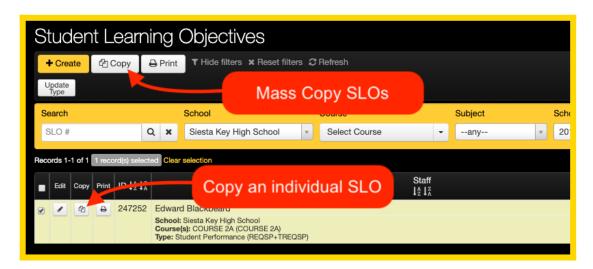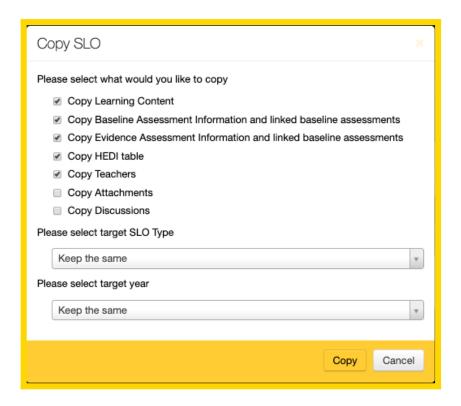# Copying a Student Learning Objective

Throughout the school year, there may be one of many reasons why an existing Student Learning Objective would need to be copied. Some of those reasons may be that an SLO from last year needs to be copied as a template to start this years SLO or you are simply copying from a district designed template. In any case, if there is a need to copy an SLO, eDoctrina offers the option to copy individual SLOs and also many by using the mass copy button.
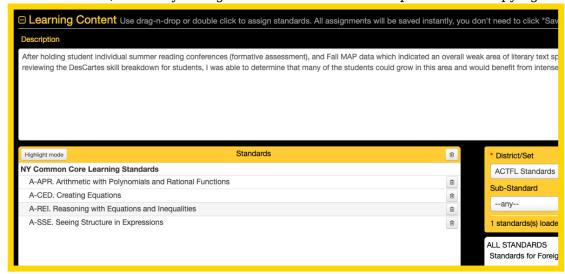

Any time one or many SLOs are copied, the following pop-up message will display prompting the user to make some selections to determine what and how the SLO(s) will be copied. Please note that the defaults have been chosen carefully, but these may need to be updated depending on preferences.

By default, everything in the **General** section will be copied exactly, which includes the Title, Subject, Grade(s), Course, and also the three text boxes that may encompass the Instructional Interval, Progress Monitoring Plan, and/or Rationale.
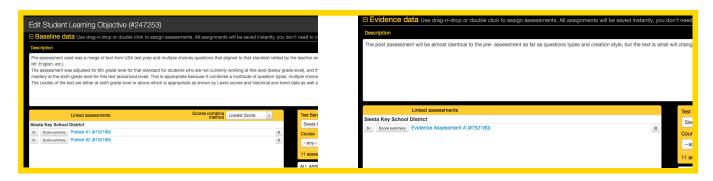

The **Learning Content** is related to the learning content description and the linked learning standards or proficiencies that are linked to the source SLO. Learning Content often differs from one SLO to another, so it may be a good idea to uncheck this option before copying the SLO.

NOTE: Any standards that have been marked with the Highlight tool will no longer be marked in the resulting copy.

The **Baseline Assessments** and **Evidence Assessments** are considered to the descriptions of the assessments in the text box and the linked assessments. If the copied SLO has the same Baseline or Evidence assessments and assessment criteria, then it is a good idea to copy this information. Just note that any excluded questions will not be copied and may have to be replicated manually.

The **HEDI Table** is the proficiency or attainment table that is linked to any SLO to determine the overall score. In most cases, this should be copied for every SLO because it is often that a school district has an approved framework for determining final scores.

The **Attachments** and **Discussions** are the attachments that are linked directly to the source SLO and the comments that have been made by all users in the discussion board.

The **SLO Type** is also a very important selection as there are frequent ocassions where this SLO type must be different because there is a maximum constraint for the type or another type of SLO needs to be created to complete the mminimum requirements. Usually, it is a good practice to select the option desired with intent if copying an individual SLO, but the mass copy action may require that the Type remains the same for all copied SLOs. These can always be updated later!

The **Target Year** is the year that will be linked to the resulting copy or copies of SLOs. The default selection here is to copy within the same year, but this can be updated to copy an existing SLO to a different school year.