








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 a hard copy and generate a pdf copy of your work. To print a hard copy, select the “Generate PDF” button and then select  on your screen and click Print to print to a wireless printer. To generate a pdf copy of your work, select the “Generate PDF” button and then select   to Email yourself a copy or 
 “Save the PDF to iBooks” for future reference from where you can email yourself a copy or share with others.
- 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  and click  “Copy to EasyPDF”, select Convert at top right of the screen which will create a Word document.
- 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 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 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  and click  “Copy to EasyPDF”, select Convert at top right of the screen which will create a Word document.

www.ieaneaa.org

ILLINOIS EDUCATION ASSOCIATION