



Student Objectives

Teacher Training Guide



ProgressBook®
DataMap

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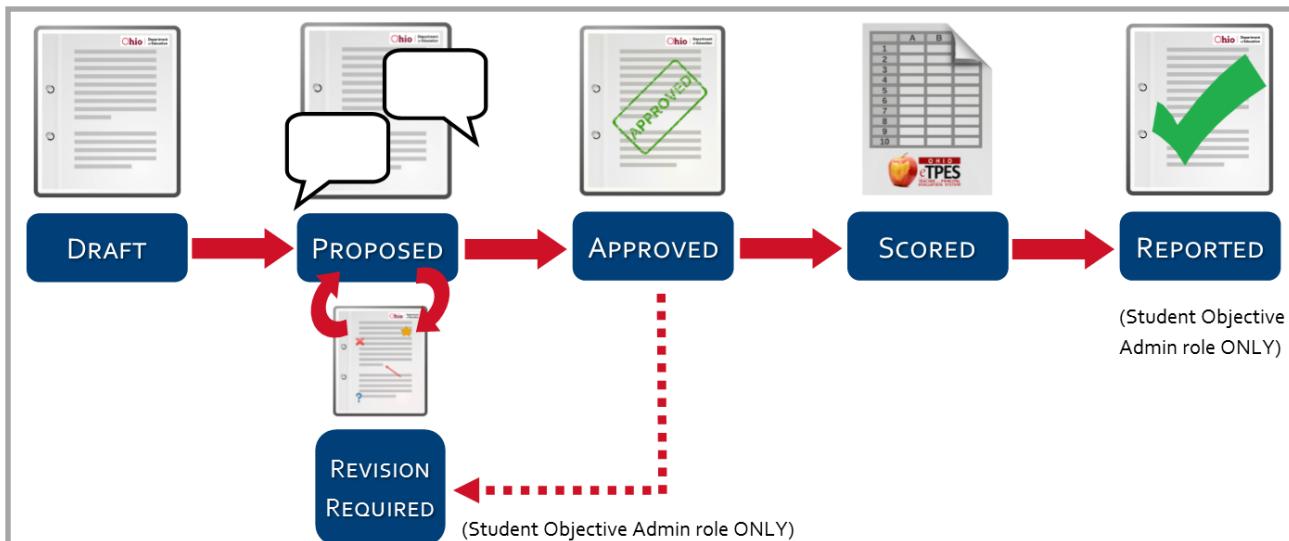
Lesson Objectives

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

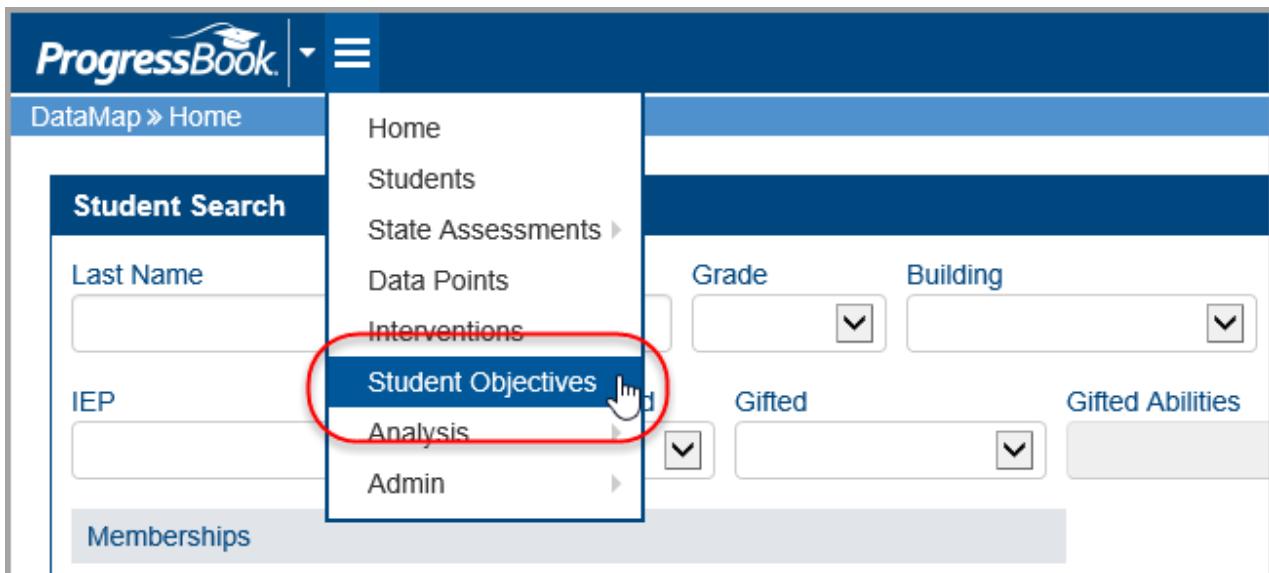


Workflow & Navigation

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**.

SADoc 2016-2017 ▾

DataMap > Student Objectives

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

Name
Process Status
Subject Area
Excluded Students

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**.

SADoc 2016-2017 ▾

DataMap > Student Objectives > Add Student Objective

2 Name: 1. Teacher - Language Arts - Draft

3 Content Area & Course(s): Language Arts

4 Subject: Reading

5 Save

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

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

	2012	2012	2013	2013	2014	2014
	n	%	n	%	n	%
Level 5 > 4	13	13.3%	5	14.7%	6	18.2%
Level 4 > 8	11	26.7%	13	33.3%	13	39.4%
Level 3 > 12	14	40.0%	6	41.2%	6	18.2%
Level 2 > 4	3	8.6%	6	16.2%	2	6.1%
Level 1 > 2	1	2.9%	2	5.6%	0	0.0%
All	30	100.0%	34	100.0%	33	100.0%

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 screenshot shows a Microsoft Word document with two main sections. The top section contains a table of baseline and trend data for AP Literature from 2012 to 2014. The bottom section contains a table of AP Language and Composition data for the same period. Both tables show student counts (n) and percentages across five achievement levels (Level 5-4, Level 4, Level 3, Level 2, Level 1, All). The document includes several styling elements: bolded and italicized text, different heading levels (Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6), preformatted text, and a table inserted into the bottom section. The ribbon at the top shows the Paragraph tab selected. A context menu is open over the bottom table, with the 'Insert table' option highlighted and circled in red. Numbered circles (1 through 5) are placed above specific UI elements to correspond with the list items in the previous section.

	2012	2012	2013	2013	2014	2014
	n	%	n	%	n	%
Level 5-4	13	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 performance on the AP Language and Composition exam in 2014 is included below.

	2012	2012	2013	2013	2014	2014
	n	%	n	%	n	%
Level 5-4	13	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 performance on the AP Language and Composition exam in 2014 is included below.

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

This screenshot shows a 'Rationale for Growth Target(s)' dialog box. It contains three main sections: a general rationale for the course alignment with state standards, a statement about SLO targets being based on historical data and college-level goals, and a final paragraph about growth targets and student support. At the bottom right is a 'Save' button, which is circled in red to indicate it is the final step.

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.

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

The screenshot shows the ProgressBook interface with the title bar "ProgressBook". Below it, a blue header bar displays "DataMap > Student Objectives" and "Edit Student Objective". A red circle highlights the "Student Objectives" link in the breadcrumb trail. The main content area shows a form for editing a student objective:

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

At the top right, a message indicates "1. Teacher - Language/Arts - Draft (Smiles, Mary)" and "Status: Draft".

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

The screenshot shows the ProgressBook interface with the title bar "ProgressBook". Below it, a blue header bar displays "DataMap > Student Objectives". The main content area shows a table of student objectives:

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 - 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

On the left, there are filter dropdowns for "Name", "Process Status", "Subject Area", and "Excluded Students". On the right, there is a "6 Records" indicator and a "Print" icon.



Adding and Removing Students

Add Students to an Objective

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

The screenshot shows the ProgressBook interface with the following details:
- Top navigation bar: ProgressBook, DataMap, SADoc 2016-2017, user icons.
- Main title: DataMap » Student Objectives » Edit Student Objective
- Subtitle: 1. Teacher - Language/Arts - Draft (Smiles, Mary)
- Status: Draft
- Tabs: General (selected), Students / Scoring (highlighted with a red circle), Tiers.
- Buttons: Add Students (highlighted with a red circle), Set Assessment (Not Set).
- Filter: Name ▾ Grade Tier.

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.

The screenshot shows the 'Add Students' dialog box with the following details:
- Title: Add Students ▾
- Left sidebar: Grade (12th Grade selected).
- Search bar: A search field with a magnifying glass icon and a '+' button.
- Bulk Add From: A dropdown menu with three options: Students, Standards, Data Points. The 'Students' option is highlighted with a red circle and has a cursor pointing at it.

- 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.

	Name	Grade	Special Ed Teacher	Gifted	Intervention?	IEP?	EL?	504?	EconDisadv?
<input checked="" type="checkbox"/>	Abbott, Laurie	10							
<input checked="" type="checkbox"/>	Acevedo, Jo	11							
<input checked="" type="checkbox"/>	Acosta, Brooke	10							
<input checked="" type="checkbox"/>	Adkins, Arpad	10							
<input checked="" type="checkbox"/>	Aguilar, Taylen	10							
<input checked="" type="checkbox"/>	Aguirre, Mae	11							
<input checked="" type="checkbox"/>	Albert, Tyndell	11							
<input checked="" type="checkbox"/>	Alford, Bryan	11							
<input checked="" type="checkbox"/>	Allen, Orby	8							
<input checked="" type="checkbox"/>	Allison, Wendy	10							
<input checked="" type="checkbox"/>	Alston, Lois	11							
<input checked="" type="checkbox"/>	Alvarado, Gram	10			SG. RW. S.				
<input checked="" type="checkbox"/>	Alvarez, Calypso	8			T				
<input checked="" type="checkbox"/>	Anderson, Journey	8							
<input checked="" type="checkbox"/>	Andrews, Ivana	8							
<input checked="" type="checkbox"/>	Anthony, Izzy	10							

- 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.

The screenshot shows a modal window titled "Add Students". At the top right is a close button. Below it is a green bar with the text "Students added to objective 1. Teacher - Language/Arts - Draft". A red circle highlights the link "1. Teacher - Language/Arts - Draft". At the bottom right of the modal is a "Close" button.

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.

The screenshot shows the "Edit Student Objective" screen under the "DataMap > Student Objectives" section. The "Students / Scoring" tab is selected. At the top right, the objective is listed as "1. Teacher - Language/Arts - Draft (Smiles, Mary)" with "Status: Draft". Below the tabs are buttons for "Add Students", "Set Assessment", and "(Not Set)". The main area shows a table with three rows of student data:

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

There are 30 Records displayed.

- 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 screenshot shows a search interface with a search bar containing "dar". Below the search bar are buttons for "Add Students" and "Set Assess". The results list several student profiles:

- Burton, Darlene (SADoc High School, Gr:10, DOB:03/04/2001)
- Caldwell, Daryl (SADoc High School, Gr:10, DOB:04/18/2001)
- Murray, Darian (SADoc Middle School, Gr:5, DOB:06/06/2006)
- Sharp, Daryl** (SADoc High School, Gr:12, DOB:06/17/1999)
- Wise, Daria (SADoc High School, Gr:12, DOB:02/28/1999)

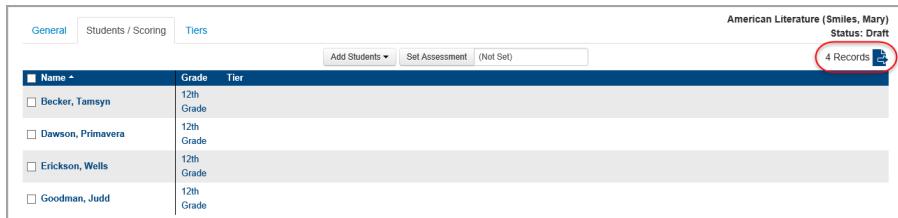
The student now displays on the **Students / Scoring** tab.

The screenshot shows the "Edit Student Objective" screen under the "DataMap > Student Objectives" section. The "Students / Scoring" tab is selected. At the top right, the objective is listed as "American Literature (Smiles, Mary)" with "Status: Draft". Below the tabs are buttons for "Add Students", "Set Assessment", and "(Not Set)". The main area shows a table with one row of student data:

Name	Grade	Tier
Sharp, Daryl	12th Grade	

There is 1 Record displayed.

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

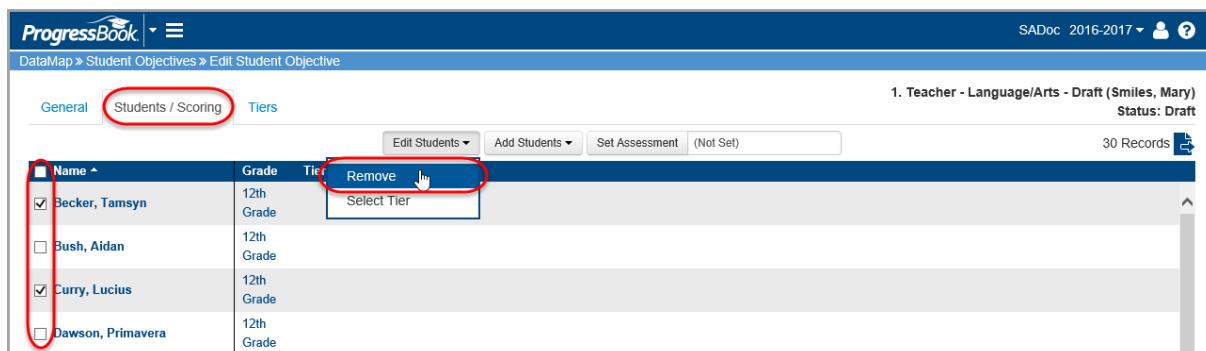


A screenshot of the 'Students / Scoring' tab in ProgressBook. The tab is selected, indicated by a blue border. At the top right, it shows 'American Literature (Smiles, Mary)' and 'Status: Draft'. Below the tabs, there are buttons for 'Add Students' and 'Set Assessment (Not Set)'. A red circle highlights the export icon (a document with a downward arrow) at the top right of the grid area. The grid itself has columns for Name, Grade, and Tier, and contains 4 records.

Remove Students from Objective

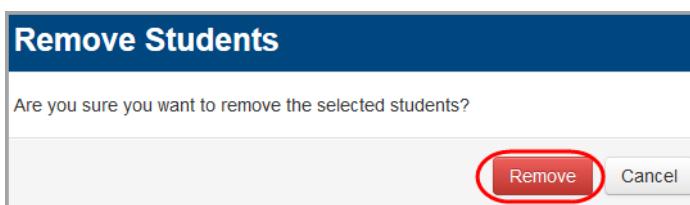
1. On the **Edit Student Objective** screen **Students / Scoring** tab, select the check box beside each student you want to remove. (To select all students, select the check box in the **Name** column at the top of the grid.)
2. Click **Edit Students**, and select **Remove**.

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

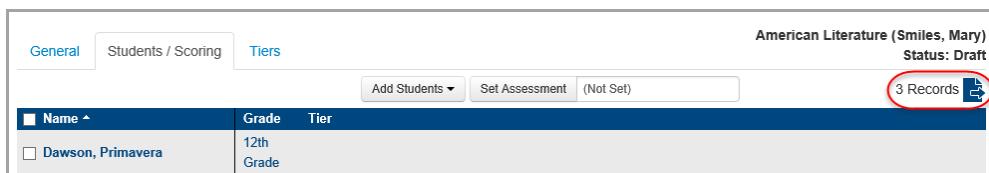


A screenshot of the 'Students / Scoring' tab in ProgressBook. The tab is selected. At the top right, it shows '1. Teacher - Language/Arts - Draft (Smiles, Mary)' and 'Status: Draft'. Below the tabs, there are buttons for 'Edit Students' (which is highlighted with a red circle), 'Add Students', and 'Set Assessment (Not Set)'. A red circle also highlights the 'Remove' button in the header row of the grid. The grid has columns for Name, Grade, and Tier, and contains 30 records. The first three rows show checked boxes in the Name column, indicating selected students.

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



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



A screenshot of the 'Students / Scoring' tab in ProgressBook. The tab is selected. At the top right, it shows 'American Literature (Smiles, Mary)' and 'Status: Draft'. Below the tabs, there are buttons for 'Add Students' and 'Set Assessment (Not Set)'. A red circle highlights the export icon at the top right of the grid area. The grid itself has columns for Name, Grade, and Tier, and contains 3 records.



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 with the following details:
- Top navigation bar: ProgressBook, SADoc 2016-2017, user icon, help icon.
- Breadcrumbs: DataMap > Student Objectives > Edit Student Objective.
- Right sidebar: Teacher - Language/Arts - Draft (Smiles, Mary) Status: Draft.
- Main content area: 'Edit Student Objective' screen with tabs: General, Students / Scoring, Tiers (highlighted), and Add Tier (highlighted).
- Bottom navigation: Name, Student Count, Formula.

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**.

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

5. Click **Save**.

The image shows four separate 'Edit Tier' dialog boxes, each with a blue header and white body. They are stacked vertically and slightly offset from each other.

- Tier 1 - Fixed Percentage Growth:** Name: Tier 1 - Fixed Percentage Growth; Description: 10% Growth; Growth Target Formula: Fixed Percentage Increase; Formula Parameters: Maximum Score 300, Percentage 10; Formula Description: Increases the baseline score by 10% if the value is greater than the maximum score target.
- Tier 2 - Fixed Point Growth:** Name: Tier 2 - Fixed Point Growth; Description: 15 point growth; Growth Target Formula: Fixed Points Increase; Formula Parameters: Maximum Score 300; Points 15; Formula Description: Increases the baseline score by a fixed number if the value is greater than the maximum score target.
- Tier 3 - Fixed Target:** Name: Tier 3 - Fixed Target; Description: Target Score of 225; Growth Target Formula: Fixed Target; Formula Parameters: Target 225; Formula Description: All target values will be set to the specified target.
- Tier 4 - Halfway to 100:** Name: Tier 4 - Halfway to 100; Description: 50% growth from baseline score to the maximum score a student may earn; Growth Target Formula: Percentage Toward Maximum; Formula Parameters: Maximum Score 300, Percentage 50; Formula Description: Increases the baseline score the specified percentage toward the maximum score.

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

American Literature (Smiles, Mary)		
Status: Draft		
General	Students / Scoring	Tiers
		+ Add Tier 1 Records
Name	Student Count	Formula
Tier 1 - Fixed Percentage Growth	0	Fixed Percentage Increase

6. (Optional) Continue adding tiers as needed.

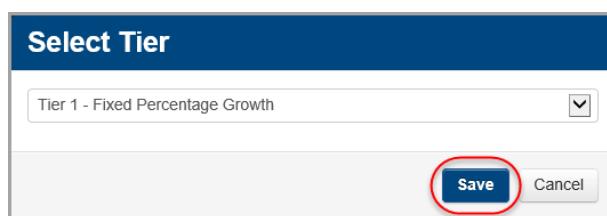
Add Students to Tiers

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 for editing student objectives. The top navigation bar includes 'ProgressBook', 'DataMap', 'Student Objectives', and 'Edit Student Objective'. The status bar indicates 'SADoc 2016-2017' and user information. Below the navigation is a toolbar with 'General', 'Students / Scoring' (which is highlighted with a red circle), and 'Tiers'. The main area is titled '1. Teacher - Language/Arts - Draft (Smiles, Mary)' with 'Status: Draft'. A table lists students: Becker, Tamsyn (12th Grade); Bush, Aidan (12th Grade); and Curry, Lucius (12th Grade). A context menu is open over the first two students, showing 'Remove' and 'Select Tier' (which is highlighted with a red circle and has a hand cursor icon).

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

The screenshot shows the same ProgressBook interface as before, but now with the 'Tiers' tab selected (highlighted with a red circle). The table now shows the tier names: 'Tier 1 - Fixed Percentage Growth' for Becker, Tamsyn; 'Tier 1 - Fixed Percentage Growth' for Bush, Aidan; and 'Tier 1 - Fixed Percentage Growth' for Curry, Lucius.

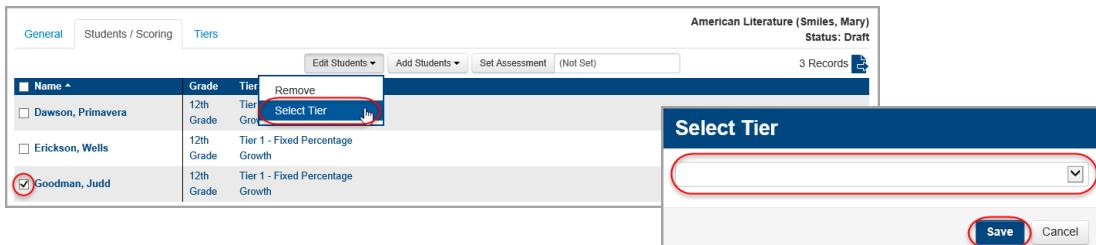
5. (Optional) Continue adding students to tiers as needed.

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**.



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

The screenshot shows the 'Edit Tier' window. A callout box with the text 'Make any necessary changes in the fields.' has arrows pointing to the 'Name' and 'Description' fields. The 'Save' button in the bottom right corner is circled.

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

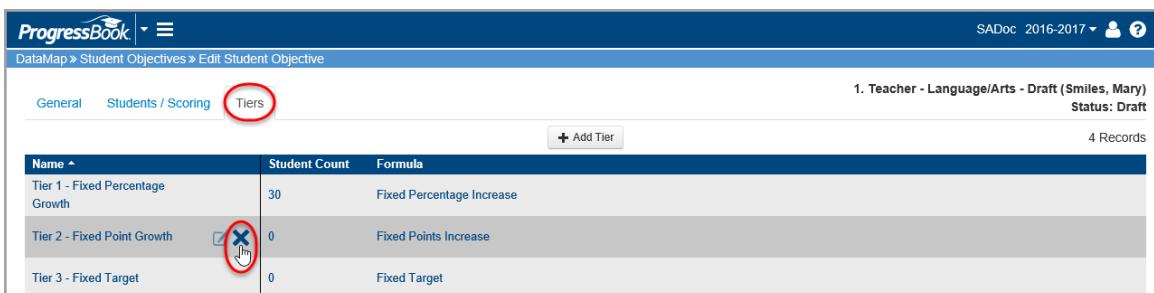
Edit Tier

Name: Tier 1 - Fixed Percentage Growth
Description: 10% Growth
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.

Delete Tiers

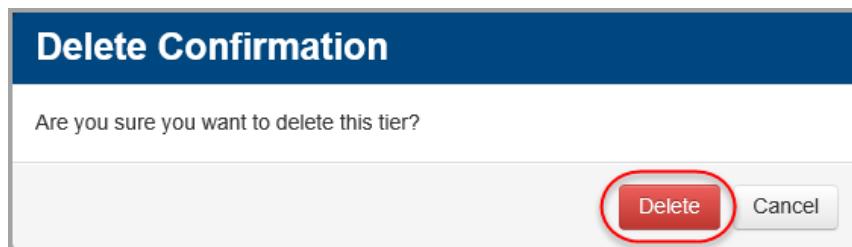
Note: You cannot delete a tier if it has students assigned to it. See the note under [Change a Student's Tier](#) if you need to complete this process first.

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



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**.



The tier no longer displays in the list.



Name	Student Count	Formula
No Records Found		



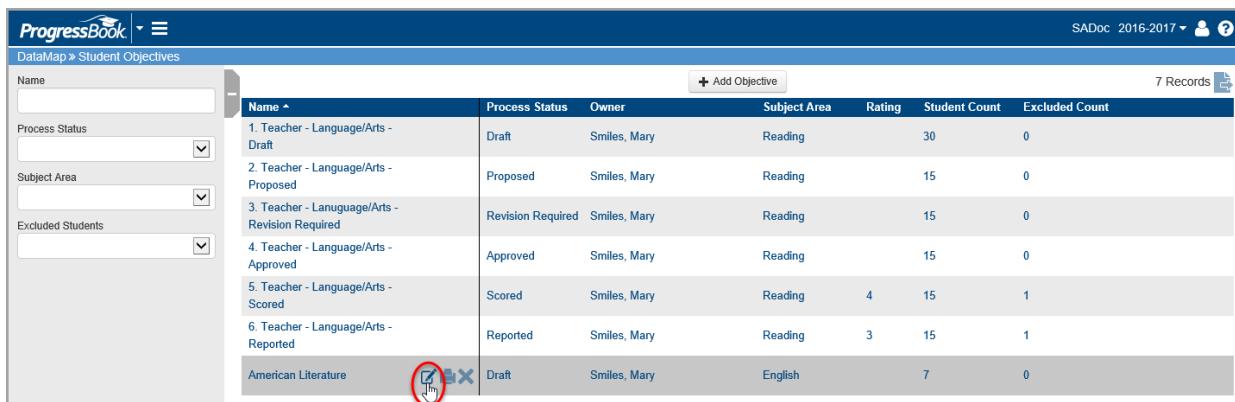
Baseline Scores

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

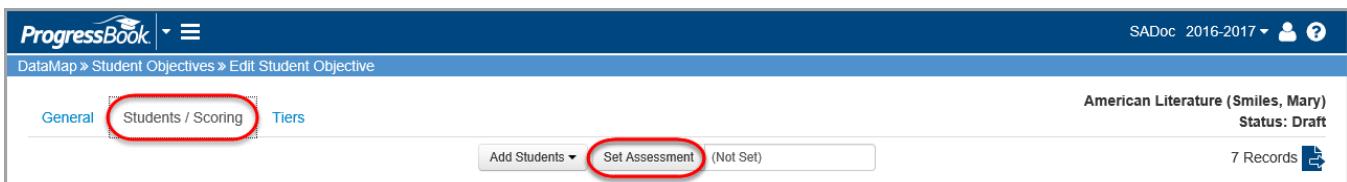
Use this method if you want to use baseline scores that are already in DataMap.

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 - Lanugage/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**.



American Literature (Smiles, Mary)
Status: Draft

General	Students / Scoring	Tiers
	<input type="button" value="Add Students"/>	<input type="button" value="Set Assessment (Not Set)"/>

- 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**.

Set Assessment

Do you want to use a Data Points assessment?

Yes No

Assessment Type **e**: ACT

Assessment Subject **f**: Reading Arts/Literature Sub Score

g: Save Cancel

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**.

Name	Grade	Tier	Remove	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
Dawson, Primavera	12th Grade		<input checked="" type="checkbox"/>						
Erickson, Wells	12th Grade		<input checked="" type="checkbox"/>						
Goodman, Judd	12th Grade		<input checked="" type="checkbox"/>						
Love, Jett	12th Grade		<input checked="" type="checkbox"/>						
Maldonado, Olesia	12th Grade		<input checked="" type="checkbox"/>						

- 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**.

Set Baseline Scores

How do you want to assign scores to the selected students?

By Test Date Manual

9/1/2016 **d**

e: Save Cancel

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

Name		Grade	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
<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.

Name		Grade	Tier	Baseline Score	Test Date	Growth Target	Final 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			

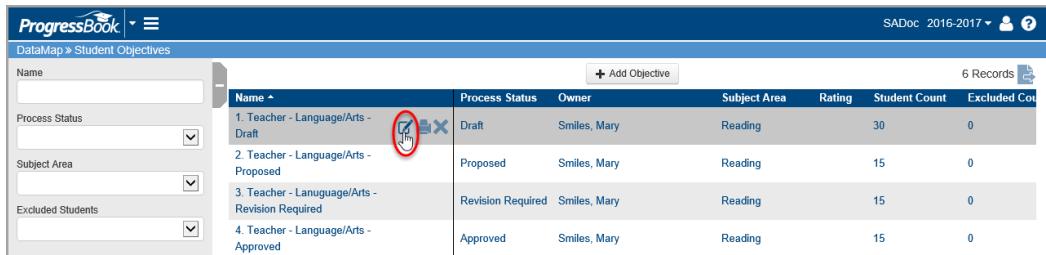
Note: Your entries save automatically, and you can safely navigate away from this screen.

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 .



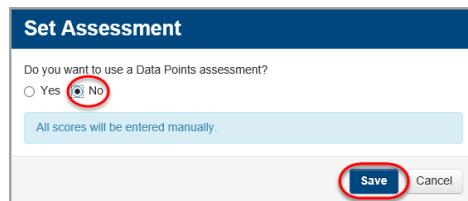
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Co
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	30	0	
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0	
3. Teacher - Lanugage/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15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

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



Set Assessment

Do you want to use a Data Points assessment?

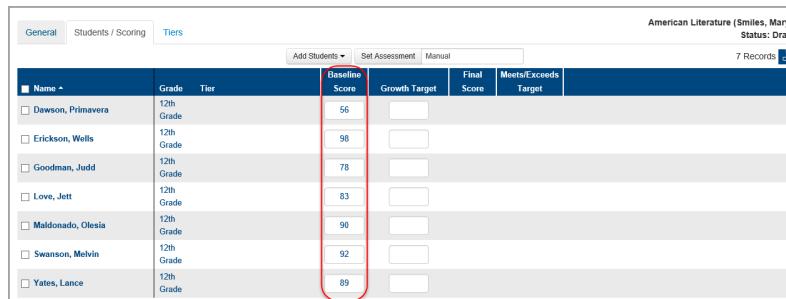
Yes No

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
Dawson, Primavera	12th Grade		56			
Erickson, Wells	12th Grade		98			
Goodman, Judd	12th Grade		78			
Love, Jett	12th Grade		83			
Maldonado, Olesia	12th Grade		90			
Swanson, Melvin	12th Grade		92			
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**.

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

Name	Grade	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
Dawson, Primavera	12th Grade	British Literature Tier 1	14	6/1/2016	15.4			
Erickson, Wells	12th Grade	British Literature Tier 1	14	8/24/2016	15.4			
Love, Jett	12th Grade	British Literature Tier 1	06	9/1/2015	6.6			
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

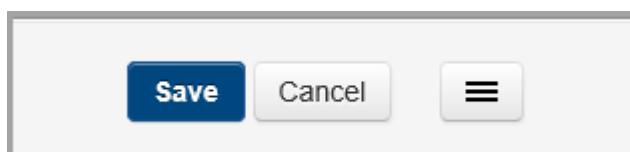
The screenshot shows a table of student objectives with columns for Name, Process Status, Owner, Subject Area, Rating, Student Count, and Excluded Count. The first objective is highlighted with a red circle around its status icon (a blue square with a white checkmark and a pencil). The status is listed as 'Draft'.

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 - Lanugage/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, in the **Status** drop-down list, select **Proposed**.

The screenshot shows the 'Edit Student Objective' screen with the 'General' tab selected. A red circle highlights the 'Status' dropdown menu, which is open to show 'Proposed' as the selected option. The status is also displayed in the status bar at the top right of the screen.

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 - Lanugage/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 want to make revisions until icons display next to the objective name.
2. Click

DataMap » Student Objectives							SADoc 2016-2017 ▾	User Icon	Help
Name	+ Add Objective						7 Records		
Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count				
Draft	Smiles, Mary	Reading	30	0					
Proposed	Smiles, Mary	Reading	15	0					
Revision Required	Smiles, Mary	Reading	15	0					
Approved	Smiles, Mary	Reading	4	15	0				

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

DataMap » Student Objectives » Edit Student Objective

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

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

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

Name	Content Area & Course(s)	Subject	Status	Grade Level(s)
3. Teacher - Lanuguage/Arts - Re	Language Arts	Reading	<input checked="" type="checkbox"/> Proposed	5th Grade

Growth Target(s) i

B I U S A A Paragraph

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.

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*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 ongoing 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 x5555

6 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.

The screenshot shows the 'Edit Student Objective' screen in ProgressBook. At the top, there are tabs for 'General', 'Students / Scoring', and 'Tiers'. The 'Tiers' tab is selected. In the center, there is a table with columns: Name, Grade, Tier, Set Final Score (with options 'Exclude' and 'Include'), Baseline Score, Test Date, Growth Target, Score, Final Test Date, Meets/Exceeds Target, Excluded Reasons, and Rating. There are 15 records listed. To the right of the table, there is a sidebar with sections for 'Meets/Exceeds (%)' and 'Meets/ Exceeds (%) Rating'. Several student names are circled in red: Anderson, Journey; Brown, Garrett; Harris, Waneta; and Jackson, Lainey. The 'Exclude' button in the 'Set Final Score' dropdown for Brown, Garrett is also circled in red. A red circle with the number '2' is placed over the 'Edit Students' button in the top right corner of the table header area.

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

The screenshot shows the 'Exclude Students' dialog box. It has a title bar 'Exclude Students' with a close button. Below it is a text input field with placeholder text 'Enter the reason the selected students are being excluded:' and a value 'withdrawn'. Below the input field is a note '100 character limit'. At the bottom are two buttons: 'Save' (which is circled in red) and '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	Export
Name	Test Date	Growth Target	Score	Final Test Date	Meets/Exceeds Target	Excluded Reason	Rating	
<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						

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 .

 SADoc 2016-2017 ▾  

DataMap > Student Objectives

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

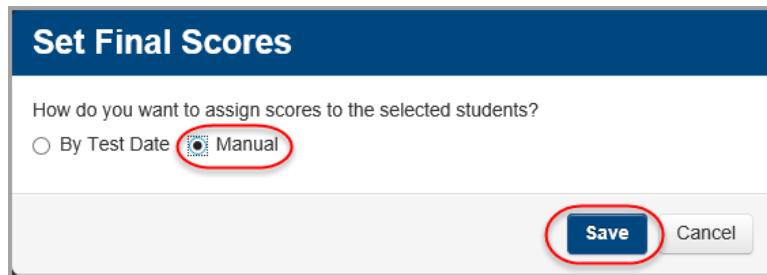
2. On the **Edit Student Objective** screen, click the **Students / Scoring** tab.
3. Select the check box in the **Name** column to select all students, or you can choose individual students by selecting the check box next to their name.
4. In the **Edit Students** drop-down list, select **Set Final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

 2 General Students / Scoring Tiers 4. Teacher - Language/Arts - Approved (Smiles, Mary)
Status: Approved

DataMap > Student Objectives > Edit Student Objective

Name	Grade	Tier	Set Final Score	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target	Excluded Reasons	Rating
<input checked="" type="checkbox"/> Anderson, Journey	5th Grade	Tier 1 - Fixed	Exclude	12	9/1/2016	233.2	234	Manual	✓		4
<input checked="" type="checkbox"/> Brown, Garrett	5th Grade	Tier 2 - Fixed Point Growth	Include	241	9/1/2016	256	257	Manual	✓		Meets/Exceeds (%) 80

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



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

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

- 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.
- 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			
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	✓

a 15 Records 

b 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)

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

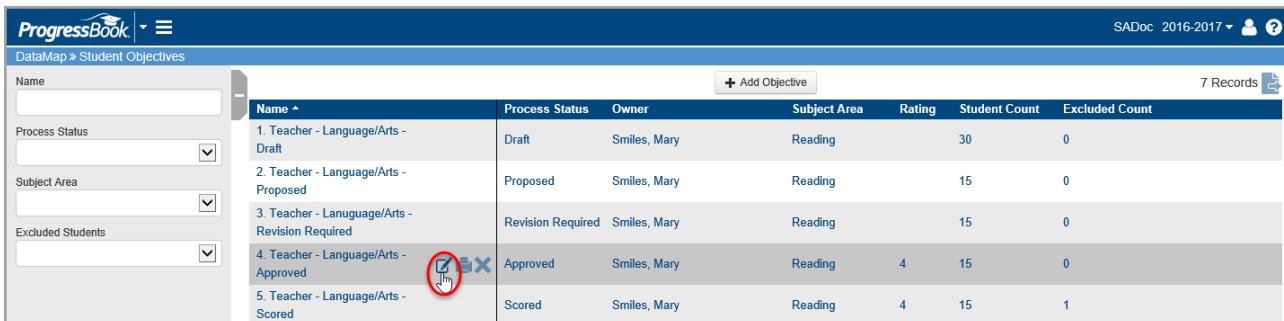
General		Students / Scoring		Tiers		4. Teacher - Language/Arts - Approved (Smiles, Mary) Status: Approved	
Name	Content Area & Course(s)	Subject	Status	Grade Level(s)	5th Grade		
4. Teacher - Language/Arts - App	Language	Reading					

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.

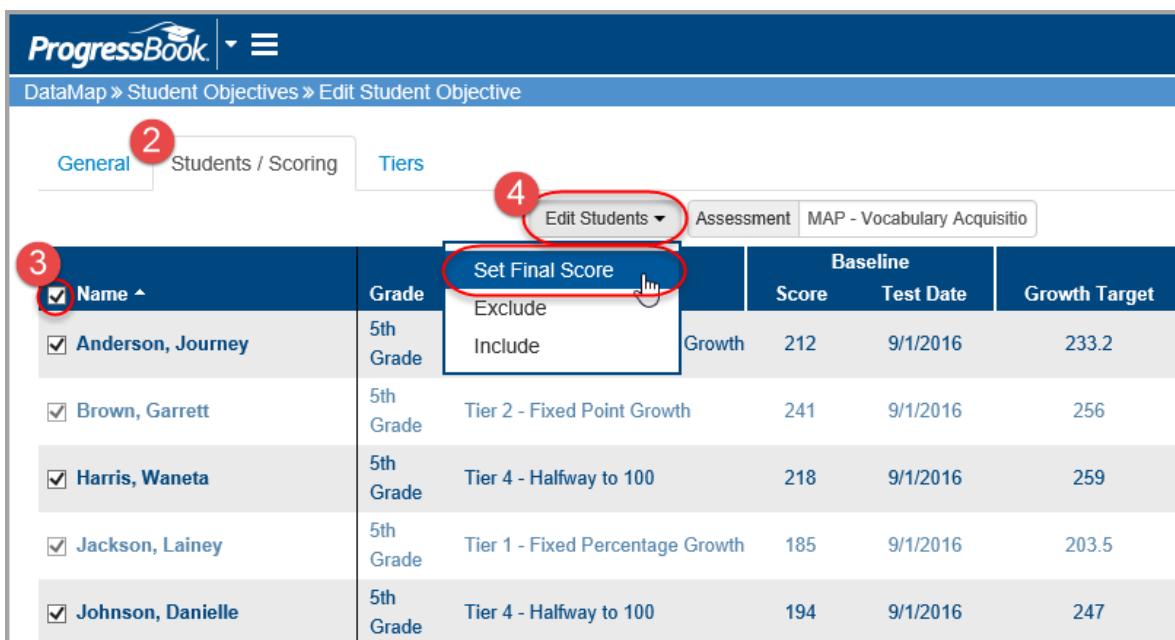
1. On the **Student Objectives** screen, in the row of the Approved objective you want to score, hover your cursor until icons appear, and then click .



The screenshot shows the ProgressBook interface for 'Student Objectives'. The main area displays a grid of objectives with columns for Name, Process Status, Owner, Subject Area, Rating, Student Count, and Excluded Count. One row is highlighted with a red circle around the checkmark icon in the 'Approved' status column.

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

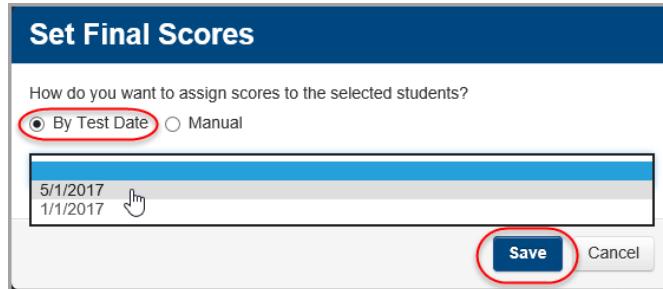
2. On the **Edit Student Objective** screen, select the **Students / Scoring** tab.
3. Select the check box in the **Name** column at the top of the students grid to select all students. You may also choose individual students by selecting the check box next to their name.
4. In the **Edit Students**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



The screenshot shows the 'Edit Student Objective' screen with the 'Students / Scoring' tab selected. The main area displays a grid of students with columns for Name, Grade, Baseline Score, Test Date, and Growth Target. A red circle highlights the 'Name' column header. Another red circle highlights the 'Set Final Score' button in the toolbar above the grid.

Name	Grade	Baseline Score	Test Date	Growth Target
Anderson, Journey	5th Grade	212	9/1/2016	233.2
Brown, Garrett	5th Grade	241	9/1/2016	256
Harris, Waneta	5th Grade	218	9/1/2016	259
Jackson, Lainey	5th Grade	185	9/1/2016	203.5
Johnson, Danielle	5th Grade	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.

4. Teacher - Language/Arts - Approved (Smiles, Mary) Status: Approved						
Name	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date
<input type="checkbox"/> Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	235	5/1/2017 ✓
<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	260	5/1/2017 ✓
<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	210	5/1/2017
<input type="checkbox"/> Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	255	5/1/2017 ✓
<input type="checkbox"/> Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	209	5/1/2017

a 15 Records
b Rating

Meets/Exceeds (%)	77
Meets/ Exceeds (%) Rating	5 (Most Effective)
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. (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 'Edit Student Objective' interface in ProgressBook. The 'General' tab is selected (marked with a red circle 'a'). The 'Status' dropdown is set to 'Approved' (marked with a red circle 'b'). The 'Scored' field contains 'Scored Jh' (also marked with a red circle). The 'Save' button at the bottom is highlighted with a red circle 'c'.

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

The screenshot shows a list of four student objectives. The first objective, "1. Teacher - Language/Arts - Draft", has an edit icon (pencil) and a delete icon (cross) next to it, both of which are circled in red. The other three objectives are listed below: "2. Teacher - Language/Arts - Proposed", "3. Teacher - Language/Arts - Revision Required", and "4. Teacher - Language/Arts - Approved". The interface includes filters for Name, Process Status, Subject Area, and Excluded Students, and a search bar at the top.

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

The screenshot shows the "Edit Student Objective" screen with the "General" tab selected. It displays basic information for objective 1: "1. Teacher - Language/Arts - Draft (Smiles, Mary)" with "Status: Draft". Below this is a "Baseline and Trend Data" section containing a table of historical AP Lit performance data from 2012 to 2014. A color palette icon is highlighted with a red circle in the toolbar above the table. A note states: "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." At the bottom, a note says: "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."

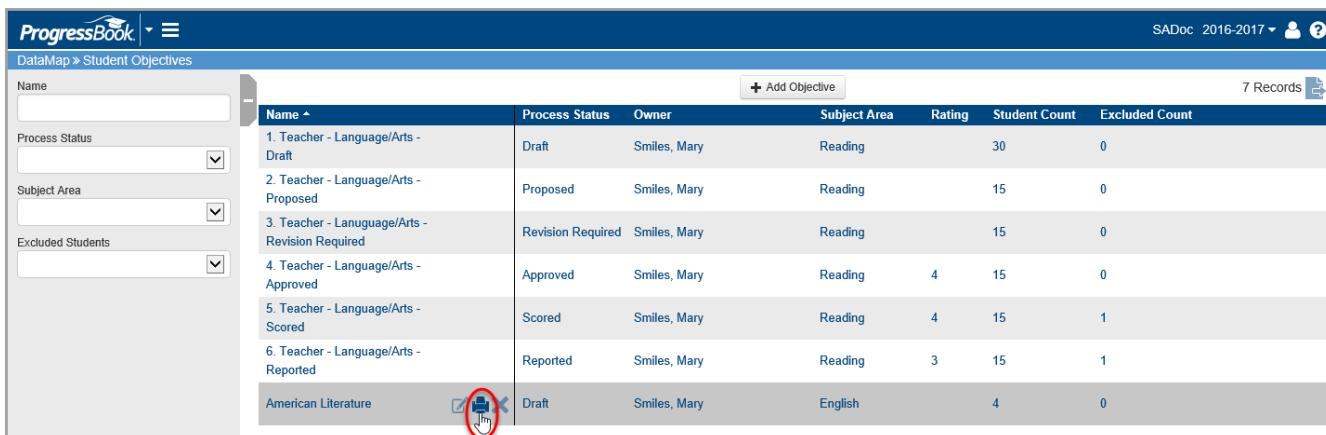
4. When you are done editing the objective, click **Save**.

You can print an objective from two locations:

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

From the Student Objectives Screen

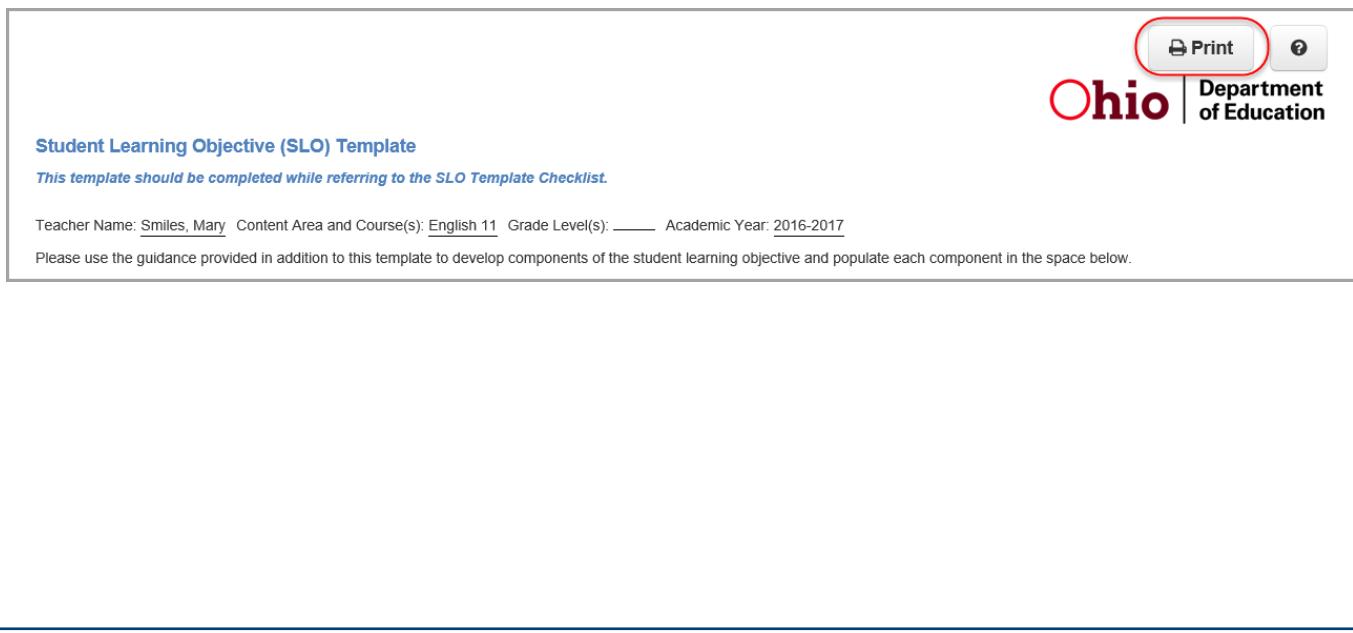
1. On the **Student Objectives** screen, hover your cursor over the objective until icons display next to the objective name.
2. Click .



The screenshot shows the ProgressBook interface for 'Student Objectives'. The top navigation bar includes 'ProgressBook', 'DataMap', 'SADoc 2016-2017', and user icons. A search bar and filter dropdowns for 'Name', 'Process Status' (Draft), 'Subject Area', and 'Excluded Students' are visible. A table lists seven records with columns: Name, Process Status, Owner, Subject Area, Rating, Student Count, and Excluded Count. The last row, 'American Literature', has a print icon () highlighted with a red circle. The table header has a 'Name' column with an upward arrow.

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 - Lanugage/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

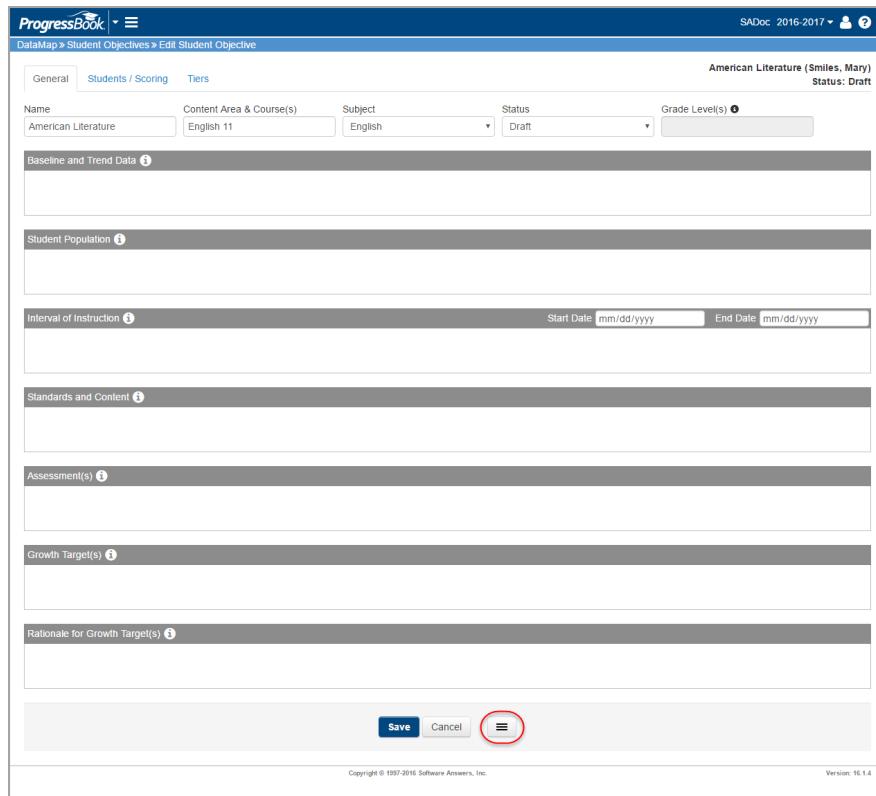
3. On the print window that opens, click **Print**, and proceed with printing.



The screenshot shows a 'Student Learning Objective (SLO) Template' window. At the top right are 'Print' and 'Close' buttons, with 'Print' highlighted by a red circle. Below the buttons is the 'Ohio Department of Education' logo. The main area contains the template text: 'Student Learning Objective (SLO) Template' and 'This template should be completed while referring to the SLO Template Checklist.' It also includes fields for 'Teacher Name', 'Content Area and Course(s)', 'Grade Level(s)', and 'Academic Year'. A note at the bottom says, '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.'

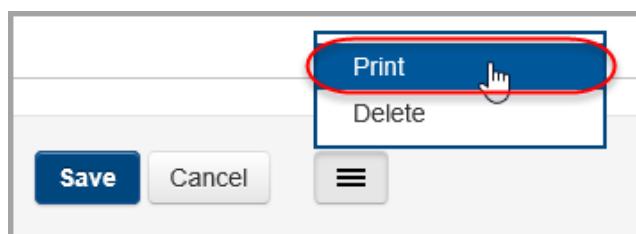
From the Edit Student Objective Screen

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

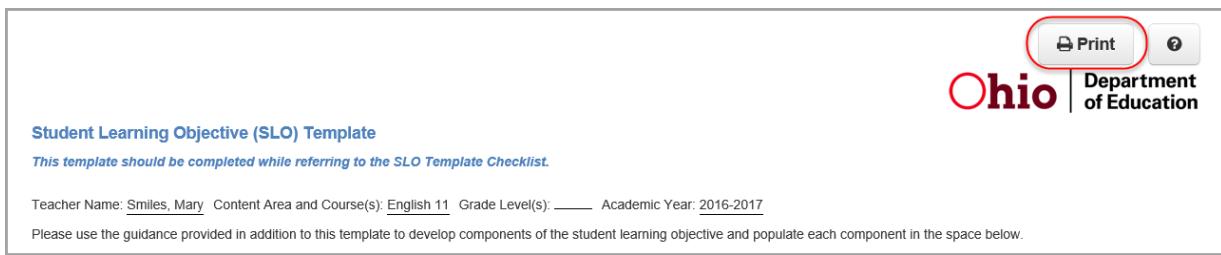


The screenshot shows the 'Edit Student Objective' screen in ProgressBook. The top navigation bar includes 'DataMap > Student Objectives > Edit Student Objective', 'SADoc_2016-2017', and user profile icons. The main area is titled 'American Literature (Smiles, Mary)' with 'Status: Draft'. Below this are sections for 'Baseline and Trend Data', 'Student Population', 'Interval of Instruction' (with start and end date fields), 'Standards and Content', 'Assessment(s)', 'Growth Target(s)', and 'Rationale for Growth Target(s)'. At the bottom are 'Save', 'Cancel', and a three-line menu icon, which is highlighted with a red circle.

- Select Print.



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



The screenshot shows the 'Student Learning Objective (SLO) Template'. It includes a header with the Ohio Department of Education logo. The main content area has a title 'Student Learning Objective (SLO) Template' and a note 'This template should be completed while referring to the SLO Template Checklist.' Below this are fields for 'Teacher Name: Smiles, Mary', 'Content Area and Course(s): English 11', 'Grade Level(s): _____', and 'Academic Year: 2016-2017'. A note at the bottom says '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.' A 'Print' button is located in the top right corner of the template area, highlighted with a red circle.



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 DataMap interface for the Student Objectives screen. On the left, there are search filters for Name, Process Status (with a dropdown menu), Subject Area, and Excluded Students. On the right, a table lists eight objectives:

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 - Lanugage/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15	0	
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	3	15	2
						8 Records

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”

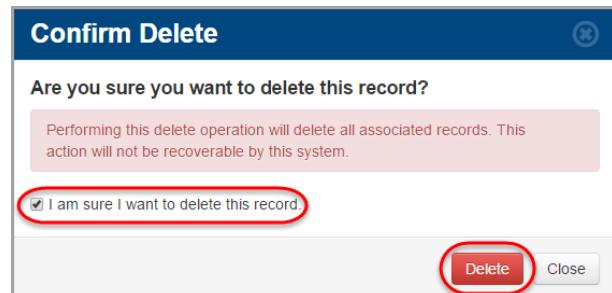
Delete Objective from the Student Objectives Screen

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

This screenshot shows the same ProgressBook interface as above, but with a red circle highlighting the delete icon (a blue X) next to the "British Literature" objective in the list. The objective details are as follows:

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 - Lanugage/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	
British Literature		Draft	Smiles, Mary	English	6	0
						8 Records

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



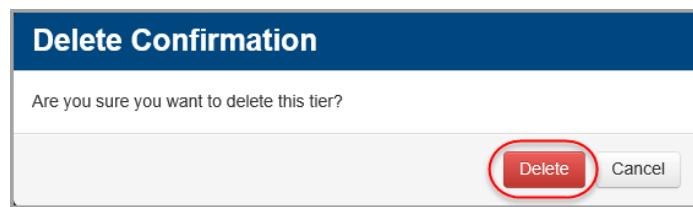
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded C	7 Records
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	12	0		
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0		
3. Teacher - Lanugage/Arts - Revision Required	Revision Required	Smiles, Mary	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**.



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 - Lanuguage/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