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 have a midpoint check-in date?"
  - o Yes, please describe or include the date for the mid-point check in.
  - o 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?"
  - o Yes, please describe the "Growth Targets" for your student population described on the "Learning Goal" page.
  - o 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.

- 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 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 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 Outcomes tab and complete as much information as is possible, then from the Summary tab select the Generate PDF option to save your work as a PDF file. Then at a later date (once you have your baseline 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 1 placeholder section of the converted Word file to input the growth target data directly into the Word file on your computer.

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 [icons] to Email yourself a copy or [icons] "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 [share icon] and click [EasyPDF icon] "Copy to EasyPDF", select Convert at top right of the screen which will create a Word document.