



# Student Objectives

## *Teacher Training Guide*



**ProgressBook<sup>®</sup>**  
**DataMap**

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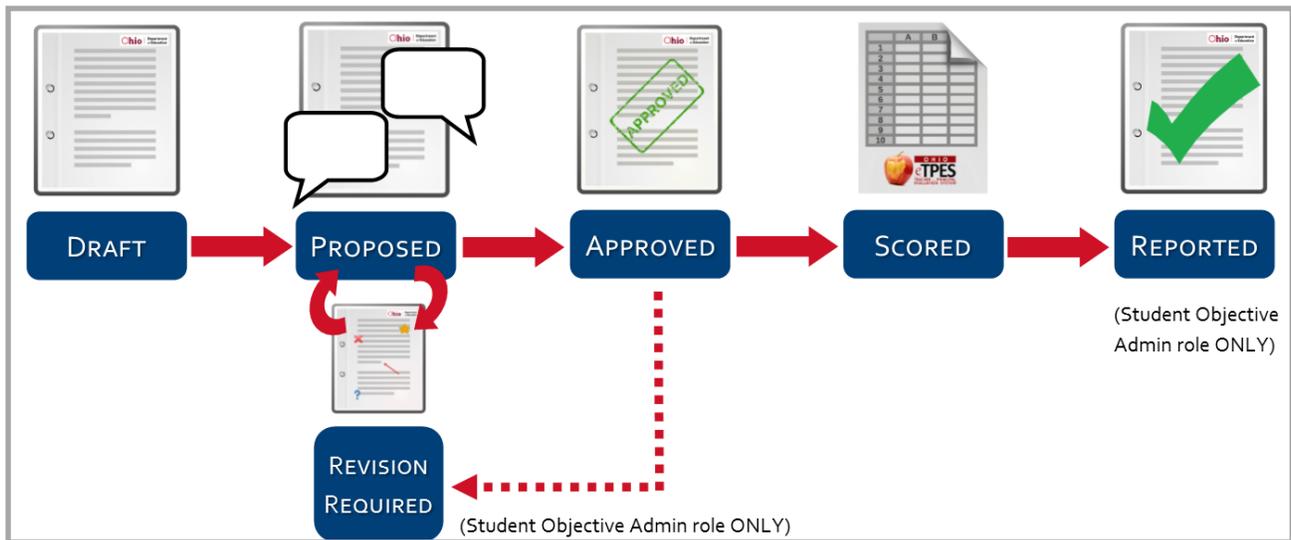
# *Lesson Objectives*

- Create, edit, print, export, and delete objectives
- Submit objectives for review
- Make requested revisions to a submitted objective
- Exclude students from objectives
- Score objectives

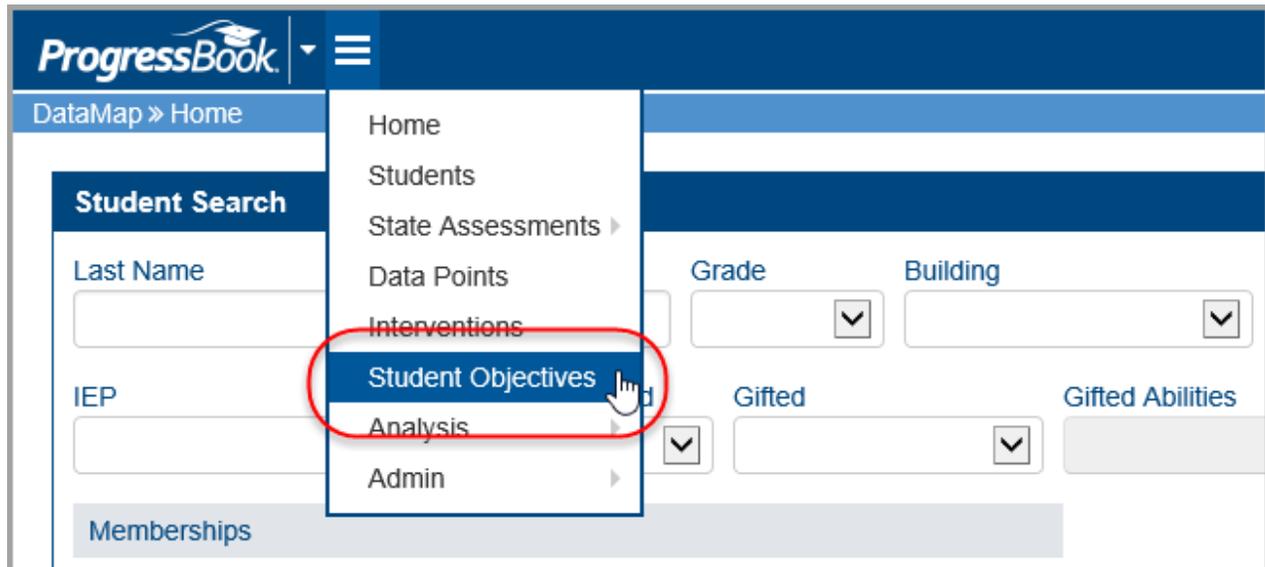


# Workflow & Navigation

Student Objectives must go through a process of creation and review before being approved, scored, and reported to the state. The following image illustrates this workflow.



Once in DataMap, click the main menu, then click **Student Objectives**.





# Creating Objectives

1. Click **Add Objective**.

ProgressBook DataMap » Student Objectives

SADoc 2016-2017

+ Add Objective

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
No Records Found						

2. On the **Add Student Objective** screen, enter a **Name** for this objective.
3. In the **Content Area & Course(s)** field, enter text describing the courses to which this objective applies.
4. In the **Subject** drop-down list, select the subject in which you want to measure student growth using this objective.
5. Click **Save**.

ProgressBook DataMap » Student Objectives » Add Student Objective

SADoc 2016-2017

2 Name 1 Teacher - Language/Arts - Draft

3 Content Area & Course(s) Language Arts

4 Subject Reading

5 Save Cancel

The **Edit Student Objective** screen displays, showing the newly added objective with a **Status of Draft**.

ProgressBook SADoc 2016-2017

DataMap > Student Objectives > Edit Student Objective

General Students / Scoring Tiers

1. Teacher - Language/Arts -Draft (Smiles, Mary) Status: Draft

Name: 1. Teacher - Language/Arts -Draft  
 Content Area & Course(s): Language Arts  
 Subject: Reading  
 Status: Draft  
 Grade Level(s):

From here, you can edit the objective fields to fit your needs.

ProgressBook SADoc 2016-2017

DataMap > Student Objectives > Edit Student Objective

General Students / Scoring Tiers

1. Teacher - Language/Arts - Draft (Smiles, Mary) Status: Draft

Name: 1. Teacher - Language/Arts - Draft  
 Content Area & Course(s): Language Arts  
 Subject: Reading  
 Status: Draft  
 Grade Level(s):

**Baseline and Trend Data**

Students have historically performed well on the AP Literature and Composition exam, with a significant percentage of students (between 75 and 90 percent) scoring a 3 or better on the exam for the past three years. Trend data are included below

	2012		2013		2014	
	n	%	n	%	n	%
Level 5	4	13.3%	5	14.7%	6	18.2%
Level 4	8	26.7%	11	33.4%	13	39.4%
Level 3	12	40.0%	14	41.2%	6	18.2%
Level 2	4	13.3%	3	8.8%	6	18.2%
Level 1	2	6.7%	1	2.9%	2	6.1%
All	30		34		33	

A significant number of the students enrolled in AP Literature and Composition also were enrolled in AP Language and Composition during the previous school year. These students' performance on the AP Language and Composition exam in 2014 is included below.

**Student Population**

Students included in the SLO include all 30 students registered in AP Literature and Composition for the current school year, including 26 seniors and four juniors. Of the 30 enrolled, 23 of the students completed AP Language and Composition and have a basic understanding of the AP process.

Of the 30 students in the class, 10 percent (three) of the students in the class qualify for free or reduced-price lunch. There are no students with disabilities or English language learners enrolled in this class. Nineteen students participate in multiple AP courses, and all students enrolled participate in extracurricular activities and/or regular employment.

**Interval of Instruction** Start Date: 09/01/2016 End Date: 04/28/2017

The AP Literature and Composition SLO growth period are September, through mid-April in order to meet deadlines required by the Ohio Teacher Evaluation System (OTES). The class meets for 55 minutes daily throughout the year. The preassessment was administered in September and the post-assessment will be administered in early to mid-April.

**Standards and Content**

Each field can be edited in a variety of ways:

1. **Bold**, *italicize*, underline, or ~~strikethrough~~ text.
2. Adjust paragraph alignment.
3. Change **text color** or **highlight** text.
4. Change paragraph style.
5. Insert a table.

The first screenshot shows a document editor toolbar with five numbered callouts: 1. Bold (B), 2. Italic (I), 3. Underline (U), 4. Paragraph style dropdown, and 5. Insert table icon. The document content includes a paragraph about AP Literature exam performance and a table with columns for years (2012, 2013, 2014) and rows for exam levels (Level 5, Level 4, Level 3, Level 2, Level 1, All). The table data is as follows:

	2012	2012	2013	2013	2014	2014
	n	%	n	%	n	%
Level 5	4	13.3%	5	14.7%	6	18.2%
Level 4	8	26.7%	11	34.4%	13	39.4%
Level 3	12	40.0%	14	41.2%	6	18.2%
Level 2	4	13.3%	3	8.8%	6	18.2%
Level 1	2	6.7%	1	2.9%	2	6.1%
All	30		34		33	

The second screenshot shows the 'Insert table' dialog box with a 5x5 grid selected. The document content is partially visible, showing the same table and a paragraph about AP Literature and Composition exam performance.

Once you have entered the information you want in all of the fields, click **Save**.

**Rationale for Growth Target(s)**

These goals and the content focus of the AP Literature and Composition course align with broader departmental English goals in place to support the implementation of Ohio's Learning Standards, which emphasize developing evidence-based claims and reading texts of increasing complexity. AP Literature and Composition students are expected to read, comprehend, and write about texts at the college level. Alignment with Ohio's Learning Standards for ELA Grades 11–12, which emphasize college and career readiness, is appropriate for this group of students but requires additional enrichment in the form of texts of increased complexity (texts typically read in introductory college courses) and pushing students to develop college-level writing pieces and grapple with intellectually challenging literary themes.

These SLO targets are based on both the baseline and trend data for these students and students more broadly in the population (past cohorts of AP Literature and Composition students in the same school). Given that the preassessment is similar in content, rigor, and structure as the postassessment, and is based on the content and standards for the AP Literature and Composition exam, it is expected that students demonstrate notable growth (between one and two score levels) in their performance between the pre- and post-assessments. Historical data also indicate that these goals are ambitious but attainable.

To help students reach their growth targets, they will have the opportunity to participate in 32 hours of structured tutoring and three Saturday study sessions. In addition, students will be motivated by the potential reduction in college costs as test scores of 3–5 may result in earning college credit. Significant instructional time will be spent delving into complex texts of similar complexity and rigor as those on the AP exam. Time also will be spent on comparable practice exams, providing students ample opportunities to grapple with unfamiliar vocabulary and contemplate inferred meaning, symbolism, irony, and satire, among other literary themes. In addition, students will engage in evidence and claim-based writing on a daily basis, producing and publishing numerous literary essays on texts in a variety of genres throughout the school year in formal and informal structures and timed and untimed settings, both with and without the support of adults or peers.

**Save** Cancel

To return to the **Student Objectives** screen, click **Student Objectives** in the breadcrumb trail at the top of the screen.

ProgressBook SADoc 2016-2017

DataMap > **Student Objectives** > Edit Student Objective

General **Students / Scoring** Tiers 1. Teacher - Language/Arts - Draft (Smiles, Mary)  
Status: Draft

Name: 1. Teacher - Language/Arts - Dra  
Content Area & Course(s): Language Arts  
Subject: Reading  
Status: Draft  
Grade Level(s):

The new objective displays on the **Student Objectives** screen.

DataMap > Student Objectives + Add Objective 6 Records

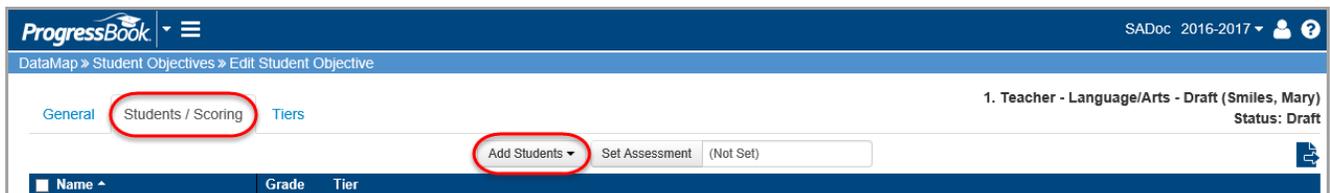
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded C
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	0	0	
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0	
3. Teacher - Lanuguage/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15	0	
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	15	0	
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1



# Adding and Removing Students

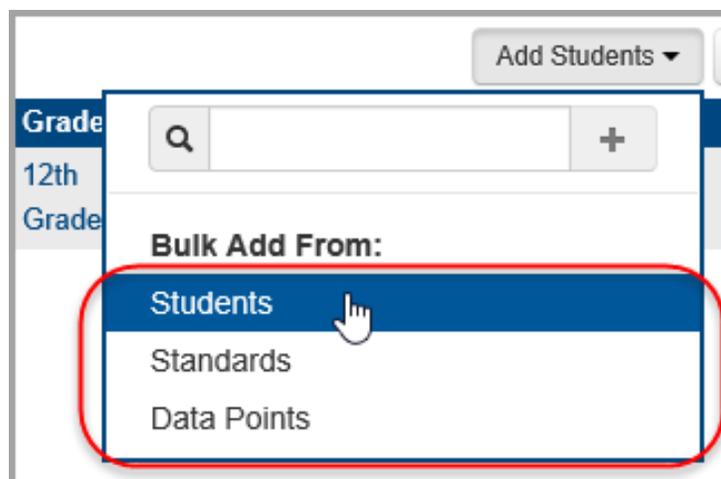
## Add Students to an Objective

1. On the **Edit Student Objective** screen **Student / Scoring** tab, click **Add Students**.



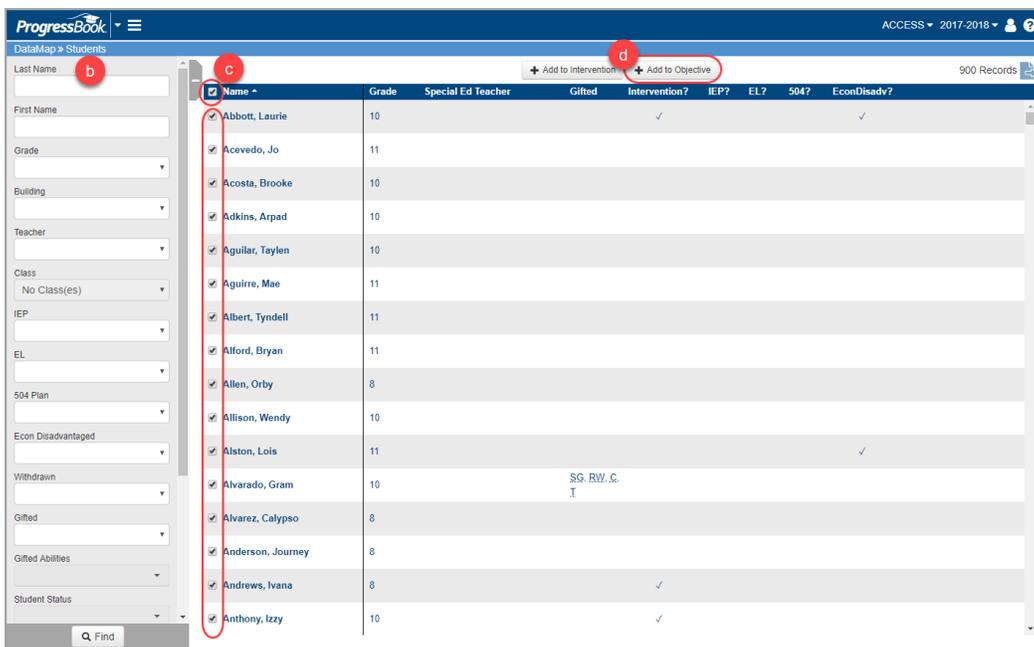
2. In the drop-down list, find and select students to add using one of the following methods:

- To add multiple students:
  - a. Select whether you want to search for and add students from the **Students**, **Standards**, or **Data Points** screen by clicking the screen name.

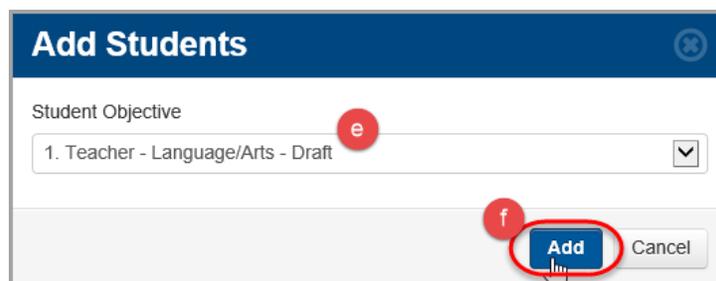


- b. (Optional) On the **Students** screen, narrow the list of students by entering filter criteria in the side panel search options.
- c. Select the check box in the **Name** column to select all students, or select the check box beside the name of each student you want to add to the objective.
- d. Click **Add to Objective**.

**Note:** The **Add to Objective** button only displays after you select at least one student.

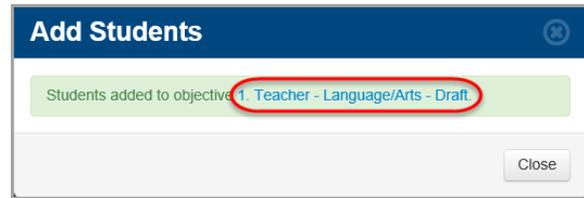


- e. After you click **Add to Objective**, the **Add Students** window displays. Confirm the objective displays in the drop-down list, or select a different objective.
- f. Click **Add**.



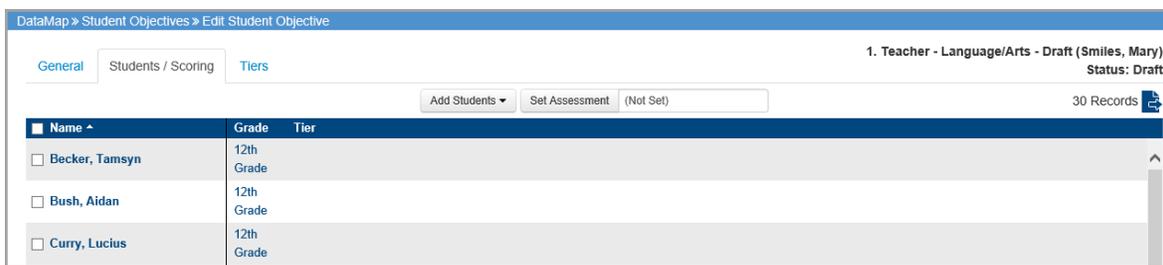
A confirmation message displays.

- g. Click the objective name link to return to the objective.

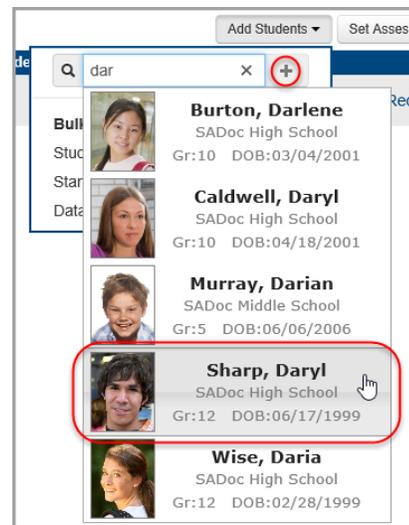


**Note:** To add additional students, click **Close**. You are returned to the **Students** screen. Repeat steps c-f.

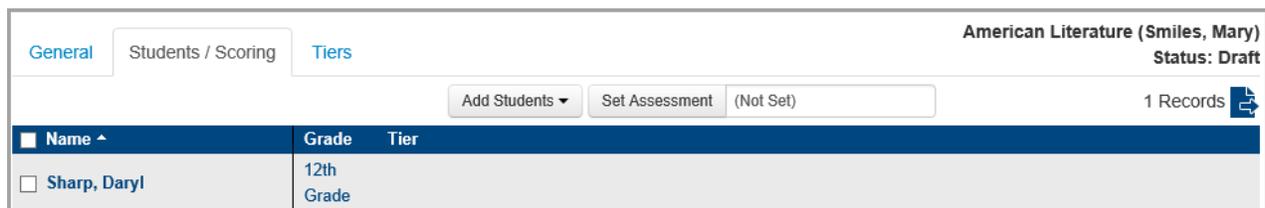
The students now display on the **Students / Scoring** tab of the **Edit Student Objective** screen.



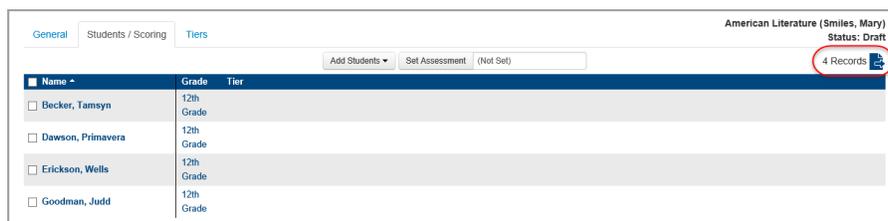
- To add a single student:
  - a. Enter the first few letters of the student's first or last name.
  - b. In the search results that display beneath the field, select the correct student.
  - c. Click .



The student now displays on the **Students / Scoring** tab.



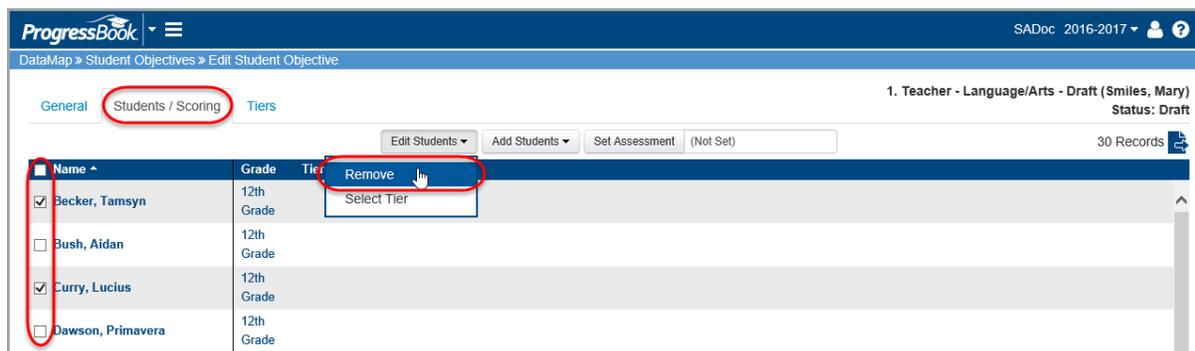
Optional: To export the list of students you have added to this objective, click  and open or save the file.



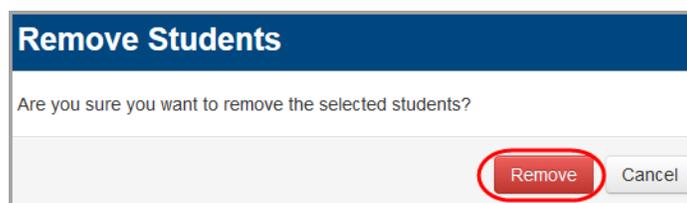
## Remove Students from Objective

1. On the **Edit Student Objective** screen **Students / Scoring** tab, select the check box beside each student you want to remove. (To select all students, select the check box in the **Name** column at the top of the grid.)
2. Click **Edit Students**, and select **Remove**.

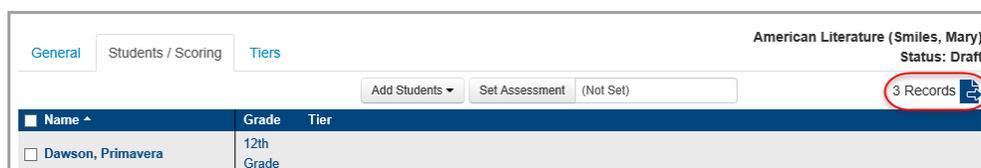
**Note:** The **Edit Students** button only displays after you select at least one student.



3. On the confirmation window, click **Remove**.



The students are removed from the objective, as shown in the updated record count.





# Tiers

Create tiers to categorize students based on target growth measures. These tiers should represent what you believe your students' growth measures should be based on a specific baseline pre-test assessment administered at the beginning of the school year.

## Add Tiers

1. On the **Edit Student Objective** screen **Tiers** tab, click **Add Tier**.

The screenshot shows the ProgressBook interface. At the top, there is a navigation bar with 'ProgressBook' and a menu icon on the left, and 'SADoc 2016-2017' and user icons on the right. Below this is a breadcrumb trail: 'DataMap > Student Objectives > Edit Student Objective'. The main content area has a tabbed interface with 'General', 'Students / Scoring', and 'Tiers'. The 'Tiers' tab is selected and highlighted with a red circle. To the right of the tabs, it says '1. Teacher - Language/Arts - Draft (Smiles, Mary)' and 'Status: Draft'. Below the tabs is a table header with columns 'Name', 'Student Count', and 'Formula'. A '+ Add Tier' button is located below the table header and is also highlighted with a red circle.

2. On the **Add Tier** window, enter a **Name** and (optional) **Description** for the tier you are creating.
3. In the **Growth Target Formula** drop-down list, select one of the following formula types you want to use to calculate your students' growth:

- **None** – Does not use a formula. Growth Target needs to be entered manually.
- **Fixed Percentage Increase** – Increases the baseline score by a fixed percentage.

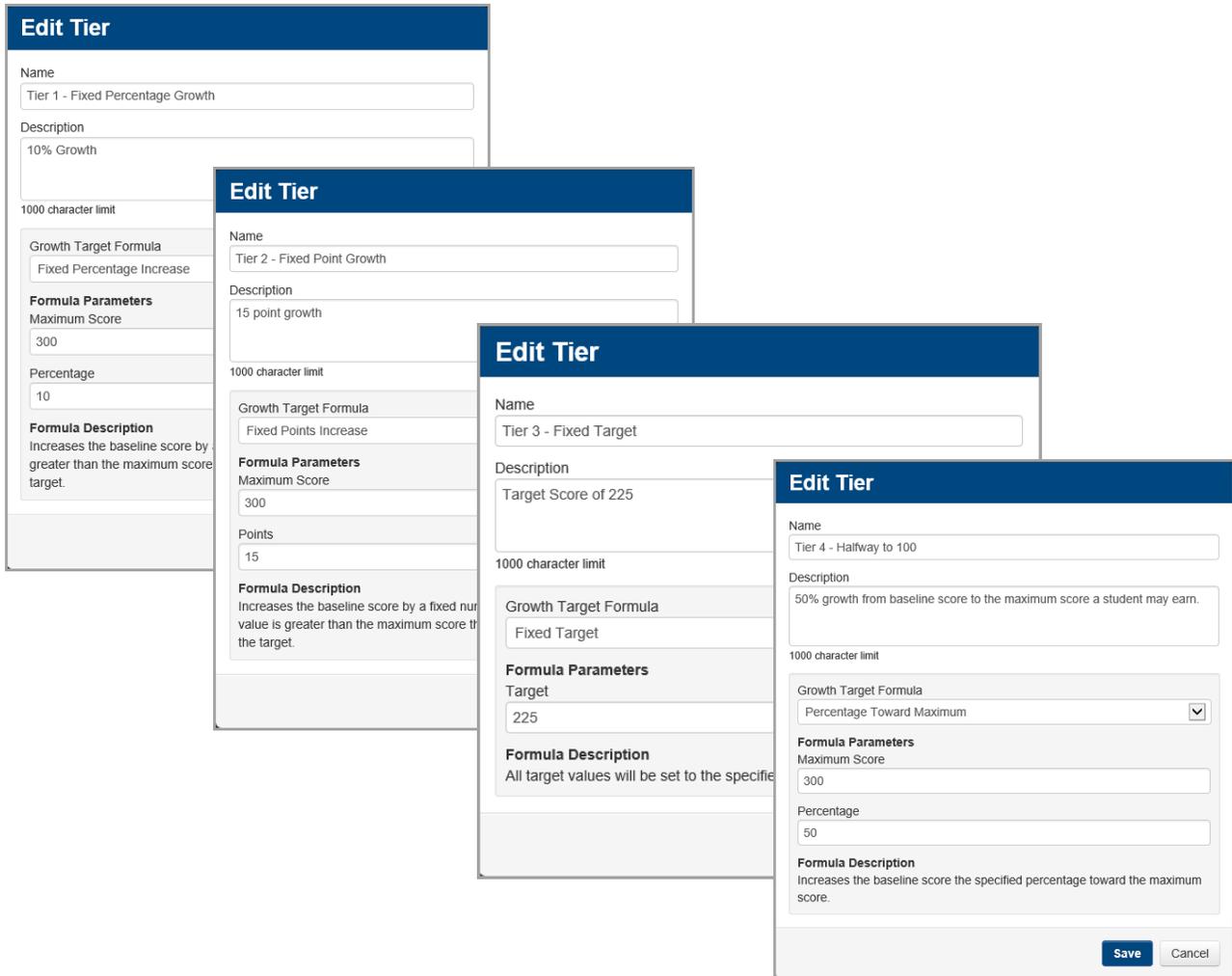
*Note: If the resulting value is greater than the maximum score, DataMap uses the maximum score as the target.*

- **Fixed Points Increase** – Increases the baseline score by a fixed number of points.

*Note: If the resulting value is greater than the maximum score, DataMap uses the maximum score as the target.*

- **Fixed Target** – Sets all target values to the specified value.
- **Percentage Toward Maximum** – Increases the baseline score by a fixed percentage toward the maximum score. For example, to calculate half-way to one hundred, enter **Maximum Score** of **100** and **Percentage** of **50**.

- In the **Formula Parameters** section, enter the criteria you want DataMap to use when calculating your selected growth target formula.
- Click **Save**.



You are taken back to the **Edit Student Objective** screen where the new tier displays.

General   Students / Scoring   Tiers   American Literature (Smiles, Mary)   Status: Draft

+ Add Tier   1 Records

Name	Student Count	Formula
Tier 1 - Fixed Percentage Growth	0	Fixed Percentage Increase

- (Optional) Continue adding tiers as needed.

## Add Students to Tiers

1. On the **Edit Student Objective** screen **Students / Scoring** tab, select the check box beside the name of each student you want to add to the tier. (To select all students, select the check box in the **Name** column at the top of the grid.)
2. Click **Edit Students**, and select **Select Tier**.

**Note:** The **Edit Students** button only displays after you select at least one student.

The screenshot shows the ProgressBook interface. The breadcrumb trail is 'DataMap > Student Objectives > Edit Student Objective'. The page title is '1. Teacher - Language/Arts - Draft (Smiles, Mary)' with a status of 'Draft'. There are 30 records. The 'Students / Scoring' tab is selected. A table with columns 'Name', 'Grade', and 'Tier' is shown. The 'Name' column has a checkmark in the header and next to each student name. A dropdown menu is open over the table, showing 'Remove' and 'Select Tier' options. The 'Select Tier' option is highlighted with a red circle.

Name	Grade	Tier
Becker, Tamsyn	12th Grade	
Bush, Aidan	12th Grade	
Curry, Lucius	12th Grade	

3. On the **Select Tier** window, in the drop-down list, select the tier to which you want to add the selected students.
4. Click **Save**.

The screenshot shows the 'Select Tier' dialog box. It has a title bar 'Select Tier'. Below the title bar is a drop-down list with 'Tier 1 - Fixed Percentage Growth' selected. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle.

The selected tier name displays in the **Tier** column for the selected students.

The screenshot shows the ProgressBook interface. The breadcrumb trail is 'DataMap > Student Objectives > Edit Student Objective'. The page title is '1. Teacher - Language/Arts - Draft (Smiles, Mary)' with a status of 'Draft'. There are 30 records. The 'Students / Scoring' tab is selected. The table now shows the 'Tier' column populated with 'Tier 1 - Fixed Percentage Growth' for the selected students. The 'Name' column has a checkmark in the header and next to each student name.

Name	Grade	Tier
Becker, Tamsyn	12th Grade	Tier 1 - Fixed Percentage Growth
Bush, Aidan	12th Grade	Tier 1 - Fixed Percentage Growth
Curry, Lucius	12th Grade	Tier 1 - Fixed Percentage Growth

5. (Optional) Continue adding students to tiers as needed.

**Note:** All students must be added to a tier in order to receive automatic **Growth Target** results.

## Change a Student's Tier

You can change a student's tier by repeating the [Add Students to Tiers](#) process. Changing the tier will automatically delete the old tier and update with the new tier.

**Note:** To remove a student from a tier but not the objective itself, after selecting the student(s), on the **Select Tier** window, in the drop-down list, select the blank value and click **Save**.

Name	Grade	Tier
<input type="checkbox"/> Dawson, Primavera	12th Grade	Tier 1 - Fixed Percentage Growth
<input type="checkbox"/> Erickson, Wells	12th Grade	Tier 1 - Fixed Percentage Growth
<input checked="" type="checkbox"/> Goodman, Judd	12th Grade	Tier 1 - Fixed Percentage Growth

**Select Tier**  
  
**Save** Cancel

## Edit Tiers

1. On the **Edit Student Objective** screen **Tiers** tab, hover your cursor over the tier you want to edit until icons display.
2. Click .

Name	Student Count	Formula
Tier 1 - Fixed Percentage Growth	30	Fixed Percentage Increase

3. On the **Edit Tier** window, make any needed changes.
4. Click **Save**.

**Edit Tier**

Name  
Tier 1 - Fixed Percentage Growth

Description  
10% Growth  
1000 character limit

Growth Target Formula  
Fixed Percentage Increase

**Formula Parameters**  
Maximum Score  
100

Percentage  
10

**Formula Description**  
Increases the baseline score by a fixed percentage. If the resulting value is greater than the maximum score then the maximum score is used as the target.

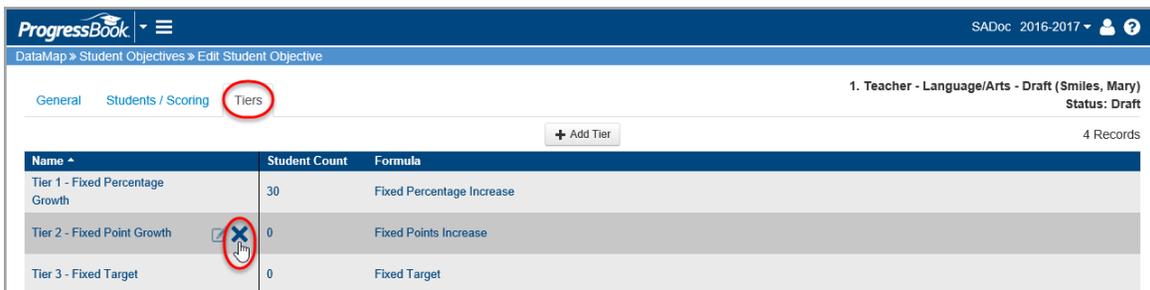
**Save** Cancel

Make any necessary changes in the fields.

## Delete Tiers

**Note:** You cannot delete a tier if it has students assigned to it. See the note under [Change a Student's Tier](#) if you need to complete this process first.

1. On the **Edit Student Objective** screen **Tiers** tab, hover your cursor over the tier you want to delete until icons display.
2. Click .

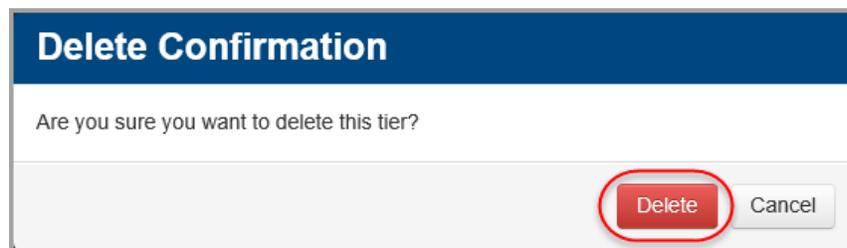


ProgressBook | SADoc 2016-2017 | 1. Teacher - Language/Arts - Draft (Smiles, Mary) | Status: Draft | 4 Records

General | Students / Scoring | **Tiers** | + Add Tier

Name ^	Student Count	Formula
Tier 1 - Fixed Percentage Growth	30	Fixed Percentage Increase
Tier 2 - Fixed Point Growth	0	Fixed Points Increase
Tier 3 - Fixed Target	0	Fixed Target

3. On the **Delete Confirmation** window, click **Delete**.



**Delete Confirmation**

Are you sure you want to delete this tier?

**Delete** Cancel

The tier no longer displays in the list.



General | Students / Scoring | **Tiers** | American Literature (Smiles, Mary) | Status: Draft | + Add Tier

Name ^	Student Count	Formula
No Records Found		



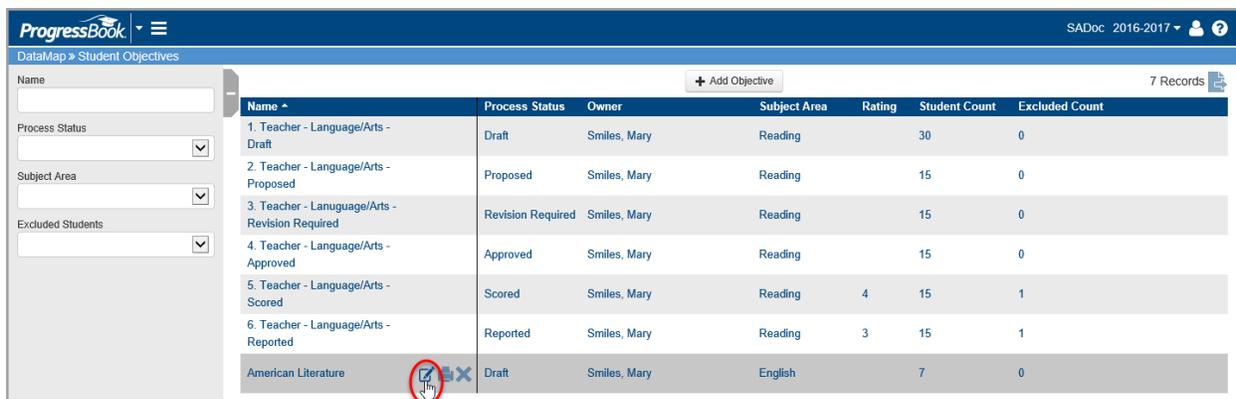
# Baseline Scores

You can choose to enter scores using baseline scores that are already loaded into DataMap or choose to enter them manually.

## Add Baseline Scores Using Data Points Assessment Scores

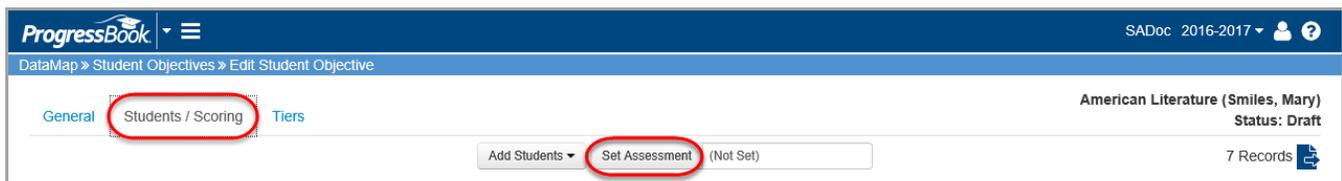
Use this method if you want to use baseline scores that are already in DataMap.

1. Choose the objective to which you want to add baseline scores:
  - a. On the **Student Objectives** screen, in the row of the draft objective for which you want to enter baseline scores, click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		30	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading		15	0
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1
American Literature	Draft	Smiles, Mary	English		7	0

- b. Navigate to the **Edit Student Objective** screen **Students / Scoring** tab.
- c. Click **Set Assessment**.



General	Students / Scoring	Tiers
American Literature (Smiles, Mary) Status: Draft		
Add Students	Set Assessment (Not Set)	7 Records

- d. On the **Set Assessment** window, select **Yes**.
- e. In the **Assessment Type** drop-down list, select the assessment for the objective.
- f. In the **Assessment Subject** drop-down list, select the appropriate subject from the selected assessment score file to use that subject's scores.
- g. Click **Save**.

2. Set the baseline scores:

- a. Select the check box in the **Name** column at the top of the students grid to select all the students, or you can choose individual students by selecting the check box next to their names.
- b. In the **Edit Students** drop-down list, select the **Set Baseline Score**.

- c. On the **Set Baseline Scores** window, select **By Test Date** to bring in scores that are already in DataMap.
- d. In the drop-down list, select the appropriate test date.
- e. Click **Save**.

Scores and test dates display for each student in **Baseline** column.

General		Students / Scoring		Tiers		American Literature (Smiles, Mary) Status: Draft					
						5 Records					
						Add Students		Set Assessment		ACT - English Score	
Name ^	Grade	Tier	Baseline		Growth Target	Score	Test Date	Meets/Exceeds Target	Score	Test Date	
<input type="checkbox"/> Dawson, Primavera	12th Grade	Tier 1	24	9/1/2016							
<input type="checkbox"/> Erickson, Wells	12th Grade	Tier 1	25	9/1/2016							
<input type="checkbox"/> Goodman, Judd	12th Grade	Tier 1	20	9/1/2016							
<input type="checkbox"/> Love, Jett	12th Grade	Tier 1	20	9/1/2016							
<input type="checkbox"/> Maldonado, Olesia	12th Grade	Tier 1	30	9/1/2016							

**Note:** If results do not display for certain students, it may be that they tested on a different date, in which case you will have to select them individually, click **Set Baseline Scores** again, and select a different test date.

- f. (Optional) If needed, you can manually override an individual student score as follows:
  - i. Select the check box beside the student's name.
  - ii. Repeat the process of setting the baseline score, selecting **Manual** on the **Set Baseline Scores** window.
  - iii. Enter the student's score manually in the **Baseline** column.

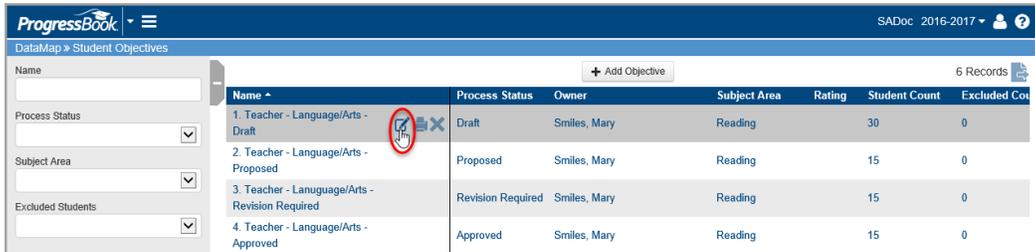
General		Students / Scoring		Tiers		American Literature (Smiles, Mary) Status: Draft					
						5 Records					
						Add Students		Set Assessment		ACT - English Score	
Name ^	Grade	Tier	Baseline		Growth Target	Score	Test Date	Meets/Exceeds Target	Score	Test Date	
<input type="checkbox"/> Dawson, Primavera	12th Grade	Tier 1	25	Manual							
<input type="checkbox"/> Erickson, Wells	12th Grade	Tier 1	25	9/1/2016							

**Note:** Your entries save automatically, and you can safely navigate away from this screen.

## Enter Baseline Scores Manually

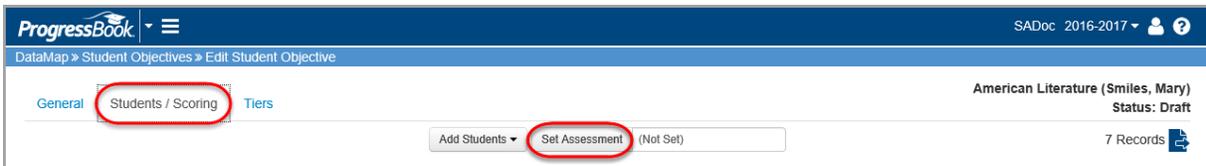
Use this method if you want to manually enter baseline scores for objectives.

1. Choose the manual score entry method:
  - a. On the **Student Objectives** screen, in the row of the draft objective for which you want to enter baseline scores, click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	30	0	
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0	
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15	0	
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	15	0	

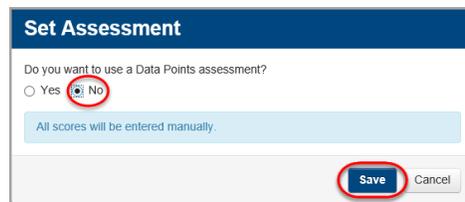
- b. On the **Edit Student Objective** screen, select the **Students / Scoring** tab.
- c. Click **Set Assessment**.



American Literature (Smiles, Mary)  
Status: Draft  
7 Records

Add Students **Set Assessment** (Not Set)

- d. On the **Set Assessment** window, select **No**.
- e. Click **Save**.



**Set Assessment**

Do you want to use a Data Points assessment?

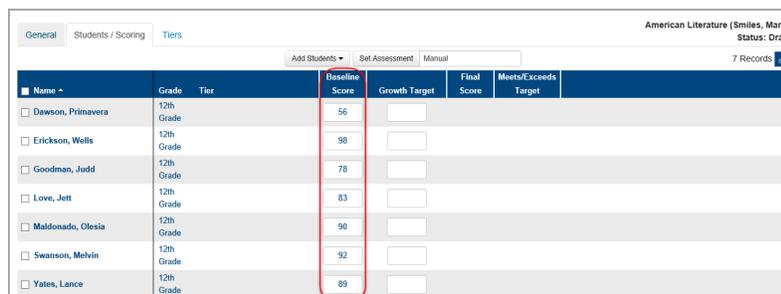
Yes  No

All scores will be entered manually.

**Save** Cancel

2. In the **Baseline Score** column, enter the baseline score for each student.

**Note:** Your entries save automatically, and you can safely navigate away from this screen.



Name	Grade	Tier	Baseline Score	Growth Target	Final Score	Meets/Exceeds Target
<input type="checkbox"/> Dewson, Primavera	12th Grade		56			
<input type="checkbox"/> Erickson, Wells	12th Grade		98			
<input type="checkbox"/> Goodman, Judd	12th Grade		78			
<input type="checkbox"/> Love, Jett	12th Grade		83			
<input type="checkbox"/> Maldonado, Olesia	12th Grade		90			
<input type="checkbox"/> Swanson, Melvin	12th Grade		92			
<input type="checkbox"/> Yates, Lance	12th Grade		89			



# Growth Targets

## Calculate Growth Targets

To calculate growth targets:

1. Select all students by selecting the check box in the **Name** column header.
2. In the **Edit Students** drop-down list, select **Calculate Targets**.

ProgressBook | SADoc 2016-2017

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers

American Literature (Smiles, Mary) Status: Draft

ACT - English Rhetorical Ski 4 Records

Name	Grade	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
<input checked="" type="checkbox"/> Dawson, Primavera	12th Grade	British Literature		6/1/2016				
<input checked="" type="checkbox"/> Erickson, Wells	12th Grade	British Literature		8/24/2016				

DataMap automatically calculates each student's growth target using the student's baseline score and the formula indicated in the student's assigned tier, and displays it in the **Growth Target Column**.

**Note:** If a student did not receive a **Calculated Growth Target**, you must either go back and *assign the student to a tier* in order for them to be automatically calculated, or manually enter the student's growth target by entering the appropriate number in the field. The results save automatically.

British Literature (Smiles, Mary) Status: Draft

ACT - English Rhetorical Ski 6 Records

Name	Grade	Tier	Baseline		Growth Target	Final		Meets/Exceeds Target
			Score	Test Date		Score	Test Date	
<input type="checkbox"/> Dawson, Primavera	12th Grade	British Literature Tier 1	14	6/1/2016	15.4			
<input type="checkbox"/> Erickson, Wells	12th Grade	British Literature Tier 1	14	8/24/2016	15.4			
<input type="checkbox"/> Love, Jett	12th Grade	British Literature Tier 1	06	9/1/2015	6.6			
<input type="checkbox"/> Maldonado, Olesia	12th Grade	British Literature Tier 1	15	9/1/2015	16.5			

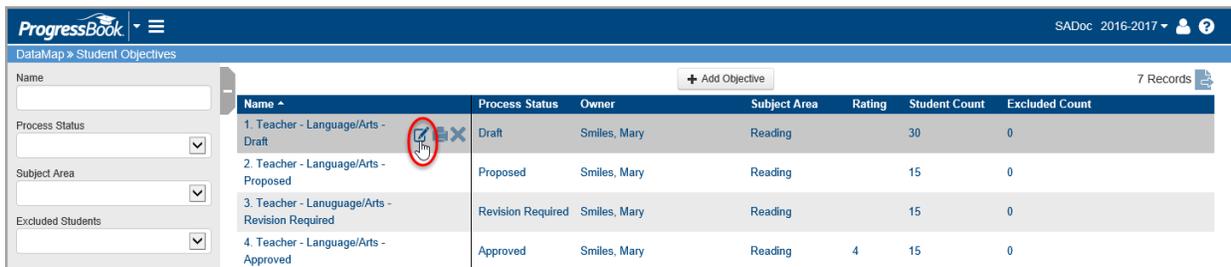


# Submitting Objectives for Review

When you are finished creating an objective, you can submit them to the review committee.

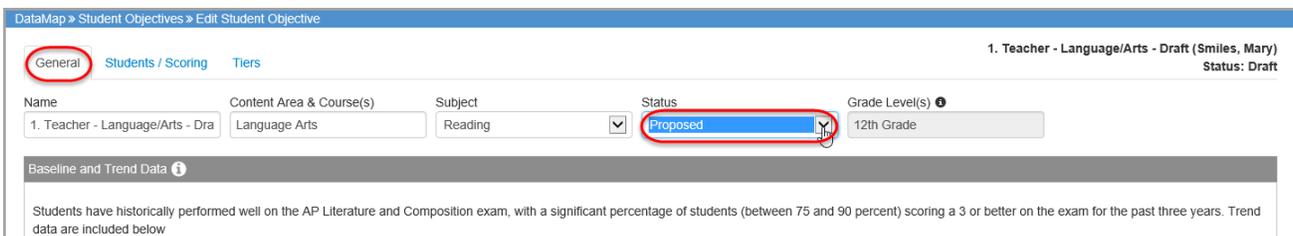
**Caution:** You cannot make any changes to the objective while it is being reviewed. Use caution when performing these steps, and do not submit objectives until they are complete!

1. On the **Student Objectives** screen, hover your cursor over the objective you want to submit until icons display next to the objective name.
2. Click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	30	0	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15	0	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	4	15	0

3. On the **Edit Student Objective** screen **General** tab, in the **Status** drop-down list, select **Proposed**.

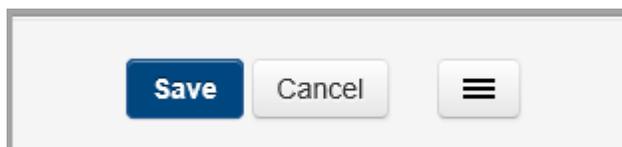


1. Teacher - Language/Arts - Draft (Smiles, Mary)  
Status: Draft

Name: 1. Teacher - Language/Arts - Dra  
Content Area & Course(s): Language Arts  
Subject: Reading  
Status: Proposed  
Grade Level(s): 12th Grade

Baseline and Trend Data  
Students have historically performed well on the AP Literature and Composition exam, with a significant percentage of students (between 75 and 90 percent) scoring a 3 or better on the exam for the past three years. Trend data are included below

4. At the bottom of the screen, click **Save**.



The objective is submitted for the committee to review and displays as **Proposed** on the **Student Objective** screen.

+ Add Objective						
Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		12	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Lanuguage/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading		15	0
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1
American Literature	Proposed	Smiles, Mary	English		7	0

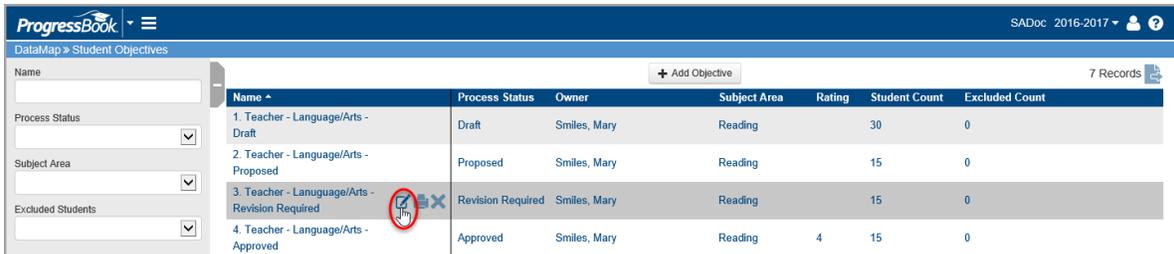
**Note:** You cannot make any changes to the objective while it has a status of **Proposed**. If the committee requires any changes, you can make those changes after they set the status to **Revision Required**.



# Making Requested Revisions

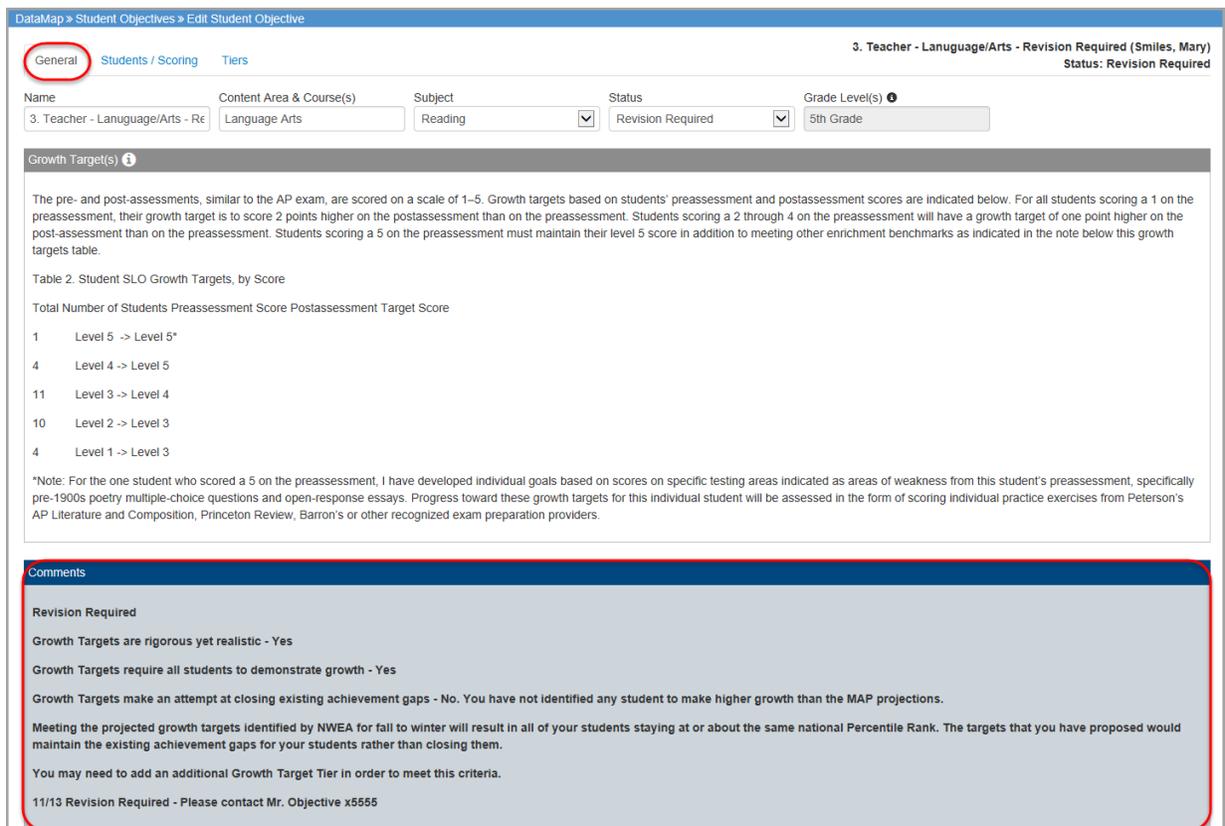
The review committee may send an objective back to you with comments and requested revisions. You can make these revisions to the objective while it is in the status of **Revision Required**.

1. On the **Student Objectives** screen, hover your cursor over the objective for which you want to make revisions until icons display next to the objective name.
2. Click  .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	30	0	
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0	
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15	0	
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	4	15	0

3. On the **Edit Student Objective** screen **General** tab, review any comments from the review committee.



**General** Students / Scoring Tiers

3. Teacher - Language/Arts - Revision Required (Smiles, Mary)  
Status: Revision Required

Name: 3. Teacher - Language/Arts - Re  
Content Area & Course(s): Language Arts  
Subject: Reading  
Status: Revision Required  
Grade Level(s): 5th Grade

**Growth Target(s)**

The pre- and post-assessments, similar to the AP exam, are scored on a scale of 1–5. Growth targets based on students' preassessment and postassessment scores are indicated below. For all students scoring a 1 on the preassessment, their growth target is to score 2 points higher on the postassessment than on the preassessment. Students scoring a 2 through 4 on the preassessment will have a growth target of one point higher on the post-assessment than on the preassessment. Students scoring a 5 on the preassessment must maintain their level 5 score in addition to meeting other enrichment benchmarks as indicated in the note below this growth targets table.

Table 2. Student SLO Growth Targets, by Score

Total Number of Students	Preassessment Score	Postassessment Target Score
1	Level 5 -> Level 5*	
4	Level 4 -> Level 5	
11	Level 3 -> Level 4	
10	Level 2 -> Level 3	
4	Level 1 -> Level 3	

\*Note: For the one student who scored a 5 on the preassessment, I have developed individual goals based on scores on specific testing areas indicated as areas of weakness from this student's preassessment, specifically pre-1900s poetry multiple-choice questions and open-response essays. Progress toward these growth targets for this individual student will be assessed in the form of scoring individual practice exercises from Peterson's AP Literature and Composition, Princeton Review, Barron's or other recognized exam preparation providers.

**Comments**

**Revision Required**

Growth Targets are rigorous yet realistic - Yes

Growth Targets require all students to demonstrate growth - Yes

Growth Targets make an attempt at closing existing achievement gaps - No. You have not identified any student to make higher growth than the MAP projections.

Meeting the projected growth targets identified by NWEA for fall to winter will result in all of your students staying at or about the same national Percentile Rank. The targets that you have proposed would maintain the existing achievement gaps for your students rather than closing them.

You may need to add an additional Growth Target Tier in order to meet this criteria.

11/13 Revision Required - Please contact Mr. Objective x5555

4. Make the needed revisions to each applicable section, tier, or growth target.
5. In the **Status** drop-down list, select **Proposed** once the revisions are complete and the objective is ready for review.
6. At the bottom of the screen, click **Save**.

General   **Students / Scoring**   Tiers
**3. Teacher - Lanugage/Arts - Revision Required (Smiles, Mary)**  
Status: Revision Required

Name  
3. Teacher - Lanugage/Arts - Re

Content Area & Course(s)  
Language Arts

Subject  
Reading

5
 Status  
Proposed

Grade Level(s)  
5th Grade

**Growth Target(s)**

The pre- and post-assessments, similar to the AP exam, are scored on a scale of 1–5. Growth targets based on students' preassessment and postassessment scores are indicated below. For all students scoring a 1 on the preassessment, their growth target is to score 2 points higher on the postassessment than on the preassessment. Students scoring a 2 through 4 on the preassessment will have a growth target of one point higher on the post-assessment than on the preassessment. Students scoring a 5 on the preassessment must maintain their level 5 score in addition to meeting other enrichment benchmarks as indicated in the note below this growth targets table.

Table 2. Student SLO Growth Targets, by Score

Total Number of Students	Preassessment Score	Postassessment Target Score
1	Level 5	-> Level 5*
4	Level 4	-> Level 5
11	Level 3	-> Level 4
10	Level 2	-> Level 3
4	Level 1	-> Level 3

\*Note: For the one student who scored a 5 on the preassessment, I have developed individual goals based on scores on specific testing areas indicated as areas of weakness from this student's preassessment, specifically pre-1900s poetry multiple-choice questions and open-response essays. Progress toward these growth targets for this individual student will be assessed in the form of scoring individual practice exercises from Peterson's AP Literature and Composition, Princeton Review, Barron's or other recognized exam preparation providers.

4
 \*Note: An additional Fixed Percentage Increase Growth Target tier has been added to identify student growth that exceeds the MAP projections.

**Comments**

**Revision Required**

Growth Targets are rigorous yet realistic - Yes

Growth Targets require all students to demonstrate growth - Yes

Growth Targets make an attempt at closing existing achievement gaps - No. You have not identified any student to make higher growth than the MAP projections.

Meeting the projected growth targets identified by NWEA for fall to winter will result in all of your students staying at or about the same national Percentile Rank. The targets that you have proposed would maintain the existing achievement gaps for your students rather than closing them.

You may need to add an additional Growth Target Tier in order to meet this criteria.

11/13 Revision Required - Please contact Mr. Objective x6555

6 **Save**
Cancel
⋮

**Note:** You cannot make any changes to the objective while it has a status of **Proposed**. If the committee requires any additional changes, you can make those changes after they set the status to **Revision Required**.



# Excluding Students from an Objective

Once an objective is in **Approved** status, you (the owner of the objective) can exclude students who should not be included in the rating calculation for the objective. For instance, if any students have withdrawn from your class or have not met attendance requirements, you can exclude them so that the teacher effectiveness rating calculation is valid.

1. On the **Edit Student Objective** screen, select the check box next to the student(s) you want to exclude.
2. Click **Edit Students** and select **Exclude** from the drop-down list.

**Note:** The *Edit Students* button only displays after you select at least one student.

Name	Grade	Tier	Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target	Excluded Reas
<input type="checkbox"/> Anderson, Journey	5th Grade	Tier 1 - Fixed Point Growth	241	9/1/2016	233.2	234	Manual	✓	
<input checked="" type="checkbox"/> Brown, Garrett	5th Grade	Tier 2 - Fixed Point Growth	241	9/1/2016	256	257	Manual	✓	
<input type="checkbox"/> Harris, Waneta	5th Grade	Tier 4 - Halfway to 100	218	9/1/2016	259	263	Manual	✓	
<input checked="" type="checkbox"/> Jackson, Lainey	5th Grade	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5	201	Manual		

3. On the **Exclude Students** window, enter the reason for excluding the selected students, and then click **Save**.

**Exclude Students**

Enter the reason the selected students are being excluded:

withdrawn

100 character limit

**Save** Cancel

**Note:** The reason field is required in order to save.

The row for any excluded student displays grayed out, the reason displays in the **Excluded Reason** column, and the **Final Score** field is disabled.

4. Teacher - Language/Arts - Approved (Smiles, Mary)  
Status: Approved

Assessment: MAP - Vocabulary Acquisition 15 Records

Name ^	Test Date	Growth Target	Final Score	Final Test Date	Meets/Exceeds Target	Excluded Reason
<input type="checkbox"/> Anderson, Journey	9/1/2016	233.2				
<input type="checkbox"/> Brown, Garrett	9/1/2016	256				withdrawn
<input type="checkbox"/> Harris, Waneta	9/1/2016	259				
<input type="checkbox"/> Jackson, Lainey	9/1/2016	203.5				withdrawn
<input type="checkbox"/> Johnson, Danielle	9/1/2016	247				

Rating:

Meets/Exceeds (%)

Meets/Exceeds (%)	Rating
90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)
60-69	2 (Approaching Average)

**Note:** If warranted, you can re-include a student in the objective by selecting the check box next to the student's name, clicking the **Edit Students** button, and selecting **Include** in the drop-down list.

**Caution:** You cannot exclude or re-include students once the objective status has been changed to **Scored**.



# Scoring Objectives

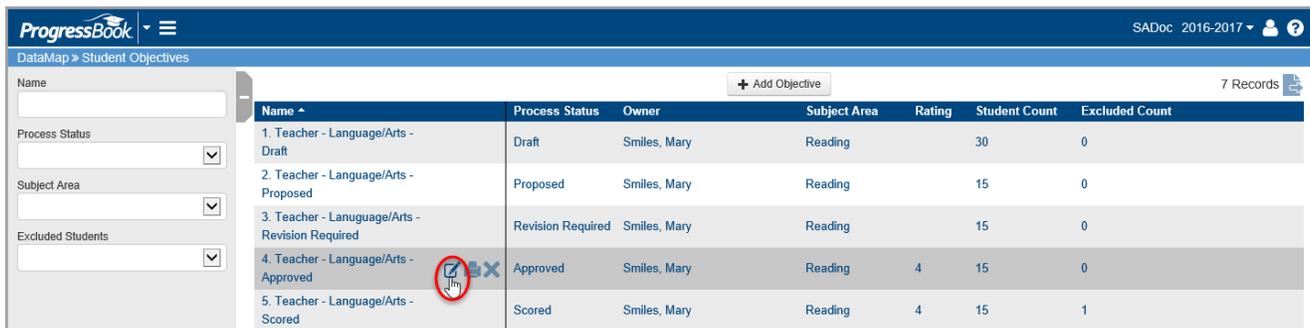
Once an objective is in **Approved** status, you (the owner of the objective) can score it using one of the following methods:

- “Score Objective Manually”
- “Scoring Objectives Using Data Points Assessment Scores”

## Score Objectives Manually

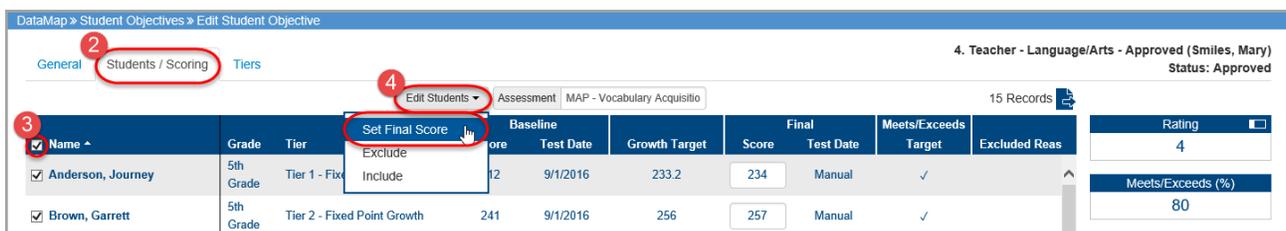
Use this method if you want to score an objective using final scores that you enter manually.

1. On the **Student Objectives** screen, in the row of the Approved objective you want to score, hover your cursor until icons appear, and then click .



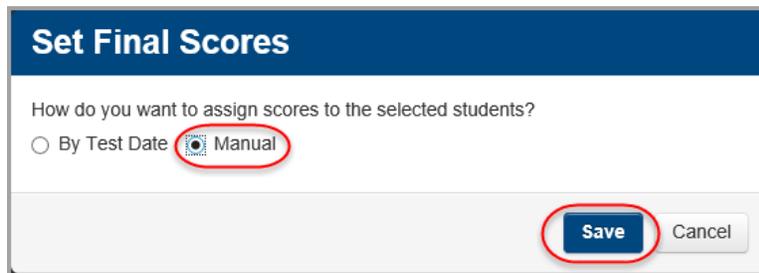
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		30	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	4	15	0
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1

2. On the **Edit Student Objective** screen, click the **Students / Scoring** tab.
3. Select the check box in the **Name** column to select all students, or you can choose individual students by selecting the check box next to their name.
4. In the **Edit Students** drop-down list, select **Set Final Score**.



Name	Grade	Tier	Score	Test Date	Growth Target	Score	Test Date	Meets/Exceeds Target	Excluded Reas	Rating
<input checked="" type="checkbox"/> Anderson, Journey	5th Grade	Tier 1 - Fixed Point Growth	212	9/1/2016	233.2	234	Manual	✓		4
<input checked="" type="checkbox"/> Brown, Garrett	5th Grade	Tier 2 - Fixed Point Growth	241	9/1/2016	256	257	Manual	✓		80

5. On the **Set Final Scores** window, select **Manual**.



The dialog box titled "Set Final Scores" asks "How do you want to assign scores to the selected students?". It has two radio buttons: "By Test Date" and "Manual". The "Manual" option is selected and circled in red. At the bottom right, there are "Save" and "Cancel" buttons, with the "Save" button also circled in red.

6. Click **Save**.

7. In the **Final Score** column, enter the final score for each student.

4. Teacher - Language/Arts - Approved (Smiles, Mary)  
Status: Approved

Assessment: MAP - Vocabulary Acquisition 15 Records

Name ^	Tier	Baseline		Growth Target	Final		Meets/Exceeds Target	Summary	
		Score	Test Date		Score	Test Date		Meets/Exceeds (%)	Rating
<input type="checkbox"/> Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	237	Manual	✓	4	Meets/Exceeds (%)
<input type="checkbox"/> Brown, Garrett	Tier 2 - Fixed Point Growth	241	9/1/2016	256				85	
<input type="checkbox"/> Harris, Waneta	Tier 4 - Halfway to 100	218	9/1/2016	259	261	Manual	✓		Meets/Exceeds (%) Rating
<input type="checkbox"/> Jackson, Lainey	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5					90-100 5 (Most Effective)
<input type="checkbox"/> Johnson, Danielle	Tier 4 - Halfway to 100	194	9/1/2016	247	233	Manual			80-89 4 (Above Average)
<input type="checkbox"/> Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	253	Manual	✓		70-79 3 (Average)
<input type="checkbox"/> Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	218.2	Manual	✓		60-69 2 (Approaching Average)
									0-59 1 (Least Effective)

**Note:** Your entries save automatically, and you can safely navigate away from this screen.

- a. If a student's final score is greater than or equal to the growth target, a check mark displays in the **Meets/Exceeds Target** column.
- b. Based on the percentage of students who meet or exceed their growth target and ODE's prescribed rating system (shown in the grid), the **Rating** section displays your teacher effectiveness rating for this objective (from 1-5).

**Note:** To collapse this section to show only the rating, click . To export the records to a .csv file, click  and save the file to your computer.

4. Teacher - Language/Arts - Approved (Smiles, Mary)  
Status: Approved

Assessment: MAP - Vocabulary Acquisition 15 Records 

Name	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
<input type="checkbox"/> Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	237	Manual	✓
<input type="checkbox"/> Brown, Garrett	Tier 2 - Fixed Point Growth	241	9/1/2016	256			
<input type="checkbox"/> Harris, Waneta	Tier 4 - Halfway to 100	218	9/1/2016	259	261	Manual	✓
<input type="checkbox"/> Jackson, Lainey	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5			
<input type="checkbox"/> Johnson, Danielle	Tier 4 - Halfway to 100	194	9/1/2016	247	233	Manual	
<input type="checkbox"/> Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	253	Manual	✓
<input type="checkbox"/> Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	218.2	Manual	✓

**Rating** 

4

Meets/Exceeds (%)

85

Meets/Exceeds (%) Rating

90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)
60-69	2 (Approaching Average)
0-59	1 (Least Effective)

8. When you finish scoring the objective and are ready to finalize it:
  - a. Click the **General** tab, and in the **Status** drop-down list, select **Scored**.
  - b. At the bottom of the screen, click **Save**.

4. Teacher - Language/Arts - Approved (Smiles, Mary)  
Status: Approved

General **Students / Scoring** Tiers

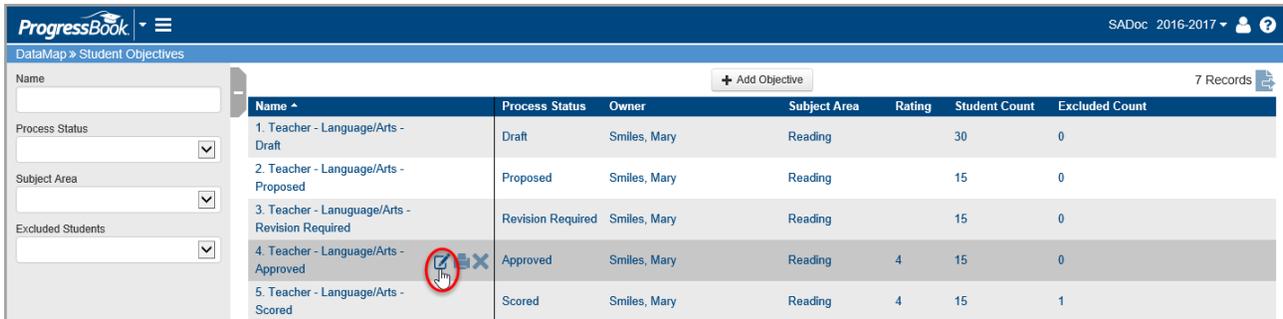
Name: 4. Teacher - Language/Arts - App; Content Area & Course(s): Language; Subject: Reading; Status: **Scored**; Grade Level(s): 5th Grade

**Note:** Once you move the objective to **Scored** status, only you (as the owner) and student objective administrators and reviewers can see it.

## Score Objectives Using Data Points Assessment Scores

Use this method if you want to score an objective using final assessment scores that have been loaded into DataMap.

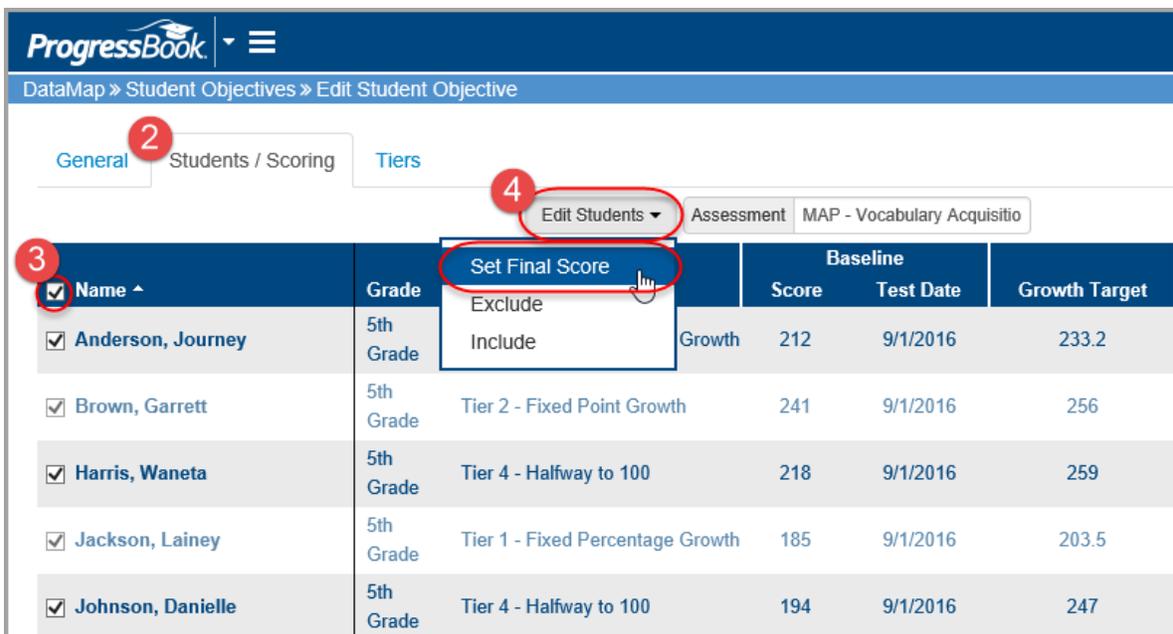
1. On the **Student Objectives** screen, in the row of the Approved objective you want to score, hover your cursor until icons appear, and then click .



The screenshot shows the ProgressBook interface for Student Objectives. A table lists five objectives. The fourth objective, 'Teacher - Language/Arts - Approved', is highlighted in grey. A red circle highlights the edit icon (a pencil) in the action column of this row.

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		30	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	4	15	0
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1

2. On the **Edit Student Objective** screen, select the **Students / Scoring** tab.
3. Select the check box in the **Name** column at the top of the students grid to select all students. You may also choose individual students by selecting the check box next to their name.
4. In the **Edit Students** drop-down list, select **Set Final Score**.



The screenshot shows the 'Edit Student Objective' screen. The 'Students / Scoring' tab is selected. A table lists students with their names checked. A red circle highlights the 'Edit Students' dropdown menu, which is open to show 'Set Final Score' as the selected option. Other options include 'Exclude' and 'Include'.

Name	Grade	Assessment	Baseline Score	Test Date	Growth Target
<input checked="" type="checkbox"/> Anderson, Journey	5th Grade	MAP - Vocabulary Acquisition	Growth 212	9/1/2016	233.2
<input checked="" type="checkbox"/> Brown, Garrett	5th Grade	Tier 2 - Fixed Point Growth	241	9/1/2016	256
<input checked="" type="checkbox"/> Harris, Waneta	5th Grade	Tier 4 - Halfway to 100	218	9/1/2016	259
<input checked="" type="checkbox"/> Jackson, Lainey	5th Grade	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5
<input checked="" type="checkbox"/> Johnson, Danielle	5th Grade	Tier 4 - Halfway to 100	194	9/1/2016	247

5. On the **Set Final Scores** window, select **By Test Date** to bring in scores that have been loaded into DataMap.
6. In the drop-down list, select the appropriate test date.
7. Click **Save**.

Scores and test dates display for each student in the **Final** column.

- a. If a student's final score is greater than or equal to the growth target, a check mark displays in the **Meets/Exceeds Target** column.
- b. Based on the percentage of students who meet or exceed their growth target and ODE's prescribed rating system (show in the grid), the **Rating** section displays your teacher effectiveness rating for this objective (from 1-5).

**Note:** To collapse this section to show only the rating, click . To export the records to a .csv file, click  and save the file to your computer.

General		Students / Scoring		Tiers		4. Teacher - Language/Arts - Approved (Smiles, Mary)					
								15 Records		Status: Approved	
		Assessment		MAP - Vocabulary Acquisitio						Rating	
Name	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target				
<input type="checkbox"/> Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	235	5/1/2017	✓			3	
<input type="checkbox"/> Brown, Garrett	Tier 2 - Fixed Point Growth	241	9/1/2016	256						Meets/Exceeds (%)	77
<input type="checkbox"/> Harris, Waneta	Tier 4 - Halfway to 100	218	9/1/2016	259	260	5/1/2017	✓			Meets/Exceeds (%) Rating	
<input type="checkbox"/> Jackson, Lainey	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5						90-100	5 (Most Effective)
<input type="checkbox"/> Johnson, Danielle	Tier 4 - Halfway to 100	194	9/1/2016	247	210	5/1/2017				80-89	4 (Above Average)
<input type="checkbox"/> Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	255	5/1/2017	✓			70-79	3 (Average)
<input type="checkbox"/> Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	209	5/1/2017				60-69	2 (Approaching Average)
										0-59	1 (Least Effective)

8. (Optional) If needed, you can manually override an individual student score as follows:
  - a. Select the check box beside the student's name.
  - b. Repeat steps 3-7, choosing **Manual** on the **Set Final Scores** window.
  - c. Enter the student's score manually in the **Final** column.
9. When you finish scoring the objective and are ready to finalize it:
  - a. Click the **General** tab.
  - b. In the **Status** drop-down list, select **Score**.
  - c. At the bottom of the screen, click **Save**.

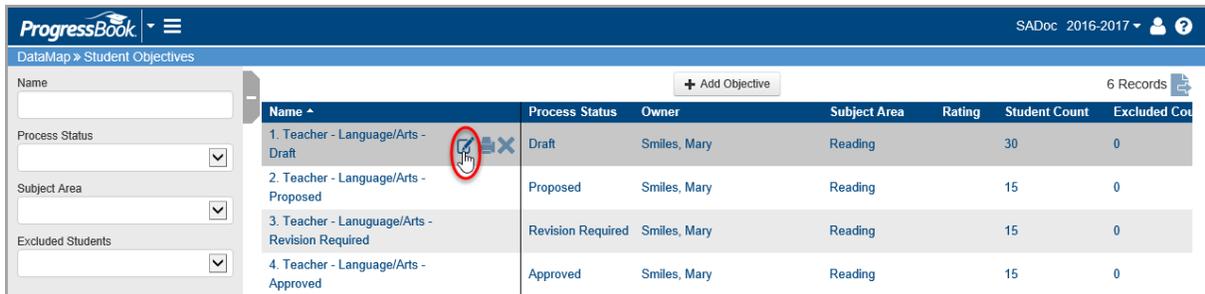
The screenshot shows the 'ProgressBook' interface for editing a student objective. The breadcrumb trail is 'DataMap > Student Objectives > Edit Student Objective'. The page title is '4. Teacher - Language/Arts - Approved (Smiles, Mary)' with a sub-status of 'Status: Approved'. The 'General' tab is active. The form fields are: Name: '4. Teacher - Language/Arts - App', Content Area & Course(s): 'Language', Subject: 'Reading', Status: 'Scored' (selected from a dropdown), and Grade Level(s): '5th Grade'. At the bottom, there are 'Save', 'Cancel', and a menu icon buttons. A red circle 'a' highlights the 'General' tab, a red circle 'b' highlights the 'Scored' option in the status dropdown, and a red circle 'c' highlights the 'Save' button.

**Note:** Once you move the objective to **Scored** status, only you (as the owner) and student objective administrators and reviewers can see it.



# Editing and Printing Objectives

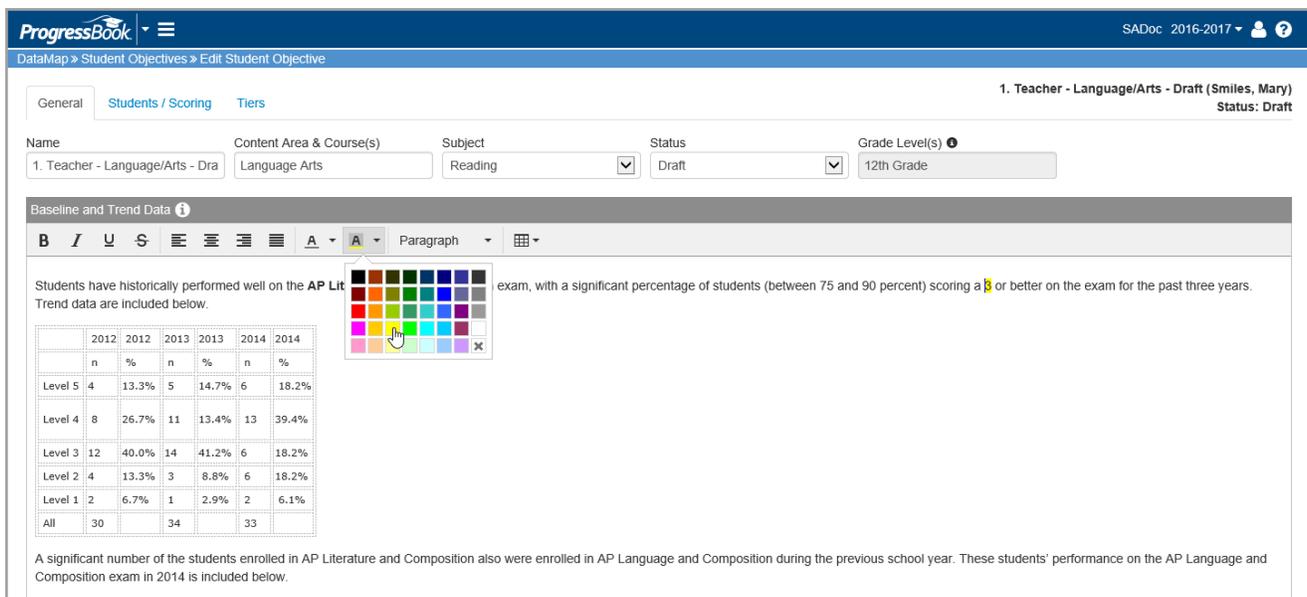
1. On the **Student Objectives** screen, hover your cursor over the objective you want to edit until icons display next to the objective name.
2. Click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		30	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading		15	0

3. On the **Edit Student Objective** screen **General** tab, just as you did in the [Creating Objectives](#) process, you can enter and change objective information in each of the fields. See [page 5](#) for more information on all of the available editing tools.

Click  for an explanation on any of the sections.



1. Teacher - Language/Arts - Draft (Smiles, Mary)  
Status: Draft

Name: 1. Teacher - Language/Arts - Dra  
Content Area & Course(s): Language Arts  
Subject: Reading  
Status: Draft  
Grade Level(s): 12th Grade

Baseline and Trend Data

Students have historically performed well on the AP Lit exam, with a significant percentage of students (between 75 and 90 percent) scoring a 3 or better on the exam for the past three years. Trend data are included below.

	2012	2012	2013	2013	2014	2014
	n	%	n	%	n	%
Level 5	4	13.3%	5	14.7%	6	18.2%
Level 4	8	26.7%	11	34.4%	13	39.4%
Level 3	12	40.0%	14	41.2%	6	18.2%
Level 2	4	13.3%	3	8.8%	6	18.2%
Level 1	2	6.7%	1	2.9%	2	6.1%
All	30		34		33	

A significant number of the students enrolled in AP Literature and Composition also were enrolled in AP Language and Composition during the previous school year. These students' performance on the AP Language and Composition exam in 2014 is included below.

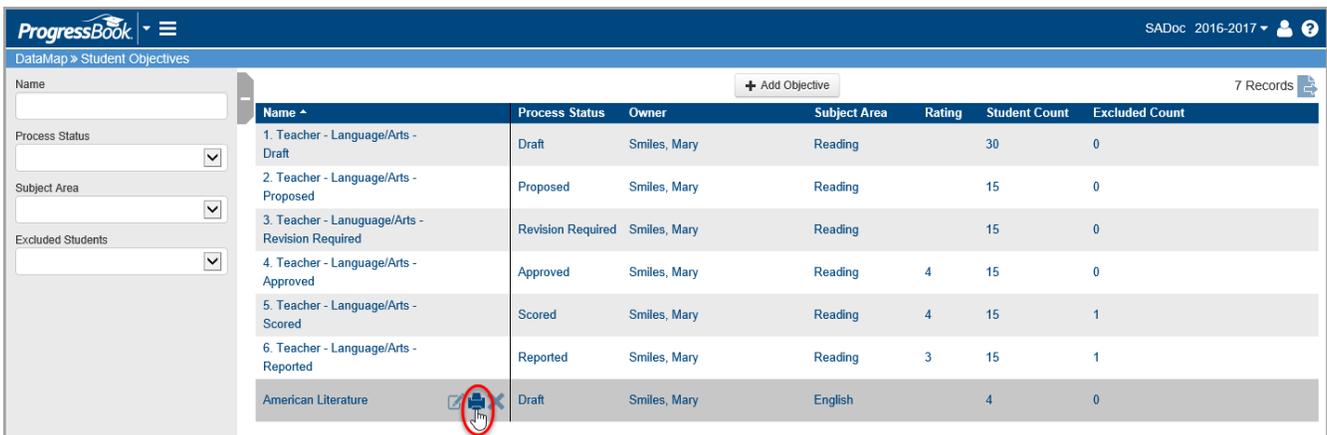
4. When you are done editing the objective, click **Save**.

You can print an objective from two locations:

- From the **Student Objectives** screen
- From the **Edit Student Objective** screen

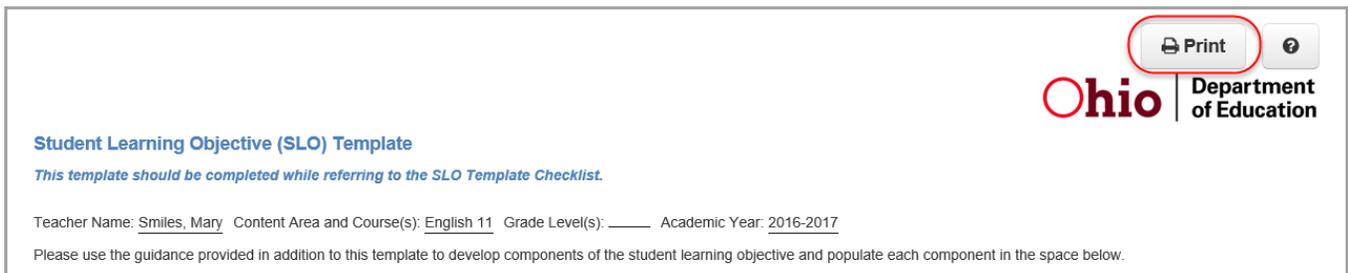
### From the Student Objectives Screen

1. On the **Student Objectives** screen, hover your cursor over the objective until icons display next to the objective name.
2. Click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		30	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	4	15	0
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1
American Literature	Draft	Smiles, Mary	English		4	0

3. On the print window that opens, click **Print**, and proceed with printing.



**Ohio** | Department of Education

**Student Learning Objective (SLO) Template**

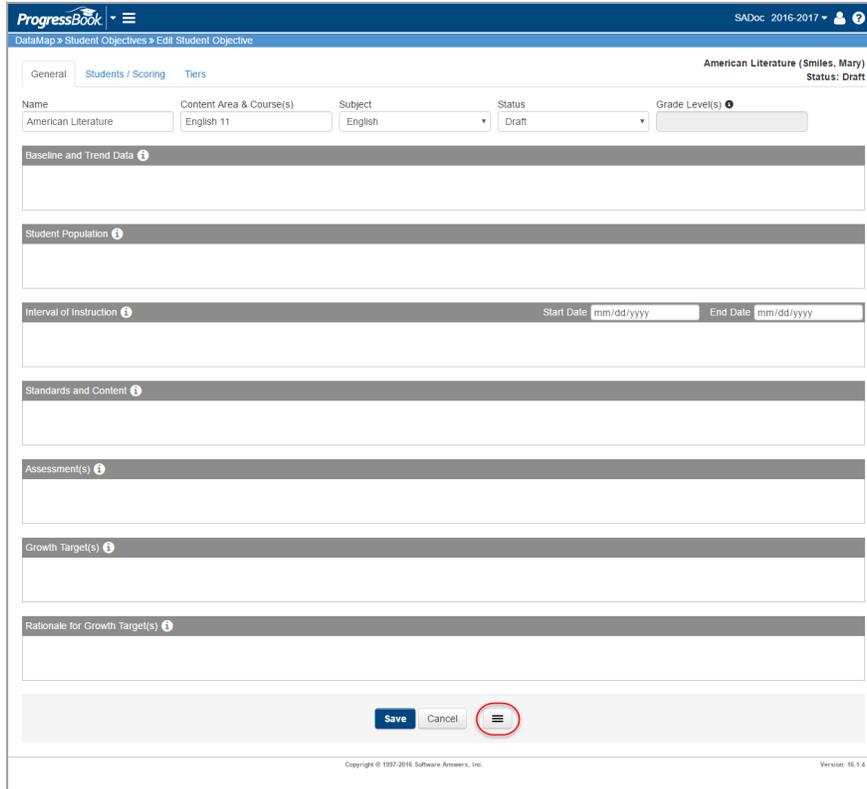
*This template should be completed while referring to the SLO Template Checklist.*

Teacher Name: Smiles, Mary Content Area and Course(s): English 11 Grade Level(s):        Academic Year: 2016-2017

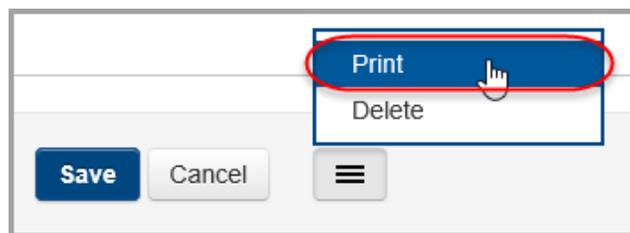
Please use the guidance provided in addition to this template to develop components of the student learning objective and populate each component in the space below.

## From the Edit Student Objective Screen

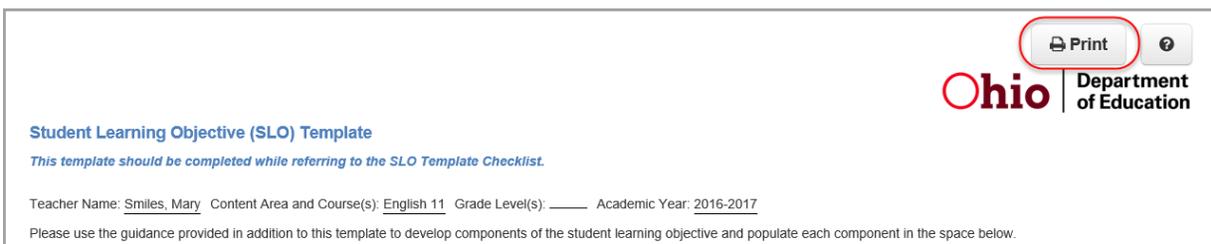
1. With the objective open to the **Edit Student Objective** screen **General** tab, at the bottom of the screen, click  .



2. Select **Print**.



3. On the print window that opens, click **Print**, and proceed with printing .

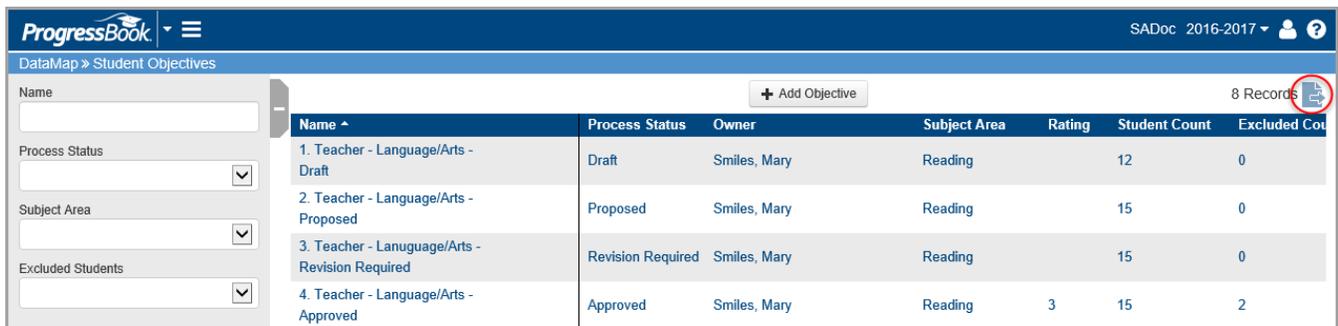




# Exporting and Deleting Objectives

## Export Objectives

You can export all of the objective records on the **Student Objectives** screen to a .csv file. To export the objectives, click  and open or save the file.



The screenshot shows the ProgressBook interface for Student Objectives. On the left is a filter sidebar with fields for Name, Process Status, Subject Area, and Excluded Students. The main area contains a table with the following data:

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		12	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Lanuguage/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	3	15	2

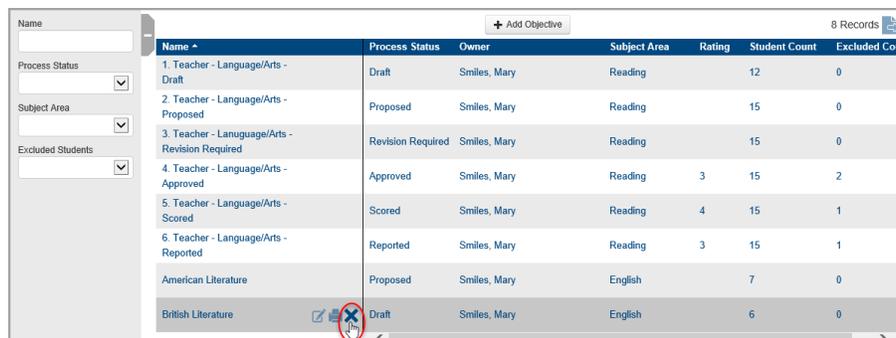
## Delete Objectives

You can delete an objective from different screens. Refer to the appropriate topic as follows:

- “Delete Objective from **Student Objectives Screen**”
- “Delete Objective from **Edit Student Objective Screen**”

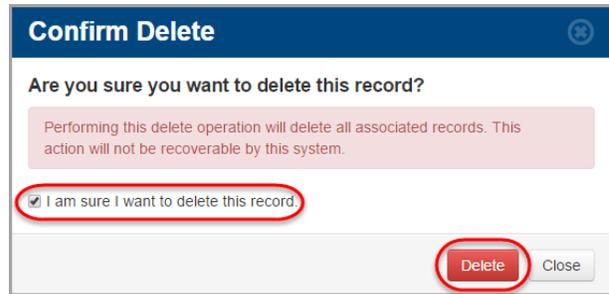
### Delete Objective from the Student Objectives Screen

1. On the **Student Objectives** screen, hover your cursor over the objective until icons display next to the objective name.
2. Click .



The screenshot shows the same table as above, but with an additional row at the bottom: 'British Literature' with Process Status 'Draft', Owner 'Smiles, Mary', Subject Area 'English', Rating '6', Student Count '6', and Excluded Count '0'. A red circle highlights the delete icon (X) next to this row.

- On the **Confirm Delete** window, select the “I am sure I want to delete this record” checkbox, then click **Delete**.

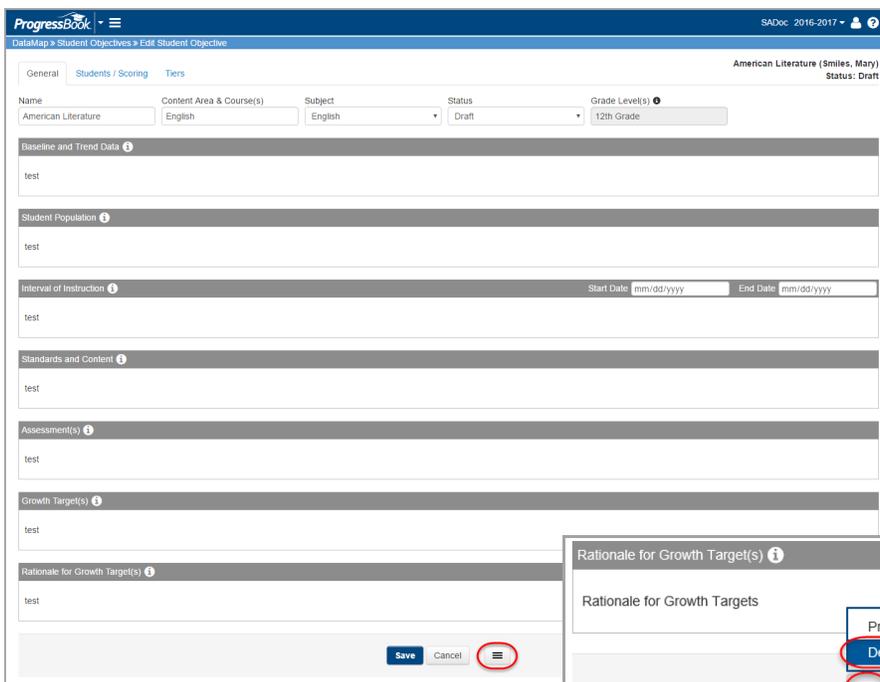


Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded C
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		12	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	3	15	2
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1
American Literature	Proposed	Smiles, Mary	English		7	0

The objective no longer displays in the list and has been removed from the record count.

### Delete Objective from the Edit Student Objective Screen

- With the objective open to the **Edit Student Objective** screen **General** tab, at the bottom of the screen, click .
- Select **Delete**.



3. On the **Delete Confirmation** window, click **Delete**.

### Delete Confirmation

Are you sure you want to delete this tier?

**Delete** Cancel

The objective no longer displays in the list and has been removed from the record count.

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		12	0
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	3	15	2
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1

6 Records