2015 Reviewer Cheat Sheet - SLO from Beginning to End

* Assign the teacher to the reviewer if needed
* Search the SLO Dashboard or Goal Form Search page to find the SLOs that need to be reviewed
* Open and Review the SLO by clicking on the eye glass icon
	+ Check the type of SLO selected – State or Local
	+ Check that students have been added to the SLO
	+ Check that baseline scores have been added to the SLO
	+ Check that the correct targets and growth measure have been added
	+ Check the standards
	+ Check the HEDI Criteria and HEDI band
* Click the ‘Check Form’ button to see any warnings
* Click the ‘Submit Review’ button (**approve or reject** the SLO)
	+ Click on the ‘Approve’ button to **approve** the SLO and push it to End of Year (EOY) mode.
		- The SLO is moved to ‘EOY’ mode so the teacher can add the EOY Exams and scores.
		- The SLO is in ‘EOY’ mode when searching on the SLO Goal Form Search.
	+ Click on the ‘More Information Needed’ button to **reject** the SLO.
		- The SLO goes back to the teacher to edit and resubmit for review again.
		- You may add comments in the text box to advise the teacher of the changes that need to be made.
		- The SLO is in “More Info Needed” mode when searching on the SLO Goal Form Search.
		- SLOs in ‘More Info Needed’ mode will have to be reviewed again after the teacher resubmits it. Once it is reapproved, the SLO will move to ‘EOY mode’.
* SLOs in ‘EOY mode’ that have been submitted by the teacher may need to be reviewed following the same process as before
	+ Check that EOY Scores have been added to the SLO
	+ Click on the ‘Submit Review’ button
	+ Click on the ‘Approve’ button to approve the SLO
		- The SLO is now complete and the HEDI score will calculate and show at the top of the SLO.
	+ Click on the ‘More Information Needed’ button to reject the SLO
		- The SLO goes back to the teacher to edit and resubmit for review again.
		- You may add comments in the text box to advise the teacher of the changes that need to be made.
	+ SLOs without errors move automatically to ‘Complete’ mode and there is no need to review again

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