

Instructions for SLO Submission - PC Users CH-UH Spring 2014

Step 1- Access the SLO template from the SLO Share Drive by clicking on this link [\\chuhsa02\SLO\\$](\\chuhsa02\SLO$)

You can also access the SLO Share Drive by clicking on the “Start” button, selecting “Run...”, and then typing \\chuhsa02\SLO\$

Step 2- Download the SLO template to your desktop. Save as a Word Document using the following format.

CHUHusername_subjectname_gradelevel

Example: D_feldman_english_10

J_egre_ELA_3

Step 3- Complete and save your SLO template. Make sure that you are modifying the document from your desktop.

Step 4- Once you have completed and saved **ALL** of the changes to your SLO, you are ready to submit your SLO.

Step 5- Click on the link to open the SLO share drive at [\\chuhsa02\SLO\\$](\\chuhsa02\SLO$)

Step 6- Drag your completed SLO Word document from your desktop into the appropriate building folder.

NOTE- Once you submit your document, you are not able to make any additional changes. All submissions will be considered final and ready for review by the SLO Review Committee (SRC).

Thank you for taking the time to submit your SLO. This process and procedure is new and there will be areas that need to be tweaked prior to the 2014-2015 school year. As you are going through this process, please jot down any thoughts that you may have to make this process more efficient and seamless. In the near future the SRC will send out a survey asking for your input. Please feel free to share your comments at that time.

If you have immediate questions regarding how to submit your SLO, please contact your building principal. He/she will be able to get in contact with someone to assist you.

Thanks again and we look forward to your feedback.

CH-UH SLO Review Committee