

# SLO Template Tutorial - Step by Step Instructions

## 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:
  - “Learning Goal”, a description of what students will be able to do at the end of the interval of instruction or instructional period,
  - “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).
  - “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.
  - 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).

## 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 PDF to Books

“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](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.

