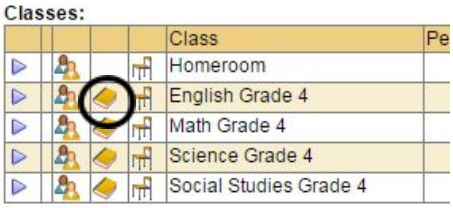
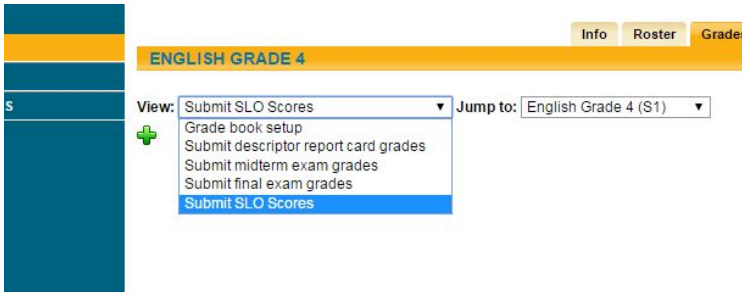
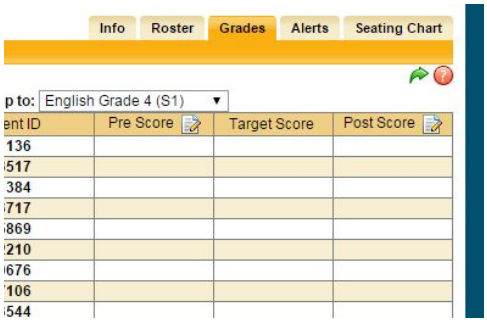
Directions for Transferring Scores from Acuity to Schooltool
November 2015

1. Log in to Schooltool
2. Click on the icon that looks like a book for the class that you need to enter SLO scores,



3. Click on the black triangle to reveal the drop down menu and click **Submit SLO Scores**



4. Click on the icon that looks like a sheet of paper with a pencil and enter each score from your roster report that you ran in Acuity. Don't forget to click the green arrow when you are done.