SLO Template Tutorial - Step by Step Instructions

OUTCOMES

On this page, you will describe the Ratings and Outcomes used for your SLO.

- Determine what "Ratings" scale will be used for the SLO Interactive Template. If different from the default State Rating that is included, delete and for each level of performance, add the "Rating" scale used by your district.
- **Please note:** As you will not yet have your end of period data, you will not be able to complete the information on this page when you first generate your SLO. To complete worksheet on this page you have two options:
    1. Continue on to the Summary tab and select the "Export as .doc" option to save your work as a Word (.doc) file. Then at a later date (when you have your end of period data), use the Addendum 2 placeholder section of the exported Word file to input your outcome rating data and calculate your rating directly into the Word file.
    2. "Export" your work from the Outcomes page as a Text file and at a later date (when you have your end of period data), re-enter the template and 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 your outcome rating data and calculate your rating; and finally go to the Summary page and select the "Export as .doc" option to save your work as a Word (.doc) file.
- Whether using the Addendum 2 placeholder section of the exported Word file 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.
    o 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 placeholder section of the exported Word file, 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.
- Click on the *Next* button (lower left corner) to move to the next tab.

IMPORTANT NOTES:

1. On any open field, you may select from the dropdown menu or you may enter the information from the keyboard.
2. To move to the next tab of the template and push your content fields to the summary page for exporting, click on the *Next* button in the lower left corner.
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, 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 will need to "Import" the data that you saved from your previous session. To do this, go to the Welcome tab, click on the "Choose File" button and select your Text file from its location on your computer. The fields that you previously entered information will automatically populate. **Please note the Text file you export to your computer to save your work and then import back into the SLO Template Tool to continue your work is a machine language file. It is only meant to communicate with the Template Tool. Please do not alter the contents of this Text file as you may end up losing information.**

5. While future iterations of the SLO Template Tool will support iPads, this initial version of the template is not designed for use with an iPad. You are strongly encouraged to use either a laptop or desktop computer.