SLO Template Tutorial - Step by Step Instructions

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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.

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).

LEARNING GOAL

On this page you will identify the "big idea" or the objective for which student growth will be assessed.

- Fill in each field by typing in using the keyboard or when applicable select using the drop-down menu:

- o "Learning Goal", a description of what students will be able to do at the end of the interval of instruction or instructional period,
- o "Content Standard(s)", the applicable Standard(s) that align to the subject area that your learning goal encompasses,
    - Content Standard links are included for ease in identifying the appropriate Standard(s),
    - Please copy and paste the Standard(s) into the appropriate field.
    - Each field maybe enlarged to allow for spacing and viewing of the copied Standard(s).
  - o "Student Population", a description of the students, course, grade level and/or groups of students (subgroups), including number of students in each group with a description of the skill level ability.
  - o Please take into account the students or subgroup(s) differences when you assess their growth in regard to the learning goal.
- "Methods of Instruction", please include or describe the methods of instruction that will be used during the interval of instruction timeline.
- Finished with the page, click on the *Next* button (lower left corner).

ASSESSMENT AND EVALUATION

On this page, you will describe the assessment process used for this student learning objective.
- Identify the assessment as a Type I, II, or III assessment.
  - o Utilize the SLO Interactive template resources on assessment type (I, II or III) identification before you begin your work.
  - o Describe the data collection process (does your assessment use a portfolio, a writing sample, a performance task, a multiple choice assessment, or…).
  - o Explain how you plan to differentiate the assessment to account for the differences in students that you described on the previous "Learning Goal" page.
    - For example, if a group or subgroup of students is entitled to ELL instructions will the assessment be in English or another language?

- If you are using the same assessment will you adjust your growth targets based on students who are entitled to free and reduced price lunch? Etc.)
- Finished with the page, click on the *Next* button (lower left corner).

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 have a midpoint check-in date?"
  - 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'll describe the progress you expect students to achieve from the baseline data you've collected.
    - If you're 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.
  - **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 is 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 (once 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 (once you have your baseline 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 Growth Targets page, enter and 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.
- Finished with the page, click on the *Next* button (lower left corner).

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. Continue on to the Summary tab and selected the "Export as .doc" option to save your work as a Word (.doc) file. Then at a later date (once 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 (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 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.
    - o 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.
- When finished with the page, click on the *Next* button (lower left corner).

SUMMARY

This page provides a printed summary of the content you have entered into the template.

- **Proofread and Export** your summary document.
    - **Note:** the IEA watermark will not print on your summary page.
    - To give you the most flexibility with the results, we recommend you both "Print" (.pdf) and "Export as .doc" (Word file) your work showing on the Summary page. You will find both options at the bottom of the screen. Each format is suitable for consulting with your evaluator; although the Word file format will allow you to use the Addendum 1 and Addendum 2 placeholder sections to input information directly for baseline data (Addendum 1) and outcome rating (Addendum 2) without needing to reenter the online template.
- Please review the summary document with your evaluator for input, feedback or approval.
- Both you and your evaluator should sign and date the document.
- Keep a copy for yourself for progress monitoring.
- Thank you for using the IEA SLO Interactive Template. We hope this was helpful. Good luck!