

# SLO Change Status (Unlock) User Guide

An SLO reviewer has the ability to change the status of (or “unlock”) the SLO

This feature will be available for SLOs with the following modes

- “End of Year Mode (EOY)” to change the status to “In Progress” (beginning of year).
- ”EOY Submitted” (i.e. the SLO requires an EOY review phase)
- “Complete” to change back to “EOY” or “In Progress”.

To access this feature, go to the ‘APPR’ menu and click on the ‘Goal Form Search’ option. Select to show End of Year SLOs by checking off the box in the End of Year column. Next, click on the glasses icon to select the SLO to work on.

**SLO Goal Form Search**

School Year: 2012-2013  
Teachers: My Reviewees  
SLO Type: All  
Building: All Buildings

Status

|                     | Beginning of Year             | End of Year                             |
|---------------------|-------------------------------|---|
| In Progress         | <input type="checkbox"/> (40) | <input checked="" type="checkbox"/> (1) |
| Submitted           | <input type="checkbox"/> (1)  | <input type="checkbox"/> (0)            |
| More Info Requested | <input type="checkbox"/> (7)  | <input type="checkbox"/> (1)            |
| Complete            |                               | <input type="checkbox"/> (3)            |

Include

Templates   
Deleted

## Search Results

| Edit/View | ID | Name                           | Owner             | Status                                       | Reviewer       | Type  |
|-----------|----|--------------------------------|-------------------|--|----------------|-------|
|           | 72 | test copy template to template | Napodano, Anthony | SLO in End of Year phase, but not submitted. | Robinson, John | State |

Page size: 10 | 1 items in 1 pages

Click the “Change Status” button located in the page header just under the top navigation bar.

**SLO Goal Form View** [Return to SLO Search](#)

[View Report](#) [Change Status](#)

**Warning:** This SLO is in End of Year (EOY) mode for entering students' EOY scores.

Once the reviewer clicks on the “Change Status” button, a window will open. Click on the drop down menu next to “Mode” and select the mode to change the SLO to. To unlock the SLO, you will select the “In Progress” mode.

Additional comments can be added to the text box. Click the “Change Status” button at the bottom of the text box.

The screenshot shows the RightPath Student Success System interface. At the top, there is a navigation bar with links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. A user greeting for John Robinson is visible. The main header reads "SLO Goal Form View" with a "Return to SLO Search" link and buttons for "View Report" and "Change Status". A yellow warning banner states: "This SLO is in End of Year (EOY) mode for entering students' EOY scores." Below this, the title "test copy template to template" is displayed. A modal window titled "SLO Mode" is open, featuring a yellow header with the warning: "When changing the SLO's status, you may leave comments for the SLO owner." The modal contains a "Mode" dropdown menu set to "In Progress" and a text area with the comment: "I'm sending this SLO back for more information." At the bottom of the modal are "Change Status" and "Cancel" buttons. The background shows a table with student data, including columns for Student ID, Name, and scores.

The SLO will display a message at the top of the screen in green. This alerts the reviewer to the fact that the SLO was returned to the teacher. You can also view the newly added comments under the Reviewer Comments section.

The screenshot shows the RightPath SLO Goal Form View interface. At the top, there is a navigation bar with links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. A user greeting for John Robinson is visible. The main header reads "SLO Goal Form View" with a "Return to SLO Search" link and buttons for "Check Form" and "View Report". A green success banner at the top states: "The SLO has been returned to the teacher for further information." Below this, there are two yellow warning banners. The first banner states: "This SLO has Multiple Reviewers." and includes a link for "Reviewers" and the text: "You are the only reviewer for this SLO." The second banner states: "Additional information about this SLO has been requested." and includes a link for "Reviewer Comments" and the text: "District Admin wrote: I'm sending this SLO back for more information." The background shows a table with student data, including columns for Student ID, Name, and scores.