









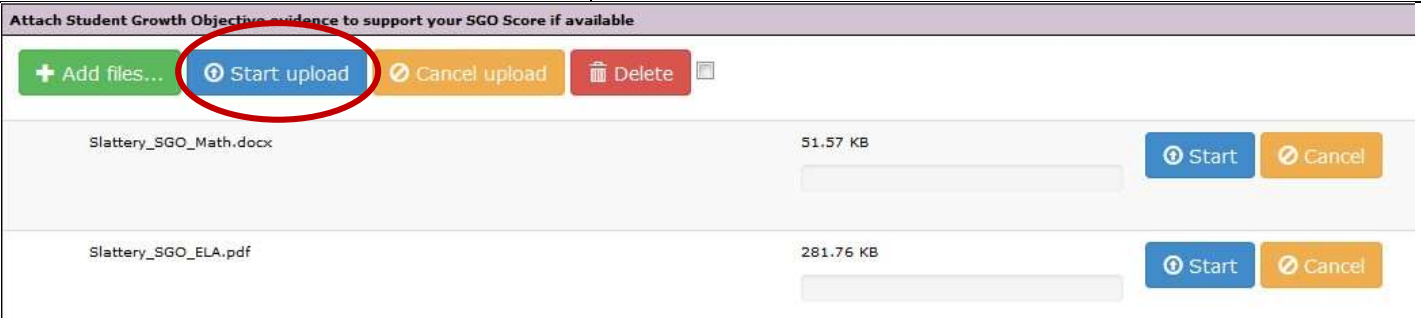


# SGOs and LOTI

## How to upload your files into LoTi

DIRECTIONS	PICTURE WALK						
<p>1. Access LoTi Lounge @ <a href="http://www.lotilounge.com">www.lotilounge.com</a></p> <p><i>If you do not know your username and password click on 'Need help signing in.'</i>  <i>On the next screen, under 'Forgot Username or Password', click on 'Password Request Form.'</i></p>							
<p>2. Once logged in, click on 'Evaluation Portfolio' button</p>							
<p>3. Click on the link for '2015-2016' to open the Portfolio</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Portfolio Name</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2013-2014</td> <td style="text-align: center;">   <i>Finalized</i> </td> </tr> <tr> <td style="text-align: center;">2015-2016</td> <td style="text-align: center;">   <i>Open</i> </td> </tr> </tbody> </table>	Portfolio Name	Status	2013-2014	 <i>Finalized</i>	2015-2016	 <i>Open</i>
Portfolio Name	Status						
2013-2014	 <i>Finalized</i>						
2015-2016	 <i>Open</i>						
<p>4. Click on the 'Teacher SGO Score' button</p>							
<p>5. Here is where you will add your completed and approved SGOs. Click on 'Add Files'; navigate to and select the file(s) you want to upload – the will appear below the buttons</p>							
<p>6. After selecting the files, click on 'Start Upload'.</p>	<p><i>See picture below</i></p>						
							
<p>7. You have completed the task, you can sign out.</p>							