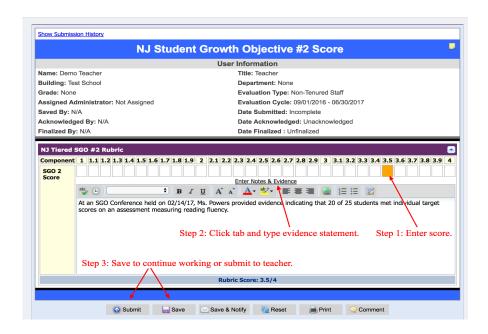# Union County Educational Services Commission
OASYS Quick Start Guide - SGO Scoring for Administrators
March 2023

Step 1: Schedule SGO Conference**

1. Select a staff member in the Evaluation Administration window.
2. Select the + symbol next to Student Growth Objective # 1 to expand task list.
3. Select Icon # 3 (Schedule) next to "SGO Evidence & Artifacts of Student Growth"
4. Enter date/time for SGO conference and select "Submit" to send the invitation.
5. Remind staff member to upload SGO forms into OASYS in "Notes" textbox.

**Note: Staff member will be unable to upload SGO forms into OASYS unless a conference is scheduled. You should enter time/date retroactively if SGO conference was already conducted.

Step 2: Enter Evidence Statement and Score for SGO # 1

1. Select the + symbol next to Student Growth Objective # 1 to expand task list.
2. Select Icon # 2 (Form) next to NJ Student Growth Objective # 1 tab
3. Select the box under the appropriate SGO score (1.0 – 4.0)
4. Select "Enter Notes and Evidence" tab underneath scores.
5. Enter brief evidence statement in textbox to justify SGO score:

   i.e. At an SGO conference on 02/14/17, Ms. Powers provided evidence indicating that 20 of 25 students met individual target scores on an assessment measuring reading fluency.

6. Select "Save" to return to the document later or "Submit" to post score for staff member.

Step 3: Repeat Steps 1 and 2 for SGO # 2.

Step 4: Select Icon # 4 (Finalize) for SGO # 1 and # 2 after conference is held.

Step 4: Submit signed original SGO forms with the Summative Evaluation packet.