

## SLO Template Tutorial - Step by Step Instructions

### OUTCOMES

On this page, you will describe the Rating and Outcome used for your SLO.

- Determine what “Ratings” scale will be used for the SLO Interactive Template if different from the default State Rating which is included, delete and for each level of performance, add the “Rating” scale used by your district.
- **Please note:** Since you will not yet have your end of period data, you will not be complete the information on this page when you first generate your SLO. To complete worksheet on this page you have two options:
  1. “Export” your work on the Summary page as a Word file, and at a later date (once you have your end of period data) use the Outcomes Worksheet in the Addendum 2 section of your Summary Word file to input the relevant data and calculate your rating.
  2. “Export” your work on the Summary page as a Text file, and at a later date (once you have your end of period data) reenter the template on the Welcome page use the “Choose File” button to *Import* your Text file to repopulate the template with your work. Return to the Outcomes page, enter the growth target data and finally go to the Summary page and Export your Summary page as a Word or Text file – or for good measure Export in both formats.
- Whether using the Addendum 2 Worksheet or using the automated calculation feature on the template’s Outcomes page, you will do the following to determine your rating:
  - Enter the “Number of students in SLO:” – the number of students in the class who were a part of your SLO plan.
    - Note: You may have excluded students from the SLO plan if so they would not be included in the total number of students in the class.
  - Using the data collected from the post-assessment, type in the “Number that achieved growth target:”.
  - Click on Calculate. A calculation will occur and rating should be identified.
    - Note: If you are using the Addendum 2 Worksheet, you will simply divide the “Number that achieved growth target:” by the “Number of students in SLO:”, and you will the compare the resulting percentage to the pre-determined rating percentages to manually identify your rating. All percentages are based on a round rule of rounding up from the hundredths; for example, using the State Default model – 50.45% rounds up to 51% and thus a Proficient ranking.
- Finished with the page, click on the *Next* button (lower left corner).

## IMPORTANT NOTES:

1. On any open field, you may select from the dropdown menu or you may enter the information from the keyboard.
2. Remember when finished with a page, click on the *Next* button (lower left corner) which will move you on to the next tab of the template and will push your content fields to the *Summary* page for exporting as either a Word or Text file.
3. If you need to leave the template before completing your work you **MUST** save your work to your computer. To save your work to an export file click on the "Export" button found at the bottom of each page. When prompted then save the Text file on your computer in a place you can remember. *The Export function will not work on Internet Explorer 9.*
4. When you re-enter the template you'll need to *Import* the data that you saved from your previous session. To do this go to the Welcome tab click on "Choose File" button and select your Text file from its location on your computer. The fields that you previously entered information will automatically populate. **DO NOT tamper with the contents of the text file as you may end up losing information.**