2015 Teacher Cheat Sheet - Create an SLO

* Create the SLO
	+ To add a new SLO, navigate to APPR>SLOs>Goal Form Search. Click ‘Add SLO’ button
* Add Students
	+ Check off classes needed for the SLO, and click ‘Add Students from Classes’ button
* Add Exam Names (some districts don’t do this).
	+ Click the ‘Update All Exams’ button, and select the Exam and click ‘Update’
* Add Baseline Scores
	+ Click the ‘Update all Baseline Scores’ button
	+ OR click on the “Bulk Update Mode” button to manually enter your scores
* Add Target Scores
	+ Click the ‘Update All Target Scores’ button and select the Target Criteria
	+ OR Click the ‘Calculate Targets from Rules’ if rules are being used.
* Add Standards, Narratives and HEDI information
* Check the SLO
	+ Click the ‘Check Form’ button and take care of any warnings
* Save the SLO
	+ Click the ‘Save SLO’ button
* Submit the SLO
	+ Click the “Save & Submit” button to send the SLO for approval

*The Reviewer will review and Approve or Reject the SLO*

* *If the SLO is Rejected, the SLO will be available to the teacher to make changes and it can be resubmitted*
* *If the SLO is Approved, the SLO will move to End of Year (EOY) mode*

Once the SLO has been approved and is in EOY mode:

* Add End of Year Exam Names (some districts don’t do this)
	+ Click the ‘Update All EOY Exams’ button, select an Exam and click ‘Update’
* Add End of Year Scores
	+ Click the ‘Update All EOY Scores’ button
	+ OR click on the “Bulk Update Mode” button to manually enter your scores
* Submit…and you are done
	+ Click the ‘Submit EOY’ button

If you have any questions at any time during this process, please call Support at (877) 778-8277.