

This document provides the basic information necessary for a user to submit **educator evaluation** data in the **Personnel Data Collection (PDC)** system. This includes a brief summary of reporting requirements, data elements, step-by-step procedure to completing a submission and frequently asked questions.

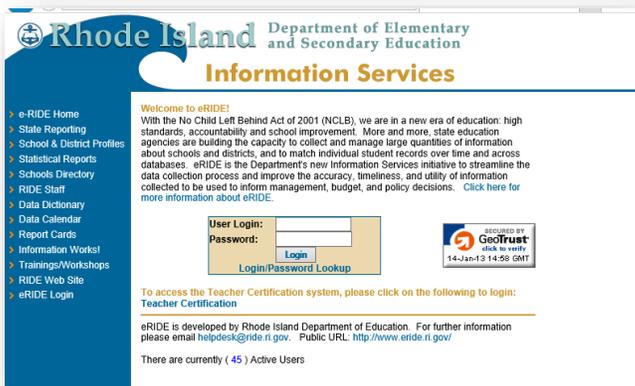
IMPORTANT: This data collection is intended as a repository of educator evaluation data, and NOT the system of record. Therefore, all edits to this data as a result of validation errors must be made in the original system of record.

Districts using Frontline’s EEM system must make all edits in EEM and rerun the extract file.

A detailed list of common validation errors and fixes can be found at the end of this document.

Step 1: Log in to eRIDE

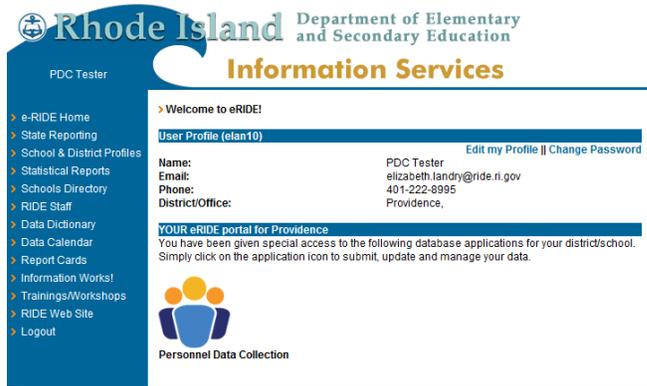
- 1.1. The Personnel Data Collection system is available at eRIDE. To access eRIDE, go to <https://www.eride.ri.gov/> and enter your user name and password.



- ✓ You will **need an eRIDE account** to access the PDC module. Your district’s data manager has the ability to generate eRIDE user accounts and grant the appropriate permissions to the PDC module.

- 1.2. If you have an eRIDE account, but do not know your password, please visit <https://www.eride.ri.gov/users/PasswordRetrieve.asp>

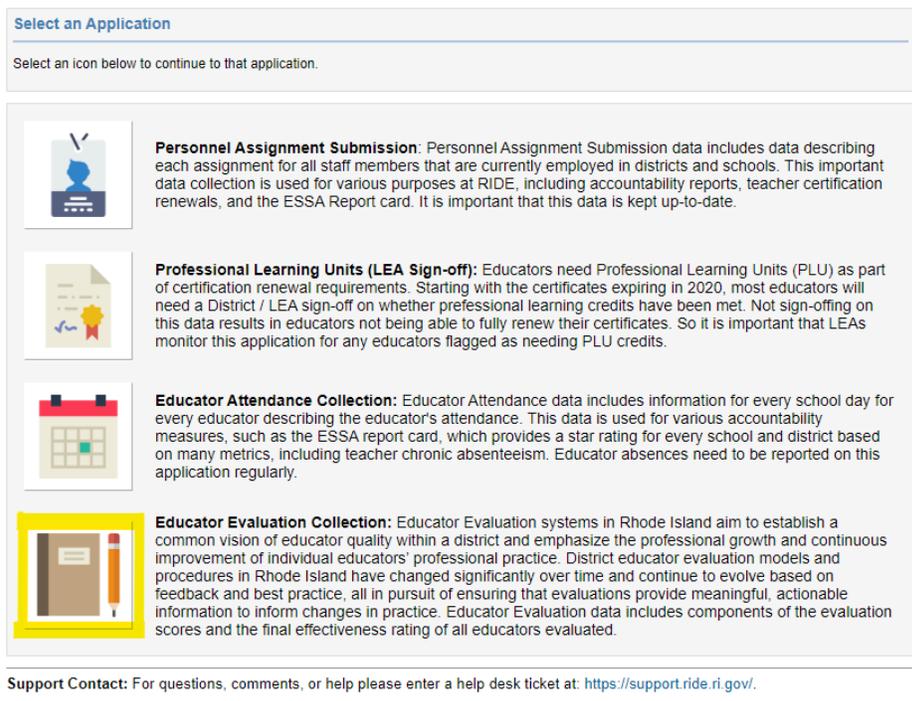
1.3. Once you log in to eRIDE, you will see a listing of applications that you have access to. Click on the icon available to you titled – Personnel Data Collection.



- ✓ If you have an eRIDE account but **do not see the PDC module upon login**, please contact your local district data manager for access.

Step 2: Select a collection

2.1. In the dropdown to select a collection, select the third item titled – ‘Educator Evaluation Collection’, then click “Go”



2.2. You will be at the landing page for your district/LEA. Click on **Upload Data** to start the upload process

> eRide Home > Personnel Data Collection > Educator Evaluation Collection

Collections | Evaluation Home | **Upload Data** | Log Out

District: Chariho School Year: 2017-18
School: All Schools

Rows: 0 Last Updated: Never

No data found. Use the upload functions to submit data.

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

2.3. That will take you to the following page where you can upload the CSV file that you downloaded from the EEM system.

2.4. You may choose to perform **one** update of all your records, or **several incremental** updates. Select one of the options in the Upload Method section.

> eRide Home > Personnel Data Collection > Educator Evaluation Collection

Collections | Evaluation Home | Upload Data | Log Out

Import Evaluation

Prepare a file for upload using the following [file specifications](#).

School Year: 2017-18 District: Chariho

Upload Excel File: **Choose File** No file chosen **Upload**

Upload Method

- Complete Year-To-Date: deletes existing district educator attendance data and replaces with file
- Incremental Updates: appends records to your district's data set

Files Submitted

No Files Submitted

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

2.5. Click on the Choose File button and select the file from the folder where you have placed it, when you downloaded the file from EEM.

2.6. Click 'Upload' to complete the upload.

Important Related Information:

1. The file specifications and all details about acceptable values can be downloaded from the *file specifications* link on the screen above.
2. Common validation errors:
 - a. **When the educator's certification ID is incorrect:** You can look up an educator's certificationID by visiting <http://ecert.ride.ri.gov/public/>
 - b. **Staff last name does not match master record:** This is a warning and will not prevent you from submitting the file.
 - i. If the error is in the certification data, educators must call the Office of Educator Excellence and Certification Services (between 1 pm and 4 pm M-F), to request change of last name.
 - ii. If the error is in the evaluation data, make the edits in the source data and rerun the upload.
 - c. **REASONNOFERATING is required when FINALEFFECTIVENESSRATING is blank:** For every educator who does have a Final Effectiveness Rating, a reason must be provided. Acceptable values are 'Cyclical Process', 'Extended absence', 'Other'. If 'Other' is selected, an explanation must be provided in the column 'ReasonNoFERatingOther'.