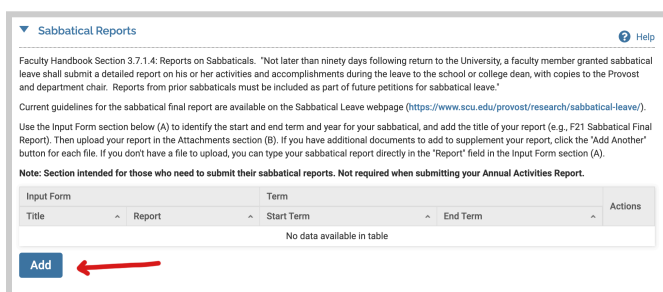
After you login, "Santa Clara University" should appear in the upper bar, and your screen should look like this. If it doesn't, you may be logged in to another Interfolio account. Contact Katie Williams (kfwilliams@scu.edu) to help you troubleshoot.

STEP 3 - UPLOAD YOUR REPORT TO FACULTY180



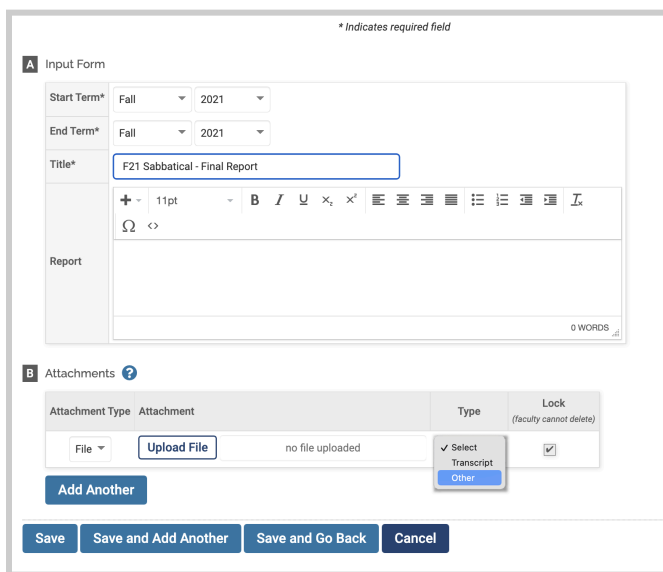
Navigate to Sabbatical Reports

Click on “Activities” in the left sidebar to bring up the Activities section. Navigate to the Sabbatical Reports entry and click on it to open.



Review Directions & Click Add

Review the directions for submission, which include the Faculty Handbook description of the report, a link to the guidelines, and directions for upload. Click the blue **Add** button when you’re ready to upload or type your report.



Upload Report

- Use the Input Form section (A) to identify the start and end term and year for your sabbatical, and to enter a title for your final report.
- Use the Attachments section (B) to upload your report file, selecting “Other” for the Type. Alternatively, you can type your report directly in the “Report” field in the Input Form section (A).
- If you have additional documents to add to your report, click the **Add Another** button for each file.
- Choose one of the three **Save** buttons, depending on the next step you’d like to take.

STEP 4 - EMAIL YOUR REPORT

The final step is to email your report to SCU Sabbaticals (sabbaticals@scu.edu).