
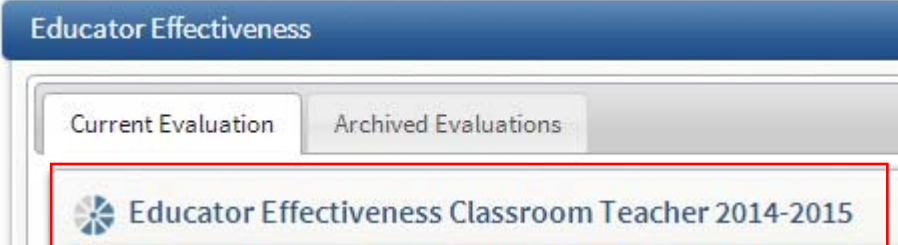
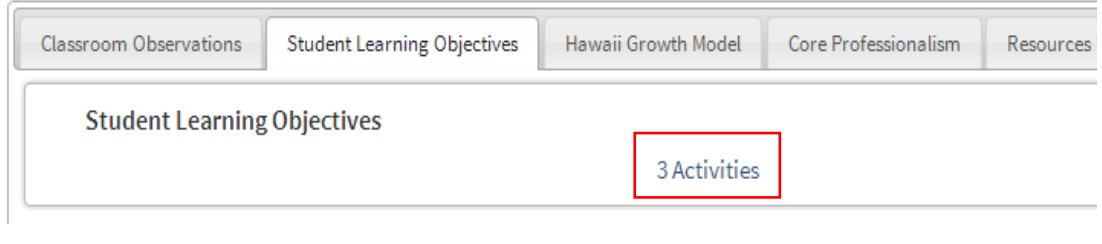
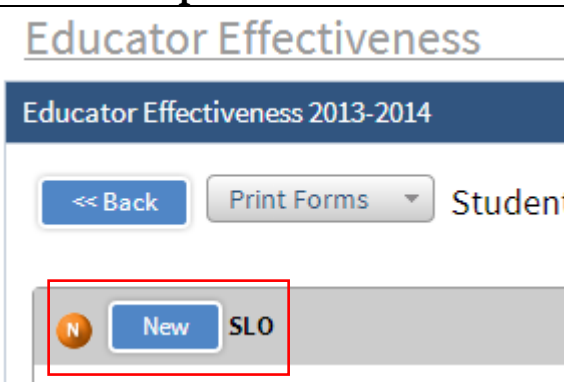
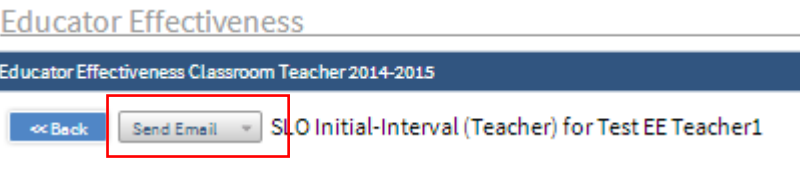

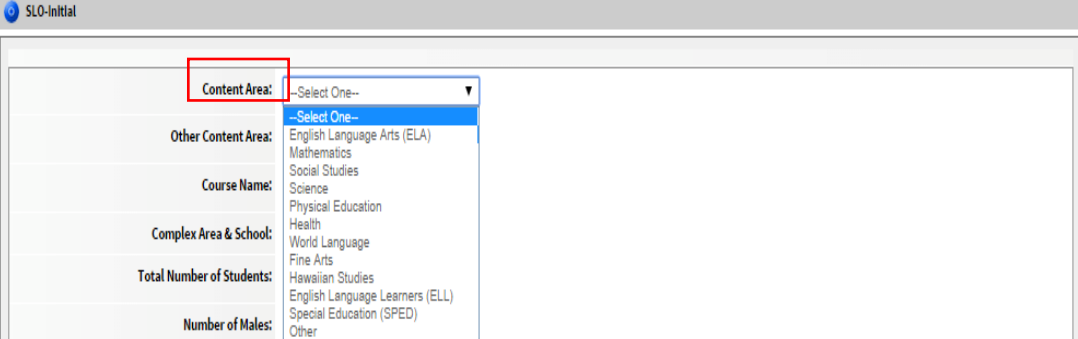
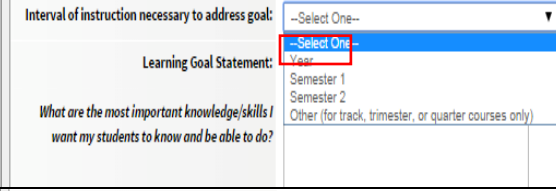
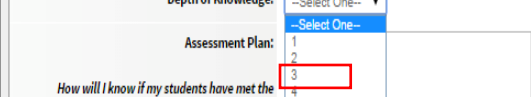







## How to complete the Student Learning Objectives on PDE<sup>3</sup> (for Teachers)

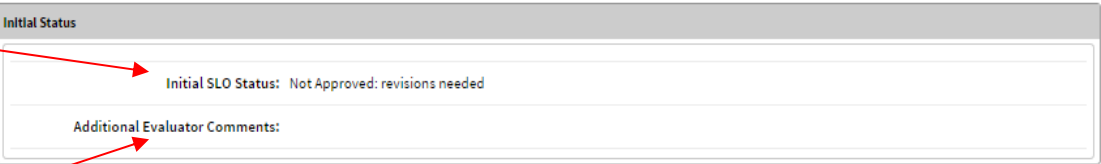
<b>Step 1: Accessing the Student Learning Objectives</b>	
1. Click on <i>Educator Effectiveness</i> tab.	
2. Click on the <i>Educator Effectiveness 2014-2015</i> Link.	
3. Click on the <i>Student Learning Objectives</i> tab.	
4. Click on <i>3 Activities</i>	
5. Click on the <i>SLO Initial-Interval (Teacher)</i>	

## Step 2: Filling out the SLO - Template

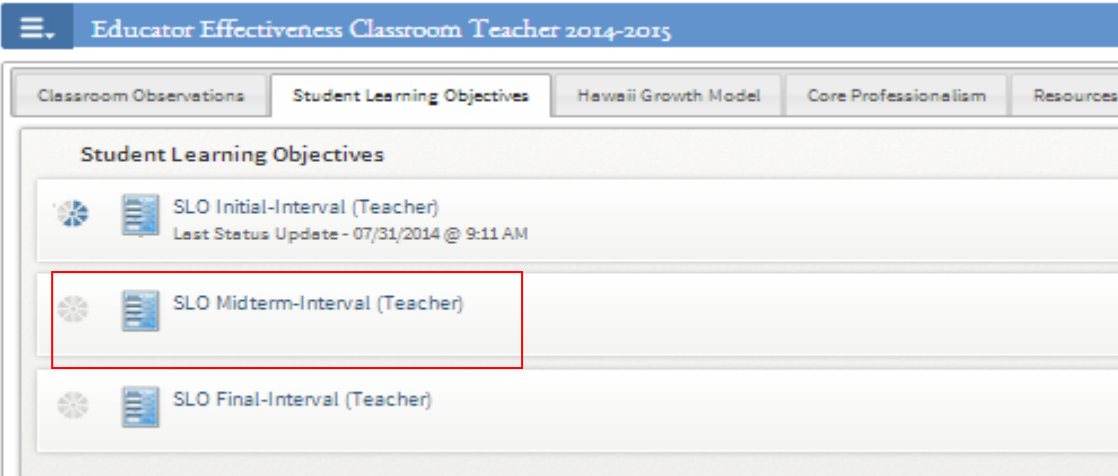
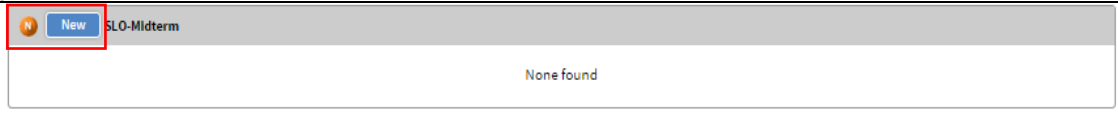
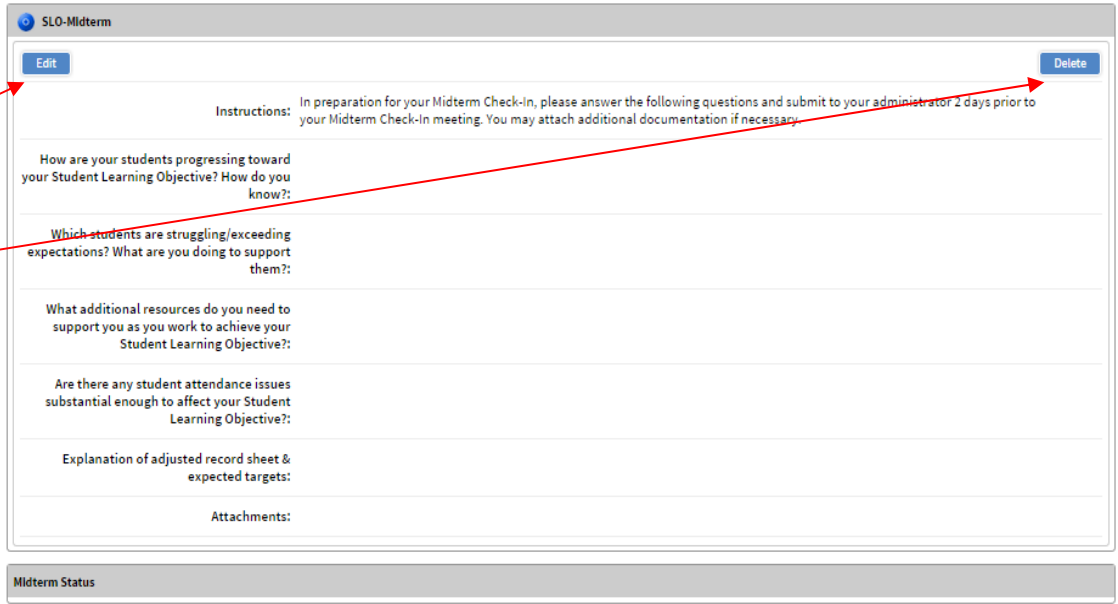

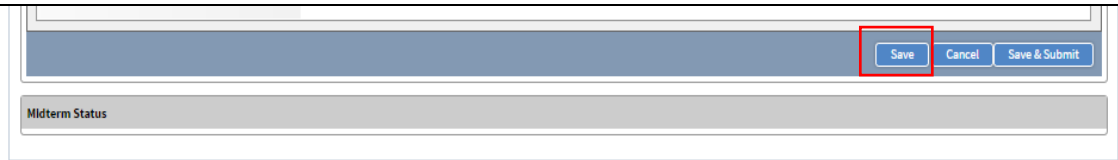

<p>1. Click on the <i>New</i> button to start the SLO template.</p>	
<p>2. To send an email to the administrator click on <i>Send Email</i>, near the top.</p>	
<p>3. Click the <i>Edit</i> button to type in the template.</p>	
<p>4. Click on the <i>Content Area</i> ▼, and select one from the drop down menu.</p>	
<p>5. Click on the <i>Interval of Instruction necessary to address goal:</i> ▼, and select one.</p>	
<p>6. Click on the <i>Depth of Knowledge</i>, select one.</p>	
<p>7. Click on <i>Attach a file</i> to attach Expected Target Record Sheet.</p>	

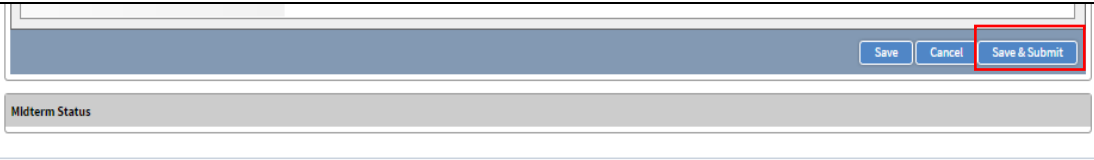
<p>8. At the bottom of the page, click on <i>Attach a file</i> to add a document (ex: the Word version of the SLO template).</p>	
<p>9. Click on <i>Save</i> to Save data.</p> <p>*Click on Save when you will be working on the template again.</p>	
<p>10. Click on <i>Cancel</i>, to revise the entire template. Then go back to NEW (#1) to start over.</p>	
<p>11. Click on the <i>Save &amp; Submit</i> button to LOCK the template, save and submit will send to the administrator. You will not be able to edit, unless the administrator sends it back for revisions.</p>	

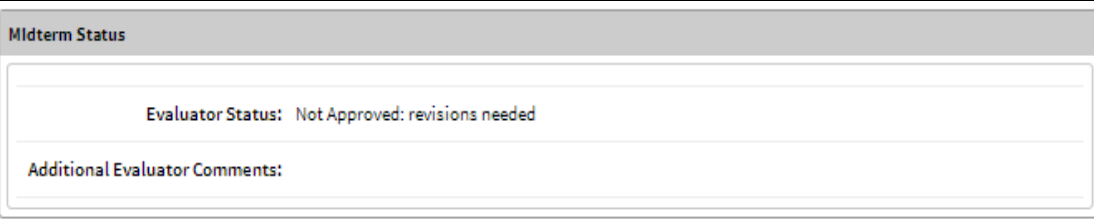
**Step 3: After Filling out the SLO and submitting**

<p>1. At the very bottom of the screen, under Initial Status, the status will be displayed along with Evaluator Comments. If you are being asked to make revisions, you will need to go back into the template by clicking on edit*.</p> <p>* The edit button will appear if the administrator marks your SLO for revision.</p>	
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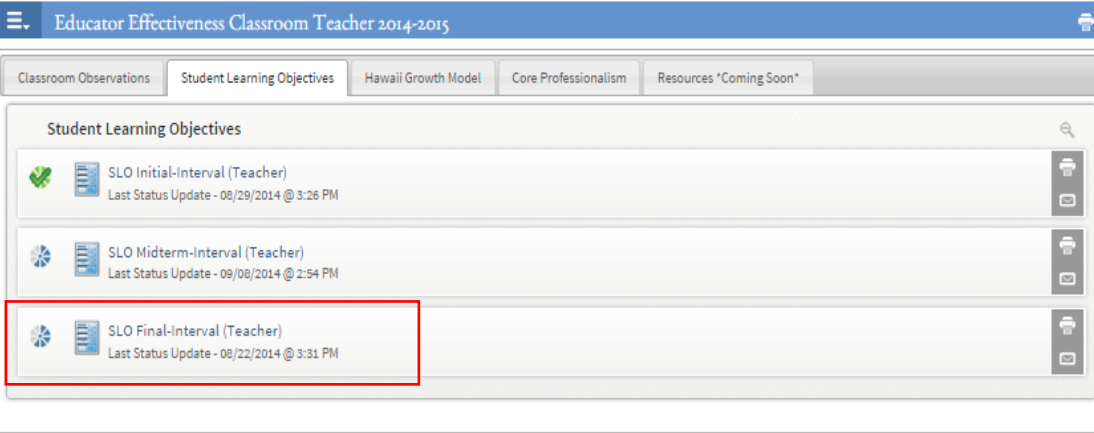
## Step 4: Completing the SLO Midterm-Interval (Teacher)

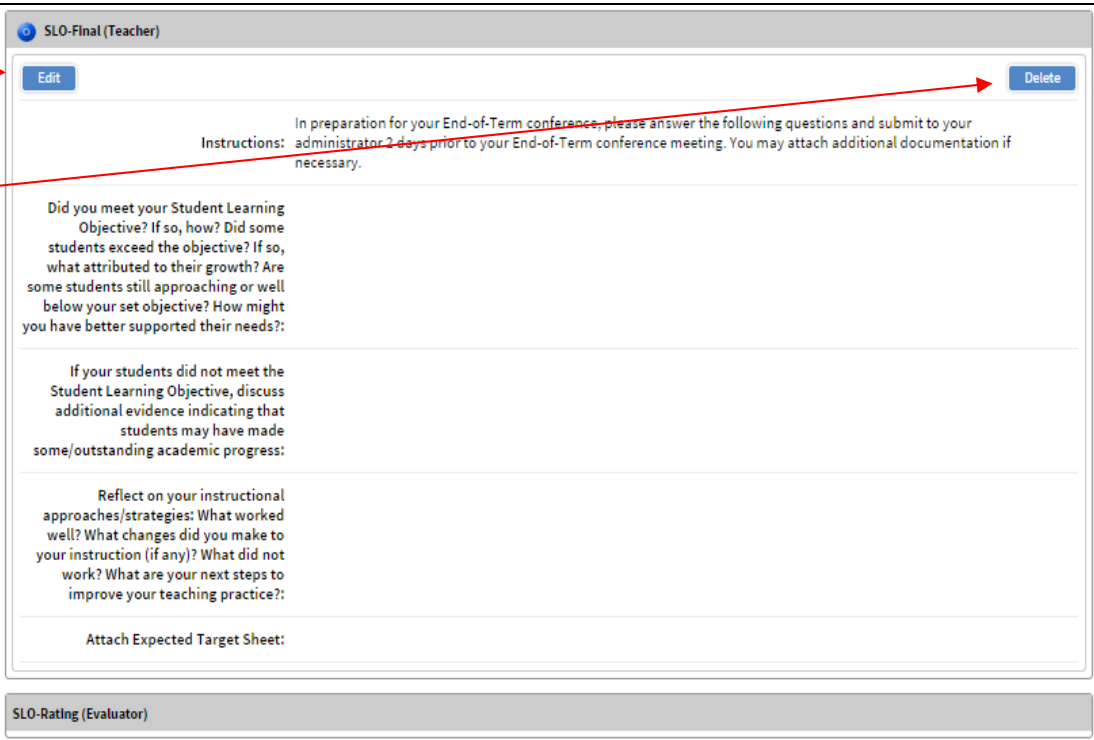
<p>1. If needed, you can set a Mid-term conference for target revisions. Go back to the <i>Student Learning Objectives</i> tab click on <i>SLO Midterm-Interval (Teacher)</i>.</p>	
<p>2. The SLO-Midterm is OPTIONAL. Click on <i>New</i> button.</p>	
<p>3. Under the SLO-Initial is the SLO-Midterm. Click on <i>Edit</i> to add data.</p> <p>Click on <i>Delete</i> to start over.</p>	
<p>4. At the bottom of the SLO-Midterm template, click on <i>Attach a file</i> to add a document.</p>	
<p>5. Click on <i>Save</i> to save your data.</p>	
<p>6. Click on <i>Cancel</i> to start over.</p>	

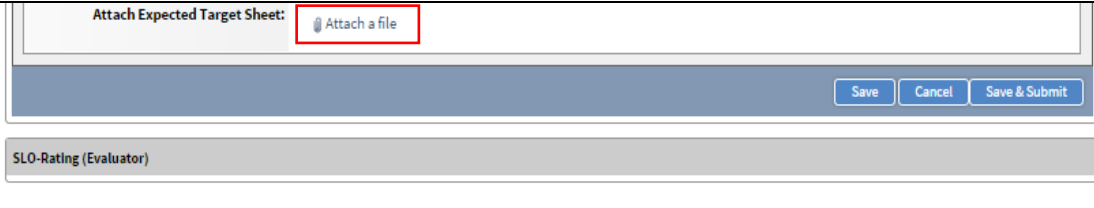
<p>7. Click on <i>Save &amp; Submit</i> to save and lock the template.</p>	
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<p>8. The Evaluator Status and comments will be viewable at the bottom of the screen.</p>	
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**Step 5: Completing the SLO Final-Interval**

<p>1. Click on <i>SLO Final-Interval (Teacher)</i></p>	
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<p>2. Click on the <i>edit</i> button, to add to the template or <i>delete</i> to start all over.</p>	
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<p>3. Click on <i>Attach a file</i> to add document(s)</p>	
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<p>4. After completing the reflection questions, be sure to click <i>Save</i></p>	
<p>5. When you have completed the document and are ready to lock and save, click the <i>Save &amp; Submit</i> button. This action will send the information to the administration.</p>	
<p>6. Click on <i>Cancel</i>, to start all over.</p>	

If you need further assistance, please contact the PDE3 help desk at (808)586-4072.