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**?