Evaluator Orientation
Agenda

01 Educator Experience
02 Evaluator Experience
03 Evaluator Tools
04 Learning Resources

Session Outcome

Participants will understand views and tools available for educators and evaluators 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:
• Get hands-on
• 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 Experience
Educator View

My Evaluation Cycle

Access:
- Forms by status
- Organized by tab

Effective leaders in every school.

Effective teachers in every classroom.

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

<table>
<thead>
<tr>
<th>Action Required</th>
<th>In Progress</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Outcome Objective #1 - Student O...</td>
<td>LAUNCH</td>
<td></td>
</tr>
<tr>
<td>Student Outcome Objective #1 - Student O...</td>
<td>LAUNCH</td>
<td></td>
</tr>
<tr>
<td>Optional Self-Assessment (Teacher) - Optio...</td>
<td>LAUNCH</td>
<td>COMPLET...</td>
</tr>
</tbody>
</table>

Calendar (Jul 2017)
### Educator View

**Learning Plan > My Evaluation**

**Access:**
- Forms by Status
- Organized by Section

![My Evaluation - Teacher1 Thoma](image)

- **Scheduled Components**
  - **FIT 2013 Announced Observation Form (v16.03)** - FIT 2013 Announced Observation #1
    - Status: **In Progress**
    - Date: 06/04/2016 01:45-01:45 PM PDT
    - Where: With: Thoma Evaluation
  - **FIT 2013 Post-Observation Conference and Reflection Form - FIT 2013 Announced Observation #2**
    - Status: **In Progress**
    - Action: Open FIT 2013 Post-Observation Conference and Reflection Form - FIT 2013 Announced Observation #2 form for submission
  - **FIT 2013 Post-Observation Conference and Reflection Form - FIT 2013 Unannounced Observation**
    - Status: **In Progress**
    - Action: Open FIT 2013 Post-Observation Conference and Reflection Form - FIT 2013 Unannounced Observation form for submission
  - **FIT 2013 Domains 1 and 4 Portfolio - FIT 2013 Domains 1 and 4 Portfolio**
    - Status: **Complete**
    - Action: Open FIT 2013 Domains 1 and 4 Portfolio form for submission
  - **FIT 2013 Pre-Observation Planning Form - FIT 2013 Announced Observation #3**
    - Status: **Complete**
    - Submitted: 08/02/2016 01:17 AM PDT
    - Action: View FIT 2013 Pre-Observation Planning Form - FIT 2013 Announced Observation #3 form for submission

**In Progress**

- **FIT 2013 Pre-Observation Planning Form - FIT 2013 Pre-Observation Planning Form**
  - Status: **Complete**
  - Submitted: 08/02/2016 01:21 AM PDT
  - Action: View FIT 2013 Pre-Observation Planning Form - FIT 2013 Pre-Observation Planning Form form for submission

- **FIT 2013 Student Growth Objective Form (Tiered) - FIT 2013 Student Growth Objectives**
  - Status: **Complete**
  - Submitted: 08/02/2016 01:21 AM PDT
  - Action: View FIT 2013 Student Growth Objective Form (Tiered) - FIT 2013 Student Growth Objectives form for submission
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:

![Evaluation Summary and Artifacts](image-url)
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:
Hands-on Debrief

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 Experience
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>Element Name</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>
<tr>
<td>Teacher Unannounced Observation</td>
<td></td>
<td></td>
</tr>
<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: Hands-on Debrief

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?
Evaluator Views and Tools: Admin View
Evaluator View – Let’s Go...
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?

Evaluation Rights Assignments

Ms. Rialto

Mr. Diaz
Observation
Observation
SLO

Ms. Smith
Observation
Observation
Observation
SLO

Ms. Lee
Observation
Observation
SLO
Evaluator Views and Tools: Managing and Tracking

**Process View**
- High-level status
- Filter by status
- Individual progress

(organized by educator)

**Admin View**
- Filter by form status
- Most useful for assigned forms

(organized by status)

**Detail View**
- Targeted inquiry for key forms
- Save views for quick reference

(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
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 Learning Resources in Help and beyond

Session Outcome

Participants will understand views and tools available for educators and evaluators 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
Thank You