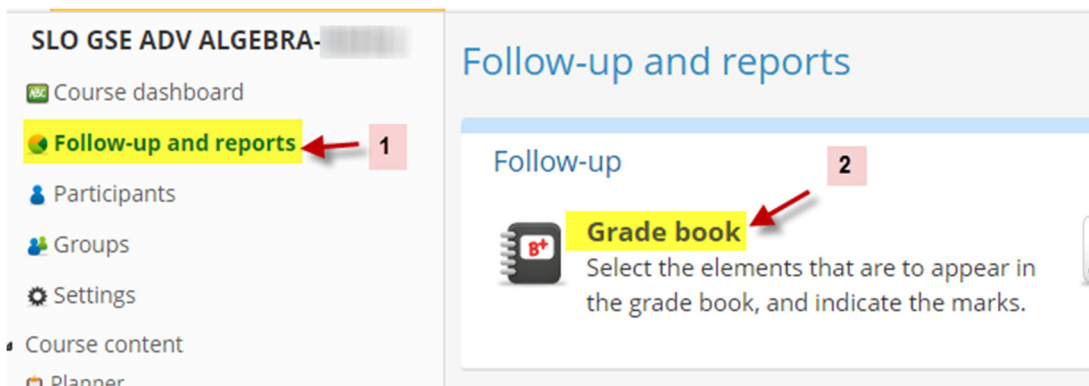


Generating SLO Score Reports in VERGE

Once a **PRE SLO** or **POST SLO** has been administered in **VERGE** for your course section(s), you should follow these instructions to generate the score report that you need to obtain the “**percentage score**” for each student. This percentage is entered into **Campus Instruction** under *Standardized Tests* where you see “Raw Score”.

Login to **VERGE** and *select your SLO course* from your list of courses.

1. On the **Course Dashboard**, click on **Follow-Up and reports**.
2. Select **Grade book** from the subsequent menu.

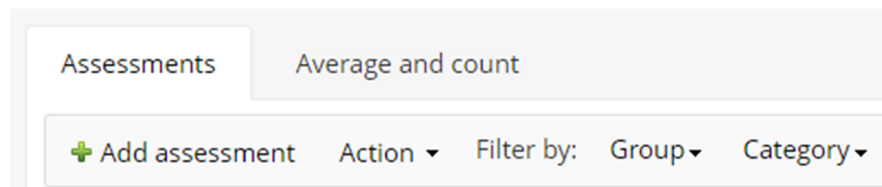


This is what will be displayed once you choose Grade book for that course.

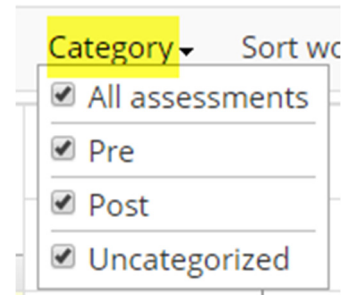
The screenshot shows the 'Grade book' interface. At the top, there's a 'Back to Follow-up and reports' link. Below it are tabs for 'Assessments' and 'Average and count'. A toolbar includes 'Add assessment', 'Action', 'Filter by: Group', 'Category', and 'Sort work by: Deadline'. The table has columns for 'Find participant', 'Synchronization key', 'Overall average', 'Pre', and 'Post'. The 'Overall average' column is highlighted in yellow. A pink box with an arrow points to this column, stating: 'This % is the average of both SLOs.' Another pink box at the top right states: 'These scores below are NOT what should be entered into Campus. You will need to generate an Excel spreadsheet to see the % average for each individual SLO.' Red arrows point from this box to the 'Pre' and 'Post' columns. The table contains three rows of data.

Find participant	Synchronization key	Overall average	Pre	Post
		Percent	SLO Pre GSE ...	SLO Post GSE...
		33%	15	15
		27%	3	7
		33%	2	6
			5	5

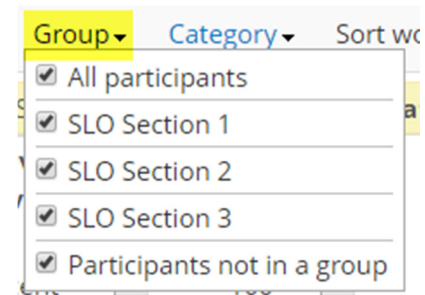
3. The class roster displays with the **scores earned, Not Taken** or **Not Assessed**.
- Score:** this column indicates the *total number of items* on the SLO and then shows the score achieved by the student. ***If the total items are 100, then the score represents the percent average for that student.*** If a SLO shows a number such as 15 total items, then **you cannot use the number shown** as that is how many out of 15. **This is NOT the percent score that you need.**
 - Not Taken:** any student that did not login and submit the SLO (*make-ups should be scheduled.*)
 - Not Assessed:** this indicates to a teacher that there are open response items on this SLO that ***must be evaluated and a score entered*** to finalize the score. Many of these SLOs have rubrics and/or scoring directions uploaded under **Associated Resources** within your SLO course for you to download for this process.
4. The **menu** shown above the scores provides several options for sorting before you export the scores.



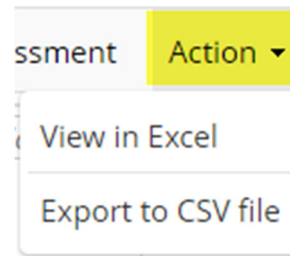
♦ **Category** dropdown menu allows you to choose either PRE or POST or both.



♦ **Group** dropdown menu allows you to choose ONE section at a time, more than one or all at once.



♦ **Actions** dropdown menu allows you to View in Excel. *[It is recommended that you do this after each SLO to save as an archive for your records and use to enter scores into Campus.]*



The data is downloaded to Excel and you can manipulate the spreadsheet as you wish. See an example of what this looks like.

A	B	C	D	E
	These two columns are not important to your score report.		Pre	
Name	Synchronization key	Overall average	SLO Pre GSE Advanced Algebra 15-16	Average
Student 1	1010873	33%	15	20%
Student 2	106219	27%	3	13.33%
Student 3	128253	33%	2	33.33%
Student 4	309179	43%	5	33.33%
Student 5	300396	43%	3	20%
Student 6	245293	37%	4	26.67%
			do not use this column	

- **Students are listed in alphabetical order**, if you have multiple groups (sections) then you will need to sort the spreadsheet to align all those in each different section together.
- The Synchronization key and Overall Average columns should be **IGNORED!**
- Test Name column shows the **total items** and then the **number correct** for each student.
- **Average (%) column** is the **actual percentage out of 100%** to use for the score achieved by the student. **This is the score to enter into Campus Instruction for your section under Raw Score.**
- Save and Print for you to enter the scores into Campus Instruction.