

SGM (SLO) Template Directions

Go to: <http://esupport/sgm> to access the SGM tool (SLO portal) only available in CMSD

NEW: If an error message pop up appears, read the message and act accordingly.

Step 1: Select the tab titled, "My SGMs"

You can also access your prior SLOs by selecting the "history" button.



Kenneth Demming's SLO History

SLOs

Year	Description	Status
2015	Test SLO	Draft
2014	Ken Demmings Test	Approved

Step 2: You will see the message "unknown....." Click on the words to get to the next window. You will be asked to answer a few questions to determine which category you belong to.

Kenneth Demming's SLO List

You are [Unknown](#). Please [click here to determine your Category](#)

SLO List (Admin View)

Description	SLO Status	Row
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Step 3: You need to answer each of the questions that appear. **Be careful when you are doing this.** Your answers determine which category you will be in.

How many SLOs do You Need to Write

Did you receive an accomplished rating for the school year 2014-15?
(This is only if you received accomplished in 2014-15 and did **not** receive accomplished for 2013-14)

If you were, then you are done.

If not select next to answer the next question.

Which Grade(s) do you teach?

Pre-K 2nd 5th 7th 9th 11th
 K 3rd 6th 8th 10th 12th
 1st 4th

You may select multiple grades, if needed. Click "**Update Grades**" when done to see the subject choices.

K
 1st
 2nd
 3rd
 4th
 5th
 6th
 7th
 8th
 9th
 10th
 11th
 12th

[Update Grades](#)

For 5th grade which of the following courses do you teach?

Alternate Assessment
 Math
 Physical Education
 Science Intervention

English Language Arts
 Math Intervention
 Reading Intervention
 Social Studies

English as a Second Language
 Music
 Science
 Visual Arts

For 6th grade which of the following courses do you teach?

Alternate Assessment
 Math
 Physical Education

English Language Arts
 Math Intervention
 Reading Intervention

English as a Second Language
 Music
 Science

Select all the subjects that you teach. when done, click "**submit.**"

You will see what appears in Appendix D with your category, SLO 1 assessment and SLO 2 assessment.

Physical Education
 Science Intervention

Reading Intervention
 Social Studies

Science
 Visual Arts

[Submit](#)

Appendix D

Ref	Category	SLO 1 Assessment	SLO 2 Assessment
36	C	NWEA Math	NWEA Math
40	C	STAR (Managed)	NWEA Reading

If you have more than one row of SLO information showing above, then you can select your SLOs from the given options.

[Go Back](#)
[Finish](#)

Please note the message that if you have more than one assessment in the SLO 1 assessment column, then you may select either one to use.

If there is only one listed then that is what you use.

Appendix D

Ref	Category	SLO 1 Assessment	SLO 2 Assessment
1	B	State Writing Diagnostic (NCEs)	KRA pre-test -> STAR EL post-test

If you have more than one row of SLO information showing above, then you can select your SLOs from the given options.

When all questions are answered, the finish button will appear. Only click the "**finish**" button when you are satisfied with each answer.

You are required to complete SLOs:

SLO #1

[Access SLO](#)

Description:

Status:

Roster Verification Status:

SLO #2

[Access SLO](#)

Description:

Status:

Roster Verification Status:

Step 4: You must click the “**Access SLO**” button each time you need to work on an SLO.

If you are only required to write 1 SLO it will only show SLO #1. If you need to write 2 SLOs then you will see SLO #1 and below that SLO #2. (see above screen shot).

If you need to create a course because courses do not show up for you go to step 9.

Step 5: Type in your grade level and a description for the SLO. This should only be a quick description such as, SLO 1-Art Gr. K or SLO 1-Gr. 4 Math. On the right side select your course area using the drop down menu.

When all fields are filled in you must click the **UPDATE** button. The form ID will change from “new” to an assigned number.

The screenshot shows the 'SLO Template Maintenance' form. At the top are buttons for 'Refresh', 'Update', 'Save as Draft', 'Submit', and 'Return'. The form contains the following fields and values:

- Teacher Name: 422227 Kenneth Demming
- Facility: 274 Woodland Data Ctr (WDC)
- Grade Levels: (empty)
- Description: (empty)
- Form ID: New
- Course Area: Art (dropdown menu)
- Academic Year: 2014
- Baseline Average: 0
- Target Average: 0
- Adjusted Target Average: (empty)

Three orange arrows point to the 'Course Area' dropdown menu, the 'Grade Levels' text input field, and the 'Description' text input field.

Step 6: Use the drop down to select the course you are using. You will only see courses assigned to you. Choose the course area, which is really the subject area that you are using for the SLO. Then click the **Add Course to SLO button**. Your student list should appear.

The screenshot shows the 'SLO Template Maintenance' form with the following fields and values:

- Teacher Name: 422227 Kenneth Demming
- Facility: 274 Woodland Data Ctr (WDC)
- Grade Levels: K-3
- Description: My Best Class
- Form ID: 1
- Course Area: Art (dropdown menu)
- Academic Year: 2014
- Baseline Average: 16.5
- Target Average: 18.7
- Adjusted Target Average: 15.7

Below the form is a table of courses:

Course Code	Section	Description	Period
BSKT	1	Underwater Basket Weaving	1
BSKT	4	Underwater Basket Weaving	1

Buttons for 'Add', 'Delete', and 'Create Course' are located below the table. An orange arrow points to the 'Add' button.

Step 7: Complete the information fields for the SLO. You can either type directly into each field, or you can copy and paste from a Word document that you created. Each field has a description of what is expected to be filled in. Teachers are responsible for; Baseline and Trend Data, Student Population, Growth Target, and Rationale for Growth Target(s).

The screenshot shows the 'SLO Template Maintenance' form with the following fields and values:

- Grade Levels: (empty)
- Baseline Average: 0
- Target Average: 0
- Adjusted Target Average: (empty)
- Description: (empty)

Below the form is a section titled 'Baseline and Trend Data (completed by the teacher) What information is being used to inform the creation of the SLO and establish the amount of growth that should take place?'. An orange arrow points to this section.

The fields that are District-Provided are: Interval of Instruction, Standards and Content, and Assessment.

Information to copy and paste into your SLO fields can be found in each section where it states to “please click here to access documents for copy and paste”. These are links to the information. Always select the “**update**” button after you make any changes. The attachments field will be available once you selected the update button. If you need to attach charts or graphs that are either word docs, excel files, or pdfs you do that in the attachments field.

Step 8: Click the “**Set Goals**” button. If you are adjusting any growth targets, you can type the new target in the field for each student. These are numeric values. If a student is not part of the SLO check the box at the end. These are only students who are no longer with you. If you adjust a growth target below the baseline score, you will get a pop-up that asks if you are sure, click "ok" to continue, click "cancel" if you want to change the adjusted growth.



Click **UPDATE**

IMPORTANT*****When it is **completely** done you can select the “**Submit**” button. You only can submit **ONCE**. It will **LOCK** the SLO when you hit submit. **NEW: If an error message pop up appears, read the message and act accordingly.**

Step 9: This should only be used by teachers that have to create a custom course. If you have to create custom courses, make sure to create one custom course for each SLO, do NOT use the same custom course for both SLOs (even if the students are the same).

Step 9A: Select the “**my SGM**” tab. Then click “**new course**”
 You are a Category A Teacher - You must write One (1) SLO.

Custom Course List

New Course				
Facility	Course Description	Section	MP	Status

Step 9B: Click facility drop down choose your building.
 Course name field-type the name of the course, math, science...
 Course type field- choose elementary or high school
 Course period-type in the period the class meets (1 or first).
 Marking period field-first semester or second semester or year.
 Subject Area Drop down-choose the subject.
 Eval test code field-drop down menu to choose the code. This can be found in the test look up tab or in appendix D.

Approval Queue My Staff Our Team My SLOs My Courses Test Lookup Summary Administration

Refresh Update Save as Draft Approve Submit for Approval Reject Return to Previous Page

Create Course Maintenance

Facility: (Please Select one) ID: New

Employee: Kenneth Demming

Course Name: _____

Course Type: Elementary Subject Area: Art

Course Period: 0 Eval Test Code: AAA

Marking Period: 0

You must click **UPDATE** after you fill in the fields.

Then select **“add students”**.

Approval Queue My Staff My SLOs My Courses Summary Administration Support

Refresh Update Save as Draft Submit Return

Create Course Maintenance

Facility: Barbara Byrd-Bennette PDC ID: 5

Course Code: BSKT Employee: Kenneth Demming

Course Section: 44

Marking Period: 11

Subject Area: Art

Description: Underwater Basket Weaving

Add Students Remove Students

Student Name	Student ID	Baseline Score	Growth Target	Adjusted Growth

- 1 Pick the school, the grade, then click **“search”**. A list of students will appear.
- 2 Check the **boxes** of the students you want.
- 3 Click the **“add selected students”** button.
- 4 Click the **“done”** button.

5

Student Directory

Name: [input field]

School: Case

Grade: Any [Search] [Add Selected Students] [Done]

Search by: Last Name First Name

Sel	Last Name	First Name	MI	School	Grade
<input type="checkbox"/>	Dalmaso	Emmett	E	Case	6th
<input type="checkbox"/>	Dang	Andy		Case	8th
<input type="checkbox"/>	Dang	Elizabeth	T	Case	5th
<input type="checkbox"/>	Dang	Jon	T	Case	7th
<input type="checkbox"/>	Davidson	Justin	J	Case	6th
<input type="checkbox"/>	Davis	Amari	R	Case	1st
<input type="checkbox"/>	Davis	Ashley	M	Case	UG
<input type="checkbox"/>	Davis	Jeanael	F	Case	6th

They appear immediately.

To remove just click the box next to the name and select “remove students”.

Create Course Maintenance

Facility: Barbra Byrd-Bennette PDC ID: 5
Course Code: BSKT Employee: Kenneth Demming
Course Section: 44
Marking Period: 11
Subject Area: Art
Description: Underwater Basket Weaving

Students Add Students Remove Students

Student Name	Student ID	Baseline Score	Growth Target	Adjusted Growth
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Once everything is entered correctly select update and then save as draft. The screen reverts back to the SLO page. **You now have to SUBMIT your course for approval. Click on your custom course and click Submit for Approval.**

Once your course is submitted. Your principal will be notified via email that the course is ready. The principal will approve or deny and then you will receive an email. Once the course is approved, you go to the SLO portal, click on the “My SGMs” tab then select either SLO #1 or #2, then access the slo to work on it. The approved course you created will now be available in the course drop down. Go to step 4 to complete the SLO. **NEW: If an error message pop up appears, read the message and act accordingly.**

Description: This is my slo

Course: 

Course Code

Grades: I2

Grade

Please use the guidance provided in addition component in the space below it.