SLO Template Tutorial - Step by Step Instructions

GROWTH TARGETS

On this page, you will describe your expectations for the performance of the students in terms of growth over the interval of instruction.

- Document the "baseline data" or evidence collected. This could be the result of a previous year's assessment, a pre-test or a skill based pre-assessment.
- Answer the question, "Will there be a midpoint check-in?"
  - Yes, please describe or include the date for the mid-point check-in.
  - No, skip to the next question.
    - **Please note**: Midpoint check-in is an opportunity for the teacher to determine if students are on track to meet their growth targets or whether the growth targets need to be adjusted due to over- or underestimation, and/or justifiable circumstances for certain students.
- Answer the question, "Do you have baseline data?"
  - Yes, please describe the "Growth Targets" for your student population described on the "Learning Goal" page.
  - Be sure to adjust the targets for each student or subgroup based on the provisions you made for student differentiation on the "Assessment and Evaluation" page.
    - For example, if you used a rubric with a writing sample, you will describe the progress you expect students to achieve from the baseline data collected.
    - If you are using a performance task or skill, you will include the improvement (from the baseline data) that you expect to observe for each student or group of students.
    - Include all baseline data, midpoint check-in data and targets on this page.
    - If you use the SLO Template to enter this data, you will be accessing/using the SLO Template more than once during the interval of instruction.
      - In other words, as you prepare your SLO plan and collect data throughout the interval of instruction,

please feel free to include the updated information in your SLO plan using the SLO Interactive Template.

- o **Please note:** You may be completing the SLO template but have yet to give your pre-assessment, and thus are not yet able to set growth targets. If this is the case, you have two options:
  1. Continue on to the Outcomes tab and complete as much information as possible, then from the Summary tab select the "Export as .doc" option to save your work as a Word (.doc) file. Then at a later date (when you have your baseline data) use the Addendum 1 placeholder section of the exported Word file to input the growth target data directly into the Word file.
  2. Continue on to the Outcomes tab and complete as much information as is possible, then "Export" your work from the Outcomes page as a Text file. At a later date (when you have your baseline data), re-enter 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 Growth Targets page, enter the growth target data, complete any remaining work on the Outcomes page, and finally go to the Summary page and select the "Export as .doc" option to save your work as a Word (.doc) file.
- 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.