In collaboration with RIDE, the following guidance is designed to support LEAs in completing the 2021-22 EOY process post-extract and to prepare for the 2022-23 school year. You can find an overview of the following items here, through Frontline's 16-minute **EOY Checklist**. Please note this checklist is generic for all states that use Frontline systems, and not just for Rhode Island, so some screens may appear slightly different. If you have any questions, please contact the Frontline Client Support team using the methods outlined at the end of this document.

**Please note that all links require login.**

### I. ROLLOVER PROCESS

1. Preparing for Rollover Now that the extract and upload process is complete for 2021-22, you will prepare to roll over the data to set up for 2022-23. Please review the 22-minute Getting Ready for Rollover webinar.

2. Configuring Evaluation Types (Evaluation/Evaluation Type): It is important to ensure the following defaults are established for each Evaluation Type prior to rollover.
   a. Next Type: Determined by Eval Type, and which type they should roll into for the next year (this may have been pre-set in your district per initial configuration and should be confirmed)
   b. Cycle Dates: In RI, cycle dates should be set to start on 8/1/2022 and end on 7/1/2023 with a Duration of 11 months
   c. If you have already rolled over your district for 2022-23, you must check that all educators are assigned to 2022-23, and not future years, so that they are pulled into the extract for 2022-23.

3. **After rollover is complete**, consider managing any changes to your rosters for 2022-23: **User Management** (Evaluation/**User Management**)
   a. If needed, after rollover, adjust the Evaluation Types for individual users and/or in bulk using the User Management tool. Evaluation Types must be adjusted before the users begin to enter data to prevent the need to move this data in the event it is placed in the wrong evaluation type.
   b. For anyone in your district who has retired, resigned, moved, etc., you'll want to make sure these users are set to "Unassigned" under their evaluation type and then set to "Inactive" so that they do not populate on the 2021-22 extract. Do not inactivate users without "unassigning" them.

## II. UPDATING ADMIN RIGHTS

1. There are several administrative rights within Employee Evaluation, and each can be granted separately for maximum flexibility. Working with RIDE, and based upon past practice, it is recommended that only one or two users be assigned Super Admin Rights, which provides access to all the rights in the system.

2. **CONFIGURING EVALUATION ADMIN RIGHTS IS DONE USER BY USER**.

    a. Districts should update their users' Admin rights as follows:
        i. DO NOT REMOVE RIGHTS FROM ORGANIZATION ADMINS: Admin, MLP
    b. Remove the following Admin Rights from all users (preserve for your one or two Super Admin users):
        i. Rollover Tool, Component Manager, Form Designer, Rubric Designer, & Super Admin

## III. ADDITIONAL RESOURCES

1. Additional Just in Time Evaluation Webinars
2. Learning Center Resource Library
3. Professional Growth Learning Centers, aka Help
4. Live Chat: Available for Admins from within the Application
5. Email: pgsupport@frontlineed.com
6. Phone (Hours: 7am - 6pm ET, M-F): 610-722-9745 or 866-504-8222.