

SLO Template Tutorial - Step by Step Instructions

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!

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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