

## Quick Start Guide: SGO Tracking and Scoring Tool

### Overview of Tool:

The Office of Evaluation is providing this SGO Tracking and Scoring Tool as a resource for school districts and their educators to use in tracking the progress and goal attainment of their students. This tool will allow educators to load in student information and data about their learning once, and will prevent them from needing to re-enter information throughout the steps in the SGO process. While this tool may not work for everyone, and is certainly not mandated, the hope is that it helps those who choose to use it work more efficiently compiling data and information, so that they can spend more time focusing on the supports and interventions necessary to help those students achieve their goals.

### General Directions:

Below, you will find suggested step by step directions on how to best utilize this tool. It is also important to note, that while the Department is sharing this resource - *educators should work with their local school and district leaders if support is needed using excel, or if there are questions about how this document works best with the local SGO process. If there are 'bugs' in the posted version of this tool that you discover though, please share that information with us at [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us)*

**Quick Start Steps:** Please see the below steps for guidance on how to use this tool.

1. **Download Document and Prepare to Enter Data:** In order to get started, download and open the document titled “Open SGO Tool” from the [AchieveNJ website](#).
  - a. If you have not already, make sure to download your student roster from your student information system to ensure that you have all student names and available in excel format.
  - b. **All areas that are bordered in RED throughout the entire file are cells that you can input information when completing this process.**
  - c. **Some Areas have the statement “click here for directions of explanation” these cells are hyperlinked to display embedded help notes.**
  
2. **Enter Teacher and Student Information:** Click on the “Fall Input” tab. Once there, input or copy appropriate student information into the table.
  - a. Enter your name, school, grade, course name and interval of instruction into the “SGO Worksheet.”
  - b. Enter or copy appropriate student information into the table.
  - c. Edit Columns 1 through 5 to names of your baseline data sources.

- d. Selecting tiering criteria: There are two methods you can use for this step. **If you do not complete this action using one of the two methods, then the tiers will not populate.**
- i. You can use the preset criteria by selecting the number of tiers for each source to be calculated for each student. (See the screenshot below. When you click on a tier, the arrow and dialogue box will appear. You can individually set the number of tiers to use for each source.)

	Tier 5	> 100	> 77	Not using any of these suggestions	Not using any of these suggestions		
If you are going to use any of the selections here, select the number of tiers for source.	3	3	4	Not using any of these suggestions	Not using any of these suggestions		
If you are <u>not</u> going to use the suggestions above, then <b>YOU MUST CHECK</b> "Not using any of these" and fill in your tiering information below							
<click here	Tier 1	Range	Grade 2	AP Score	Column4	Column5	
		Range	Hi	Range	Hi	Range	Hi

Tooltip: Select a number between 2 and 5 to indicate how many tiers you'd like for this data source

- ii. Or if you choose to not use the suggested tiering information you can input self prescribed measures. If self prescribed measures are input they will automatically override any suggested measures.

3. **Enter SGO Target Scores & Percentage of Students You Expect to Meet Goals:** Once you've completed the "Fall Input" tab, you must click into the "Fall Tiering and Targets" tab, and navigate to the "Target Scores on Assessment" "Highest Score a Student can achieve on SGO Assessment" and "Target Percentage for each Group (to get a 3)" boxes. In these fields, you must identify target scores for each tier, the highest attainable score, and what percent of students you would expect to meet the targets you set, in order to reach your overall goal.

*NOTE: The default range of the "Teacher SGO Score based on Percent of Students Achieving Target Score" is set at 10%. To adjust this range simply unhide the tab titled "Minimum Percentage" and set it to the preferred percentage.*

4. **Enter Rationale, and Other Qualitative Information into SGO 1 Form:** In addition to capturing student information, baseline data, and setting goals, you will need to capture written notes and rationale so that your supervisor is able to understand why you have made the instructional and assessment choices that are articulated in numbers throughout your Student Growth Objective. Please see the [SGO section of the AchieveNJ website](#) if you have questions about how these sections might look.
5. **Review All SGO 1 Tabs to Ensure That They Are Interacting Properly:** Once all data is entered in the places above, you will likely want to review each tab that interacts with your respective data entries to ensure that these pages are properly communicating with each other. If you discover a bug, please reach out to [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us)

6. **Finalize the file:** Once you are satisfied with your first SGO, rename save the file, print of the SGO Form, and then move on to your second SGO in a new excel file and repeat these steps.

### Mid-Year Review

Use the **“Monitoring and Adjustment”** tab to record data on skills related to those assessed on the SGO assessment. You can use this information to monitor student progress on skills and justify changing a students’ tier – bumping them up or down depending on how they are doing. You can record up to 10 pieces of data in here.

In the column New Tier, you can select a new tier or drop students from the class using the drop down menu.

If you change any students’ tiers, their names will highlight in red for easy tracking and the number of students in each tier will recalculate on the **“Mid-Year Review Sheet”**.

If you drop any students (due to them leaving the class), their names will highlight in yellow for easy tracking. Upon completing this action their score will not count towards the SGO. On the **“Finish SGO”** tab, you will notice their target score column is now blank.

*NOTE: This drop feature is only available in the 2013 version of the workbook.*

On the **“Mid-Year Review Sheet”** you can review the new numbers of students in each tier, adjust your target scores and target percentages. Any changes you make here will automatically adjust on your SGO Form. Any changes you make must be reviewed and approved by your administrator.

*NOTE: Please see the [AchieveNJ page](#) for recommendations of reasons why mid-year adjustments to scores would be acceptable. They can be found under the drop down box titled “How can SGOs be adjusted?”*

### Action Needed Before End of Year Scoring:

In order to score your SGO at the end of the year, you will need to enter the final score students achieved in the **“Finish SGO”** tab. This data will then be calculated and placed throughout the document, so that you and your supervisor can see how your students did in aggregate.

After you have finished entering the SGO assessment data, Go to **“SGO form”** and print off your completed SGO form for review and approval.