About the Rhode Island Extract Tool

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.

Guidance on uploading this extracted data to RIDE's portal is located on the Educator Evaluation page of the RIDE website.

Important Dates

Wednesday, June 30, 2021 –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, including COVID-19 option #3.

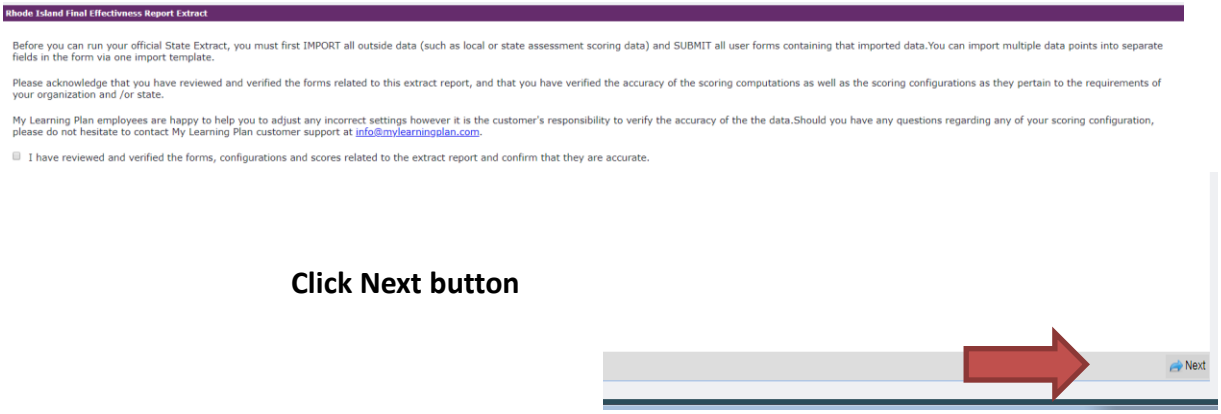
Friday, July 9, 2021 – After this date, any changes that need to be made to a 2020-21 evaluation will need to be made by submitting a letter from the district superintendent to RIDE's Director of Educator Excellence and Certification Services, Joy Souza, (joy.souza@ride.ri.gov).

Steps for Extraction

To begin this process, click on the two arrows icon, or the 'Evaluations' menu, and select the RI Score Extract

1. District Verification

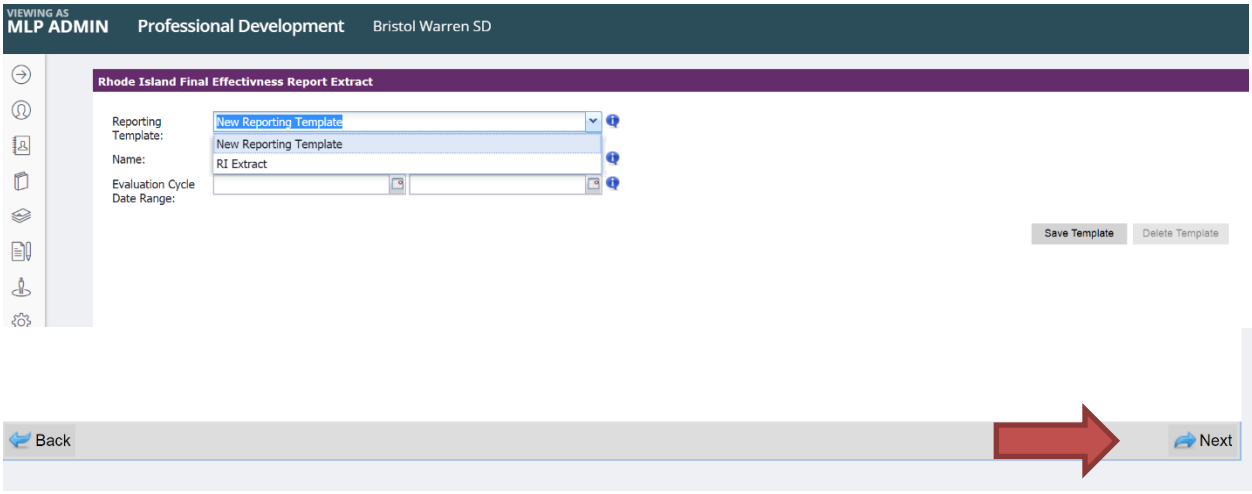
Click the check box to confirm that you reviewed and verified the forms, configurations and scores.



Click Next button

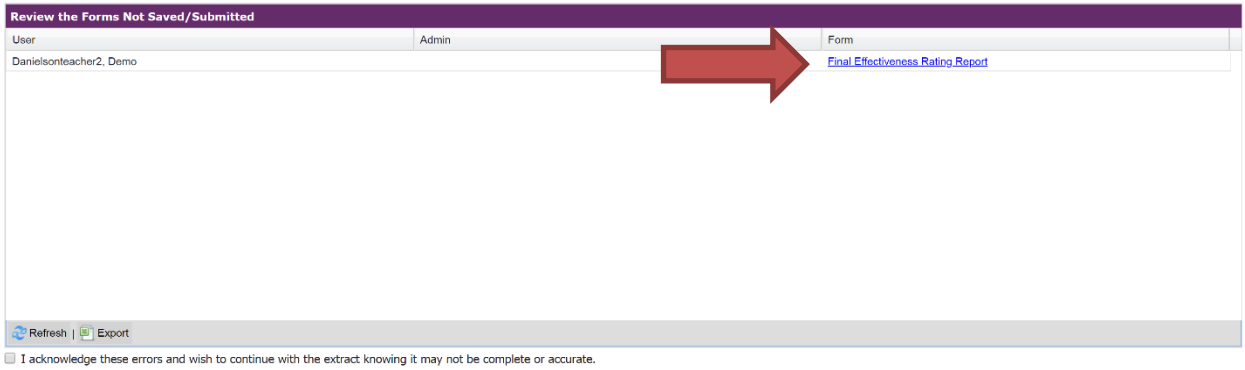
2. Select the RI Extract Template

Click the RI Extract and then click the Next button. **Note**: *Prior to running the extract, DCAs will need to be set up the 2020-21 template using your model's specifications, found in the slide decks on the [Educator Evaluation webpage](#).*



3. Review the Forms Not Saved/Submitted

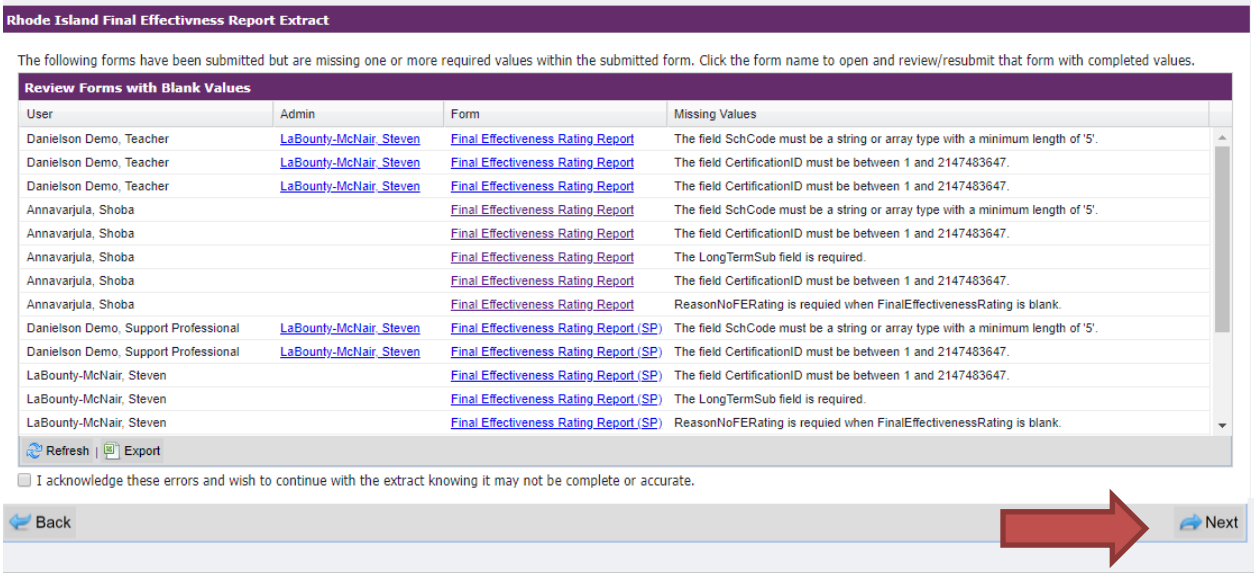
This screen may take up to 15 minutes to populate the data. Please be patient.
You can submit the forms on this screen by clicking the blue form link.



Click Next. If you want to continue without fixing these errors, click Acknowledge.

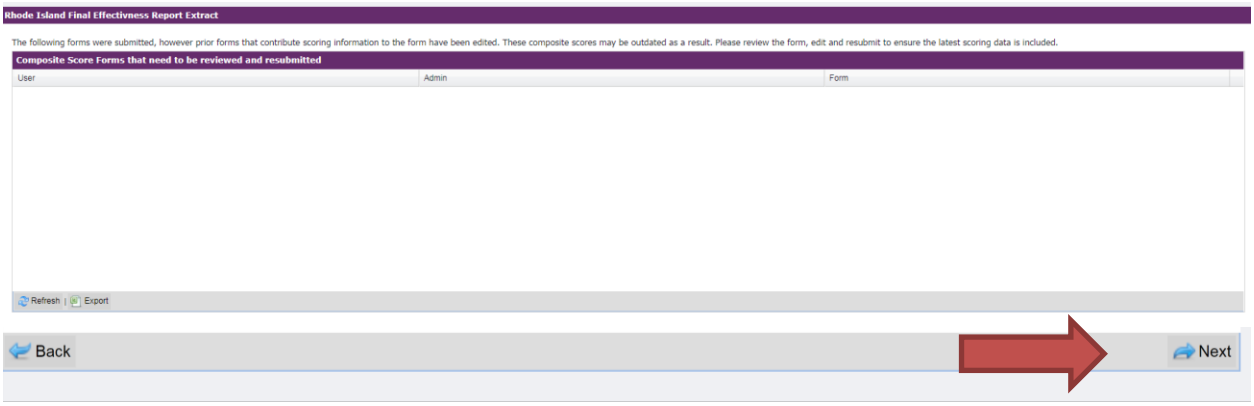
4. Review the Forms with blank data

This screen may take up to 15 minutes to populate the data. Please be patient. You can click on the form link to populate the missing fields.



5. Composite Score Forms that need to be reviewed and resubmitted

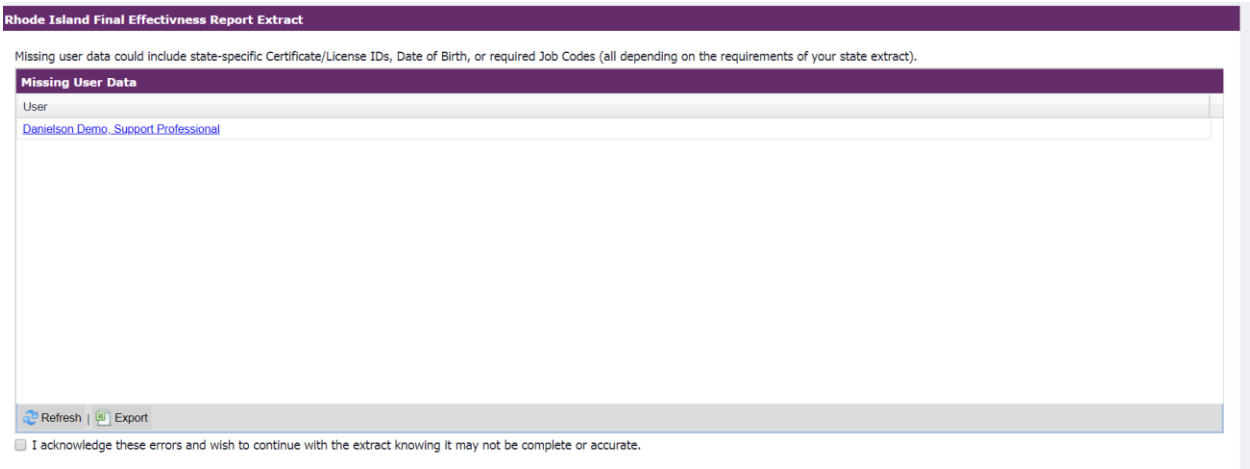
This screen may take up to 15 minutes to populate the data. Please be patient. The following forms were submitted, however prior forms that contribute scoring information to the form have been edited. These composite scores may be outdated as a result. Please review the form, edit and resubmit to ensure the latest scoring data is included.



6. 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/

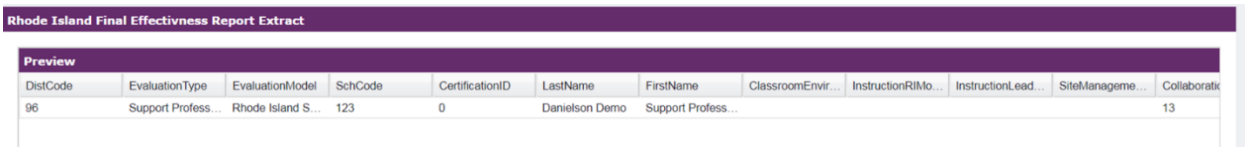
You can click on the user link below to put in the missing data.

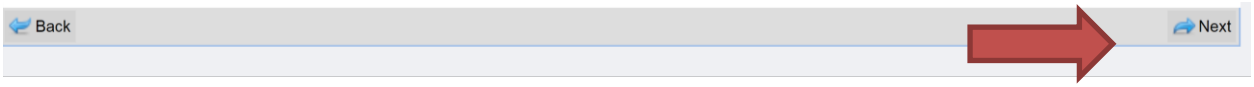


If you want to continue without fixing these errors, click Acknowledge.

7. Preview

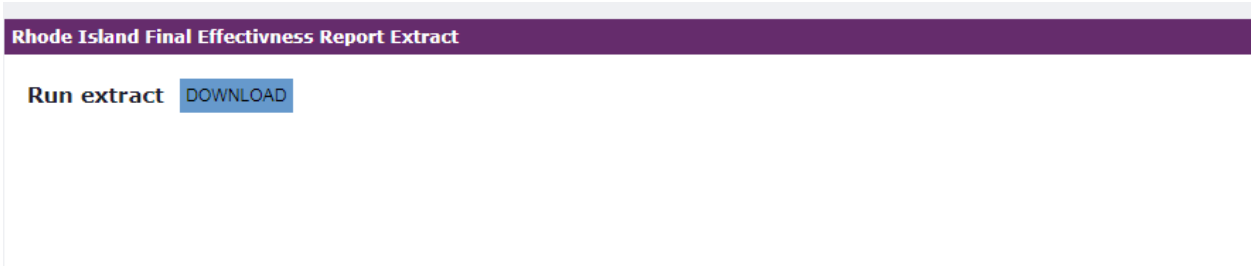
Use this step to review all the data information. *When evaluation type is Building Administrator, please be sure that the school code matches the 5-digit school code on the RIDE school directory listing.* Look up your school in the RIDE School directory at http://www.ride.ri.gov/StudentsFamilies/RIPublicSchools/SchoolDirectory.aspx





8. Run Extract

Run extract to produce CSV file



9. Save Extracted Data File

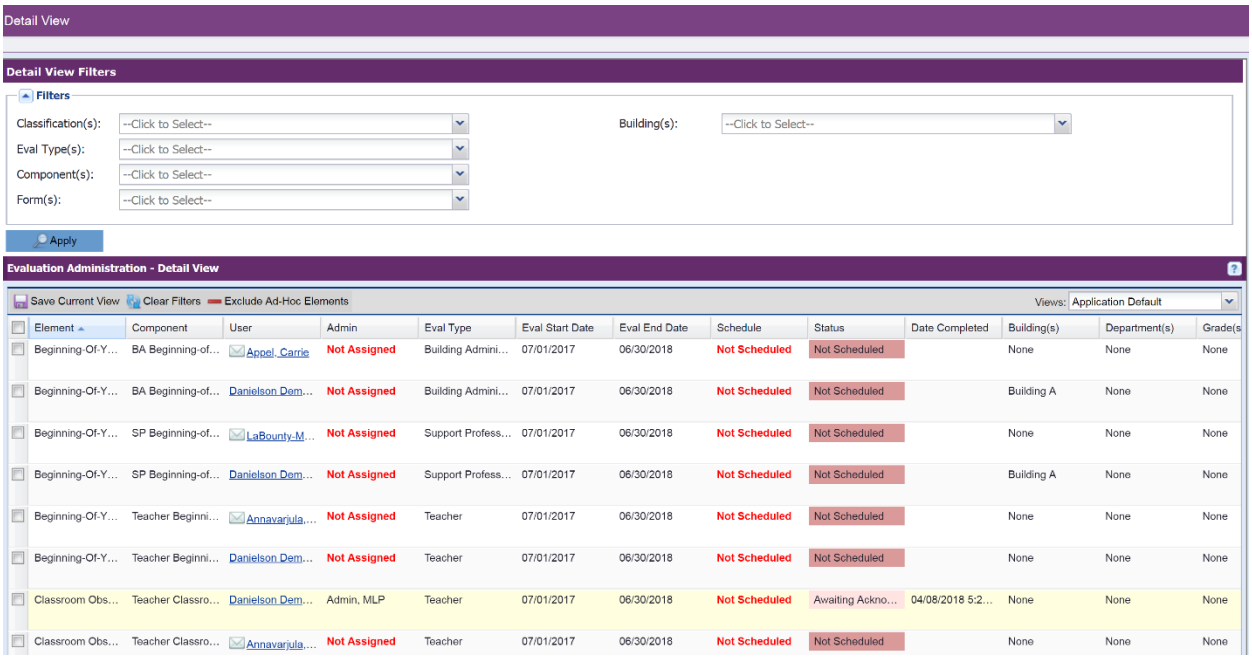
Please be sure to save the file in the location of your choice, maintaining confidentiality requirements. The downloaded file **must not be opened** in Excel as it will change the formatting and lead to errors in upload. If you wish to open the file to review for accuracy, be sure to ONLY open it using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

Steps for DCAs to Support Evaluators with Completing Evaluations

1. Monitor district adherence to timelines and provide support to evaluators as needed by accessing system reports.

2. Click the **Detail View**



3. Click the status and find all the forms that are **not** in awaiting acknowledgment or Awaiting Finalization Status.

Need help? Have questions?

Submit a help desk ticket at **pgsupport@frontlineed.com**.