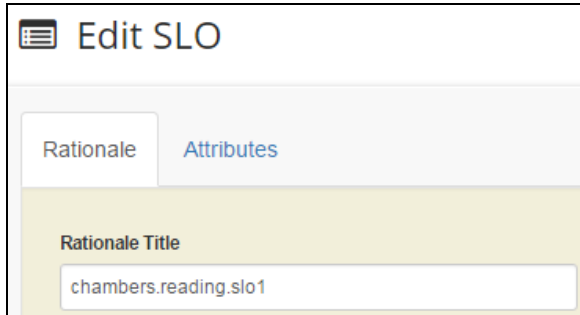# Creating a SLO/SGO

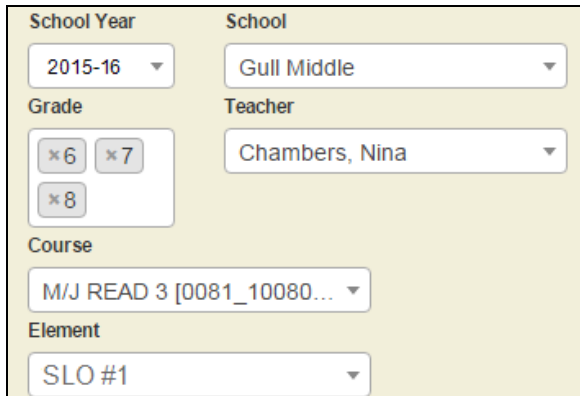Follow these steps to create a Student Learning Objective / Student Growth Objective.

Defining the Rationale

1. Select SLO > Author - New SLO from the main navigation menu.
2. On the Rationale tab, enter a title for the SLO. We recommend including the teacher name and course type for easy searching and identification.
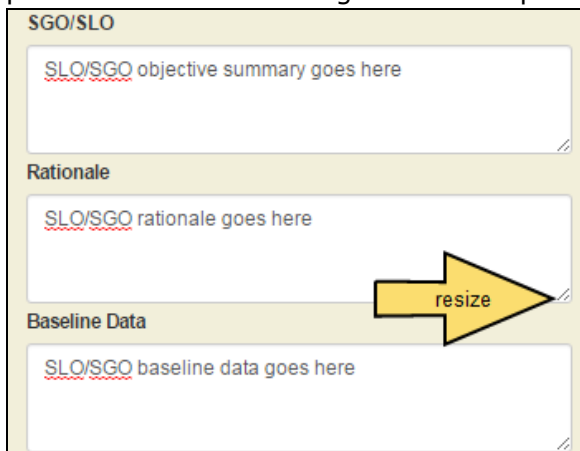
3. Select the school year, school, teacher, grade(s), course and element using the drop-down menus.

> ✎ **N O T E**
> Only district and school administrators will have multiple choices for school and teacher. Teachers will see only your school and your name as choices.

4. Enter descriptions for the SLO/SGO, its rationale, and any baseline data in the text boxes provided. Use the resizing corner to expand the text boxes for easier viewing.

5. Plan the meeting dates. Click the green plus icon to add a meeting; click the red minus icon to remove one.

6. Click the Save button to create the SLO/SGO. Then proceed to the Attributes tab.

Defining the Attributes

1. Select a cut band and test source using the drop-down menus.

2. To choose the post test for this SLO, click the Select button. In the Test Selection pop-up, search for the test name or ID. Then click the Select button for the desired test.

3. The test name and description (if available) will appear on the Attributes tab. You can select a different test by repeating step 2.

4. Under SLO Test Properties, select a formula using the drop-down menu. Depending on the formula you choose, you will have additional settings to define. For more details on SLO formulas and their variables, see the topic *Using SLO Formulas*.

5. At the bottom of the Attributes panel, all standards associated to the chosen post test will be displayed. If a baseline test was selected to accommodate a formula, this list will be narrowed to all standards associated with both the post and baseline tests.

6. Remove standards from consideration for this SLO by clicking the x next to the standard name. As you remove standards, a full list will display above, with the removed standards highlighted in white. They can be re-added to the SLO by clicking on it in this list.
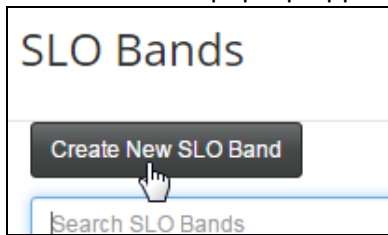

7. Click the Save button to finalize the SLO.

Creating Bands

If you cannot find a band that meets your needs, follow these steps to create a new one.

- 3 -

1. Click the Bands button.

2. The SLO Bands pop-up appears. Click the Create New SLO Band button.

Alternately, you can modify an existing cut band that you created by clicking its Edit button.

3. Enter the description for the band. Select the Public checkbox to allow others to use the band.

4. A default set of cuts will be displayed. If you click on any color block, its current values will be displayed in the definition fields above.

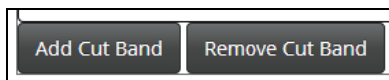5. Determine how many total cuts the band will need, then add or remove cuts to reach the desired number.

» Add cuts by clicking on the Add Cut Band button. Additional color blocks will be added at the end of the band.

» Remove cuts by clicking on a color block, then clicking on the Remove But Band button.

6. Modify the values of each cut. To do this, click on a color block (A) and update its description, minimum and maximum points, and/or color as appropriate (B). Then click on the Update Cut Bands button (C) to see the changes. Repeat for each cut that needs updates.

7. Once the values have been finalized for each cut, click the Save Changes button.