Exporting Student Learning Objectives to Excel

The Student Learning Objectives module and the SLOs within often contain a lot of data that needs to be reviewed for quality. The Export to Excel option on the Student Learning Objectives Homepage will export the filtered list or selected SLOs to a Microsoft Excel spreadsheet to provide a more detailed view of the SLOs that exist in the district. All data, besides student data can be exported using this tool.

When exporting student learning objectives, there are two different formats to choose from: the **Detailed Report** and the **Summary Report**. The Summary Report is functions just like a users list as it will list each user and their associated SLOs. This is unlike the Detailed Report which will list each SLO. Both have their utility, so try them both to see if the report displays what is needed.

The available fields for the Summary Report are as follows:

- *District Name*:
  This is the district name as it appear throughout eDoctrina
- *School Name*:
  This is the school name linked to the teacher for the SLO as it appears throughout eDoctrina.
- *School Code*:
  If entered, this is the school code for teacher's school.
- *Teacher*:
  The allows to show the linked teacher(s) name as one column, opposed to showing a column for first name and last name.
- *Last Name*:
  This is the last name of the teacher linked to the SLO as it appears throughout eDoctrna.
- *First Name*:
  This is the first name of the teacher linked to the SLO as it appears throughout eDoctrna.
- *SSIN*:
  If entered, this is the state identification number of the teacher linked to the SLO.
- *E-mail*:
  This is the email address of the teacher linked to the SLO.
- *Username*:
  This is the username of the teacher linked to the SLO.
- *UID*:
  This is the UID (local ID number) of the teacher linked to the SLO.
- *On Leave*:
  If selected, this will display the on leave status of the teacher linked to the SLO.
- *Model*:
  If a TE model has been assigned to the teacher linked to the SLO for the selected year, then this will display here.
- *User Type*:
  This is the primary user type of the teacher linked to the SLO.
- *Year*:
  This is the year of the SLO.
- *Status*:
  This is the SLO workflow state of the SLO.

The available fields for the Detailed Report that are not also in the Standard Report are as follows:

- *ID*:
  This is the SLO ID# that is linked to the SLO
- *Teacher(s)*:
  This will display all teachers linked to the SLO showing the entered weight as well.
- *Course*:
  This will display the course that is linked to the SLO, if entered.
- *Subject*:
  This will display the subject that is linked to the SLO.
- *Grades*:
  This will display the grade(s) that are linked to the SLO.
- *Type*:
  This will display the SLO Type that is linked to the SLO.
- *Interval*:

This will display the entered interval for the SLO, if entered.

- *Rationale*:
  This will display the entered rationale for the SLO, if entered.
- *Learning Content Description*:
  This will display the entered learning content description for the SLO, if entered.
- *Baseline Description*:
  This will display the entered baseline assessment description for the SLO, if entered.
- *Baseline Tests*:
  This will display the linked baseline assessments for the SLO if there are any linked.
- *Evidence Description*:
  This will display the entered evidence assessment description for the SLO, if entered.
- *Evidence Tests*:
  This will display the linked evidence assessments for the SLO if there are any linked.
- *Population and Target Description*:
  This will display the entered population and target description for the SLO, if entered.
- *# Students*:
  This will display the number of students linked for the SLO, if any.
- *# W/O Data*:
  This will display the students that are linked to the SLO that do not have any data for the SLO.

The **Detailed Report** also offers a convenient "group by " functionality where it is possible to select one field and acquire the count of SLOs that fit that quality. For example, if School is the only field selected, then an export can be produced counting all SLOs that are linked to each school. There are many different options to choose from to get the detail necessary, so give the SLO export tool a try!