

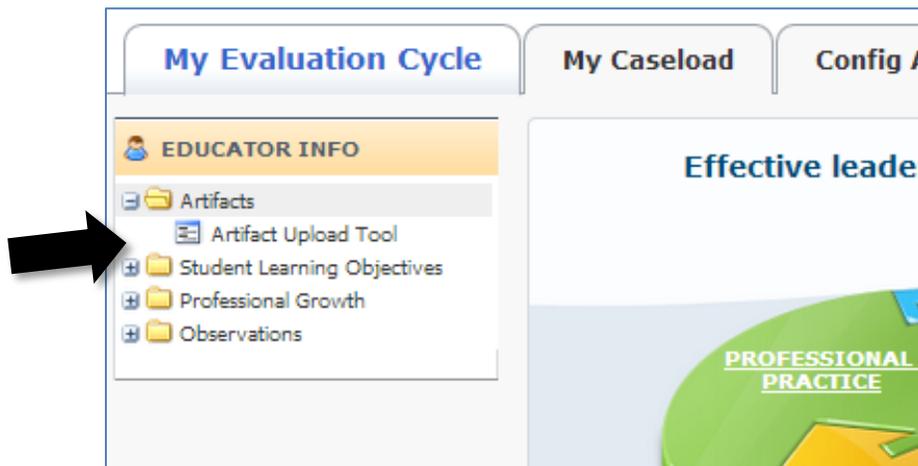
Educator Performance and Support System (EPSS): Updating Student Learning Objective Results: A Guide for Teachers and Building Administrators

This document provides guidance for Teachers and Building Administrators being evaluated on how to update the results of their Student Learning Objectives and upload associated artifacts in the EPSS.

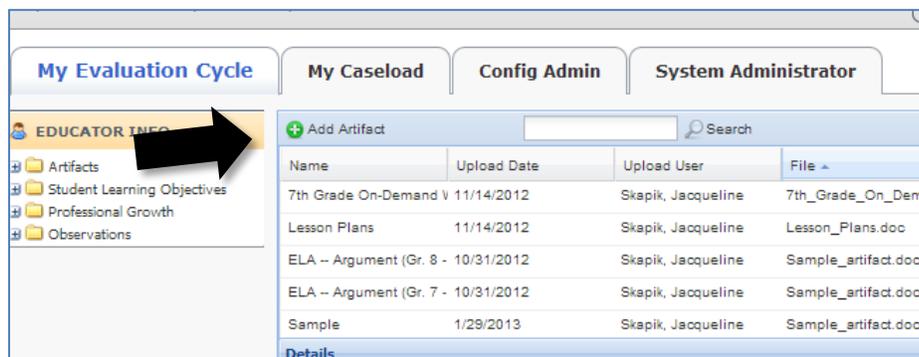
Uploading Student Learning Objective Artifacts

These steps describe how a Teacher or Building Administrator can upload evidence to support Student Learning Objective results:

Step 1: Go to the Artifact upload tool in the Artifact folder in the left navigation bar of your “My Evaluation Cycle” dashboard.



Step 2: Click on the “Add Artifact” button



Step 3: An “Upload File” pop-up box will appear. Complete the following fields describing the evidence about to be uploaded:

- Name: Provide a short title for the SLO evidence being uploaded
- Description: Write a brief description of the contents of the file (if the title isn't sufficient)
- Type: Select the applicable evidence “type” from the dropdown list
- Categories: **IMPORTANT: You must select “Student Learning Objective” as the Category in order to associate the file(s) being uploaded with the Student Learning Objectives in your EPSS evaluation record**
- Alignment: This field does not apply when uploading Student Learning Objective evidence

Step 4: Upload the file by clicking on the “Browse” button and selecting the appropriate attachment from your hard drive or disk. Note- The artifact upload tool in the EPSS allows for most electronic file types to be uploaded, from a standard Microsoft Word document to dynamic video and audio files. Check with your LEA for guidance about recommended file formats based on the programs that are installed on the computers in your school.

Step 5: Repeat this process for all electronic files you want to upload that contain SLO-related evidence.

Updating the Results Fields on the Student Learning Objective Forms

These steps describe how a Teacher or Building Administrator can update the Results and Summary Statement fields on their SLO form(s) in the EPSS

Step 1. : To begin updating the SLO results fields, go to your SLO home page and click on the link to the title of the SLO you want to update. If any SLO-related artifacts have been uploaded in the system (with the Category “Student Learning Objectives” selected) they will appear at the bottom of the SLO Home Page screen.

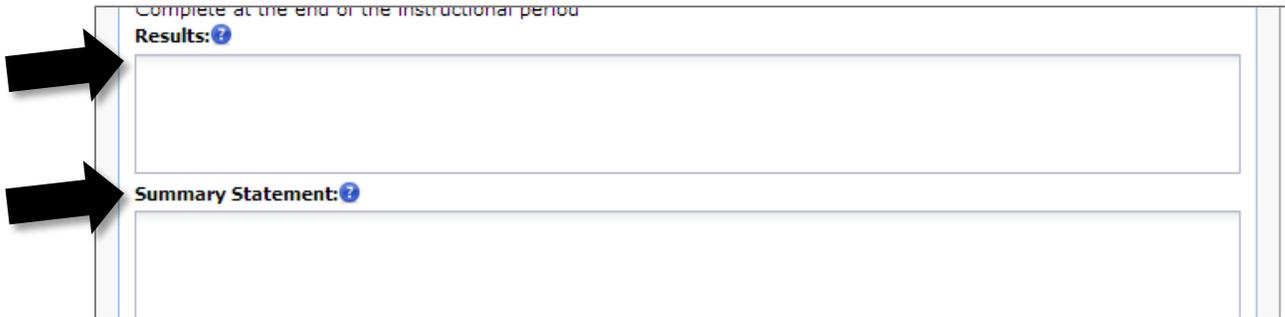
Click on the SLO title to open the SLO

Name	Upload Date	Upload User	File
SLO Artifact # 1	4/11/2013	karyn.dillon	SLO__1_Artifact.docx

Any uploaded SLO evidence uploaded to the EPSS with the Category of “Student Learning Objective” will appear here

Step 5 After the SLO form opens, scroll down to the bottom of the SLO form and complete the “Results” and “Summary Statement” text fields. If you have uploaded evidence to the EPSS to support the results of this SLO, you may want to refer your evaluator to that evidence by making a note in the Results field referencing the title of that document.

Important Note: The SLO does not need to be unlocked by your evaluator in order for you to update these fields. Although the rest of your SLO form is locked for further editing after it is approved, the “Results” and “Summary Statement” fields are both designed to remain open so they can be updated at the end of the evaluation cycle.

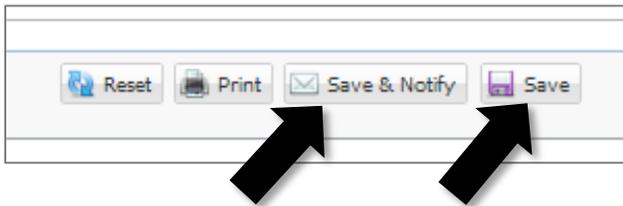


Complete at the end of the instructional period

Results: ?

Summary Statement: ?

Step 6: When you are finished updating your SLO, you can do one of the following to save your work: Click the SAVE button to save the form and return to the SLO Home page or SAVE AND NOTIFY, which will allow you to notify your evaluator that the SLO has been updated. Important Note: **The SLO set does NOT need to be resubmitted from the SLO Home page in order for the evaluator to view the Results and Summary Fields. Saving is sufficient.**



Reset Print Save & Notify Save

Step 7: Repeat these steps for each SLO