

Instructions for SLO Submission – MacBook Users CH-UH Spring 2014

Step 1 – To connect to the SLO Share Drive:

1. Click on the “Go” menu
2. Click on “Connect to Server”
3. In the “Server Address” bar, type smb://chuhsa02/SLO\$
4. Click on the “Connect” button
5. You will be asked to type in your district user name and password.
The drive will connect automatically.

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

firstinitial_lastname_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 – Save your SLO Word Document into the appropriate building folder on the SLO\$ drive.

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