

SLO Template Tutorial - Step by Step Instructions

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.
 - Utilize the SLO Interactive template resources on assessment type (I, II or III) identification before you begin your work.
 - Describe the data collection process (does your assessment use a portfolio, a writing sample, a performance task, a multiple choice assessment, or...).
 - 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).

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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