



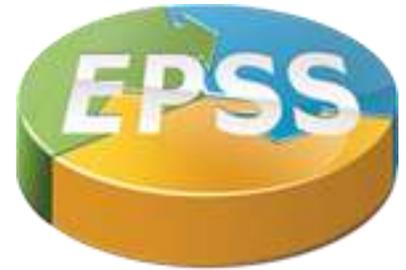
Getting Started with EPSS:
Educators
(RI Model Teachers and Building Administrators)

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What is the EPSS?

The Educator Performance and Support System (EPSS) is an online statewide data system that will launch at the beginning of the 2012-13 school year. Funded by Rhode Island's Race to the Top Grant, the EPSS plays an important role in furthering RIDE's long-term commitment to support educator evaluation focused on professional growth and student learning.



The EPSS will capture all critical information associated with teacher and administrator evaluations and streamline the process for both educators and evaluators. For districts adopting the RI evaluation model(s), the EPSS will provide access to all forms, components, and scoring features required for implementation, as well as guidance to support the evaluation process.

EPSS Navigation

There are several tasks that should be completed at the start of the school year. These include: signing in to the RIDE portal and accessing EPSS; confirming that your personal user information is correct within EPSS; and familiarizing yourself with the EPSS educator dashboard.

Log into EPSS via the RIDEmap Portal

1. <https://ridemap.ride.ri.gov>
2. Refer to instructions from RIDE.

Confirm Personal User Information

1. By default you will be on the **My Evaluation Cycle** tab.
2. Review and confirm the accuracy of the following assignments:
 - a. Name
 - b. District
 - c. Primary Building



Review Educator Dashboard: My Evaluation Cycle

My Evaluation Cycle

EDUCATOR INFO 1

- Artifacts
- Student Learning Objectives
- Professional Growth
- Observations

LEA INFO

- Documents

Effective leaders in every school.

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Effective teachers in every classroom.

Calendar 3

« Sep 2012 »

S	M	T	W	T	F	S
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

Legend:

- Beginning-of-Year Conference
- Mid-Year Conference
- End-of-Year Conference
- Observations
- Multiple

Student Learning Objectives 4

Professional Growth Plan

All |
 Action Required |
 In Progress |
 Completed

Name	Start Date	Action	Status	Last Modified
Student Learning Objectives Home		LAUNCH		
Teacher Beginning-of-Year Conference - Beg...	09/27/2012		SCHEDULED	
Teacher Self-Assessment (Optional) - Be...		LAUNCH	IN PROGR...	09/11/2012

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1. Use the **Left Navigation Bar** to access folders with links to educator forms for review and/or completion and links to school-level and LEA-level reference documentation.
2. Click the links on the **Evaluation Components Circle Graphic** to go to home pages for the three core criteria of the RIDE Model.
3. Use the **Calendar Graphic and Legend** to see a quick snapshot of the month's scheduled evaluation elements with clickable dates to display a detailed calendar view.
4. Access collapsible lists of approved **Student Learning Objectives** and **Professional Growth** forms, such as the Self-Assessment and the Professional Growth Plan.
5. Use the **Task List** to access all required RIDE Model tasks.

Beginning-of-Year Tasks

There are several action items for educators at the beginning of the year, including completing a Self-Assessment (optional), completing a Professional Growth Plan, drafting Student Learning Objectives and submitting the set for approval, and participating in a Beginning-of-Year Conference.

(For additional guidance, click on EPSS Help link in the upper right corner of the dashboard or go to the EPSS web site to download step-by-step instructions for completing aforementioned forms:

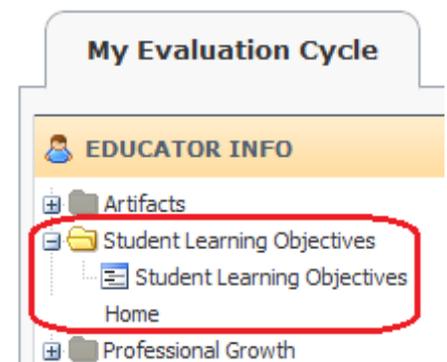
<http://www.ride.ri.gov/EducatorQuality/EducatorEvaluation/EPSS.aspx>.)

Draft Professional Growth Goals and Student Learning Objectives

1. Go to the **Task List**.
 - a. View and access forms for completion. (Many forms are also accessible from the **Left Navigation Bar**.)
 - i. Complete the **Self-Assessment** (if desired) and the **Professional Growth Plan** (or **Performance Improvement Plan**). Note that you will only need to complete the Performance Improvement Plan if notified to do so by the evaluator.
 - ii. Use the **Submit** button to submit both forms.

2. From the **Left Navigation Bar**, expand the **Student Learning Objectives** component to access the **Student Learning Objectives Home Page** and the **Student Learning Objectives form**.

3. (Individual forms can be accessed from the **Task List**, while a set of forms, such as Student Learning Objectives, are easily accessed from the **Left Navigation Bar**.)



- i. Complete the **Student Learning Objectives form** for each Objective. (Please see the *Completing and Submitting SLOs* Help Topic for additional guidance.)
 - ii. Use the **Submit** button to submit the set of Student Learning Objectives for approval.
4. Some form sections are required, meaning that they must be completed prior to submission. These sections are identified with the red exclamation point icon. 
5. Upon your submission of these forms, an automatic email notification will go to your evaluator.

Participate in the Beginning-of-Year Conference

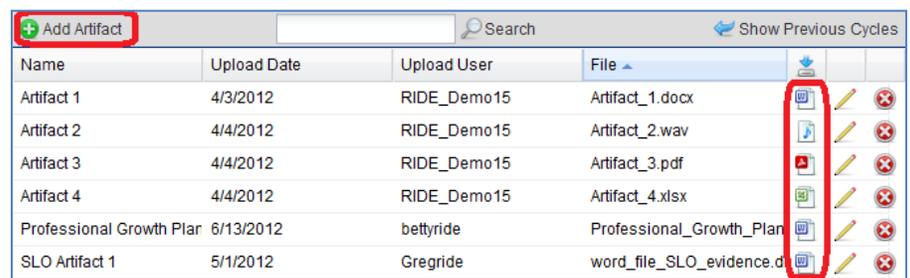
1. View the **Calendar** to see the scheduled date for the **Beginning-of-Year Conference**. (This will be visible after it has been scheduled by the evaluator.)



Throughout-the-Year Tasks

Review/Upload Evidence

1. Click on the **Artifact Files** link from the **Left Navigation Bar** of your dashboard to open the **Artifact Upload Tool**.
2. View a list of any artifacts that have been previously uploaded.
3. Click on the **Download** icon that shows the file format, in order to view an artifact.
4. Click the **Add Artifact** button to upload an artifact.



The screenshot shows the 'Artifact Upload Tool' interface. At the top left, there is a green '+ Add Artifact' button highlighted with a red box. Below it is a table with the following columns: Name, Upload Date, Upload User, and File. The table contains six rows of data. To the right of the table, there are icons for adding, editing, and deleting artifacts. The 'Download' icon for each artifact is highlighted with a red box.

Name	Upload Date	Upload User	File
Artifact 1	4/3/2012	RIDE_Demo15	Artifact_1.docx
Artifact 2	4/4/2012	RIDE_Demo15	Artifact_2.wav
Artifact 3	4/4/2012	RIDE_Demo15	Artifact_3.pdf
Artifact 4	4/4/2012	RIDE_Demo15	Artifact_4.xlsx
Professional Growth Plan	6/13/2012	bettyride	Professional_Growth_Plan
SLO Artifact 1	5/1/2012	Gregride	word_file_SLO_evidence.d

Accept Scheduling Requests

As needed, review automatic email notifications and the **Task List** on the Educator dashboard to accept or decline scheduling requests for **Conferences** and announced **Classroom Observations** or **School Site Visits**, which will be applicable in some cases.

Review Submitted Forms

When you receive an automatic email that a form has been submitted, go to your dashboard and open the form from the **Left Navigation Bar** or from your **Task List** to review the feedback that the evaluator has entered.

In the **Action Required** tab in your **Task List**, you may see forms completed by an evaluator that require your acknowledgement, which means that you will need to open the form, review the data/scroll to the bottom and click the Acknowledgement button.

Online EPSS Help Resources

Within EPSS

Within EPSS, all users will always have a “Help” link in the top-right corner of the screen. This will launch the EPSS online help system. This support documentation knowledgebase features a context-sensitive search along with convenient buttons for quick access to online videos and manuals.

Additional Information

For more information and to access training guides and videos, please visit RIDE’s official EPSS website:
<http://www.ride.ri.gov/educatorquality/educatorevaluation/EPSS.aspx>