

SLO Template Tutorial - Step by Step Instructions

EDUCATOR INFORMATION

On this page you will enter the general information that identifies this Student Learning Objective (SLO) as yours.

- Select the following from the drop-down menu or type in:
 - “Academic Year”
 - “Educator” name
 - “District” name,
 - “Subject”, the general area of study (Mathematics, Social Studies, etc.)
 - “Course”, the specific class that you’re using for a measurement of student growth (Survey of Victorian Literature, Introduction to Non-linear Equations, etc.),
 - “Grade”, select one or all grades that apply from the dropdown menu of PreK-2, Grades 3-5, Grades 6-8, Grades 9-12 or enter a more specific definition from your keyboard,
 - “Interval of instruction” should include a “Start” and “End” date as this is the portion of an academic year over which student growth will be assessed.
- 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 PDF 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. **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.
6. **Important Note for Mac users:** The "Export as .doc" (Word file) option will not work for Mac users. To get your summary into Word format you will first need to use the "Print" (.pdf) option, and then convert that PDF file to Word format. To do this click on the "Print" (.pdf) option to save your summary as a PDF on your computer, then visit the PDF Converter website (https://www.freepdfconvert.com/pdf-word?gclid=CIOT0dye_McCFQUIaQodwvIPUQ) and follow the directions provided.

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