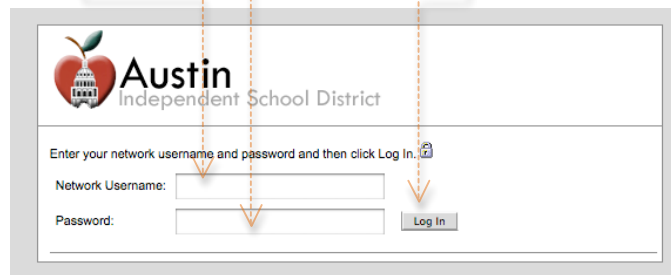


The following instructions are meant to be a guide to navigating the SLO database, not instructions for the appropriate content for each field. For details on what to enter, please see the corresponding section of the SLO manual and the examples in Appendix F.

Important general reminders:

- **Save early and Save often by clicking “Save as Draft”**. Unsaved work is lost when the system “times out”
- When returning to your SLO to make edits, after selecting the SLO, you must press the **EDIT** button
- You must click the **EDIT** button in order to see the “Save as Draft” and “Submit” buttons

1. Open the web browser of your choice (Internet Explorer, Firefox or Safari are recommended)
2. Go to the SLO database by entering the following in the address bar
 - A. From a district network connection enter “SLO” in the address bar
 - B. From home enter “slo.austinisd.org”, or “<https://n236dbs.austinisd.org/EQ/SLO2012.nsf?Open>”
3. Enter your Webmail Username and Password and click **Log In**
 *If you have difficulty logging in, call the help desk at 414-8324 and ask for your **Webmail username and password**. The SLO database is accessed through the webmail system.

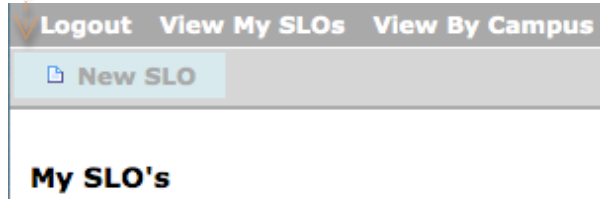


4. The following diagram contains basic descriptors of what you will see from the “View my SLOs” view within the SLO database

My SLO's

Name	Form Type	Status	Last Modified
Paul Stautinger	Team SLO	Revision Required - REACH	08/04/2011 05:34:52 PM
Paul Stautinger	Team SLO	Principal Approved	08/04/2011 05:39:33 PM
Paul Stautinger	Individual SLO 2	Draft	08/04/2011 05:41:30 PM
Paul Stautinger	Individual SLO 1	Draft	08/05/2011 09:52:41 AM
Paul Stautinger	Team SLO	Revision Required - REACH	08/05/2011 11:24:11 AM
Paul Stautinger	Team SLO	Draft	08/10/2011 02:25:20 PM
Paul Stautinger	Team SLO	Revision Required - REACH	08/10/2011 02:28:10 PM
Paul Stautinger	Team SLO	Draft	08/10/2011 02:29:49 PM

5. Click the **New SLO** button to create a new SLO
 - A. Only one team member needs to create a team SLO, then all other members will have access
 - B. Do not create multiple new SLOs of the same type. Once your SLO is created, you can access it from the “View my SLOs” view and edit it to make any needed changes. If you have submitted your SLO and realize that you need to change something, contact a member of the SLO team and they will reset it to “Draft” status.



6. Select the type of SLO and whether or not it is a semester course

7. The form will appear slightly different depending on whether you have selected Team or Individual SLO. The differences are:
 - A. Team SLOs have a drop-down menu to select team members
 - B. Team SLOs do not have the option to make it a target group since they are required to address all students in a course number
8. Confirm the information at the top of the form is correct. If it is not, contact Paul Stautinger at 414-9560
9. For team SLOs, CTRL click each member of the team (you do not need to click your own name). Keep the CTRL key down as you select each new member or you will de-select the others.
10. If you have a REACH mentor, select their name. If not, select “None”

Name	Paul Stautinger	EIN	E110650
Campus	Strategic Comp Initiative	Principal	James Phares/AISD
Team Members	-Select- Laura Baker Paul Stautinger Angela Ward		
Mentor Name(s)	-Select- None Ann Ballman Anna Foyt Camille De Prang Christal Kates Coleen Mastrianni Constance Primosic David Foyt Deedra Farley Diana Urch Diane McNamara		

11. For Individual SLOs, select whether the SLO will address all students in a course number, or a target group. If a target group, enter the specific criteria used to determine the target group below.

Note: If you are writing two individual SLOs, one must address all students

12. Fill in the remaining fields according to the instructions and guidelines in the SLO manual

13. **Before** attaching Documents:

- Save your SLO
- You can only upload 20 megabytes (20,000 kb) at a time, so check the size of your files
- If your files are large, but each is under 20 megabytes, upload them one at a time
- If any single file is over 20 megabytes, follow the instructions in Appendix E for splitting documents in Adobe Acrobat Pro
- Name files clearly. Naming conventions are listed on page 19 of the SLO manual.

14. Attaching Documents

- A. Click the first available **Browse** button
- B. A new window will appear asking for the location of the file that you would like to upload. Locate the file on your computer and click **OK**
- C. If you have other files to upload (that do not total over 20 megabytes) repeat A and B.
- D. Click “Save as Draft”

15. Confirm that the form is filled out correctly and according to REACH and campus guidelines

16. For team SLOs, confirm that all team members agree and have attached their documents

17. While in “Edit” mode, click “Submit”

18. If you receive a revision request from either your principal or a member of the REACH team

- A. From the “View my SLOs” view, click on the SLO in “Revision Required” mode
- B. Click on the “Copy to New SLO” button

- C. A new SLO will be created in “Draft” mode with the revision comments in red at the top of the screen. Save the SLO and find it by the date and time from the “View my SLOs” list

- D. Click on the SLO, click “Edit”, make the requested changes and resubmit

19. When your SLO is approved by your principal, the status will change to “Approved”