SGO SHORTCUTS

PART OF THE SGO MANAGER SERIES

PURPOSE

Linkit's SGO Manager provides both teachers and administrators with a powerful tool to efficiently manage the entire SGO process. SGO Manager leverages the existing data in the LinkIt! data warehouse to automatically tier your students in differentiated preparedness groups, inform rigorous and attainable target scores, and automatically score even the most complex student growth objectives.

Visit our LinkIt! SGO Manager Resources Website for step-by-step video tutorials.

BASIC TASKS

ADVANCED TASKS

Task: Understand and Use the SGO Manager Home Filters

Audience: Administrators and Teachers

Understand the SGO Manager Home Filters

The filters above the SGO Manager home page can help administrators and teachers find specific SGOs by narrowing the default list of SGOs shown. The filters available vary by a staff member's account type, as explained below.

District Administrators

By default, district administrators will be shown all active (unarchived) SGOs in the district created during the current school year (most recent August 1st to July 31st of the following year) that have been assigned to them for review. This default view will also include SGOs that have already been approved, denied, or cancelled. A district administrator can narrow the default SGOs shown by drilling down and/or applying the following filters:

a. Teacher's School

b. Teacher's Name (must select a school first)

c. Designated SGO Reviewer

d. Instruction Period Data Range

e. Archived Status

f. Effective Status

*Note: Administrators can filter for SGOs with a Draft effective status but will not be able to open them.

School Administrators

By default, school administrators will be shown all active (unarchived) SGOs under the school(s) for which they have access that have been created during the current school year (most recent August 1st to July 31st of the following year) that have been assigned to them for review. This default view will also include SGOs that have already been approved, denied, or cancelled. A district administrator can narrow the default SGOs shown by drilling down and/or applying the following filters:
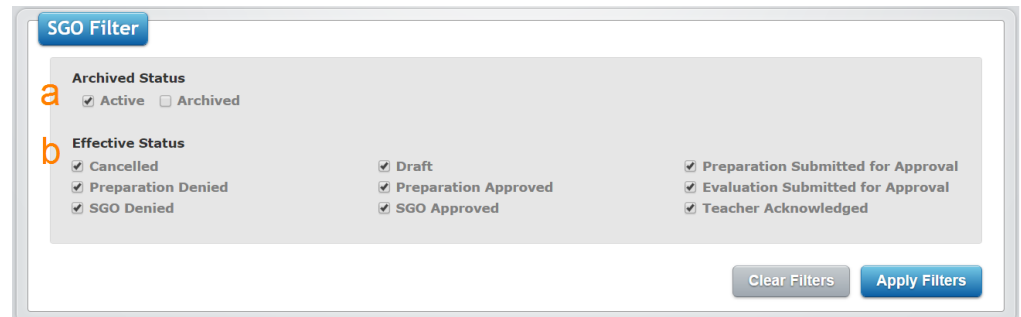
a. Teacher's Name (must select a school first)

b. Designated SGO Reviewer

c. Instruction Period Data Range

d. Archived Status

e. Effective Status

*Note: Administrators can filter for SGOs with a Draft effective status but will not be able to open them.

3

Teachers

By default, teachers be shown all active (unarchived) SGOs they have created, and they can narrow the list by drilling down and/or applying the following filters:
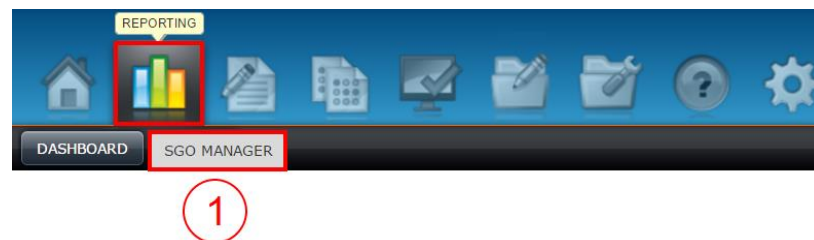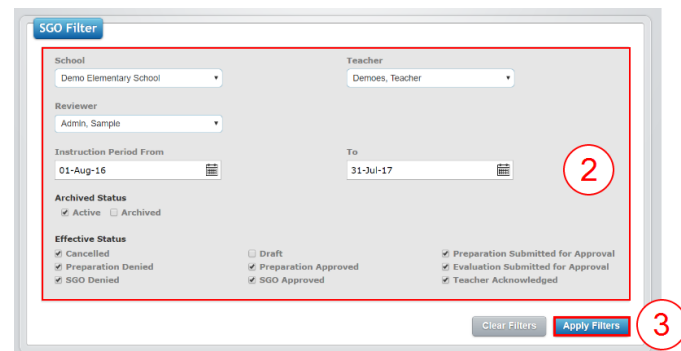
a. Archived Status

b. Effective Status

Use the SGO Manager Home Filters

1. Click on the "Reporting" tab and then click on the "SGO Manager" module.

2. Set the filters at the top of the page as desired using the respective drop-down menus and checkboxes (refer to pages 2-3 for more information).
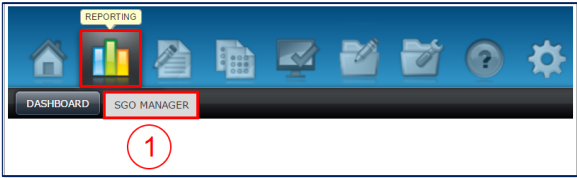
3. Click the "Apply Filters" button. The SGOs shown below will update based on the filters set.
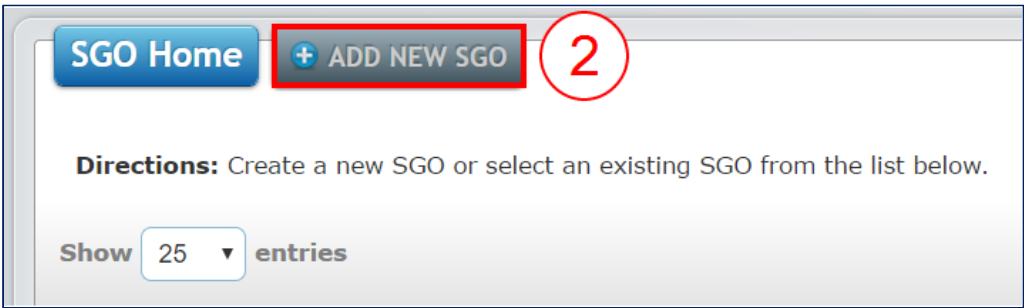
Task: Create an SGO (Steps 1-5)
Audience: Teachers

Step 1: Create an SGO

1. Go to the "SGO Manager" module under the "Reporting" tab.

2. Click the "Add New SGO" button.

3. Give your SGO a name, select the date range for your interval of instruction, and select the grade level(s). Then, click the "Create" button.

Step 2: Select the Student Population

4. After naming the SGO, you will then be taken to the "Select Student Population" page. The top of the page contains a navigation workflow that highlights the step you are working on and the overall process.

5. Select your term(s) and class(es) and then click on the "Show Students" button.

6. Use the optional Program, Race and Gender filters by first deselecting inapplicable demographics to exclude the groups and then clicking on the "Show Students" button once again.

7. After clicking "Show Students" the list of students will be displayed. You can then deselect individual students simply by clicking on their name.

8. When finished, click on the "Save and Continue" button to begin selecting your data point(s).

Step 3: **Add Data Points with Multiple Measures**

9. Once on the "Data Points" page, begin by clicking on the "Add Data Point" buttons to add either pre- or post-assessments. You will then have an option to select from an assortment of data points which are explained below. After saving a data point, you can continue to "Add" additional data points.
    Note: You must have a minimum of 1 pre-assessment data point and 1 post-assessment data point in order to be able to submit the SGO for approval.

A. <u>Pre-Assessment Data Points</u>: Pre-assessment data points are tests that students have already taken and that will be used to group/tier students to determine their growth objectives for the post-assessment. These include:

    i.   LinkIt! Pre-Assessment: An assessment which was taken via LinkIt!, such as a beginning of year (form A) LinkIt! benchmark assessment, and end of year (form C) LinkIt! benchmark from the previous year, or a locally administered assessment that was designed on the platform or uploaded via the LinkIt Prime service.

    ii. [Historical] Pre-Assessment: Any 3rd party or high-stakes scores which have been uploaded to LinkIt! on your behalf by the LinkIt!team, such as PARCC, NJASK, or MAP.

    iii. [Custom] Pre-Assessment: Any scores entered by teachers directly on LinkIt via the Data Locker results entry module (e.g. DRA, writing scores, etc.)

    iv. External Pre-Assessment: This option should be used if the desired test results are not currently housed in LinkIt! Selecting this option allows the teacher to create a test and manually enter scores directly in the SGO Manager module as well as select a previous external test created for the same population of students. As an option, teachers may also upload an artifact (e.g., assessment instrument, student work) as an attachment.

B. <u>Post-Assessment Data Points</u>: Post-assessment data points are tests that students have not yet taken and can therefore be used to set student growth goals. These include:

i. LinkIt! Post-Assessment: An assessment which will be taken via LinkIt!, such as an end of year (form B or C) LinkIt! Benchmark assessment.

ii. [Custom] Post-Assessment: Any tests that will require teachers to enter scores directly on LinkIt via the Data Locker results entry module.

iii. To Be Created Post-Assessment: If the test you plan to use does not yet exist in LinkIt! (such as a Prime test), has not been uploaded (historical), has not been created in Data Locker (Custom), or will be taken externally and will require you to manually enter student scores, you can use this option "in the meantime." After the SGO has been approved by an administrator and students have taken the post-assessment, teachers must come back to this step and change the post-assessment.

Note: By definition, a post-assessment is a test that has not yet been taken by students and for which no data currently exists. Therefore, even if the data for the test you plan to use has already been uploaded by your solution center representative (Historical), you will not be able to select it until the SGO has been approved by an administrator. For these types of scenarios, select this option and after approval refer to pages 26-28 for directions on adding the desired post-assessment data point.

8

Instructions for adding each type of date point are included below.

> **A.i. Add a LinkIt! Pre-Assessment**
> *Note: The images for LinkIt! pre-assessments are also relevant to custom and historical pre-assessments.*

1. Select the subject, grade, and name of the test.

2. Select what score type to use, raw (points earned out of points possible) or percent (percentage of points earned out of 100).

3. You can either chose to use the overall scores on the test, or drill down to just the scores achieved on certain standards or tags by checking the corresponding boxed.

4. When finished, click "Save Data Point."

> **A.ii. Add a [Historical] Pre-Assessment**
  1. Select the subject, grade, and name of the test.

  2. Select what score type to use (raw, scaled or percentage).

  3. You can either chose to use the overall scores on the test, or drill down to just the scores achieved on certain clusters or strands by checking the corresponding boxed.

  4. When finished, click "Save Data Point."

> **A.iii. Add a [Custom] Pre-Assessment**
  1. Select the subject, grade, and name of the test.

  2. Select what score type to use (can vary based on the type of data being collected).

  3. When finished, click "Save Data Point."

> **A.iv. Add an External Pre-Assessment**
  Selecting the Pre-Assessment External option allows you to create a test and add the student scores directly within SGO Manager. To do so:

  1. Select a subject and grade and enter the name of the test.

  2. Indicate the total number of points possible and date of administration.

  3. Manually enter the scores for each student in the "Score" column.

  4. As an option, teachers may also upload an artifact (e.g., assessment instrument, student work) as an attachment by clicking on the "Attach Supporting Documentation" button.

  5. When finished, click "Save Data Point."
  ***Note:** All external tests will have a raw score by default.*

10

> **B.i. Add a LinkIt! Post-Assessment**
> 1. Select the subject, grade, and name of the test.
>
> 2. Select what score type to use (raw or percent).
>
> 3. You can enter a rationale for the SGO/standards chosen in the text box provided.

 4. You can either chose to use the overall scores on the test, or drill down to just the scores achieved on certain standards or tags by checking the corresponding boxed.

 5. When finished, click "Save Data Point."

TIP: To drill down to just the scores achieved on certain standards, you must drill down to the lowest level using the arrows to the left of the overall standards initially shown. Selecting the overall standards rather than the sub-standards will cause scoring errrors.

➢ **B.ii. Add a [Custom] Post-Assessment**
1. Select the subject, grade, and name of the test.

2. Select what score type to use (raw or percent).

3. When finished, click "Save Data Point."
   ***Note:** Given the various types of data that can be entered via the Data Locker results entry module, SGOs with Custom post-assessment data points must be manually scored. Refer to pages 28-30 for directions on manually scoring an SGO.*

➢ **B.iii. Add a To Be Created Post-Assessment**

1. Select the subject, grade, and enter a name for the test.

2. You can enter a rationale for the SGO/standards chosen in the text box provided.

3. As an option, teachers may also upload an artifact (e.g., assessment instrument, student work) as an attachment by clicking on the "Attach Supporting Documentation" button.

4. When finished, click "Save Data Point."

12

10. When finished selecting and saving your data points, click on the "Continue" button at the bottom of the page to move on to step 4, where you will set up your preparedness groups.
Note: If you plan on comparing student performance in the pre-assessment to the post-assessment, both tests must be the same test type (e.g. LinkIt, custom, etc.) and use the same score type (e.g. raw, percent, etc.).

Step 4: Set Up Preparedness Groups

11. The Student Groups page will list all students along with their respective scores for all the pre-assessment data points added in the previous step, each individually color-coded according to the achievement levels set for that particular test. In this page, you will establish differentiated tiered groups based on student performance in the data points selected.

12. To begin setting up your groups click the "Setup" button.

13. In the dialogue window that appears, click the "Add Group" button and add as many groups as desired (up to 10). As new groups are added or removed, color coding will be automatically applied. Name each of your groups and click the "Save Groups" button when finished.

TIP: Your group of highest performing students will be green (#1) and your lowest will be red. Any additional groups will be a variation of colors between green and red (e.g. light green, yellow, orange, etc.)

14. The groups added will now appear on the top of the page. To auto group students according to how closely their achievement bands match the colors of the preparedness groups, check the box next to the "Students" column header and click the "Auto Group" button at the bottom of the page.

15. Students will be placed in an appropriate group based on the default weights and cut scores of the pre-assessment data points, but you can move individual students into a different group as desired by checking the box next to their name and clicking the number button of the group to which they should be assigned.

Students can also be added to the "Excluded" group if you would no longer wish to include them in your student population.

> ➢ **Change Cut Scores**
> You have the option of changing the cut scores for each pre-assessment data point added, which determine the color coding applied to each data point. To do so:

1. Click the "Change Cut Scores" button of the desired test.

2. In the window that appears, you can change the names and ranges of the current bands, add new bands by clicking the "Add Band" button, and deleted bands by clicking the red "x" icons to the right of each.

3. After making the desired changes, click the "Save Cut Score" button.

TIP: Cut score bands are color-coded based on the score ranges provided. The highest range will be green and the lowest red, and those in between will be a variation of colors between red and green (e.g. light green, yellow, and orange). You might find it helpful to have the same number of bands as preparedness groups.

> ➢ **Change Weights**
> If you feel certain data points should count more than others when placing students within their preparedness groups, you can change the weighting by clicking on the "Change Weights" button. The window that appears will list all pre-assessment data points weighted equally. Change the desired weights and when finished click the "Save Weights" button.

When finished, click on the "Save and Continue" button to move on to step 5, where you will select a scoring plan and post-assessment target scores for the preparedness groups crated.

15

Step 5: Select a Scoring Plan, Set Up Target Scores, and Submit SGO for Administrative Review

16. In the scoring plan page, begin by selecting the type of quantifiable target you plan to use. The options are:

    a. #% of students will achieve a score of x on post assessment.
    Note: If you have added a "To Be Created" post-assessment, you will choose what type of score to use (e.g. raw, percent, etc.) when you return to add it in step 3 after initial administrative approval. You must therefore keep in mind the type of score when setting up your target scores.

    b. Based on the pre-assessment, #% of students will improve by x on post assessment
    Note: This option will require you to select the pre-assessment to use as baseline if you have added multiple pre-assessments. Furthermore, this option can only be selected if both the pre- and post-assessments are the same test type and use the same score type.

    c. #% of students will achieve x out of y on post assessment
    Note: This option will require you to enter the total points possible in the textbox provided for the post-assessment you will add.

    d. Manual Scoring
    Note: If your post-assessment is a custom test (i.e. DRA, writing scores, etc.) or if your pre-and post-assessments are different types of tests (i.e. LinkIt benchmark vs. external) and/or have different score types (i.e. raw vs. percent), you will be required to select this option by default as the system will be unable to score the SGO automatically. You will also need to select the pre-assessment to which the post-assessment is being compared.

> **TIP:** If you are unable to select a scoring plan, it is because you have not added a post-assessment data point in step 3.

16

17. Next, set your target scores by clicking on the "Set Targets" button. In the window that appears, enter the minimum expectation for each group, and when finished click the "Save Target Scores" button.

18. The table at the bottom of the page will populate with the percent of students (and number out of total number of students in parentheses) in each group that must score at or above the indicated target score in the post-assessment in order for the teacher to receive the rating in the corresponding column header. Each attainment goal can be manually adjusted by clicking on the corresponding buttons and modifying the percent of students in the window that appears.

19. When satisfied with the scoring plan, click the "Save" button.

TIP: If you will be scoring your SGO manually, you can set up goals using non-numeric characters since the system will not be using these values for scoring. For example, your goals can be Lexile levels, decimals, fractions, or phrases (e.g. "Will increase by 1", "+1", etc.)

20. To submit the SGO for administrative approval, click the "Submit" button. The window that appears will have a drop-down list of all administrators in your school/district. Select your administrator from the list and click the "Submit" button.
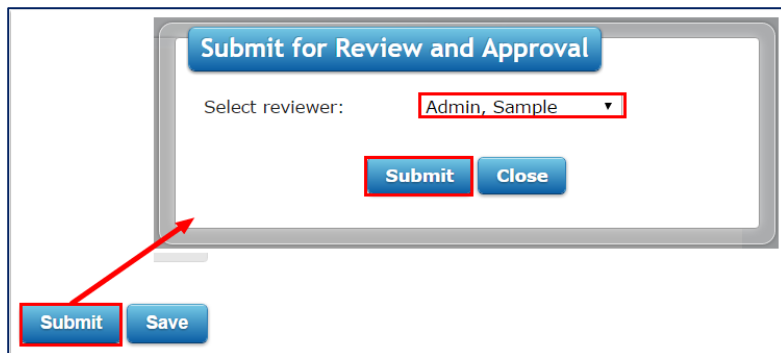

21. The selected administrator will receive an email notification letting them know the SGO has been submitted. Once the administrator has reviewed your SGO, you will receive an email notification regarding the status as well as any feedback provided. Your administrator can either a. approve b. deny, or c. authorize a revision of your SGO. Refer to the corresponding directions below based on your SGO status:

   a. If your SGO has been approved, it will be locked from any further revision, with the exception of minor changes such as adding or removing a student and changing external test scores. You will be able to continue to step 7 - Progress Monitoring and Scoring (refer to pages 21-31 for directions).

   b. If your SGO has been denied or c. authorized for a revision, the current version will be retired and an identical "Version 2"copy will be created, in which you will be able to make the necessary edits based on your administrator's feedback. You will then be able to re-submit your Version 2 SGO for approval.

18

Task: Review an SGO (Step 6)
Audience: Administrators

1. Go to the "SGO Manager" module under the "Reporting" tab. Use the filters at the top to narrow the list of SGOs shown (refer to pages 2-4 for more information).
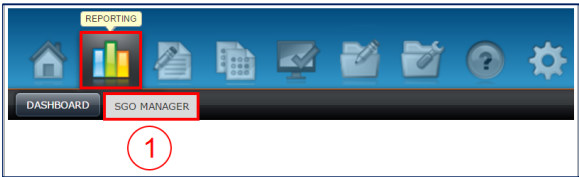
***Note:** In the event you are unable to review an assigned SGO due to external circumstances (i.e. being on maternity leave, etc.), other administrators will be able to do so on your behalf. All SGO activity will be tracked in its audit trail. Directions for viewing an SGO's audit trail are on page 34.

2. All SGOs will list the following information:
   a. SGO name
   b. Version number
   c. Teacher
   d. School
   e. Grade of students
   f. Course name
   g. Number of students
   h. Interval of instruction
   i. Created date
   j. Effective status
   k. Effective status date
   l. Reviewer (assigned administrator)

   As an administrator, you will receive an email notification when an SGO is assigned to you for review.

3. To begin reviewing an SGO, click on the pencil and paper icon to the left of the name.

4. The window that appears will show the SGO's name, start and end dates, and grade(s). Click the "Continue" button.

5. Review the information the teacher has entered in steps 2-5 by clicking on each of the steps on the navigation ribbon at the top of the page (refer to pages 5-18 for information on what each of these steps involves). When you have finished reviewing, click on step 6 – Admin Review.

6. At the Admin Review page, enter any feedback for the teacher in the text box provided.

7. Next, choose to either a. approve, b. deny, or c. authorize a revision of the SGO by clicking on the corresponding button at the bottom of the page. Teachers will be notified via email regarding the status and any feedback provided. Explanations of the three review options are listed below:

   a. Approving the SGO will send the SGO back to the teacher. The SGO will be locked from any further revision, with the exception of minor changes, such as adding or removing a student and changing external test scores.

   b. Denying and c. Authorizing a Revision of the SGO will retire the current SGO, make a copy of it, set that copy to "Version 2" and allow the teacher to resume editing Version 2.

Task: Progress Monitor an SGO (Step 7)
Audience: Administrators and Teachers

Once an SGO has been approved, both the teacher and administrators will be able to access the "Progress Monitor & Score" tab. The progress monitoring feature allows teachers and administrators to gauge students' progress towards attaining the SGO targets using a test with <u>similar criteria (e.g. test type, score type, etc.) to the post-assessment data point</u> added in step 3 <u>for which there is data currently available</u>. To do so, follow the directions below:

1. Open the desired SGO by clicking the pencil icon next to its name and click "Continue" in the window that appears.
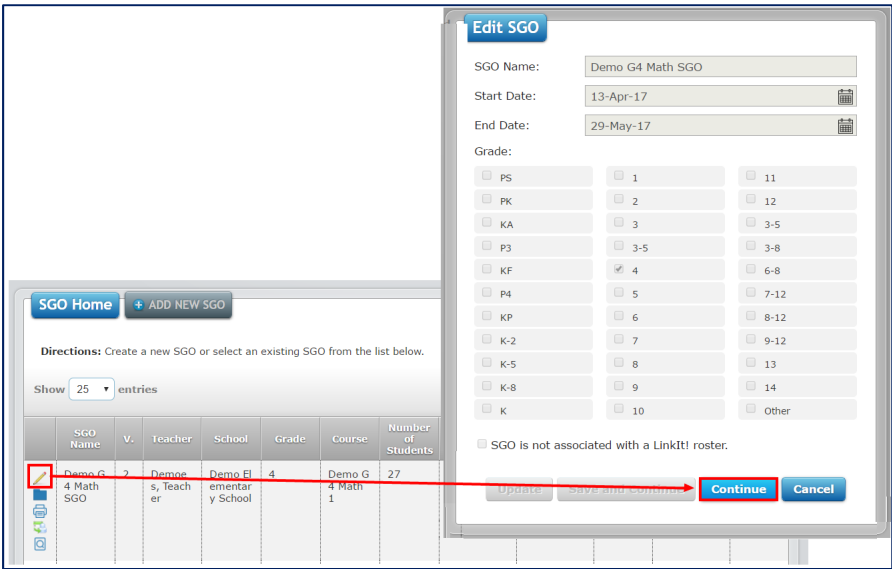
2. Go to step 7 by clicking on the navigation ribbon at the top of the page.

3. Click on the "Monitor Progress" button.
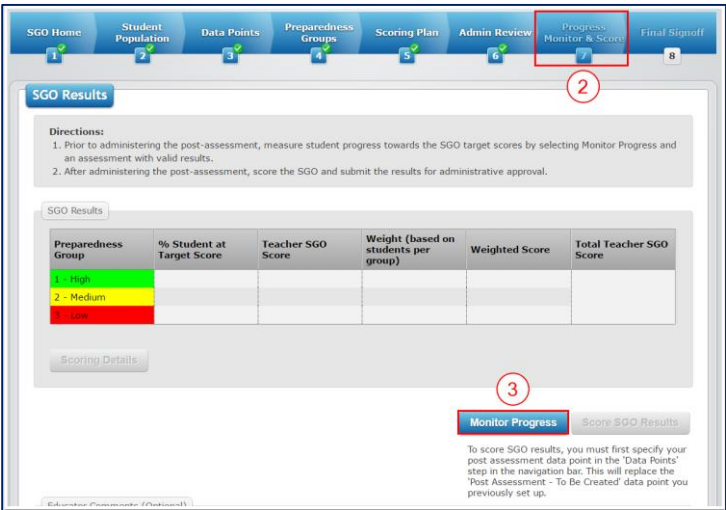
4. In the window that appears, select a type of test from the drop down menu and follow the corresponding set of directions below:

➢ **PM.i. LinkIt! Progress Monitoring**

1. Select the subject, grade, and name of the test.

2. Select what score type to use (raw or percent).

3. You can either chose to use the overall scores on the test, or drill down to just the scores achieved on certain standards or tags by checking the corresponding boxed.

➢ **PM.ii. External Progress Monitoring**

1. Select the subject, grade, and enter a name for the test OR select an external test previously created in a different SGO.

2. Indicate the total number of points possible and date of administration.

3. Manually enter the scores for each student in the "Score" column.

> **PM.iii. [Historical] Progress Monitoring**

1. Select the subject, grade, and name of the test.

2. Select what score type to use (raw or percent).

3. You can either chose to use the overall scores on the test, or drill down to just the scores achieved on certain clusters or strands by checking the corresponding boxed.

> **PM.iv. [Custom] Progress Monitoring**

1. Select the subject, grade, and name of the test.

2. Select what score type to use (raw or percent).

3. You can either chose to use the overall scores on the test, or drill down to just the scores achieved on certain clusters or strands by checking the corresponding boxed.

5. After selecting the test, click the "Show Score" button. The SGO will be scored against the progress monitoring assessment (but not committed as the teacher's final score) and the results for each group will be displayed in the "SGO Results" table along with the teacher's total SGO score.

6. After monitoring progress for your SGO, you can see which students achieved the target scores by clicking the "Scoring Details" button. The window that appears will list (a) students in their respective preparedness groups, (b) their progress monitoring test scores, and (c) checked or unchecked boxes indicating whether they achieved the target scores.

Task: Score and Submit an SGO for Final Signoff (Step 7)
Audience: Teachers

Once an SGO has been approved and the indicated post-assessment has been administered, a teacher will be able to score the SGO and submit it to an administrator for final signoff.

Score an SGO

1. Open the desired SGO by clicking the pencil icon next to its name and click "Continue" in the window that appears.
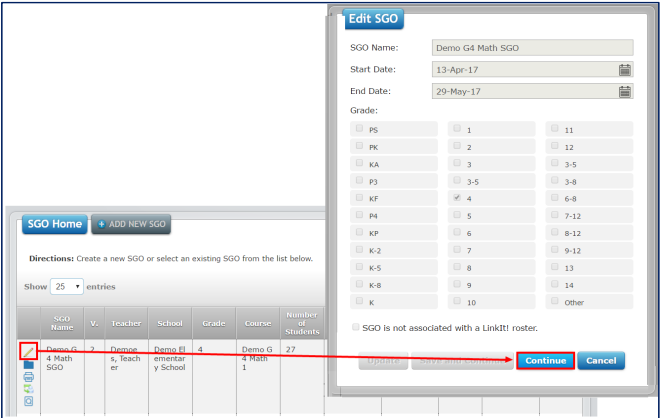
2. Directions are different based on the type of post-assessment data point added in step 3. follow the corresponding set of directions below:

   ➢ **B.i. LinkIt! Post-Assessment**

   B.i.1. Go to step 7 by clicking on the navigation ribbon at the top of the page.

   B.i.2. Click the "Score SGO Results" Button.

   B.i.3. The SGO will be scored against the post- assessment and the results for each group will be displayed in the "SGO Results" table along with the teacher's total SGO score. The date in which the SGO was scored will also be displayed below the table.
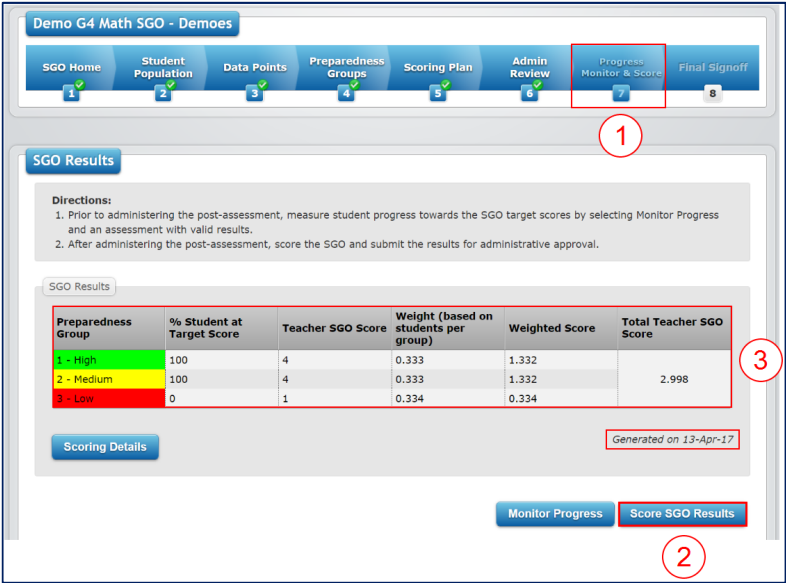
➢ **B.ii. [Custom] Post-Assessment Test**

Refer to pages 28-30 for instructions on manually scoring an SGO.

➢ **B.iii. To Be Created Post-Assessment**

B.iii.1. Go to step 3 by clicking on the navigation ribbon at the top of the page.

B.iii.2. Click on the label with the name of the "Post-Assessment – To Be Created" test you created to expand the data point.

B.iii.3. Click on the "Select Test Type" drop-down menu and change the type from "To Be Created" to the type of the post-assessment you will use to score the SGO (LinkIt!, Historical, Custom, or External).

B.iii.4. Next, select or enter the test data for the desired post-assessment. This process is identical to adding a pre-assessment data point of the same type. Refer to pages 7-10 for the corresponding set of instructions. During this process, it is important to keep in mind the following:

- If you have selected scoring plan #1 - #% of students will achieve a score of x on post assessment – ensure the post-assessment scores are the same type (e.g. percent, raw) as the target scores you set for your preparedness groups in step 5.

- If you have selected scoring plan #2 - Based on the pre-assessment, #% of students will improve by x on post assessment – ensure the post-assessment has the same test type and score type as the pre-assessment.

- If you have selected scoring plan #3 - #% of students will achieve x out of y on post assessment – ensure the total points possible for the post-assessment is the same as the total points indicated in step 5.

- If your post-assessment is a Custom test type (e.g. DRA, writing scores, etc.) entered via Data Locker results entry, you must score your SGO manually. Refer to pages 28-30 for instructions on manually scoring an SGO.

B.iii.5. When you have finished adding your post-assessment data point, click the "Save Data Point" button.
Note: Once you save your post-assessment data point, you will be unable to change it.
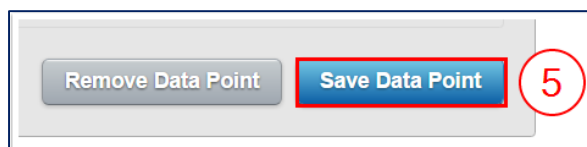
B.iii.6. Go to step 7 on the navigation ribbon at the top of the page.

B.iii.7. Click the "Score SGO Results" Button.

B.iii.8. The SGO will be scored against the post- assessment and the results for each group will be displayed in the "SGO Results" table along with the teacher's total SGO score. The date in which the SGO was scored will also be displayed below the table.

➢ **Manually Score an SGO**

The following scenarios will require you to manually score an SGO:

o You have added a [Custom] post-assessment data point

o You have selected scoring plan #2 - Based on the pre-assessment, #% of students will improve by x on post assessment – and your pre- and post-assessments are different types of tests (e.g. LinkIt! vs. DRA [Custom], LinkIt! vs. External, etc.).

o You have selected scoring plan #2 - Based on the pre-assessment, #% of students will improve by x on post assessment – and have selected different score types for your pre- and post-assessments (e.g. percent vs. raw, scaled vs. raw, etc.)

In these scenarios, the system will be unable to automatically score your SGO, but you can manually score it by following the instructions below:

M.1. Ensure your post-assessment data is on LinkIt:

o LinkIt! Test Data: Has been taken by students

o Custom Test Data: The data has been entered via the Data Locker results entry module.

o Historical Test Data: Has been uploaded by your Solution Center representative

o External Test Data: Has been added in step 3.

o To Be Created: The test type has been changed in step 3 to one of the test types above (refer to instructions on pages 26-27).

M.2. Go to step 7 on the navigation ribbon at the top of the page.

M.3. Click the "Scoring Details" button.

M.4. The window that appears will list students in their respective preparedness groups along with their pre- and post-assessment test scores. Indicate which students have achieved their target by checking their respective boxes under the "Achieved Target?" column.

M.5. When finished, click the "Save" button and then the "Close" button.

TIP: You might find it helpful to take a screenshot of your scoring plan in step 5 to have as a reference while manually scoring an SGO.

29

M.6. Click the "Score SGO Results" button again. The correct individual group scores and overall score will now be reflected in the "SGO Results" table.

3. After scoring your SGO, you can see which students achieved the target scores by clicking the "Scoring Details" button. The window that appears will list a. students in their respective preparedness groups, b. their pre- and post-assessment test scores, and c. checked or unchecked boxes indicating whether they achieved the target scores.

Submit an SGO for Final Signoff

4. After scoring your SGO, you will have the option of adding comments to your administrator in the "Educator Comments" text box provided.

5. When you are ready to submit, click the "Submit for Approval" button. The administrator to whom you assigned to review the SGO will receive an email notification letting them know the SGO has been scored and is ready for final signoff review. Your administrator will either approve or deny the SGO, and you will receive an email notification once they have done so. For the latter, they will have to provide feedback regarding their decision.

Task: Signoff an SGO (Step 8)
Audience: Administrators

1. As an administrator, you will receive a second email notification once a teacher has scored and submitted their SGO for final signoff. Begin by opening the SGO and going to Step 7 – Progress Monitor & Score - by clicking on the navigation ribbon at the top of the page. Review the teacher's score and any comments provided.

2. Go to step 8 – Final Signoff.

3. You will have the option of either (a) approving or (b) denying the SGO by clicking the corresponding buttons. If you are denying the SGO, you must provide a reason in the "Comment" text box provided.

   Note: If the SGO is denied, the teacher will be unable to make any modifications and will therefore have to create a new SGO altogether.

Task: Acknowledge Administrative Signoff of an SGO
Audience: Teacher

You will receive an email after your administrator has signed off your SGO. Though not necessary, you can acknowledge the administrative sign off by opening your SGO, going to step 8, and clicking the "Teacher Acknowledge" button. You can also add closing comments in the text box provided.

# Task: View Audit Trail, Archive, and Print an SGO

Audience: Administrators and Teachers

View an SGO's Audit Trail

All activity performed on an SGO, both by administrators and teachers, will be logged in its audit trail. This feature can be useful for tracking the completion and review of SGO milestones, particularly in cases where an administrator is reviewing an SGO on behalf of another colleague.
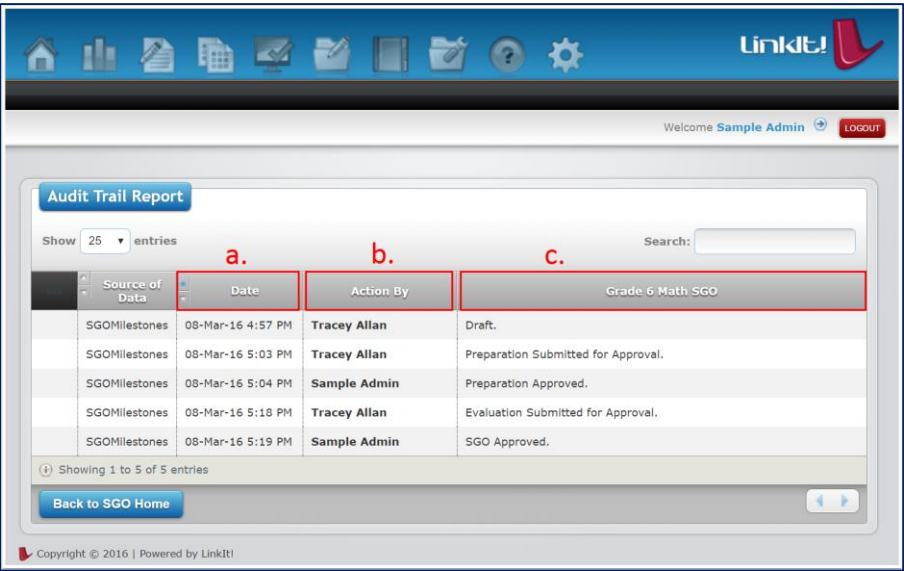
To view an SGO's audit trail:

1. Go to the "SGO Manager" module under the "Reporting" icon.
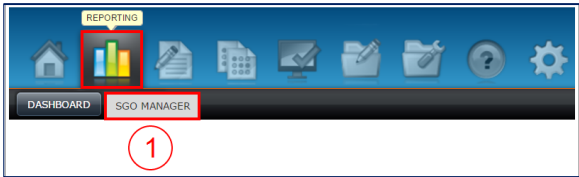
2. Click on the magnifying glass "Display Audit Trail" icon next to the desired SGO.
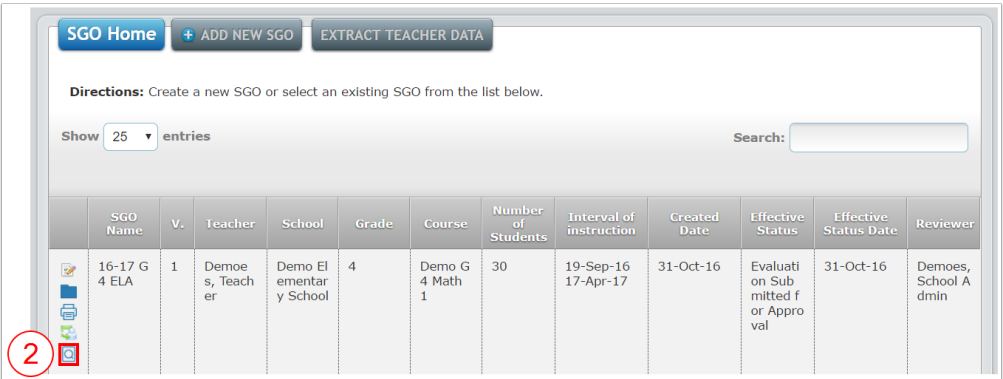
3. The following page will list a. the date and b. the individual who performed each action along with c. a description of the action itself.
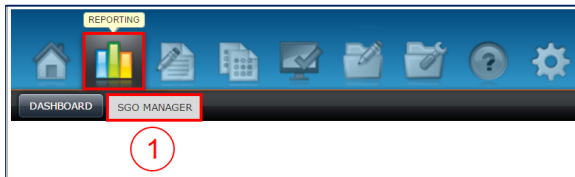
Archive an SGO

Archiving an SGO allows you to hide it from the default view, which can be useful for hiding cancelled or retired versions as well as completed SGOs from previous years.
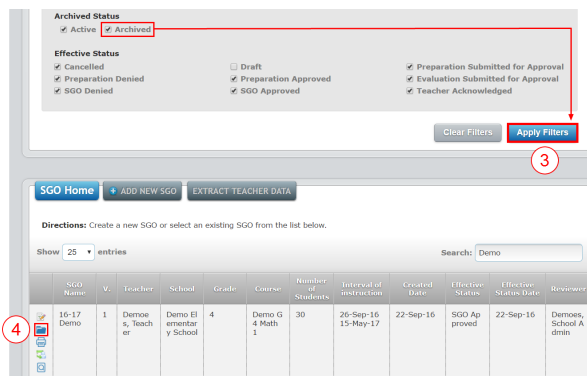
To archive an SGO:

1. Go to the "SGO Manager" module under the "Reporting" icon.

2. The "Archived Status" filter at the top of the SGO Manager will be set to only show active (unarchived) SGOs by default, meaning only unarchived SGOs will be shown in this view. Click on the blue closed folder icon next to the SGO you would like to archive.
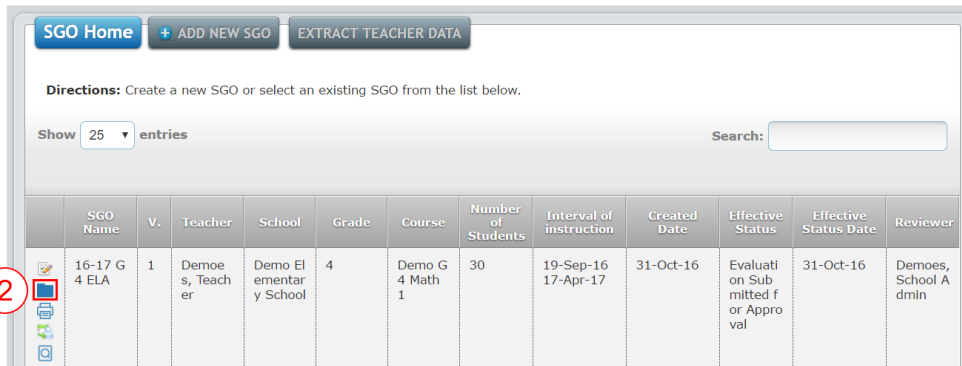

3. The SGO will disappear from the current view. To view it as well as all other archived SGOs, check the "Archived" box and click the "Apply Filters" button. In this view, archived SGOs will be shown with an open folder icon and unarchived SGOs will be shown with a closed folder icon.
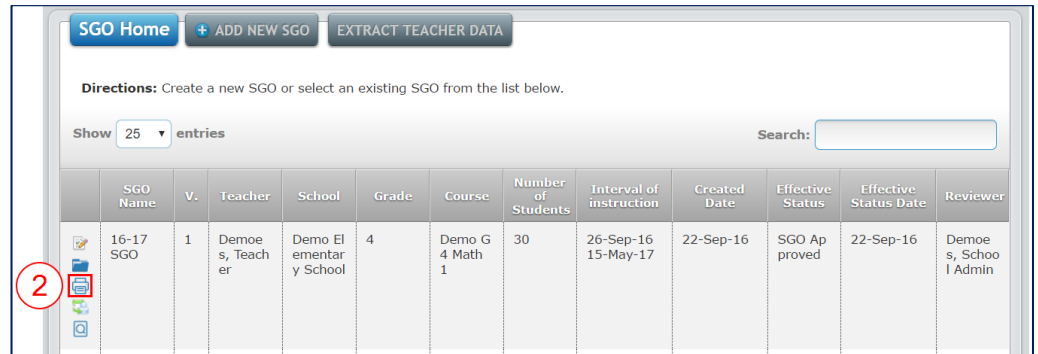

4. To activate (unarchive) an SGO, click on its corresponding open folder icon.

Print an SGO

1. Go to the "SGO Manager" module under the "Reporting" icon.
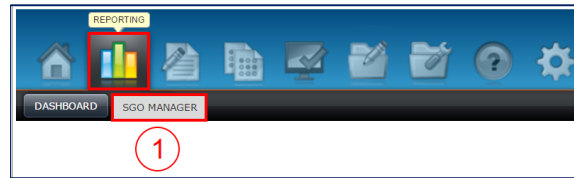
2. Click on the "Print PDF" printer icon next to SGO you would like to print.

3. In the dialogue window that appears, click the "Save PDF" button.

4. Click on the link that appears in the dialogue window.

5. A PDF version of the SGO will open in a new tab, which can be downloaded and/or printed. The PDF will list all the information entered by the teacher and/or administrator in each step, including their data points, preparedness groups, scoring plan and target scores, as well as their score and whether each student individually achieved their target.
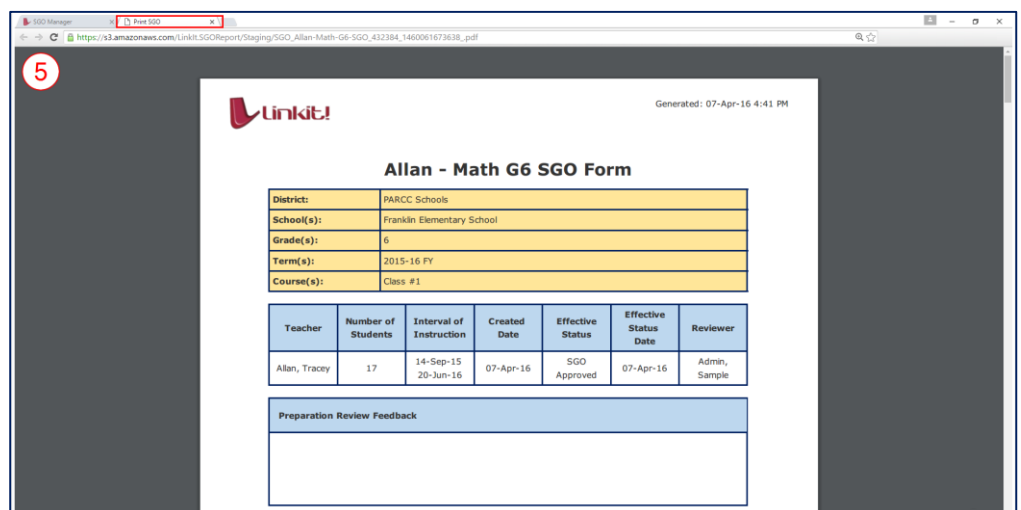
Task: Extract Teacher SGO Data
Audience: Administrators

Teacher data for SGOs that have been given final signoff approval by administrators can be extracted from the SGO Manager by clicking the "Extract Teacher Data" button.

*Note: This feature is only available for district and school administrators. The extract for district administrators will contain teacher data for the entire district. whereas the extract for school administrators will only contain teacher data for the school(s) to which they have access.

TIP: You can save the extract as an Excel file by adding ".xls" to the end of the name.

The extract will download as a .CSV file and the first six columns will list the following information for each teacher in the district whose SGOs have been given final signoff approval:

a. Column A: State ID

b. Column B: Average SGO score
   Note: If the teacher only completed one SGO, this column will show that SGO's score. If the teacher completed multiple SGOs, this column will show the average score of all the SGOs given final signoff.

c. Column C: School

d. Column D: First name

e. Column E: Last name

f. Column F: Student Information System ID (e.g. Genesis ID, etc.)

g. Column G: Local ID

h. Columns H and after: The proceeding columns will list the name, score, and final signoff date of each individual SGO the teacher completed.