Rhode Island Model
EEM Evaluation Data Extract Process
for DCAs

2018-19
Just like last year, the Final Effectiveness Rating Report (FERR) and related data must first be extracted from EEM by each District Configuration Administrator (DCA) before being uploaded to RIDE’s submission portal via the eRIDE system. The process for setting up the extract template is different from 2017-18, and so it is highly recommended that you begin the preparation process now using the following guidance regarding the 2018-19 evaluation data extract process as soon as possible.

**Important Dates**

**June 28** – By this date, all districts must submit and finalize forms for all educators including those on the cyclical process and those not being evaluated for other reasons.

**July 12** – After this date, any changes that need to be made to a 2018-19 evaluation will need to be made by submitting a letter from the district superintendent to Lauren Matlach at the Rhode Island Department of Education.
Roles

- **Building administrator** – An educator working under a Building Level Administrator certification. This would include school principals, school assistant principals, head of school, etc.

- **Teacher** – An educator working under a teacher certification whose primary responsibilities include instructional planning, managing a classroom environment, and student instruction.

- **Support professional** – An educator, other than a teacher or administrator, who has primary responsibility as an instructional leader, a specialist/consultant, or a related service provider in schools. This would include library media specialists, school nurse teachers, reading specialists/consultants, mathematics specialists/consultants, English as a second language specialists/consultants, instructional leaders, school counselors, school psychologists, speech language pathologists, and school social workers.
Accessing the Extract tool

To begin this process, click on the two arrows icon, or the ‘Evaluations’ menu, and select the RI Score Extract.
District Verification

Click the check box to confirm that you reviewed and verified the forms, configurations and scores.

Click Next button
Step 1 - Creating the Rhode Island Template:

- Navigate to the RI Score Extract Tool: Evaluations > Report Tools > RI Score Extract
- Click the box on the acknowledgement and click Next
- In the Report Template selector, choose New Reporting Template
- Name the template RI Extract 18-19
- Put in the evaluation cycle dates: 08/01/2018 – 07/31/2019
- Click on Save Template
Step 2 – Configuring the Extract Template - Teacher:

- Select the Teacher section
- Select the Teacher type (if you have multiple teacher types select all types, including RI Model Teacher Pilot (if applicable))
- Map the sources for Classroom Environment, Instruction, and Professional Responsibilities
  - ClassroomEnvirRIModel = Select Final Effectiveness Rating Report, Final Effectiveness Rating Report, and Classroom Environment Component Sum (Rounded)
  - InstructionRIModel = Select Final Effectiveness Rating Report, Final Effectiveness Rating Report, and Instruction Component Sum (Rounded)
  - PRRatingRIModel = Select Final Effectiveness Rating Report, Final Effectiveness Rating Report, and Professional Responsibilities Component Sum (Rounded)
Step 3 – Configuring the Extract Template – Support Professional:

- Select the Support Professional section
- Select the Support Professional type
- Map the sources for Collaboration, Delivery, and Professional Responsibilities
  - \textbf{CollaborationRIModel} = Select SP Final Effectiveness Rating Report, Final Effectiveness Rating Report (SP), and Collaboration Sum
  - \textbf{DeliveryRIModel} = Select SP Final Effectiveness Rating Report, Final Effectiveness Rating Report (SP), and Service Delivery Sum
  - \textbf{PRRatingRIModel} = Select SP Final Effectiveness Rating Report, Final Effectiveness Rating Report (SP), and Professional Responsibilities Sum
Step 4 - Configuring the Extract Template – Building Admin:

- Select the Building Admin section
- Select the Building Admin type
- Map the sources for Instructional Leader, Site Management, and Professional Responsibilities
  - InstructionLeaderRIModel = Select BA Final Effectiveness Rating Report, Final Effectiveness Rating Report (BA), and Instructional Leadership Sum
  - SiteManagementRIModel = Select BA Final Effectiveness Rating Report, Final Effectiveness Rating Report (BA), and Site Management Sum
  - PRRatingRIModel = Select BA Final Effectiveness Rating Report, Final Effectiveness Rating Report (BA), and Professional Responsibilities Sum
Step 5 - Configuring the Extract Template – All Models:

- Select the All Models Section
- Select All Model Type(s): Teacher, RI Model Teacher Pilot (if applicable), Building Administrator, and Support Professional
- SLO 1 = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then SLO/SOO Score # 1 fields
- SLO 2 = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then SLO/SOO Score # 2 fields
- SLO 3 = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then SLO/SOO Score # 3 fields
- SLO 4 = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then SLO/SOO Score # 4 fields
- ReasonNoFERRatingOther = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then *If Other, please explain: fields.
- OverallStudentLearningScore = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then SLO/SOO Report fields. (**For RI Model Teacher Pilot select Student Learning Weighted Points (Rounded):)
- FinalEffectivenessRating = Select BA Final Effectiveness Rating Report, SP Final Effectiveness Rating Report, Teacher Final Effectiveness Rating Report, then Final Effectiveness Rating Report (BA), Final Effectiveness Rating Report (SP), Final Effectiveness Rating Report (Teacher), then Final Effectiveness Ratings
**Step 5 continued - Configuring the Extract Template – All Models:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Components</th>
<th>Elements</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO1:</td>
<td>BA Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>SLO/SOO Score # 1, SLO/SOO Score # 1, SLO/SOO Score # 1</td>
</tr>
<tr>
<td>SLO2:</td>
<td>BA Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>SLO/SOO Score # 2, SLO/SOO Score # 2, SLO/SOO Score # 2</td>
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<tr>
<td>SLO3:</td>
<td>BA Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>SLO/SOO Score # 3, SLO/SOO Score # 3, SLO/SOO Score # 3</td>
</tr>
<tr>
<td>SLO4:</td>
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<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>SLO/SOO Score # 4, SLO/SOO Score # 4, SLO/SOO Score # 4</td>
</tr>
<tr>
<td>ReasonNoFERating:</td>
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<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Reason for no Final Effectiveness Rating, Reason for no Final Effectiveness Rating</td>
</tr>
<tr>
<td>ReasonNoFERatingOther:</td>
<td>BA Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>*If Other, please explain; *If Other, please explain; *</td>
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<tr>
<td>LongTermSub:</td>
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<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Is this a long-term substitute? Is this a long-term substitute?</td>
</tr>
<tr>
<td>FinalEffectivenessRating:</td>
<td>BA Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Final Effectiveness Rating Report, Final Effectiveness</td>
<td>Final Effectiveness Ratings, Final Effectiveness Ratings,</td>
</tr>
</tbody>
</table>

- Click Next button
Save Extracted Data File

You may continue onto the next set of steps to extract the data. This will generate a file that contains the Final Effectiveness Ratings for all your educators.

OR

You may come back another day to only run the extract and generate the file to upload to eRIDE.

If you choose the latter:
You will begin with the steps outlined on slides 4, then slide 5. On slide 6, you will select ‘RI Extract 18-19’ in the dropdown, and then follow the steps 6 through 11 on the following slides.
Step 6 - Review the Forms not Saved/Submitted

- “The following are forms that are active within a user’s process and have not yet been saved or submitted. Either inactivate (zero out the instance of that form) or click the form name below to complete the form.”
- You can submit right from this screen by clicking the blue form link
- Depending on the amount of data, this screen may take a few minutes to populate the information
- When finished, click Next
Step 7 - Review Forms with Blank Values

- “The following forms have been submitted but are missing one or more required values within the submitted form. Click the form name to open and review/resubmit that form with completed values.”
- You can click on the form link to populate the missing field
- When finished, click Next
Step 8 - Composite Score Forms that need to be reviewed and resubmitted

- “The following forms were submitted, however prior forms that contribute scoring information to the form have been edited. These composite scores may be outdated as a result. Please review the form, edit and resubmit to ensure the latest scoring data is included.”
- You can edit and resubmit right from this screen by clicking the blue form link
- When finished, click Next
Step 9 - Missing User Data

- Missing user data could include (but not limited to) Certificate IDs, SchoolCode when Evaluation Type is Building Administrator, or LongTermSubstitute flag. You can look up an educator’s certificationID at this website: http://ecert.ride.ri.gov/public/
- Click on link for the user and populate the missing data.
Step 10 – Preview Extract Data

Use this step to review all the data information. When evaluation type is Building Administrator, please be sure that the school code matches the 5-digit school code on the RIDE school directory listing. Look up your school in the RIDE School directory at http://www.ride.ri.gov/StudentsFamilies/RIPublicSchools/SchoolDirectory.aspx

- Click “Next” at the bottom right corner to proceed to the next screen to download the extract.
Step 11 - Run the Extract

- Click on the DOWNLOAD button to retrieve the CSV file
- **Note:** The file can be downloaded and opened as many times as needed. When ready to upload to RIDE via the PAS, download the file one last time and do not open to preserve file formatting.
Save Extracted Data File

Please be sure to save the file in the location of your choice, maintaining confidentiality requirements. The downloaded file **must not be opened** in Excel as it will change the formatting and lead to errors in upload. If you wish to open the file to review for accuracy, be sure to ONLY open it using Notepad.

Please review guidance on [uploading this extracted data file](#) to RIDE’s portal which is located on the [Educator Evaluation](#) page of the RIDE website.
Submission Process

- Educator Evaluation data can be submitted through eRIDE (www.eride.ri.gov) using the Personnel Data Collection. Educator Evaluation is a submission type within the Personnel Data Collection application.

- You can review the upload to eRIDE guidance here: http://www.ride.ri.gov/Portals/0/Uploads/Documents/Teachers-and-Administrators-Excellent-Educators/Educator-Evaluation/Education-Eval-Main-Page/UploadingToERIDE.pdf

- **June 28** – By this date, all districts must submit and finalize forms for all educators including those on the cyclical process and those not being evaluated for other reasons.