

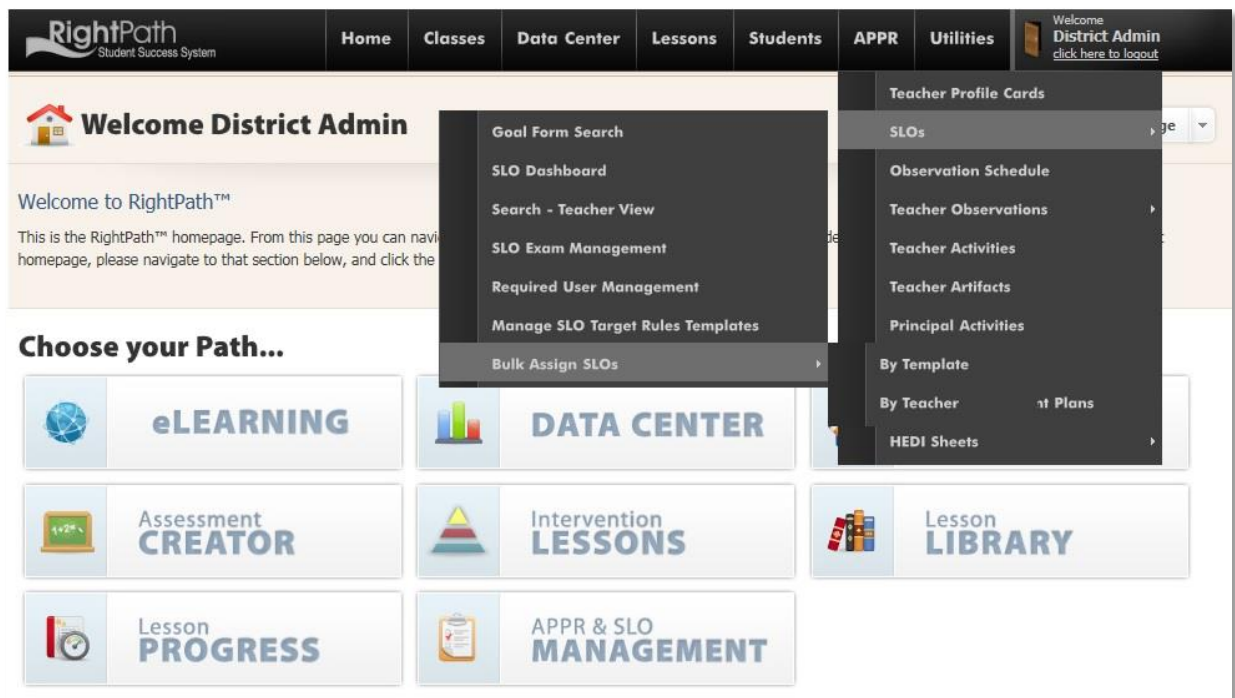
# 2015 Student Learning Objectives (SLO) Bulk Assign Features

The SLO Assign App has been migrated from an external located feature directly into the RightPath™ system. The basic functionality of the old App is currently accessible in the APPR section of the system with future additions already in the works.

## The SLO Bulk Assign Page Features

The RightPath™ SLO Bulk Assign page offers administrators the ability to streamline the SLO process by managing extensive sets of data within one application utilizing SLO templates in order to facilitate mass SLO creation, roster association, assessment linking, and status change.

The SLO Bulk Assign page is accessible from the **APPR** dropdown menu at the top of any page in RightPath™. To access the platform, go to the **APPR** dropdown menu. From the dropdown list, select **SLOs** and then click on the **Bulk Assign SLOs** option: you are given the option to navigate the page *By Template* or *By Teacher*. Working in the template-centered page offers a more global snapshot of the SLO process. However; the same features are available when navigating the *By Teacher* page. This User Guide will explain the features as they are arrived at in the *By Template* view.



## SLO Template Search

The *SLO Template Search* page allows you to filter through all of the current SLO Templates that have been created in your district. The main *Search* page will display all available templates as the default, but you can narrow the results by adding a search word from the desired template's title.

Once you have located the template in the list, you are able to view the Template ID, Template Name, associated SLO Type, the number of SLOs linked to the template, and any attached SLO Formulas all in the search grid. You have the option to update Pre- or Post- SLO Exam attachments (**Load Exam Scores** button)<sup>1</sup>, or to open the *Assign & Edit SLOs* page where teacher SLO assignments can be created and managed (**Assign & Edit SLOs** button)<sup>2</sup>.

- As long as a SLO Exam is already created in the *Exam Catalog* (*SLO Exam Management* page), the exam can be added to a template so that all subsequently uploaded student scores will be automatically pushed to the students on any associated SLO.

- Updated student score data can be applied to SLOs by finding the SLO Exam in the “Load Exams” search grid, selecting the exam in the list, selecting the “Overwrite all results” or “Apply where no result exists” option, and clicking the **Load Scores** button.

- Teachers in need of a SLO Goal Form based on the SLO template can be assigned using the **Assign & Edit SLOs** button from the *SLO Template Search* page. From the *Teacher Search* page, the users

may be checked off and assigned an SLO version of the SLO template by clicking **Assign Selected Teachers**.

## Creating and Auto-Rostering the SLO

If you will be creating multiple SLOs for a group of Required Teachers based on a particular discipline, like all “**Algebra I R**” teachers, then the ‘*Find by Course Code:*’ search option can be used in order to create the SLO and apply student rosters to the SLO within one step. Otherwise, the SLO rosters must be created individually one SLO at a time.

1. Search for the class using the associated course ID number and the results table will populate with all of the teachers assigned to that course ID number.

### Assign & Edit SLOs from "2015 New Test"

Search for Teachers

Search by Name or ID:  Search

Find by Course Code:  Search

+ Assign Selected Teachers

+ Auto Roster SLOs

<input type="checkbox"/>	Last Name	First Name	Username	District ID	State ID
<input checked="" type="checkbox"/>	10	Teacher	teacher10	rrt	123211233

2. Select all the teachers who will need a SLO created using the checkboxes in the leftmost column, and click **Auto Roster SLOs**. A verification page will load with a list of the teachers’ new SLO ID numbers. By clicking **Auto Roster for Selected Course Code** you will confirm that the course’s students be applied to each associated SLO.

✔ SLOs were successfully created for teachers.

### Roster SLOs

Course Code:

Teacher Name	SLO ID	SLO Name	Students
Teacher 10	38323	2015 New Test	0

Auto Roster for Selected Course Code

3. The *Assign & Edit SLOs* page will display all of the SLOs and their associated student counts based upon the course rosters added in the previous step in the “Roster, Delete, and Approve SLOs” table.

✔ Successfully Rostered SLOs.

### Assign & Edit SLOs from "2015 New Test"

Search for Teachers

Search by Name or ID:  Search

Find by Course Code:  Search

+ Assign Selected Teachers

+ Auto Roster SLOs

<input type="checkbox"/>	Last Name	First Name	Username	District ID	State ID
<input type="checkbox"/>	1	Teacher	teacher1	111111111	111111
<input type="checkbox"/>	10	Teacher	teacher10	rrt	123211233
<input type="checkbox"/>	100	Teacher	Teacher100	100	100100100
<input type="checkbox"/>	11	Teacher	teacher11	null	1257865
<input type="checkbox"/>	12	Teacher	teacher12	null	9823
<input type="checkbox"/>	13	Teacher	teacher13	null	null

Roster, Delete and Approve SLOs

Actions

SLOs Created from: "2015 New Test"

<input type="checkbox"/>	ID	SLO Name	Teacher Name	Status	Students	Edit SLO	Roster SLO
<input type="checkbox"/>	37175	2015 New Test	Teacher 10	SLO created but not submitted.	0	Edit SLO	Roster SLO
<input type="checkbox"/>	37961	2015 New Test	Betty Rose	SLO created but not submitted.	0	Edit SLO	Roster SLO
<input type="checkbox"/>	38323	2015 New Test	Teacher 10	SLO created but not submitted.	1	Edit SLO	Roster SLO

## Creating and Editing Individual SLO Rosters

Now that you have your teachers' SLOs created from a particular template, you are able to associate the necessary students from their courses as well. The SLOs created from the Template will show up in the 'Roster and Delete' table once you have completed the assigning. Use the 'Roster SLO' button<sup>1</sup> in order to access the teacher's assigned class list on the Roster SLO page<sup>2</sup>.

1. Select the check box next to the teacher's SLO that you wish to add the students to. Click the

Roster and Delete SLOs Delete Selected

SLOs Created from: "Second Grade"

<input type="checkbox"/>	ID	SLO Name	Teacher Name	Status	Students	
<input type="checkbox"/>	28965	Test SLO Sept 2014	Teacher 3	SLO created but not submitted.	26	<b>Roster SLO</b>
<input type="checkbox"/>	28971	second grade syosset	Teacher 2	SLO created but not submitted.	26	Roster SLO
<input type="checkbox"/>	28977	practice grade 2	Teacher 8	SLO created but not submitted.	26	Roster SLO
<input type="checkbox"/>	34720	Second Grade	Teacher 1	SLO created but not submitted.	66	Roster SLO

**Roster SLO** button to launch the teacher's course assignments to select students from.

2. The Classes page will display a grid of the teacher's assigned courses: including the course name, code, section, period, and student count for each. Students can be added to the SLO by checking off the desired course in the list and clicking the **Add Students From Classes** button: this will move the students into the SLO Population table below. If a mistake is made, the students can be easily removed using the **Delete All Students** button above the SLO Population table.

**Roster SLO: "Second Grade"**

Teacher 1's Classes Add Students From Classes

<input type="checkbox"/>	Name	Course Code	Section	Period	Student Count
<input type="checkbox"/>	Anth Demo				1
<input checked="" type="checkbox"/>	Demo Class				66
<input type="checkbox"/>	EH Training				20
<input type="checkbox"/>	Fourth Grade	4	8	1	26
<input type="checkbox"/>	Test Class - Ruth				1

Page 1 of 1 10 Items per page 1 - 5 of 5 items

**SLO Population** Delete All Students

Student ID	Last Name	First Name	Class Name	Course Number
000000912	Beaver	Jamie	Demo Class	
000010157	Barnes	Ryan	Demo Class	
000000772	Bowling	Jacob	Demo Class	
000000768	Baron	Enriqueta	Demo Class	
000010562	Caldera	Pedro	Demo Class	
000000575	Barrow	Kathryn	Demo Class	
000000610	Bolinger	Patricia	Demo Class	

## Assigning Buildings to SLOs

SLO templates may be used to create a district-wide set of SLO forms for a particular course. Multiple teachers' associated SLO buildings can be designated from the *Assign & Edit SLOs* page. Under the "Roster, Delete and Approve SLOs" table's **Actions** menu there is an option to **Set Building**. SLOs will not appear in administrators' lists of teachers' SLOs available for review until they have had a building attached.

The screenshot shows the 'Roster, Delete and Approve SLOs' page. A table lists SLOs with columns for Name, Teacher Name, Status, and Students. The 'Actions' menu is open, showing options like Delete, Bulk Move, Assign Formulas, Run Formulas, Set Final Score, and Set Building (highlighted with a red box). The table contains the following data:

Name	Teacher Name	Status	Students
Test SLO	Teacher 10	SLO created but not submitted.	1
Test SLO	Sara Atherlay	Completed on Apr 16 2015 10:07 AM	0
Test SLO	Dave Barclay	SLO created but not submitted.	0
39518 2014-2015 Test SLO (Scoring Check)	Teacher UG	SLO in End of Year phase, but not submitted.	9

1. Administrators can select a full set of SLOs from the list by selecting their checkboxes in the leftmost column of the SLOs list. Once all teachers' SLOs belonging to a particular building have been selected, choose the **Set Building** option from the **Actions** menu to launch the *Set SLO Building* pop-up window.
2. Choose from the list of district buildings available in the Building dropdown menu. Click the **Set Building** button to apply the building designation to all of the selected SLOs. These SLOs will now be visible to the administrators at this building. The green "Success" message will display across the top of the *Assign & Edit SLOs* page.

The screenshot shows the 'Set SLO Building' pop-up window. It has a dropdown menu for 'Building' set to 'Long Hill Middle/High School'. Below the dropdown is a button labeled 'Set Building' (highlighted with a red box).

✓ Building set successfully.

**Assign & Edit SLOs from "UG Test SLO"**

Edit Template

## Template Level SLO Actions

The *SLO Template Search* page includes an **Actions** menu which allows administrators to manage all template-associated SLOs at one time. Optional menu functions include SLO status changes, SLO Formula attachment and application, and bulk application of Template changes.

**Assign SLO Templates** Search by Teacher SLO Reports

SLO Template Search

test Search

To create SLOs from a SLO Template, search for the desired SLO template and click "Assign & Edit SLOs".

SLO ID	SLO Name	SLO Type	SLOs Using Template Count	Target Formula	Post-Test Formula	Load Exam Scores	Actions
36769	2015 New Test	State	3	None	None	Load as Pre Load as Post	Assign & Edit SLOs
37232	UG Test SLO	State	4	UG Test	None	Load as Pre Load as Post	Assign & Edit SLOs

1. The **Bulk Move Selected** menu option is used to move a group of SLOs from one status to another: SLOs can be moved through the approval process between "In-Progress," "End of Year," and "Complete" statuses. For example: once a reviewer has ensured that all SLOs attached to a specific template have been rostered, assigned baselines and targets, and EOY scores; then the SLOs can be marked "Complete" all at once using this function. SLOs can be returned from "End of Year," or "Complete" using the **Bulk Move** function. As with the **Bulk Move SLOs** function at the individual SLO level, the *Bulk Move SLOs* page shows all SLOs to be moved from the "Selected SLOs" table. By clicking **Bulk Move SLOs**, the status change will be finalized and the Summary page will display updated SLO statuses.

**Bulk Move SLOs** Return to Search Search by Teacher Search by Template

Move the Following SLOs

Any SLOs which are at or past the current stage will not be affected. Only SLOs which are currently in a stage prior to the EOY stage can be moved to EOY. Likewise, only SLOs in the EOY stage can be moved to complete. SLOs in any stage can be moved back to In Progress, and this will clear out the SLO's score if the SLO was complete.

Move selected SLOs to:

☐ In Progress

☒ End of Year

☐ Complete

Bulk Move SLOs

SLO ID	SLO Name	Status
38320	UG Test SLO	SLO created but not submitted.
38321	UG Test SLO	SLO created but not submitted.
38322	UG Test SLO	SLO created but not submitted.
39518	2014-2015 Test SLO (Scoring Check)	SLO in End of Year phase, but not submitted.

2. The **Update SLOs From Template** menu option allows administrators to update all previously created SLOs with up-to-date template changes in SLO Title, Narrative Sections, or HEDI Table. The *Update SLOs from Template* pop-up window allows these criteria to be adjusted individually, or all at once: just select the corresponding checkbox or boxes and click **Update** to confirm the updates.

**Update SLOs from Template** X

☐ Narrative Sections

☐ SLO Name

☐ HEDI Table

Update



## Select SLOs Status Changes

After the SLOs are created, rostered, and assigned exam scores they are ready to be moved into “End of Year” stage, or marked “Complete” and scored. The SLOs’ statuses can be updated using the **Actions** menu above the “SLOs” table on the *Assign and Edit SLOs* page.

1. SLOs are selected in the list using the checkboxes in the leftmost column. Clicking the checkbox in the column’s header row will select the entire list.

Roster, Delete and Approve SLOs

Actions ▾

- Delete
- Bulk Move**
- Assign Formulas
- Run Formulas
- Set Final Score
- Set Building

m: "UG Test SLO"

Name	Teacher Name	Status	Students
Test SLO	Teacher 10	SLO created but not submitted.	1
Test SLO	Sara Atherlay	Completed on Apr 16 2015 10:07 AM	0
Test SLO	Dave Barclay	SLO created but not submitted.	0
39518 2014-2015 Test SLO (Scoring Check)	Teacher UG	SLO in End of Year phase, but not submitted.	9

2. After choosing the **Bulk Move** option from the **Actions** menu, the *Bulk Move SLOs* page requires the SLO status change be confirmed: SLOs can be moved between “In-Progress,” “End of Year,” and “Complete” stages. “Complete” SLOs are scored upon confirmation. Click the **Bulk Move SLOs** button to confirm the status change. The SLO Status change completes with a Summary page that details the successful, or failed SLO moves.

**Bulk Move SLOs** Return to Search

Search by Teacher Search by Template

Move the Following SLOs

Any SLOs which are at or past the current stage will not be affected. Only SLOs which are currently in a stage prior to the EOY stage can be moved to EOY. Likewise, only SLOs in the EOY stage can be moved to complete. SLOs in any stage can be moved back to In Progress, and this will clear out the SLO's score if the SLO was complete.

Move selected SLOs to:

- ☐ In Progress
- ☒ End of Year
- ☐ Complete

**Bulk Move SLOs**

SLO ID	SLO Name	Status
38320	UG Test SLO	SLO created but not submitted.
38321	UG Test SLO	SLO created but not submitted.
38322	UG Test SLO	SLO created but not submitted.
39518	2014-2015 Test SLO (Scoring Check)	SLO in End of Year phase, but not submitted.

**Bulk Move SLOs** Return to Assign

Search by Teacher Search by Template

Successfully Moved SLOs

3 SLOs were successfully moved.

Return to Assign Page

**Bulk Move SLOs** Return to Assign

Search by Teacher Search by Template

No SLOs Moved

No SLOs were moved. The following SLOs could not be moved to the status you selected. Please make sure the SLOs are in a state that can be moved, have students, and have all HEDI scores completely filled out.

Return to Assign Page

## Manually Scoring SLOs

Groups of SLOs that will be scored based on extraordinary criteria such as building scores, group-teaching assignments, etc. can be assigned the necessary SLO score using the **Set Final Score** function under the **Actions** menu on the *Assign & Edit SLOs* page.

Roster, Delete and Approve SLOs

Actions ▾

- Delete
- Bulk Move
- Assign Formulas
- Run Formulas
- Set Final Score**
- Set Building

Name	Teacher Name	Status	Students		
Test SLO	Teacher 10	SLO created but not submitted.	1	Edit SLO	Roster SLO
Test SLO	Sara Atherlay	Completed on Apr 16 2015 10:07 AM	0	Edit SLO	Roster SLO
Test SLO	Dave Barclay	SLO created but not submitted.	0	Edit SLO	Roster SLO
<input checked="" type="checkbox"/> 39518 2014-2015 Test SLO (Scoring Check)	Teacher UG	SLO in End of Year phase, but not submitted.	9	Edit SLO	Roster SLO

1. Use the checkboxes in the leftmost column of the “Roster, Delete and Approve SLOs” Table to select all of the SLOs that will be sharing a manual score. Choose **Set Final Score** from the **Actions** menu to launch the *Score SLOs* pop-up window.
2. The *Score SLOs* pop-up has a numerical toggle that can be activated by clicking the “up” or “down” arrows within the “Score” textbox. You can also click within the textbox and type a whole numeric value between 0 and 20.
3. Clicking the **Score** button in this pop-up window will apply the designated score to all of the selected SLOs and change their status to “Complete.” The green “Success” message will display at the top of the *Assign & Edit SLOs* page.

Score SLOs

Score 13

Score

✓ Scored selected SLOs successfully.

**Assign & Edit SLOs from "UG Test SLO"**

Edit Template



## SLO Teacher Search Page

You may navigate through the SLO Bulk Assign functions using the Teacher Search page initially, or you can switch to the Teacher Search page by clicking the ‘Search by Teacher’ link at the top of all the Assign

Template pages. The Teacher Search page will display columns that detail the district teachers’ name, ID numbers, and associated SLO type counts. From this main grid, you can select to **Assign SLO Templates** to the teacher using the button in the far right column.

User First Name	User Last Name	Dist User ID	State User ID	Local SLO Count	State SLO Count	
Teacher	1	111111111	111111	3	0	Assign SLO Templates
Teacher	10	rtt	123211233	3	1	Assign SLO Templates
Teacher	11		1257865	1	0	Assign SLO Templates
Teacher	12		9823	4	0	Assign SLO Templates
Teacher	13			1	0	Assign SLO Templates
Teacher	14			1	0	Assign SLO Templates
Teacher	15		645342	0	0	Assign SLO Templates
Teacher	16			0	0	Assign SLO Templates
Teacher	17	132		0	0	Assign SLO Templates
Teacher	18			0	0	Assign SLO Templates

Searching for and assigning SLO Templates using the Teacher Search page follows the same basic process as beginning on the SLO Template Search page. The only real difference in choosing one starting point over the other would be the desired outcome of the task:

If you want to handle a number of teachers in need of the same SLO Template, then searching by SLO Template makes sense.

If you would like to set up a single teacher with SLO Goal Forms for various courses and SLO types, then searching by teacher is more direct.

ID	Template Name	SLOs Using Template Count	SLO Type
26336	Grades K-2 Local	20	Local
26469	HS First 20 -State SLO	4	State
27747	MP [Last Name, First Name] 2014-15 [Grade/Course] State Growth SLO	2	State
27749	MP [Last Name, First Name] 2014-15 [Grade/Course] Local Achievement Measure	2	Local
28959	Second Grade	4	Local
29127	Mbostrom test	1	Local
30585	ELA Grades 3-8 Brennan Local	0	Local
34635	District Admin's SLO	0	State
34636	district admin slo - copy template	0	State
34697	Betty Rose's SLO	0	State

SLO ID	SLO Name	Status	Students
29128	Bostrom2014	SLO created but not submitted.	26
30769	Grades K-2 Local	SLO created but not submitted.	0
34720	Second Grade	SLO created but not submitted.	66