

Classroom Teacher Student Achievement Objective (SAO) Initial Review
Journey Directions 2022-2023

NOTE: It is strongly recommended that Google Chrome or Microsoft Edge be used when completing any task in Journey.

1. Log into Journey – User Name: (firstname.lastname) Password: Active Directory/Email Password
2. Under the Personal Notifications section of your Journey screen, you will see ONE of the following messages:
 - a. Your required SAO worksheet has not been submitted to your supervisor.
 - b. Your optional SAO worksheet has not been submitted to your supervisor.A reminder about the submission window will also be visible.
3. Click the ‘SAO Worksheet’ link. You can save your work often and come back to the SAO worksheet as needed.
4. Within the SAO Worksheet, you will be brought to ‘Defining the Course’.
 - a. If Journey was able to identify a set of course selections for you as defined in the FOCUS student information system, you can use the button provided to select a course(s) to use as the basis for the SAO worksheet.
 - b. If available, use the ‘Click to select course(s)’ button. If not available, proceed to step 5 to manually enroll students.
 - c. Select the course/period/section(s) being used for your SAO & select ‘OK’. A list of student names will populate.
 - d. Confirm that this is the course(s) you want to select by clicking ‘OK-Proceed’. This function will add the students for that course(s) to your SAO.
 - e. Provide a brief description of the course, the grade level(s) of the students and/or material in the course, and the length of the course.
5. Proceed to ‘Defining the Available Students’.

In this step, you will define the actual students that will be used in the Targets section of the SAO worksheet. If the Journey System was not able to identify a set of course selections for you as defined in the FOCUS student information system, in the table you will manually enter each student’s first name, last name, and student ID # (5300 is optional). If you previously selected a course that was imported from the FOCUS student information system, the currently registered students in that course will be automatically imported into the table.

In the table provided, please enter **one student per line**, and provide the requested information in each separately provided text entry area. To add additional students, click on the ‘Add Student’ button at the bottom of the table.

Note: Every student in a selected class/course must be included in the SAO Targets. However, if a student is automatically populated into the table and should be removed, select the ‘Remove Student’ button for that student. A rationale box will appear if the student was automatically populated from FOCUS (denoted with a graduation cap icon). You can select from a small set of predefined selections (i.e., schedule change, withdrawn, never showed in class/school) or select ‘other’ and type in a rationale

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for the student's removal. This rationale will be visible to administrators when they review your SAO for approval.

6. The SAO Worksheet will then take you to 'SAO Developers Information'. Your name will automatically populate as the SAO Employee. If you've collaborated with others on the Learning Goal and Assessments, use the tools in the provided space to list all individuals who have contributed to the development of the SAO. **ONE individual per row.**

7. Proceed to 'Learning Goal'.
 - Provide a response to each of the prompts (in the purple section) and the planning questions (in the teal section) and use the planning information to contextualize the description of the learning goal.
 - Use the response guide as a support to think through each prompt and planning question.
 - Select the 'Show Rubric' button to review the quality of your Learning Goal.

8. Move to 'Assessments and Scoring'.
 - Provide a response to each of the prompts (in the purple section) and planning questions (in the teal section) and use the planning information to refine and tailor the description and use of assessments you described.
 - Use the response guide as a support to think through each prompt and planning question.
 - Select the 'Show Rubric' button to review the quality of your Assessments and Scoring.

9. The SAO Worksheet will take you to 'Targets'. Note: This component of the SAO will not open until August 24.

Follow directions provided in Journey for the steps below:

Step 1: Defining the Performance Measures

- Provide a response to each of the prompts (in the purple section).
- Use the response guide as a support to think through each prompt.

Step 2: Defining the Student Achievement Levels

- **Name the target student levels in order from highest proficiency (top) to lowest proficiency (bottom).** For example, "exceeding expectations", "meeting expectations", "approaching expectations", "below expectations" (in that order). Names of levels should be 2-4 words and no more than 50 characters in length. Student names are NOT included in this part of the SAO.
- Up to four achievement levels can be established. A minimum of three levels is required.
- Proceed to the 'Targets Planning Sheet' section and provide a response to each of the planning questions (in the teal section) and use the planning information to refine and tailor the description and use of targets you described.
- Use the response guide as a support to think through each planning question.

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Step 3: Assigning Students to Target Levels

- For each student, use the baseline level drop-down menu to select each student’s starting level.
 - Once the student’s baseline level is selected, the ‘Place in...’ button appears. Use this button to select the end of year target level for the student from the drop-down list. Click the ‘Select Level’ button to confirm your choice.
 - After the target level is selected, the student will be removed from the ‘Currently Unassigned Students’ section and placed in the selected target section.
 - Repeat the above steps until all students have a baseline and target level established and the ‘Currently Unassigned Students’ box is empty.
 - Select the ‘Show Rubric’ button to review the quality of your Targets.
10. If an ‘Unable to Submit - Check Worksheet for Issues’ button is visible at the bottom of the page, one or more sections have missing or invalid entries. Click this button to perform a quick check of the worksheet contents.
- If the ‘Submit Worksheet to Supervisor’ button is visible, the worksheet is valid and ready to be submitted for approval.
11. If the supervisor does not rate *each* component of the SAO as ‘Acceptable Quality’, he/she will return the SAO worksheet to you for required revisions. After revisions are made, click the ‘Re-Submit Worksheet to Supervisor’ button.
12. Once your SAO has been fully approved by your supervisor and Journey processes the approval, you will receive an email notification of a full approval.

IMPORTANT NOTE:

SAO initial review conferences may occur virtually or face to face depending on each individual situation. During the virtual or face to face conference with the teacher, administrators should examine several resources the teacher will be using for the SAO. Teachers are unable to upload documents in Journey, so if a virtual conference is being conducted the actual assessments, scoring guides and/or rubrics, actual student baseline data, and student work/assessments to gauge the baseline levels must be shared via email or a shared drive for administrator review. Teachers should work with their administrators to determine the most appropriate way to share this information in a meaningful way.

To view a multitude of SAO resources, including the evaluation timelines, use the link below.

<http://thehub.polk-fl.net/pd/sao/>