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" (word file) your work. 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. To move to the next tab of the template and push your content fields to the summary page for exporting, click on the *Next* button in the lower left corner.
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, 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 will need to "Import" the data that you saved from your previous session. To do this, go to the Welcome tab, click on the "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.