

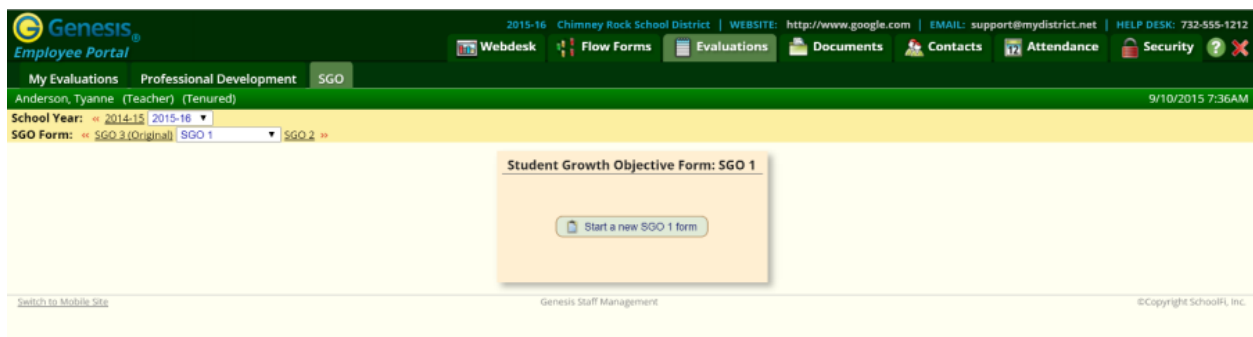
Teacher SGOs

Teacher SGOs in Genesis SchoolFi Evaluations

Teachers can have up to 3 SGOs. The SGO tools are available under the Evaluations->SGO screen in the Employee Portal

Download this as a PDF document [here](#).

The SGO Screen



The SGO screen and tools are simple and straightforward:

- There is an "SGO selector" at the upper left corner. It allows you to select which SGO you will be working on:

SGO Form: << SGO 3 (Original) SGO 1 ▼ SGO 2 >>

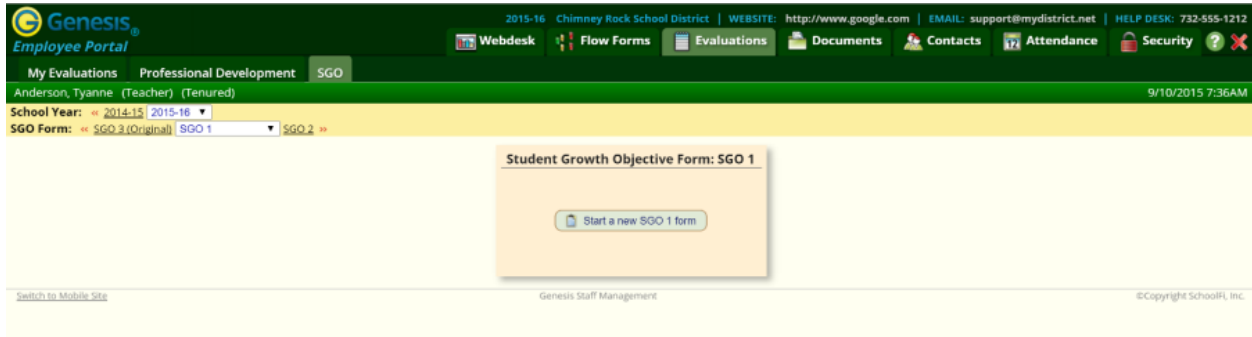
- None of the SGOs pre-exist: you must create each to be able to fill it in. There is a "Start a new SGO form" control for each of the three SGOs.

Starting a New SGO

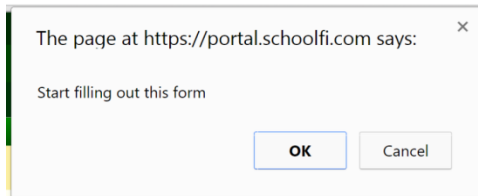
Starting a new SGO is simple and straightforward.

- Click on the "Evaluations" top tab, if it is not yet selected.
- Click on the "SGO" second level tab. This brings up the "SGO" screen:

3. Start the new SGO form3. Select SGO2. Click SGO1. Click on Evaluations



- Once on the SGO screen, select which SGO you want to work with:
SGO Form: << SGO 3 (Original) SGO 1 SGO 2 >>
- Finally, create the SGO by clicking the **Start a new SGO 1 form** button in the middle of the screen. You will be prompted to start filling out the form:



- Click OK to continue. This brings up the full SGO form:

Student Growth Objective Form: SGO 1

Attached Documents:

Grade: Course/Subject: Number of Students: Interval of Instruction:

Standards, Rationale, and Assessment Method

Name the content standards covered, state the rationale for how these standards are critical for the next level of the subject, other academic disciplines, and/or life/college/career. Name and briefly describe the format of the assessment method.

Starting Points and Preparedness Groupings

State the type of information being used to determine starting points and summarize scores for each type by group. Modify the table as needed.

Preparedness Group (e.g. 1,2,3)	Information #1	Information #2	Information #3
There are no preparedness groups.			

Student Growth Objective

State simply what percentage of students in each preparedness group will meet what target in the space below, e.g. "75% of students in each group will meet the target score." Describe how the targets reflect ambitious and achievable scores for these students. Use the table to provide more detail for each group.

Preparedness Group (e.g. 1,2,3)	Number of Students in Each Group	Target Score in SGO Assessment
There are no preparedness groups.		

Scoring Plan

State the projected scores for each group and what percentage/number of students will meet this target at each attainment level.

Preparedness Group (e.g. 1,2,3)	Student Target Score	Teacher SGO Score Based on Percent of Students Achieving Target Score			
		Exceptional (4)	Full (3)	Partial (2)	Insufficient (1)
There are no preparedness groups.					

Genesis Staff Management

Now you are ready to fill in the form!


Filling in the SGO Form: A Tour

The SGO form has 4 areas and each area has its own "Save" button.

Standards, Rationale, and Assessment Method

This is where you specify what the SGO will be about. (We do not address the content – we only provide the tool).


The screenshot shows the 'Student Growth Objective Form: SGO 1' interface. At the top, there are three buttons: 'Sign and Submit Form for Approval...', 'View PDF', and 'Delete this Form'. Below these is an 'Attached Documents' section with an 'Upload a new document...' button. The main form area contains several input fields: 'Grade:', 'Course/Subject:', 'Number of Students:', and 'Interval of Instruction:'. Below these is a section titled 'Standards, Rationale, and Assessment Method' with a text area for input. At the bottom of the form are 'Save' and 'Cancel' buttons.

- Fill in the **Grade**, **Course Subject**, **Number of Students**, and **Interval of Instruction** fields, and the **Standards, Rationale, and Assessment Method** description field.
- Click the  button directly under this section to save these fields.

Starting Points and Preparedness Groupings

Create your Preparedness Groups. You can create as many groups as you need for your SGO. When you create a Preparedness Group, it appears in the other sections below automatically.

The screenshot shows the 'Starting Points and Preparedness Groupings' section. It includes a title, a subtitle, and a table with columns for 'Preparedness Group (e.g. 1,2,3)', 'Information #1', 'Information #2', and 'Information #3'. The table is currently empty, displaying the message 'There are no preparedness groups.' Below the table are three buttons: '+ Add Preparedness Group...', 'Save', and 'Cancel'.

- To create a new Preparedness Group, click the  button. This brings up a "Create Preparedness Group" popup:

The screenshot shows the 'Add Preparedness Group' popup. It has a title bar with a close button. The form contains a required field for 'Group Name' with the value 'Group 1'. Below it are three text input fields labeled 'Information 1:', 'Information 2:', and 'Information 3:'. At the bottom of the popup are 'Add' and 'Cancel' buttons.

- The "Group Name" field is required. All of the other fields can be filled in either here or later.

CAVEAT: YOU WILL NOT BE ABLE TO CHANGE THE GROUP NAME LATER (unless you delete and re-add the entire Preparedness Group).

- Click Add to create the new Preparedness Group. The new group appears in the list:

Starting Points and Preparedness Groupings
State the type of information being used to determine starting points and summarize scores for each type by group. Modify the table as needed.

Preparedness Group (e.g. 1,2,3)	Information #1	Information #2	Information #3
Group 1			

- Repeat this to create as many Preparedness Groups as you need:

Starting Points and Preparedness Groupings
State the type of information being used to determine starting points and summarize scores for each type by group. Modify the table as needed.

Preparedness Group (e.g. 1,2,3)	Information #1	Information #2	Information #3
Group 1			
Group 2			
Group 3			

- Fill in the Information fields and click the button for this area.

Removing Preparedness Groups

If you need to remove a group, click the  button at its right side. This will remove the group.



Changing the Order of the Preparedness Groups

Navigation arrows

Starting Points and Preparedness Groupings
State the type of information being used to determine starting points and summarize scores for each type by group. Modify the table as needed.

Preparedness Group (e.g. 1,2,3)	Information #1	Information #2	Information #3
Group 1			
Group 2			
Group 3			

- To change the order the groups appear in the list, use the "navigation arrows" on the left side.

- Use  to move a group up in the list
- Use  to move a group down in the list

Student Growth Objective

Student Growth Objective

State simply what percentage of students in each preparedness group will meet what target in the space below, e.g. "75% of students in each group will meet the target score." Describe how the targets reflect ambitious and achievable scores for these students. Use the table to provide more detail for each group.


Preparedness Group (e.g. 1,2,3)	Number of Students in Each Group	Target Score in SGO Assessment
There are no preparedness groups.		

Once the Preparedness Groups have been created, they will be available to fill in:

Student Growth Objective

State simply what percentage of students in each preparedness group will meet what target in the space below, e.g. "75% of students in each group will meet the target score." Describe how the targets reflect ambitious and achievable scores for these students. Use the table to provide more detail for each group.

Preparedness Group (e.g. 1,2,3)	Number of Students in Each Group	Target Score in SGO Assessment
Group 1	<input type="text"/>	<input type="text"/>
Group 2	<input type="text"/>	<input type="text"/>
Group 3	<input type="text"/>	<input type="text"/>

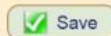
- Specify the number of students in each group
- Specify the Target Score in the SGO Assessment. This is a text field. The actual scoring plan is filled in below.
- Continue to the Scoring Plan section. Optionally click  at the bottom of the screen to store all your updates.

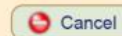
Scoring Plan

Scoring Plan

State the projected scores for each group and what percentage/number of students will meet this target at each attainment level.

Preparedness Group	Student Target Score	Teacher SGO Score Based on Percent of Students Achieving Target Score			
		Exceptional (4)	Full (3)	Partial (2)	Insufficient (1)
There are no preparedness groups.					





Once the Preparedness Groups have been created they will appear in this section as well:

Scoring Plan


State the projected scores for each group and what percentage/number of students will meet this target at each attainment level.

Preparedness Group	Student Target	Teacher SGO Score Based on Percent of Students Achieving Target Score			
		Score	Exceptional (4)	Full (3)	Partial (2)
Group 1	<input type="text"/>	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Group 2	<input type="text"/>	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Group 3	<input type="text"/>	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

This is where you enter the target score for each group, in the first column on the left, and then how many – or what percentage (%) must reach the score for the specified score to be achieved.

- The total number of students should be equal to the number of students specified above as covered by this SGO.
- Eg.

Preparedness Group	Student Target	Teacher SGO Score Based on Percent of Students Achieving Target Score			
		Score	Exceptional (4)	Full (3)	Partial (2)
Group 1	<input type="text" value="5"/>	<input type="text" value="80"/> %	<input type="text" value="60"/> %	<input type="text" value="40"/> %	<input type="text" value="30"/> %

- Click  at the bottom of the screen to store all your updates.




Working on the SGO


You can work on the SGO until it meets your satisfaction. It does not have to be completed in one sitting. Remember to save your changes to *each section* before ending your session.

Viewing the SGO as a Printable Form

To print out the SGO in the official SGO form, locate the controls at the top of the form:

Student Growth Objective Form: SGO 1


- Click the  button. This brings up the PDF form with your data in it.
- This is displayed as an ADOBE PDF: you can save it to your computer or send it to a printer.

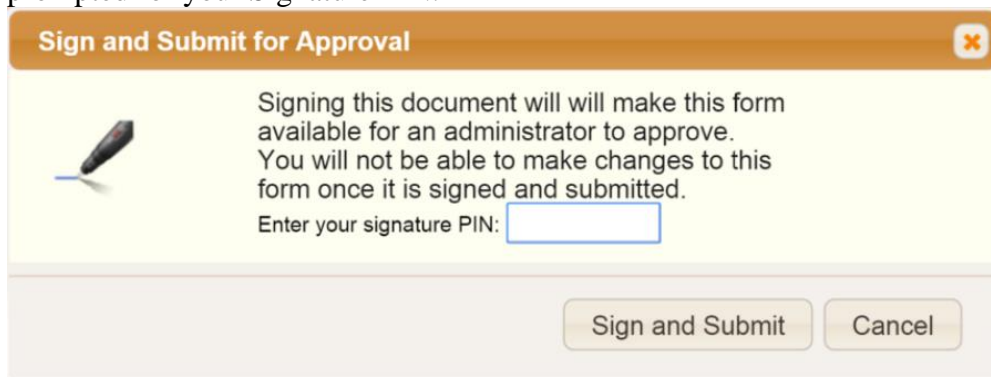
Submitting the SGO for Review and Approval

When you have completed the SGO, you must submit it for review and approval. Locate the controls at the top of the form:

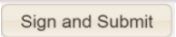
Student Growth Objective Form: SGO 1

To submit the SGO for approval, click the  button. You will be prompted for your Signature PIN:




The dialog box has a title bar that says "Sign and Submit for Approval" with a close button (X) on the right. On the left side, there is a small image of a pen. The main text reads: "Signing this document will will make this form available for an administrator to approve. You will not be able to make changes to this form once it is signed and submitted." Below this text is a text input field labeled "Enter your signature PIN:". At the bottom of the dialog, there are two buttons: "Sign and Submit" and "Cancel".

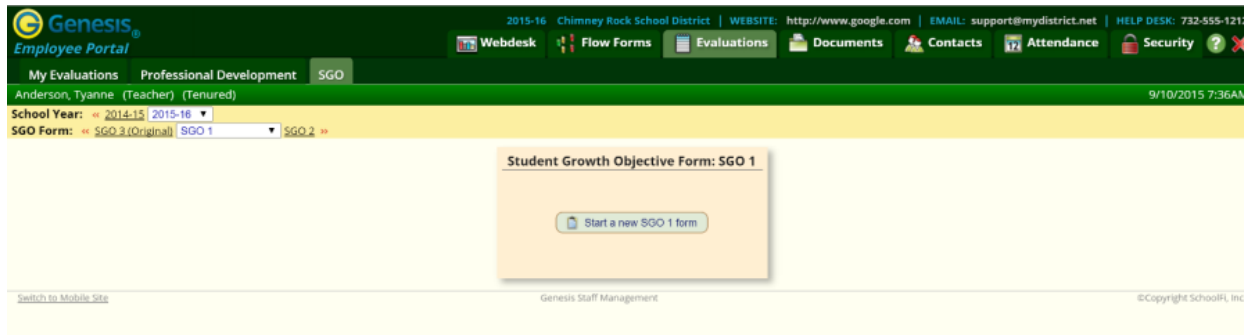
Enter your PIN and click . If you do not have a PIN, go to the Security screen to create one.

This does two things:

- Makes the form READ-ONLY: you will no longer be able to update it.
- Sends it off to your supervisor/dept head/principal for approval (whomever is charged to do so).

Starting Over

If, for any reason, before you sign and submit the SGO, you wish to start over, click the  button. This removes the entire form and takes you back to the original "empty" screen:



The screenshot shows the Genesis Employee Portal interface. At the top, there is a navigation bar with links for Webdesk, Flow Forms, Evaluations, Documents, Contacts, Attendance, and Security. Below this, the user's name "Anderson, Tyanne (Teacher) (Tenured)" and the date "9/10/2015 7:36AM" are displayed. The main content area shows the "Student Growth Objective Form: SGO 1" with a button labeled "Start a new SGO 1 form".

What Next? Review and Approval

The SGO will be reviewed by your administrator(s) and either approved or "unsigned" and sent back to you. If your administrator wants you to re-work the SGO, they will "unsign" it – remove your signature – and send it back to you to work on. The fields will become editable and you will be able to make changes.

Once the administrator(s) like the SGO, it will be 'approved' – no additional changes can be made.

Revising SGOs

At mid-year, you may be given the opportunity to revise the SGO. The form will be "unsigned" and you will be able to edit all fields. When you have done this, you will sign and submit the SGO a second time.

Scoring the SGO

When the SGO has been completed, it will be opened for scoring. You will not be able to edit any fields at that time, only enter the number or percentage of students who have reached the target scores. The system automatically calculates the final score for the SGO. (See SGO Scoring).