Submitting SLOs for Review

- Open your SLO for editing by click the Edit pencil icon for the SLO…
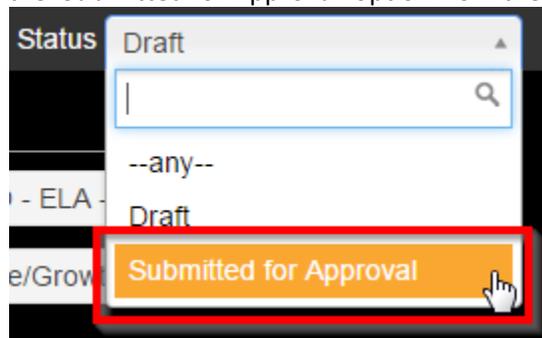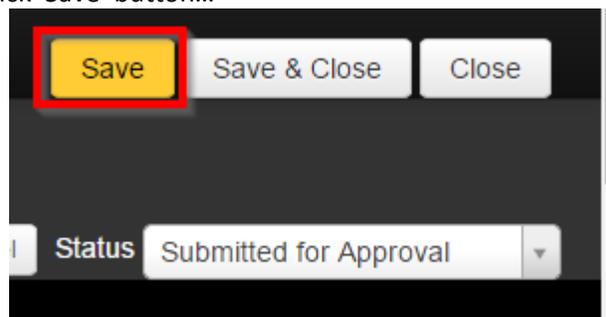

- Your SLO will open in a new tab in your browser. Once your SLO is open and you are satisfied that the content is complete you are ready to submit. To submit, click the 'Status' menu in the upper right-hand corner of the SLO…
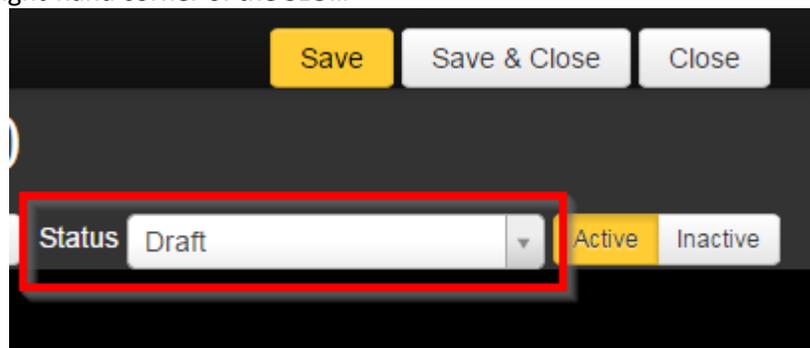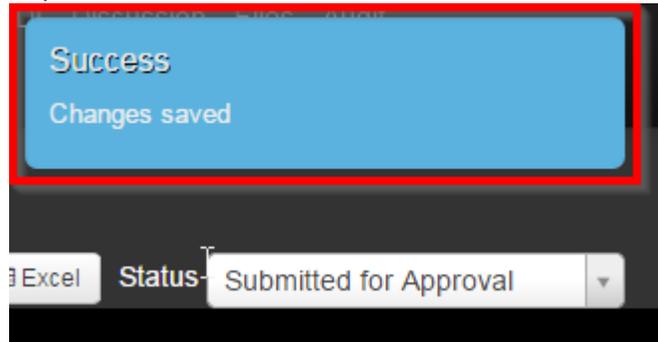

- Choose the 'Submitted for Approval' option from the menu…

- Then click 'Save' button…

- Make sure you see a blue message confirming that the change was saved successfully. eDoctrina checks to ensure all required fields are complete before your SLO can be submitted successfully…

- **If you see the blue "Success" message shown above you have successfully submitted this SLO and can close the SLO editor tab. Repeat this process for any additional SLOs as necessary.**

- If any required fields are missing when you attempt to submit you will NOT see the blue "Success" message shown above and instead will see a red error message informing you which field(s) are missing and that the SLO has reverted to its last saved state. Read the error message, complete the missing information in your SLO (missing student targets in this example) and repeat the process of selecting 'Submitted for Approval' from the Status menu and saving your SLO…
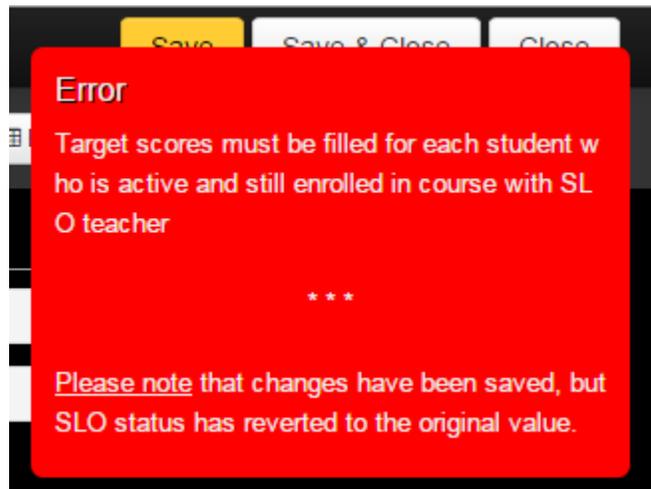
If you are still having difficulty submitting your SLOs after following these instructions please e-mail the details of your issue to APPR@rcsdk12.org and someone will contact you for assistance. Thank you!