Instructions for SLO Reporting Process

1. Download the Excel program "SLO Reporting for PC and Mac" from your email. (If you are a Mac user, you MUST have Excel 2011 or better or this will not work.)
2. Open the program.
3. If prompted, enable macros.
4. After enabling macros, if prompted, enable content in the upper right hand corner of the Welcome Page.
5. Hover the mouse over the "Begin the SLO Reporting Process" button and click.
6. Choose the SLO Reporting Type you will be using.
   a. Choose "Individual Educator SLO" if you are a teacher, counselor, psychologist, or any other educator who has students to monitor with an SLO.
   b. Choose "Shared Attribution SLO" if you are an educator with no students to monitor with an SLO ie teacher specialist, administrator, district mentor etc. If you are shared attribution, you will be asked to immediately submit your information. The program will automatically enter "Shared Attribution" under your SLO score. Choose the system you are using (Mac or PC) and press the related submit button.
7. If you chose Individual Educator SLO, you will be asked what type of SLO you used. The choices include multiple choice, rubric, or special education. Please choose the correct form and ensure that if you are using a rubric you know how many points it is worth: 4, 5, or 6 so that you can choose the correct spreadsheet.
8. Enter your test information in the correct fields in the pop-up form. The program will automatically fill in the information on the spreadsheet.
9. Enter your email in the correct field in the pop-up form. The program will automatically fill in your information on the spreadsheet.
10. If you need instructions on how to transfer information from Mastery Connect click "Show Instructions". You may navigate between the two spreadsheets by using the correct buttons. If you wish to watch a tutorial on how to transfer information from Mastery Connect, click "Watch Tutorial" and the program will bring up the tutorial on YouTube (tutorial not available for special education).
11. To submit, click "Submit SLO Data". A pop-up form will ask you to submit from a PC or a Mac. Choose the correct button to match the system you are using.