

# Submitting Final Report for Sabbatical

## Instructions for Faculty

### PART 1 - Prepare Your Report

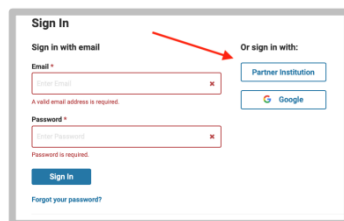
Prepare your report in your preferred word processor, following the [Sabbatical Final Report Guidelines](#). Save the file to your computer.

### PART 2 - Login to Your Interfolio Account

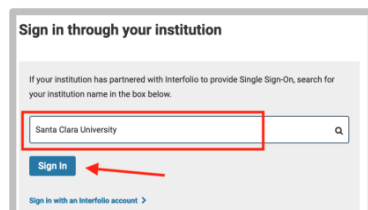
There are two ways to log on to Interfolio

1. Interfolio:  
<https://www.scu.edu/interfolio>

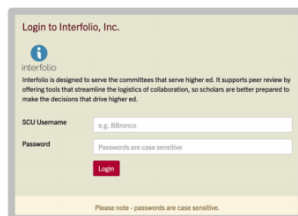
Click the Partner Institution button.



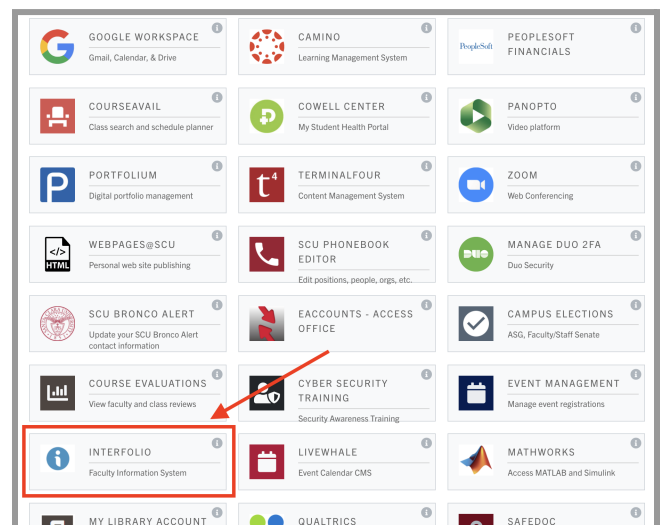
Search for "Santa Clara University" and click the Sign In button.



Log in with your single sign-on credentials.

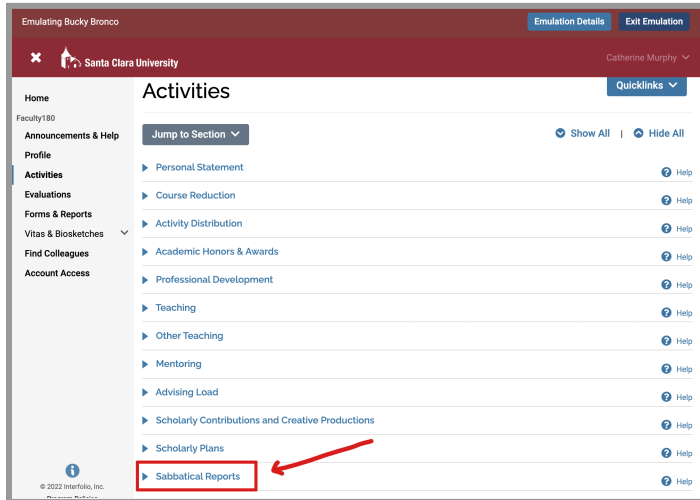


2. Click on the Interfolio tile on your MySCU SSO page.



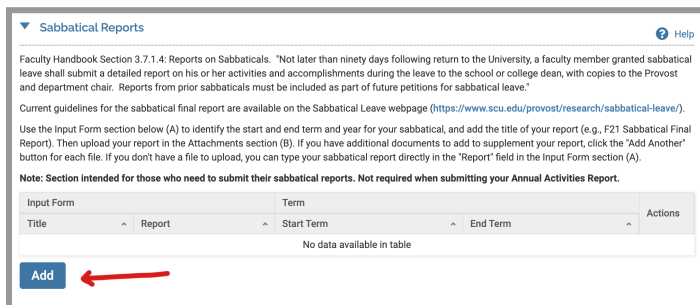
## PART 3 - Write and Upload Your Report

Most people will write their report outside Faculty180. You can also type your report directly into Faculty180. Guidelines for the content and format of the report are available on the Sabbatical Leave webpage (<https://www.scu.edu/provost/research/sabbatical-leave/>). To add the report to Faculty180, follow these steps:



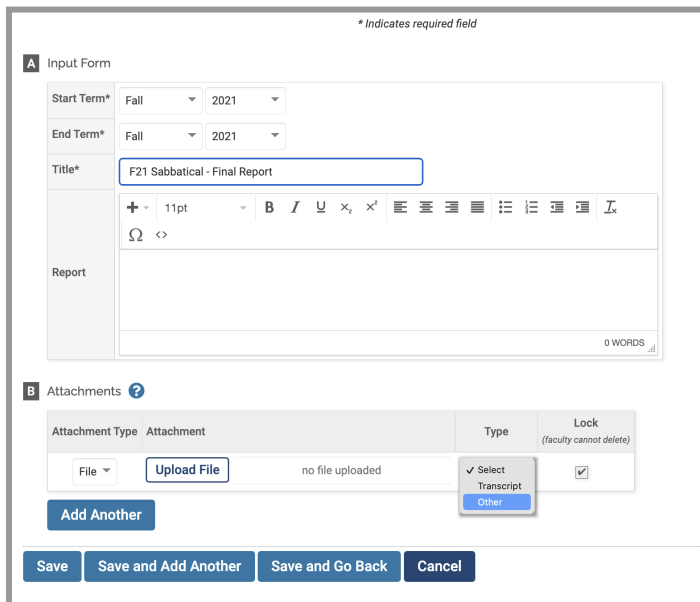
### Navigate to Sabbatical Reports

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.