# Student Learning Objectives (SLO) Platform

RightPath's™ SLO Goal Form enables users to streamline creation of SLO Goal forms and the approval process.

## Creating an SLO Template

The RightPath™ SLO system allows administrators the ability to create SLO templates.  Teachers can select from these templates for their SLO creation.  These templates allow for the administrator to fill out information that may be agreed upon such as the HEDI criteria for district-wide use or for a particular grade and/or subject, so that each user does not have to fill that out when the template is selected.

1. SLO template creation 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 'Goal Form Search' option.



2. From the Goal Form Search page, click on the 'Add SLO' button.

3. In the pop-up box, the user can fill out a name for the template (e.g. Fourth Grade Science), make sure the "Is a Template" box is checked, and then click the 'Add' button.



4. This will open up a new SLO form.  When changes are made to this form, they will then be available on the form for anyone who selects the template for their own SLO creation.  To save changes to the form, the user can click the 'Save SLO' button at the top or the bottom of the page.  To make another copy from this template to another template, click 'Copy to the New SLO' button.

## Selecting Teachers to Review

The RightPath™ SLO system allows administrators the ability to select the teachers that they will be responsible to review.  In some districts, this process is predetermined, but in others administrators can go in and select the teachers they are responsible to review.

1.  SLO review selection 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 'SLO Reviewees' option.

2. From the SLO Reviewer List page, users can search for an individual teacher, filter by a building, and then click the teacher or teachers' boxes to add them to his or her review list. Once selections have been made the administrator can click the 'Add Selected Teachers' button.
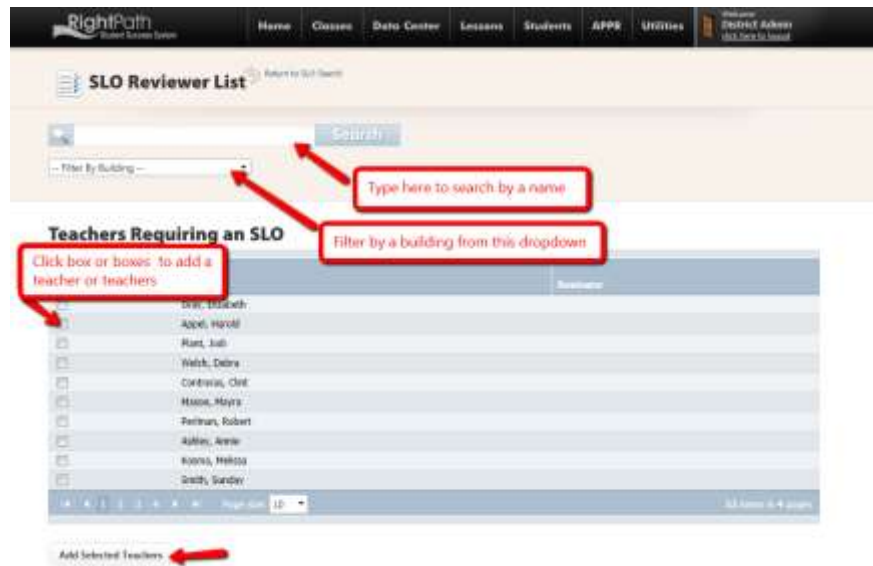


3. A message will appear to confirm the teacher or teachers have been added. The user can also see the teacher appear in the Your Review List. In addition, teachers can be removed from the review list by clicking on a teacher's box and clicking the 'Remove Selected Teachers' button.

## Creating an SLO

Users can create an SLO goal from a template (prepopulated with certain pieces of information) or with a blank form using the directions below.
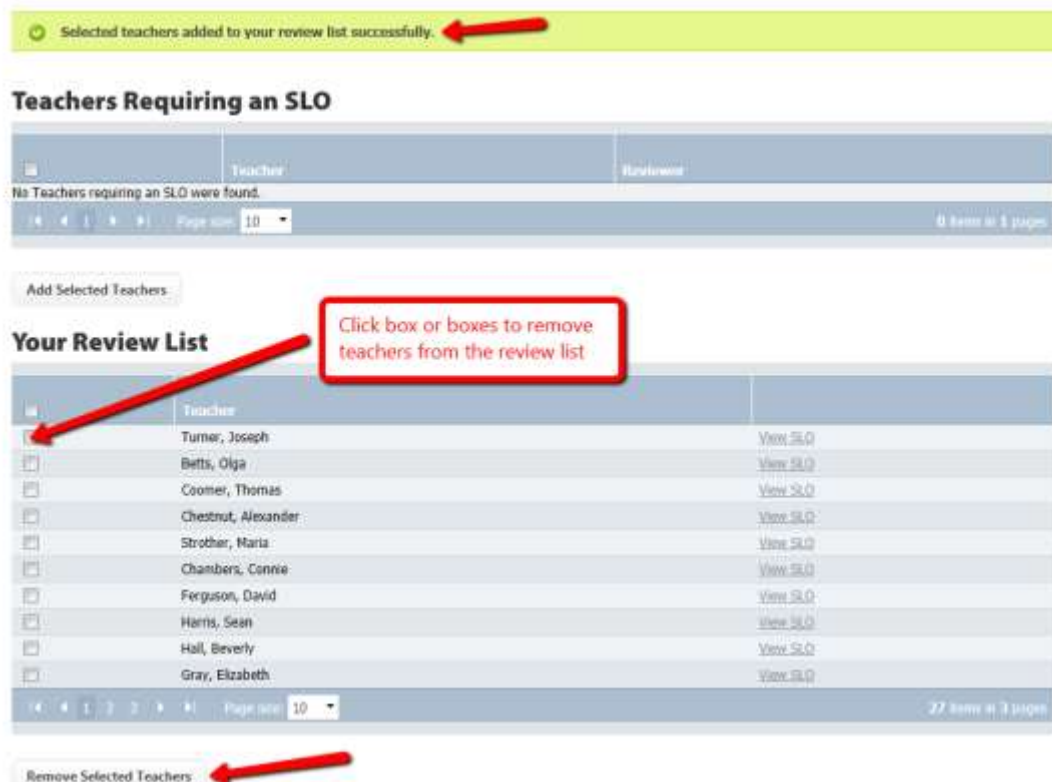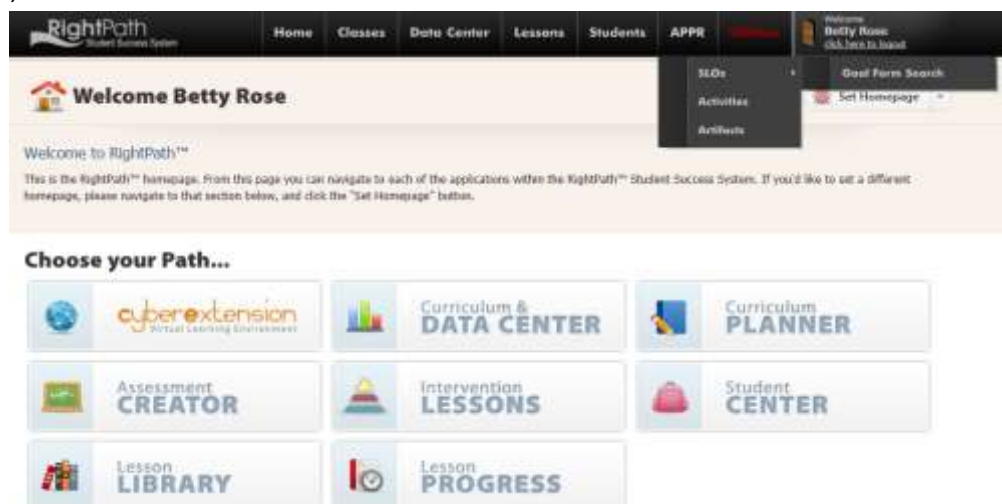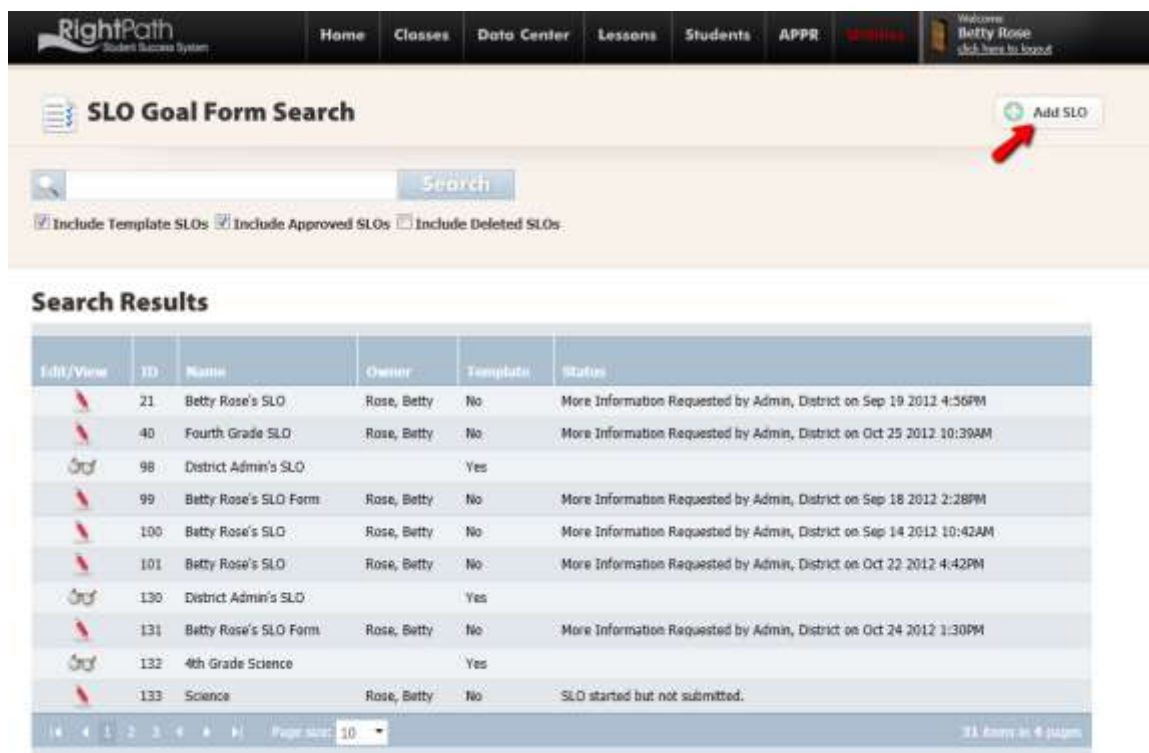
1. SLO review selection is accessible from the APPR dropdown menu at the top of any page in RightPath™.  To access the platform, go to the '**APPR'** dropdown menu**.**   From the dropdown list, select 'SLOs' and then click on the 'Goal Form Search' button.



2. From the SLO Goal Form Search page, users can add a blank SLO by clicking on the 'Add SLO' button.



OR

Users can also add an SLO using a template by clicking the box for 'Include Template SLOs' and then searching by the template name or looking in the list in Search Results. To open the template, simply click on the title. Users will know they are choosing a template when the column for template says yes.



Once the template is open, click on the 'Copy to a New SLO' button to create the SLO form. The user will then name the SLO and click the 'Add New' button.



3. Once the SLO form is open the user can begin to fill out the form. The rich text box fields have the ability to spell check, highlight, bold, italicize, increase or decrease the size, change the font type, etc…

4. To save changes to the form, the user can click 'Save SLO' button at the top and the bottom of the form.



5. To check the form for missing pieces of information, the user can click the 'Check Form' at the top.

Items not completed will be shown as a list at the top of the form.



6. To add students from a class that is loaded in the system, simply click the box next to the class name and then click the 'Add Students From Classes' button. The user can also choose an exam that is loaded in the system from the dropdown. The total percentage of students that have been added will be added at the bottom of the student list.

**41%** of your students are estimated to be covered in this SLO

To manually add a student, the user can simply add the student information at the bottom and click the blue disk to the left of the boxes.



7. To add student scores, the user can add or update baseline scores or target scores from the system by clicking on the 'Update Baseline Scores' button. This menu can also be used to bulk update scores manually by clicking the 'Bulk Update' button and typing in the student scores in the boxes.



8. To calculate or update the target scores, the user can click on the 'Update Target Scores' button. The user must first select a student or students by checking the box next to their names or clicking the top box to select all students. This will open a window where criteria can be selected for calculating the target scores using the Success Index, Raw Growth, Percentage Growth, or Constant and then clicking the 'Update' button.



*Please note you can remove certain students or all students by clicking on the box or boxes next to the names and then clicking the 'Remove Selected' or the 'Remove All' buttons.*

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**Students Included in this SLO**

| | | Student ID | Last Name ▲ | First Name | Exam | Baseline Score | Target Score | Growth Measure | Growth Value | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | | | | | | | | | |

9. Individual student's information can be edited or comments can be made by clicking the pencil next to the student's name.  Once changes or comments are made, the blue disk that appears can be clicked to save the changes.



10. To add standards, using the standard tree, the user can use the arrows to expand the domains, clusters, and then select standards and use the arrows to attach standards to the form.

Standard Selection Instructions: Drag standards from the tree on the left, over to the right to attach them to this SLO Goal Form. You can delete standards by clicking the ✖ or dragging them back to the left. If any standards are not listed type them in the text editor above.

**Available Standards**

| Filter | Clear Filter |

- Functions
- Geometry
- ⊿ Number System
  - ⊿ Know that there are numbers that are not rational, and...
    - 8.NS.1 - Know that numbers that are not rational are...
    - 8.NS.2 - Use rational approximations of irrational nu...
  - Expressions and Equations
  - Statistics and Probability
- Number and Quantity
- Algebra
- Functions
- Geometry
- Statistics and Probability
- Reading
- Literacy in Soc. Studies/History and Science/Tech.
⊿ Arizona
- Writing
- Reading
- Math
- Science
- Social Studies

*Expanding*

*Click to attach*

**Attached Standards**

- ⊿ Common Core ✖
  - ⊿ Math ✖
    - ⊿ Grade 8 ✖
      - ⊿ Number System ✖
        - ⊿ Know that there are numbers that are not rational, and ap...
          - 8.NS.2 - Use rational approximations of irrational num...

11. When all changes are made, click the 'Save and Submit' button on the top or the bottom of the form. A message will occur at the top of the SLO form that informs the user that the form has been submitted.
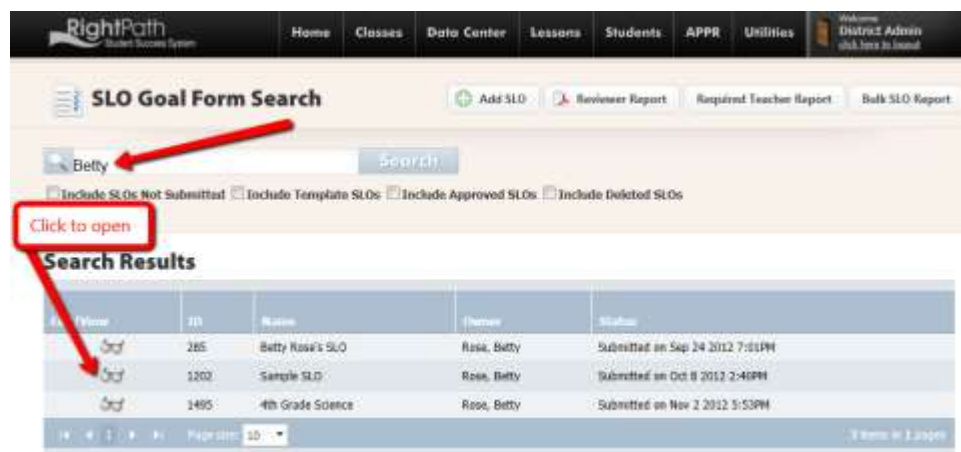




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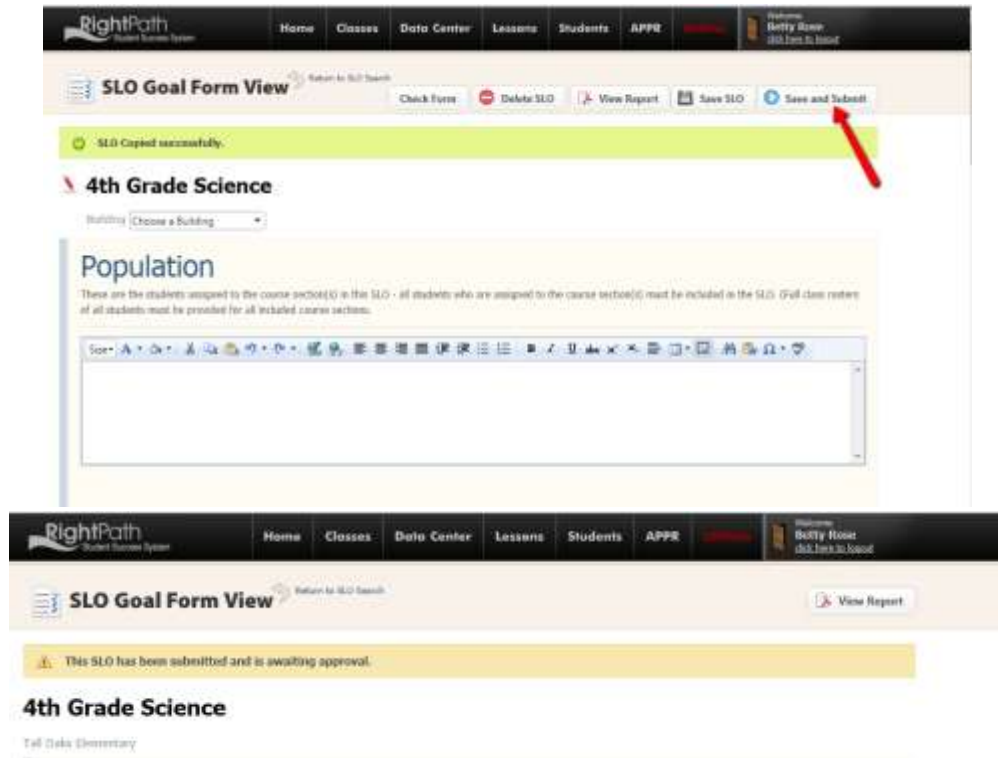
## SLO Approval / Administrator

1. SLO Goal Form Search 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 'Goal Form Search' option.
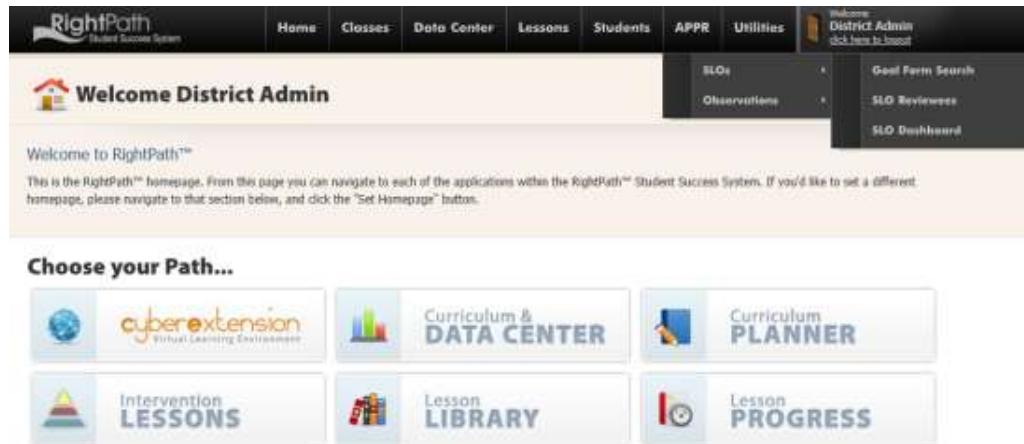


2. From the Goal Form Search page, the user can search for the goal form that he or she wishes to approve.  Once the goal form is found, simply click the eyeglasses to open the form.  Please note that you can use the Reviewer Report or the Dashboard for a summary of forms awaiting approval. (See directions in SLO Dashboard or Reports sections of this user guide for more information.)

3. In the open form, the user can read and review the report. There is also a 'Check Form' button that can be used to check for missing or incomplete information. When the user is done reviewing the form, click the 'Submit Review' button.



This will open a pop-up box where comments can be made to the teacher. The user can then either click the 'Approved' button or the 'Request More Information' button.

## SLO Dashboard

1. SLO Dashboard summary 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 'SLO Dashboard' option.



2.  The dashboard will show the user the number of teachers who have not started the process, not submitted but started, submitted for review, sent back for missing information, and approved.   The Dashboard can be printed in Excel, Word, or PDF by clicking on the blue disk.
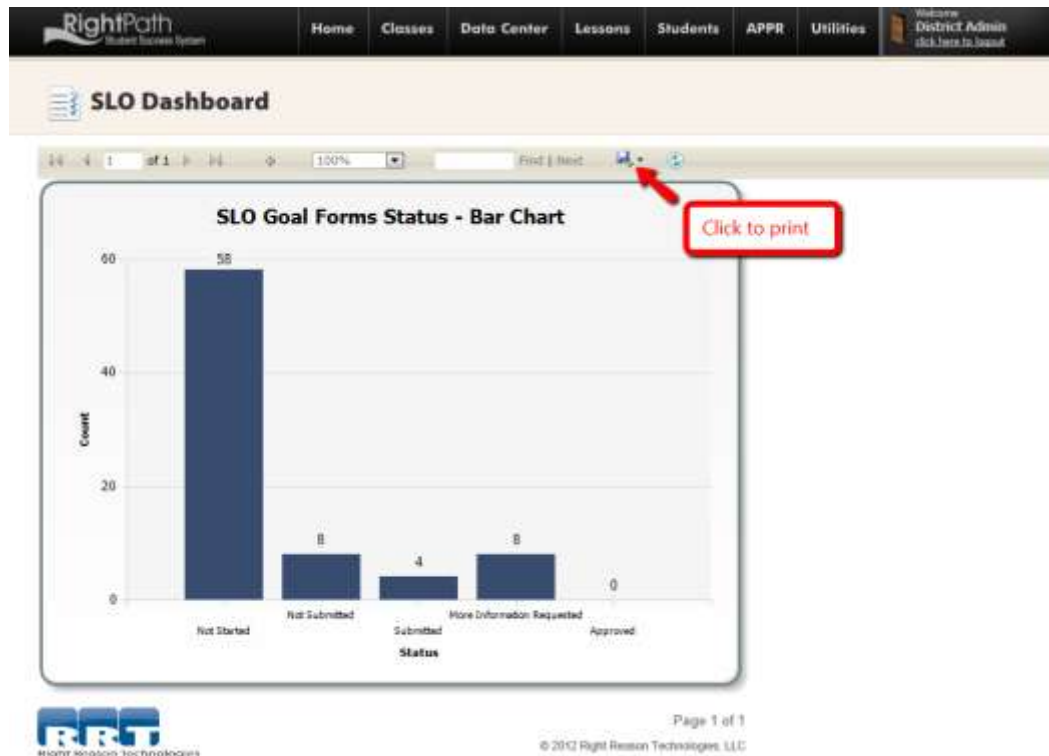
3. For more details on any of the categories shown on the Dashboard, you can click on the bar in the dashboard. A list will then open giving detailed information about that category.



## SLO Reporting

In addition to the Dashboard, there are two other reporting options for SLOs. The first is the Reviewer Report which allows the administrator to see the status of all SLOs including comments. The second is the Bulk Report feature which allows the administrator to print all the SLOs created in one big report instead of printing them each individually.

1. SLO reports are 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 'Goal Form Search' option.

2. From the Goal Form Search page, a user can access the Reviewer Report by clicking on the 'Reviewer Report' button.



This will run the report which displays a list for the district that includes the following information:



**NY Trainer**
**SLO - Required Teacher List**

Reviewer: Admin, District

| Building | Teacher Name | SLO Name | Status | Reviewer | Comments |
|---|---|---|---|---|---|
| | Rose, Betty | Betty Rose's SLO | User has started but not submitted an SLO. | Admin, District | |
| | Rose, Betty | Betty Rose's SLO | User has started but not submitted an SLO. | Admin, District | |
| | Rose, Betty | Betty Rose's SLO | User has started but not submitted an SLO. | Admin, District | |
| | Rose, Betty | Betty Rose's SLO | User has started but not submitted an SLO. | Admin, District | |
| | Rose, Betty | Betty Rose's SLO | User has started but not submitted an SLO. | Admin, District | |
| Tall Oaks Elementary | Rose, Betty | Sample SLO | Submitted on Oct 8 2012 2:40PM | Admin, District | |
| Tall Oaks Elementary | Rose, Betty | Betty Rose's SLO | Submitted on Sep 24 2012 7:01PM | Admin, District | |
| Tall Oaks Elementary | Rose, Betty | Betty Rose's SLO | More Information Requested by Admin, District on Sep 25 2012 9:50AM | Admin, District | "More info. needed." By Admin, District |
| Tall Oaks Elementary | Rose, Betty | Betty Rose Math SLO | More Information Requested by Admin, District on Sep 25 2012 2:04PM | Admin, District | "This SLO form is missing your HEDI criteria." By Admin, District |
| Tall Oaks Elementary | Rose, Betty | Betty Rose's SLO | More Information Requested by Admin, District on Sep 19 2012 4:56PM | Admin, District | "Please review the Learning Content within this SLO Goal Form. The goal form should include more specific information. Please make the requested changes and resubmit. Thank you." By Admin, District |

3. Bulk reporting is available by clicking on the 'Bulk SLO Report' button.