Evaluation Exploration Guide for Evaluators

GETTING STARTED

Get to know the system through this hands-on activity. To get started:

- Go to www.mylearningplan.com
- Log into your account (account invitation will be sent by your district)
- Follow the instructions for each item below (note the headers in each group for context clues)
- Use Help link for additional support, as needed

Process View

1. From the Evaluation option in the side navigation, select the Process View. Locate two educators within the Process View (preferably from two different Evaluation Types). Confirm that their Evaluation Types are correct.

2. Select an educator from the Process View and identify the form(s) that are part of the Observation Component for that educator.

3. Find the Scheduling tool and identify the options there to schedule a conference or observation for one or your educators. (Be sure to click CANCEL after exploring the options.) Tip: the Scheduling tool could be at the Component or Form level.

Evaluation Portfolio

4. Search for an educator in the top portion of the Process View and locate the Evaluation Portfolio for that educator. Select the Evaluation Portfolio and note the kinds of information you'll find there. Note: this view will open in a new browser tab.

5. Identify where you can upload an Artifact to an educator's Portfolio or view an artifact uploaded by an educator. List the kinds of information that can be used to describe an artifact in this view. Tip: to return to the main view, close the Evaluation Portfolio tab in your browser.
**Detail View**

6. From the **Evaluations** option in the side navigation menu, locate the Detail View. In the **Filters** section, select an Evaluation Type, then a Component from the drop-down menus. Notice how the list of forms in the Detail view changes when you select Apply.

7. With the filters applied, select a form (element) in the Detail View by checking the box on the left and use the Actions option (gear icon) to determine how to set a **Due Date** for that form. (Select CANCEL before setting a date.)

8. Look at the available icons for forms on the far right of the Detail View. Determine which icon will allow you to **Assign** a form (element) to an evaluator for completion. (Select CANCEL before completing assignment.) *Tip: select the District Admin tab to exit the Detail View.*

**Admin View**

9. From the **Evaluations** option in the side navigation, locate the Admin View. Change the **Display Mode** to Available Elements and the **Views** to Status – Incomplete. Notice how the forms available in the Admin view change. *Tip: when forms are assigned to you as an evaluator, the Assigned Elements Display Mode is a useful way to track your work. To exit the Admin View, select the District Admin tab.*

**Help**

10. Locate the Help icon. Within help, identify where you can access help articles for Evaluators? Use the search feature – what resources are available to support use of the **Detail View**?