Agenda

01 Educator View
02 Evaluator Views and Tools
03 Administrator Views and Tools
04 Learning Resources

Session Outcome

Participants will understand views and tools available for educators, evaluators and administrators in Frontline Education Evaluation and know where to access resources to extend learning beyond this session.
Our Session Today

As a facilitator, I’m here for YOU

Learning experience and interactions:
• Be patient
• Be present
• Ask questions

During our time together, we will:
• Dig into the system
• Make Connections between EPSS and Evaluation
Participant Check-in

Based on the agenda and the structure shared...

*what, in particular, do you hope to learn today?*
Evaluation Management: Forms, Components, Types

Forms
- Simplifies evaluation process
- Consistent, reliable structure

Component
- Clear organization
- A ‘folder’ for forms

Type
- Evaluation process
- One type per educator
Educator View
Educator View

My Evaluation Cycle

Access:
- Forms by status
- Organized by tab
Educator View

Learning Plan > My Evaluation

Access:
- Forms by Status
- Organized by Section
Educator View

My Evaluation Cycle

Links to Artifact Upload Tool and Evaluation Summary:
Educator View

My Info > My Evaluations

Evaluation Summary and Artifacts sections on the same page:
Educator View – Let’s Go...
Crosswalk: Educator View

How do I access my forms as an educator?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Evaluation Cycle (default view)</td>
<td>Learning Plan (default view)</td>
</tr>
</tbody>
</table>

How do I access my evaluation portfolio and artifacts sections?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Evaluation Cycle → Artifact Upload</td>
<td>My Info → My Evaluations</td>
</tr>
<tr>
<td>My Evaluation Cycle → Evaluation Summary</td>
<td>My Info → My Evaluations</td>
</tr>
</tbody>
</table>
Resources

• Evaluation – Teacher/User – Step-by-step articles
Your Turn: Educator View

Apply your learning:
• Login at MyLearningPlan.com
• Access and complete a form
• Explore My Info → My Evaluations, upload an artifact
• If you have questions, find a friend or check out help

Training Account Format
User name: explore.educator[xx]
Password: teach123
Participant Connections:

1. What do you think educators will like about Evaluation? Where might they struggle initially?
2. What resources can you use to support their learning?
Evaluator View
Evaluator View

My Caseload

- Search, sort and access forms by educator
- Monitor progress
- Access Evaluation Portfolio View
Evaluator View

Evaluations → Process View

- Search, sort and access forms by educator
- Monitor progress
- Access Evaluation Portfolio View
Evaluator View – Let’s Go...
**Crosswalk: Evaluator View**

**How do I access my forms for educators?**

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Caseload</td>
<td>Evaluations → Process View</td>
</tr>
</tbody>
</table>

**How do I access the evaluation portfolio and artifacts sections for educators?**

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Caseload → View Evaluation Portfolio</td>
<td>Evaluations → Process View, View Evaluation Portfolio</td>
</tr>
</tbody>
</table>
Evaluator Tools: Evidence Collection Tool
NEW Evaluator Tool:
Evidence Collection Tool

- Collect Notes and Evidence
- Align Notes and Evidence
- Score
Evidence Collection Tool

Available for forms with rubrics (such as observations):

<table>
<thead>
<tr>
<th>Teacher Announced Observation</th>
<th>Schedule/Assigned Admin</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Observation Form and Conference (required)</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
</tr>
<tr>
<td>Lesson Plan Template (required)</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
</tr>
<tr>
<td>Teacher Announced Observation (D1 - D4)</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
</tr>
<tr>
<td>Post-Observation Form (required)</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Unannounced Observation</th>
<th>Schedule/Assigned Admin</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Unannounced Observation (D2 - D3)</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
</tr>
<tr>
<td>Post-Observation Form (optional)</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
</tr>
</tbody>
</table>
Evaluator View – Let’s Go...
Evidence Collection Tool: Process

1. Access Evidence Collection Tool
2. Take evidence
3. Align evidence to rubric
4. Sync evidence

5. Access FORM to complete scoring and review
6. Submit form
Evidence Collection Tool: Tips

Quick check:
Move Evidence Collection box and check form info to verify form/educator

Tip: use keyboard shortcuts to streamline evidence collection
Your Turn: Evaluator View

Apply your learning:

• Login to MyLearningPlan.com
• Access Evaluations → Process View
• Review form you submitted as educator and finalize it
• Schedule a form, then log back in as educator – how did the educator view change (Learning Plan)?
• Use Evidence Collection Tool to complete an observation

• If you have questions, find a friend or check out help
Participant Connections:

1. What connections can you make between EPSS and Evaluation?
2. What questions do you have so far?
Evaluator Tools:

*Detail and Admin Views*
Evaluator Views and Tools: Access via Evaluations option

Evaluations
• One handy place to access views and reporting tools
Evaluator Views and Tools: 
**Detail View**

How are you using the Detail View to track and manage evaluations?

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Component</th>
<th>User</th>
<th>Admin</th>
<th>Eval Type</th>
<th>Eval Start Date</th>
<th>Eval End Date</th>
<th>Schedule</th>
<th>Status</th>
<th>Date Completed</th>
<th>Building(s)</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announced Obs.</td>
<td>First Announce</td>
<td>Exploring Ed...</td>
<td>Not Assigned</td>
<td>Demo Evaluation</td>
<td>07/15/2017</td>
<td>06/30/2018</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
<td>Exploring Training...</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Announced Obs.</td>
<td>Second Announce</td>
<td>Exploring Ed...</td>
<td>Not Assigned</td>
<td>Demo Evaluation</td>
<td>07/15/2017</td>
<td>06/30/2018</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
<td>Exploring Training...</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Announced Obs.</td>
<td>Second Announce</td>
<td>Exploring Ed...</td>
<td>Not Assigned</td>
<td>Demo Evaluation</td>
<td>07/15/2017</td>
<td>06/30/2018</td>
<td>Not Scheduled</td>
<td>Not Scheduled</td>
<td>Exploring Training...</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
Review: what are Evaluation Rights?

- **Evaluation Rights** – permission to view an educator’s evaluation type

- **Assignments** – the specific forms for which you are responsible
What is the difference between evaluation rights and assignment?
Evaluator Views and Tools: Admin View
Evaluator View – Let’s Go...
## Evaluator Views and Tools: Managing and Tracking

<table>
<thead>
<tr>
<th>Process View</th>
<th>Admin View</th>
<th>Detail View</th>
</tr>
</thead>
<tbody>
<tr>
<td>• High-level status</td>
<td>• Filter by form status</td>
<td>• Targeted inquiry for key forms</td>
</tr>
<tr>
<td>• Filter by status</td>
<td>• Most useful for assigned forms</td>
<td>• Save views for quick reference</td>
</tr>
<tr>
<td>• Individual progress</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(organized by educator)  (organized by status)  (organized by form)
Evaluator Views and Tools: Data Reporting

- **Rubric Explorer** – analyze data collected via rubric
- **Trend Explorer** – analyze data collected via single or multiple-choice questions
Evaluator Views and Tools: Data Reporting
Crosswalk: Evaluator Views and Tools

How can I track progress in the system?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Caseload</td>
<td>Evaluations → Process View</td>
</tr>
<tr>
<td>My Caseload → Caseload Detail View</td>
<td>Evaluations → Detail View</td>
</tr>
<tr>
<td>--</td>
<td>Evaluations → Admin View</td>
</tr>
</tbody>
</table>

How can I access and analyze data?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Caseload → Rubric Explorer</td>
<td>Evaluations → Rubric Explorer</td>
</tr>
<tr>
<td>My Caseload → Trend Explorer</td>
<td>Evaluations → Growth Explorer</td>
</tr>
<tr>
<td>My Caseload → Evaluation Data Report</td>
<td>Evaluations → Composite Score Report</td>
</tr>
</tbody>
</table>
Resource Roundup: *Educator and Evaluators*
Extend or review your learning

• Educator Orientation and Evaluator Orientation

• On Demand Resources
  o Using the Detail View
  o Detail View: Mass Assigning Forms
  o Tracking Completion

• Help Articles
  o Using the Rubric Explorer
  o Using the Growth Explorer
Administrator Tools:

*User Management*
Adding a User
User Management

- Administration -> Add/Edit User
  - Add User

- Evaluations -> User Management
  - Assign Type

- Evaluations -> Evaluation Rights
  - Assign Eval Rights
Administrator View – Let’s Go...
Crosswalk: Adding a User

How can I add a new educator in the system?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>Administration → Add/Edit User</td>
</tr>
<tr>
<td>--</td>
<td>Administration → Application Access</td>
</tr>
<tr>
<td>Config Admin → User Management</td>
<td>Evaluations → User Management</td>
</tr>
</tbody>
</table>

How can I ensure evaluators have the right access?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Config Admin → Evaluation Rights</td>
<td>Evaluations → Evaluation Rights</td>
</tr>
<tr>
<td>--</td>
<td>Configuration Tools → Site Configuration → Buildings List</td>
</tr>
</tbody>
</table>
Participant Check-in: Administration

- How is the overall process of managing users different?
- What questions do you have?
Administrator Tools: Managing Evaluation Types
User Components

District Configuration Administration

Caseload Management
- User Management
- Evaluation Rights
- User Components
- System Reports

User Components
- Optional Teacher Self Assessment Instances
  - Optional Self-Assessment (Teacher)
- Teacher Beginning-of-Year Conference
- Teacher Performance Improvement Plan (Teacher)
- Teacher Professional Growth Goal Instances
Component Manager

- **Component Templates** – left side, add forms to components
- **District Process** – access ‘live’ forms in context of eval. types
- **User Components** – adjust component instances for individuals
Component Manager

Making Changes to Forms in District Process

- **Preview** – safe option
- **Edit** – light changes before/after evaluation cycle (during gap)
- **Remove** – could result in data loss; not recommended without further support
Administrator View – Let’s Go…
Evaluation Cycle

- Eval Type Assigned
- Eval cycle start date
- Completed
- Forms Finalized
- Rollover
Key Concept: Planned Gap for Default Duration

Why a gap?

The gap is a "safe zone" where you can make any necessary form changes to evaluation types.

Changes should happen post-rollover, before users enter data.
Crosswalk: Managing Components

How can I manage components and types?

<table>
<thead>
<tr>
<th>EPSS</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Config Admin → User Components</td>
<td>Evaluations → Component Manager</td>
</tr>
<tr>
<td>--</td>
<td>Evaluations → Evaluation Types</td>
</tr>
</tbody>
</table>
Resource Roundup: Administrators
Resources

• Evaluation – District Admin
  – Config Series
  – Component Manager
  – Form Settings
  – Section Properties

• Recommended Resources
  – Evaluation Webinar Library
  – Register for Webinars
Participant Check-in: Component Manager and Evaluation Types

• What questions does this raise?
• What resources will you use to support your learning?
Participant Check-out

Based on all your learning experiences today:

- *What was your most significant learning?*
- *What is one area you will explore further?*
Outcome Check

During the session we:

• Explored the educator and evaluator views, including accessing and completed forms
• Learned how to use the Evidence Collection Tool to streamline evidence collection and alignment
• Made connections between views and tools in EPSS and Evaluation
• Reviewed tools and views available to organization administrators
• Reviewed Learning Resources in Help and beyond

Session Outcome

Participants will understand views and tools available for educators, evaluators and administrators in Frontline Education Evaluation and know where to access resources to extend learning beyond this session.
Help us improve!

Please take a moment to complete a brief participant survey

Participant Survey: https://tinyurl.com/feedback17-18