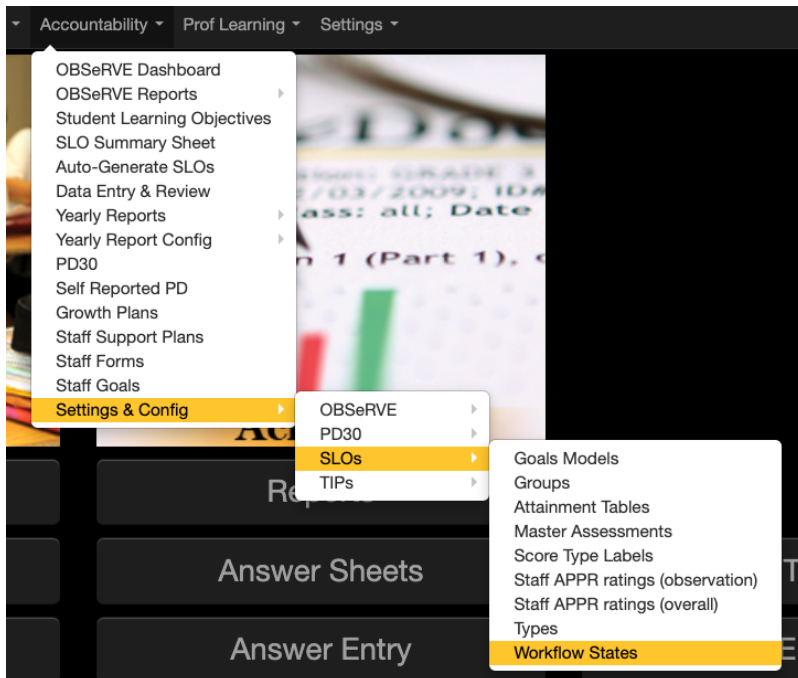


14.A.2. SLO Workflow Options

SLO Workflow options allow a district to customize the approval process for SLO's within their district. These options can only be configured by users with **district admin** profile permissions.

These options can be found in *Accountability => Settings & Config => SLOs => Workflow States*



Upon navigation to this module, there are an extensive amount of options to customize eDoctrina to closely match the districts preferences. Below is a summary of the available options.

SLO Workflow States												
+ Create												
Search												
District: Baltimore City Public Sch...												
Records 1-5 of 5												
		Def aut	Act ive	Final	Lock ed	Name	Availability	Features	Notify	Require	When locked unlock for teacher	When locked unlock for admins
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRAFT	<input checked="" type="checkbox"/> Status available for teachers <input type="checkbox"/> SLO visible to all <input type="checkbox"/> SLO hidden from teachers <input checked="" type="checkbox"/> Learning Content <input checked="" type="checkbox"/> Baseline data <input checked="" type="checkbox"/> Evidence data <input checked="" type="checkbox"/> Discussion board <input checked="" type="checkbox"/> Attachments	<input type="checkbox"/> Auto-approval <input checked="" type="checkbox"/> Can remove students <input checked="" type="checkbox"/> Can exclude students <input type="checkbox"/> Hide Approval Ratings <input type="checkbox"/> Add/Delete attainment table <input type="checkbox"/> Update attainment table <input type="checkbox"/> Do not allow copy	<input type="checkbox"/> Teacher <input type="checkbox"/> Evaluator <input type="checkbox"/> Observer	<input type="checkbox"/> Baseline score <input type="checkbox"/> Target score <input type="checkbox"/> Final score	<input type="checkbox"/> Unlock baseline score for teachers <input type="checkbox"/> Unlock target score for teachers <input type="checkbox"/> Unlock final score for teachers <input type="checkbox"/> Unlock rationale for teachers <input type="checkbox"/> Unlock attachments for teachers <input checked="" type="checkbox"/> Unlock approval rubric for teachers <input type="checkbox"/> Unlock student notes for teachers <input type="checkbox"/> Unlock Learning Content for teachers	<input type="checkbox"/> Unlock baseline score for admins <input type="checkbox"/> Unlock target score for admins <input type="checkbox"/> Unlock final score for admins <input type="checkbox"/> Unlock rationale for admins <input type="checkbox"/> Unlock attachments for admins <input type="checkbox"/> Unlock approval rubric for admins <input type="checkbox"/> Unlock student notes for admins <input type="checkbox"/> Unlock teachers for admins <input type="checkbox"/> Unlock Learning Content for admins

An important consideration when configuring SLO Workflow States is the differences between how a teacher may interact with an SLO compared to how a Principal or School Admin may interact (as there are configuration options that target the specific group). Please remember that all user groups are linked as a base user group of Teacher, School Admin, or District Admin; and some of these permissions are applicable to such these groups.

Notably, a Teacher user will only be able to move forward in workflow status and never go back while School Admin and District Admin users will be able to change the status of SLOs to any status.

Default

Only one workflow state can be indicated as the default within the district and this controls the initial status of all new and copied SLOs.

Active

Any workflow state can be set as Active or Inactive. Active workflow states will be available in accordance with other configuration options. If any workflow state is not active, then the workflow state will be unavailable for selection and filtering.

Final

The Final option is reserved for any workflow state that could be considered a "Final" score where it can then be added to a teachers set of evaluation data. Scores for SLOs will not transmit to final evaluation reports unless they are in some Final workflow state. Most districts will have one Final workflow state, but there are cases where there may be many.

Locked

When an SLO is in a workflow state that is locked, this means that no updates can be made to the SLO. Please refer to the bottom of this document for the options that allow for specific items in the SLO to be unlocked in accordance with the necessary touch points in each status.

Availability

- **Status available for teachers**

If enabled, this status will be available for a teacher level user to select as long as it is moving the status forward. This is an important feature as it allows districts to choose which states a teacher can move their SLO to as long as the minimum requirements are met. By default, SLO workflow states will be available to School Admin and District Admin.

- **SLO Visible to all**

If enabled, any SLO in this status will be able to be viewed by all users. This option is useful for developing SLO templates and making them available for copy, but should be avoided in cases where SLOs should be private to individual teacher users. By default, School Admin will be able to view all SLOs linked to subordinate users (i.e., Teachers) in their linked school/location and District Admin will have access to all SLOs within their district.

- **SLO hidden from teachers**

If enabled, any SLO in this status will be hidden from teachers, but more specifically the teacher that created the SLO as well. By default, users should be able to access content they create within eDoctrina, unless there is some status where an SLO must be hidden or quarantined for some reason. This is when this option should be used.

- **Learning Content**

The Learning Content section of the SLO editor is where learning standards and the general description of what standards covered could be logged. If this option is disabled, this option will be hidden from all users when the SLO is in this workflow state.

- **Baseline Data**

The Baseline Data section of the SLO editor is where it is possible to link eDoctrina assessments to the SLO to pull in the necessary data for baseline assessments. If eDoctrina assessments are not being used, it can be used to describe the nature of the baseline data being used in this SLO. If this option is disabled, this option will be hidden from all users when the SLO is in this workflow state.

- **Evidence Data**

The Evidence Data section of the SLO editor is where it is possible to link eDoctrina assessments to the SLO to pull in the necessary data for final/evidence assessments. If eDoctrina assessments are not being used, it can be used to describe the nature of the baseline data being used in this SLO. If this option is disabled, this option will be hidden from all users when the SLO is in this workflow state.

- **Discussion Board**

The Discussion board is another section that can be used as SLOs move along their lifecycle. The discussion board can be available to School Admin and District Admin users but can also allow teacher comments if configured this way. If this option is disabled, this option will be hidden from all users when the SLO is in this workflow state.

- **Attachments**

The Attachments section allows for users to upload or attach files from an external link or the local device (as possible supporting documentation). If this option is disabled, this option will be hidden from all users when the SLO is in this workflow state.

Features

- **Auto-Approval**

If enabled, the auto-approval feature will automatically select the final score for the SLO in accordance with the selected calculation method and the linked attainment table. This tool helps to expedite the selection of a final score in accordance with the SLO workflow state being a "Final" status as opposed to requiring some admin to select this rating as a step in the

workflow.

- **Can remove students**

If this option is available, it is granted at the district level to be able to remove students from an SLO after they have been added. If this district setting is granted, this option allows for the ability to remove students to be controlled by the status of the SLO. A great use for this option is to lock the student population as soon as the SLO is approved.

- **Can exclude students**

If this option is available, it is granted at the district level to be able to exclude students from an SLO after they have been added. If this district setting is granted, this option allows for the ability to exclude students to be controlled by the status of the SLO. Excluding a student will eliminate a student from the attainment calculations and allow them to remain within the SLO student population. A typical use case would be to design an SLO status where exclusion is allowed, but otherwise leave the option unavailable.

- **Hide approval ratings**

In some SLO workflow configurations, there may be an element of quality control where admins must evaluate the quality of the contents entered within an SLO before they can move to the next status. This option, when enabled, will hide these approval ratings.

- **Add/Delete attainment table**

For an SLO to be able to aggregate all data and provide a single score, it is required to link an SLO attainment table. Some districts (who will leave this option disabled) will set a default attainment table to be linked (as there may exist an approved rubric) and not require manual linkage. When enabled, users will be able to add or delete attainment tables from their SLO.

- **Update attainment table**

The option to allow users to customize the cut scores, score descriptions, and even points related to their attainment exists when enabled. If disabled, linked attainment tables will not be able to be edited. Please note that it is possible to allow updates but lock specific items of the attainment table.

- **Do not allow copy**

If enabled, SLOs will not be able to be copied when in this workflow state.

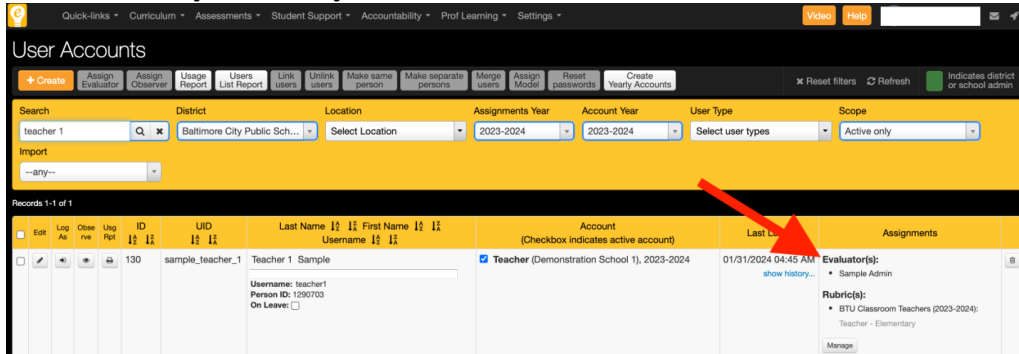
Notify

- **Teacher**

If enabled, any teacher linked to the SLO will receive an email message regarding a change of an SLO to this workflow state. Teacher is defined by anyone who is linked in the Teachers section of the SLO editor.

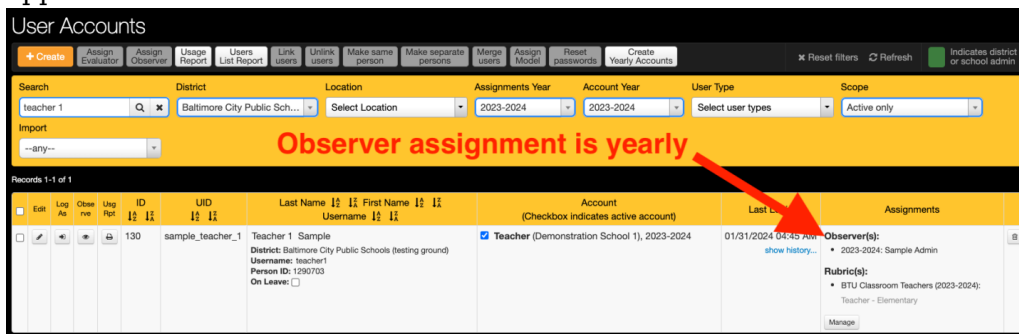
- **Evaluator**

If enabled, any evaluator linked to the SLO will receive an email message regarding a change of an SLO to this workflow state. The evaluator is defined by direct linkage to the teachers who the SLO is evaluating. This email will only be sent to those who are indicated here (as shown in the image below). The evaluator is an absolute assignment that will carry with the staff member year after year.



- **Observer**

If enabled, any observer linked to the SLO will receive an email message regarding a change of an SLO to this workflow state. The observer is defined by any appraiser that has the observe permission granted to the teachers linked to the SLO. Access could be defined at the user type or by observer assignment in the current year, so this email could be delivered to multiple appraisers.



Note: Can add comment

If any of the comment recipients are selected, the option for a specific comment to be included in the email can be added when this option is enabled.

Require

- **Baseline Score**

If enabled, all non-excluded students linked to the student population will be required to have a baseline score to be able to move to this workflow state.

- **Target score**

If enabled, all non-excluded students linked to the student population will be required to have a target score to be able to move to this workflow state.

- **Final Score**

If enabled, all non-excluded students linked to the student population will be required to have a final score to be able to move to this workflow state. It is often configured to include the requirement for both target and final if an achievement model is being used.

Unlock options: only apply if Locked is checked

Unlock Baseline Score: Check this option to allow teachers to edit the baseline score column while the rest of the SLO is locked.

Unlock Target Score: Check this option to allow teachers to edit the target score column while the rest of the SLO is locked.

Unlock Final Score: Check this option to allow teachers to edit the final score column while the rest of the SLO is locked.

Unlock Rationale: Check this option if you want teachers to be able to edit the Rationale field of the SLO while the rest of the SLO is locked

Unlock Attachments: Check this option to allow teachers to upload attachments while the rest of the SLO is locked.

Unlock approval rubric: Check this option to allow users to change the approval rubric for quality assurance purposes while the rest of the SLO is locked.

Unlock student notes: Check this option to allow users to comment on students linked to the SLO.