



2022-2023 BROWNSVILLE ISD

# ADMINISTRATORS SLO CLOSING PROCEDURES



**Summative/SLO End of Year Conference Deadline: May 5, 2023**

## **Full Year COURSES – From August to May**

1. Create a Summative Form in the End-of-Year Conference Section of Strive for your teacher by clicking on the plus sign.

*Please select/enter all pertinent information - Grade Level, Subject, Date, For secondary: in the additional notes section please add course title: Law Practicum 2, Symphonic Band, AP 3D Drawing, Outdoor PE, etc.*

**LINK TO VIDEO:** <https://youtu.be/mqJfoMag3ko>

2. Once the form is created, find and click on the "IMPORT FROM PORTFOLIO" Button

**LINK TO VIDEO:** <https://youtu.be/nRSvNaRy5Bg>

3. Select the Portfolio which you wish to import the scores for by clicking on the circle icon.

*If you do not see any portfolios options to import it is because you have not approved the SLO. Go back and approve the SLO in the Strive Screen, then click on the "IMPORT FROM PORTFOLIO" Button again, this time the portfolio will generate.*

**LINK TO VIDEO:** <https://youtu.be/Aj4G6osgoGQ>

4. Click on the EYE BALL Icon to look at the Portfolio Scores make sure there is a student growth score at the very far right of the table. When you verify all final student growth scores, then click "IMPORT" on bottom right.

*If a teacher missed a student, you will need to have the teacher correct their mistake be either adding the missing data or removing the student from the SLO. Once the teacher has done that, then go back to step 2 and go through the sequence again.*

**LINK TO VIDEO:** <https://youtu.be/r9OXUhlDo5s>

5. Add the student growth scores of students who received expected and exceeded growth, compare to the Golden Ratio Chart. Check the SLO for evidence by click on the EYE BALL Icon, then under the Portfolio Title, click on the Purple Paperclip, and look at the Evidence found in the SLO.

*If you are satisfied that the teacher has uploaded enough pieces of evidence (at least 5 – one per six weeks, per child) then proceed to step 6.*

**LINK TO VIDEO:** <https://youtu.be/-v4SrBZ31o8>

6. Scroll Down to the bottom of the Summative Form to the SLO section. Rate the SLO using the Rubric found in the Summative Form.

*Add any comments on the Student Growth Component (SLO) you feel is necessary. This step the 17th Dimension Score for the T-TESS Evaluation Cycle.*

**LINK TO VIDEO:** <https://youtu.be/gwK2HjaP4RY>

**Please note that we want the teacher to sign the Summative Document with SLO Scores already correctly imported. The TIA file submitted to the state is verified by reviewing data against the Summative T-TESS documents uploaded into TalentED, which has the teacher's signature. If there are no SLO scores entered, the teacher will not be eligible for TIA Designation.**



# ADMINISTRATORS SLO CLOSING PROCEDURES

**Summative/SLO End of Year Conference Deadline: May 5, 2023**

## SEMESTER COURSES – From August to December / January to May

1. Create a Summative Form in the End-of-Year Conference Section of Strive for your teacher by clicking on the plus sign.

**LINK TO VIDEO:** <https://youtu.be/mqJfoMag3ko>

2. Open the SLO Calculator Tool – [CLICK HERE TO DOWNLOAD THE CALCULATOR TOOL](#)
  - a. **Important Note:** Please use this tool so that we can have a uniform way of calculating percentages.
  - b. **Please** do not round up or round down the whole numbers; the system will allow you to input decimal points.
  - c. **Students who are not scored do not get added into the overall calculation**

**LINK TO VIDEO:** <https://youtu.be/mRmWfI0Hbj0>

3. PLEASE WATCH THE VIDEO FOR STEP 3 – IT WILL MAKE MORE SENSE AFTER YOU VIEW THE VIDEO INSTURTCIONS.  
Go back to the Summative Form and scroll down on the Framework Table, on the right side of the screen, until you see **Student Growth Goals**.
  - a. Click on the foundation skill statement FALL AND SPRING SLO. You will have to do the following steps twice in order calculate both the fall and spring SLO.
  - b. Scroll down to check the **EVIDENCE** box to find the sample of Evidence used. There should be five pieces of evidence that align to the foundation skill statement.
  - c. Scroll back up and in the **Portfolio Snapshot** section, click on the down-facing arrow head
  - d. Scroll down, past the rubrics, and find the **STUDENT GROWTH** section.
  - e. Enter the numbers in the corresponding area of the SLO Calculator Tool for both the fall and spring SLOs

Fall Semester			
Unscored	Did Not Grow	Expected Growth	Exceeded Growth
	3	3	3

  

Spring Semester			
Unscored	Did Not Grow	Expected Growth	Exceeded Growth
	3	3	3

**LINK TO VIDEO:** <https://youtu.be/v2RLJNanm30>

4. Enter the *Student Growth Scores* (include a decimal if needed) on the Summative Form.  
**Please note:** The sum of all percentages (*Did Not Grow*, *Expected Growth*, *Exceeded Growth*) will sometimes generate a sum of 99.9%; in this case add .1% to the Expected Growth Score. This will favor the teacher and get the total score to 100%.

Overall Student Growth Scores			
Unscored	Did Not Grow	Expected Growth	Exceeded Growth
Not Entered In Summative	33.3%	33.3%	33.3%

**LINK TO VIDEO:** <https://youtu.be/qupMpHITcw0>

5. Scroll Down to the bottom of the Summative Form to the SLO section. Rate the SLO using the Rubric found in the Summative Form.

*Add any comments on the Student Growth Component (SLO) you feel is necessary. This step the 17th Dimension Score for the T-TESS Evaluation Cycle.*

**LINK TO VIDEO:** <https://youtu.be/gwk2HjaP4RY>

**Please note that we want the teacher to sign the Summative Document with SLO Scores already correctly imported. The TIA file submitted to the state is verified by reviewing data against the Summative T-TESS documents uploaded into TalentED, which has the teacher’s signature. If there are no SLO scores entered, the teacher will not be eligible for TIA Designation.**