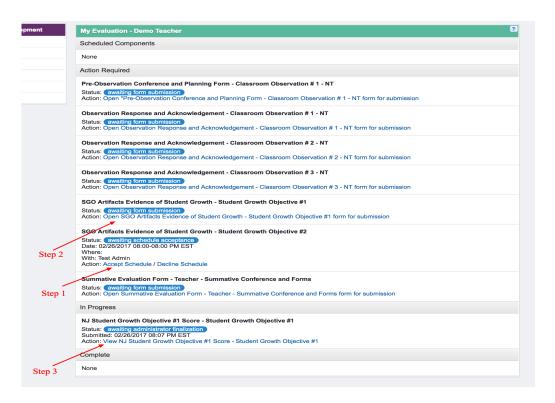
Union County Educational Services Commission OASYS Quick Start Guide - SGO Posting for Teachers March 2023



Step 1: Confirm SGO # 1 Conference Date/Time**

- 1. Locate the "SGO Artifacts Evidence of Student Growth SGO # 1" tab on dashboard.
- 2. Select "Accept Schedule".

**Note: You will be unable to upload SGO forms into OASYS unless the conference is confirmed. Your administrator may enter the time/date retroactively if conference was already conducted.

Step 2: Upload SGO # 1 form**

- 1. Select "Open SGO Artifacts Evidence of Student Growth SGO # 1 form for submission".
- 2. Select "+Add an Artifact".
- 3. Enter Name in textbox: "SGO # 1" (Description is not required).
- 4. Select "SGO Form" from the "Types" dropdown menu.
- 5. Select the blue arrow to upload SGO form from your computer.
- 6. Select "Save" to return to the document later or "Submit" to post form to administrator.

**Note: Staff members are only required to upload SGO form into OASYS. Uploading artifacts such as scoring rubrics, assessments and student score sheets is optional.

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

Step 4: Review and Print SGO scores

- 1. Await notification from Administrator that SGO scores have been posted.
- 2. Select "View NJ Student Growth Objective # 1 Score" located in the "In Progress" box.
- 3. Select "Print" at the bottom of the screen if a hardcopy is desired.
- 4. Repeat Steps 1-3 for SGO # 2.