

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 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. “Export” your work from the Outcomes 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 your outcome rating data and calculate your rating; and finally go to the Summary page and select Generate PDF to save your work as a PDF file. Finished with the page, click on the *Next* button (lower left corner).
 2. Continue on to the Summary tab and select the Generate PDF option to save your work as a PDF file. Then at a later date (once you have your end of period data) follow instructions to convert your pdf to a Word (.doc) file by following the instructions shown in #5 in the Instructions tab. Use the Addendum 2 placeholder section of the converted Word file to input your outcome rating data and calculate your rating directly into the Word 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.





- 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 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.
- When 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 a PDF file.
3. If you need to leave the template before completing your work you **MUST** save your work to your iCloud or Google Drive as a text file. In order to save a text file on the iPad, an application that can handle and save text files will be required. To download a free app for handling text files, Go to the Apple App store and search for “TextEditor” and download that free App. Make sure you select "Use iCloud drive" for storage so that the text file gets stored on your iCloud.

When you click on the Export button in the IEA tool website, a new tab opens in mobile Safari browser on your iPad with lines of text containing information you have entered.

- Select on the text, highlight and copy the entire text.
 - Open the TextEditor app on your iPad and add a new file by clicking on + symbol on the right bottom corner of your screen. In the blank screen that opens up, select and hold until you see the Paste option pop up. Select Paste to paste the content of the text file. Click on File on top left corner of the app and select the options "Make plain text" and "Save As" and give the file any name you want (for example, IEAform)
 - 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, select iCloud drive and choose your Text file from its location on your iCloud. The fields that you previously entered information will automatically populate. **Please note the Text file you export to your iPad 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.**
4. On the template, for words highlighted in red, tapping once on that word will show more information. Similarly for words highlighted in blue, tapping once on the word will show more information and tapping a second time on that same word will open up the associated link in a new tab on your iPad browser.
 5. To generate a pdf copy of your work, select the "Generate PDF"

button and then select   to Email yourself a copy or   "Save the PDF to iBooks". At a later point if you need a word copy of the PDF for editing your completed work, we recommend using a tool to convert the PDF file to Word format on your computer or iPad.

- To do this using your computer, save a copy of your summary as a PDF on your computer from your email, then visit the PDF Converter website (https://www.freepdfconvert.com/pdf-word?gclid=CIOT0dye_McCFQUIaQodwvIPUQ) and follow the directions provided.
- To do this using your iPad, download an app named "EasyPDF" from the App store. Open the pdf in your email, then select  and click  "Copy to EasyPDF", select

Convert at top right of the screen which will create a Word document.

