



Adding Additional EPSS Forms for Educators

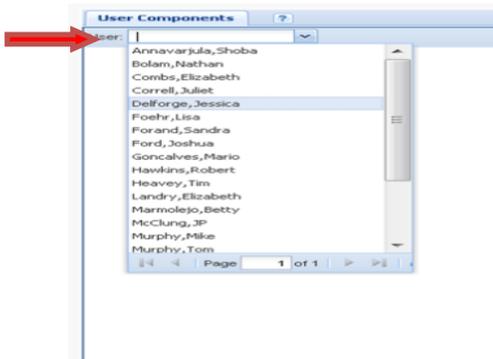
To minimize clutter on the EPSS dashboard, several components have been initially configured as “zero instance” components. Zero instance components can be incremented to 1 in cases where they’re needed, but by default they have a count of 0 and thus do not appear within the educator’s evaluation on the My Caseload page. Examples of these zero instance components include the Performance Improvement Plan, Additional Classroom Observation forms, and in some cases the Student Outcome Objective form. If a zero instance component needs to be added, building administrators can increase the count to 1 for any educator on his/her caseload. Furthermore, components that may require more than one instance (e.g. Professional Growth Goal, Additional Classroom Observation) can now be incremented very quickly. The directions below explain both of these processes.

PART 1. Adding/Assigning a Component

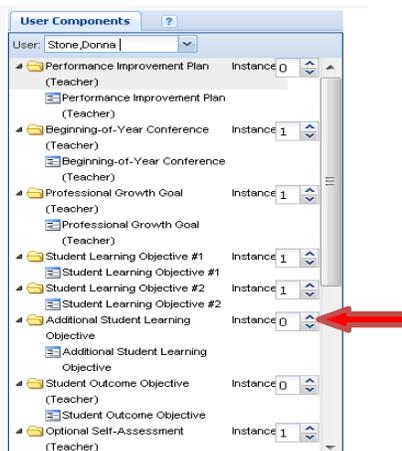
- Under **Tools** in the left-side menu of the **My Caseload** tab, click **User Component Management**

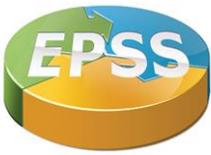


- Next, select the educator who will receive the component from the drop-down list



- All components available to that educator will appear in the list. Increase the count on the component you wish to assign, wait a few seconds, and you’ll receive confirmation that the component has been incremented for that user





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PART 2. Increasing the Count for an Assigned Component

The steps described in section 1 above can be used to raise the count of a component that is already assigned and part of the educator's evaluation – but there's a faster way, *provided you have the necessary Evaluation Rights*. See below for details.

- From the **My Caseload** tab, highlight the user in need of a change. Find the component you wish to increase
- Next, click the “gear wheel” icon for that component

Name	Evaluation Type	Evaluation Period	Progress	Status
Annavarjula, Shoba	Teacher	07/01/2012-06/30/2013	0 of 11	In Progress
Correll, Julet	Teacher	07/01/2013-07/01/2014	1 of 11	In Progress
Dillon, Karyn	Support Professional	07/01/2013-06/30/2014	0 of 12	In Progress
Hawkins, Robert	Teacher	06/01/2013-07/31/2014	0 of 14	In Progress

Component Name	Progress	Status	Actions
Beginning-of-Year Conference (Teacher)	0 of 1	Incomplete	[Gear] [Add] [Thumbs Up]
Professional Growth Goal (Teacher)	0 of 1	Incomplete	[Gear] [User] [Thumbs Up]
Student Learning Objective #1	0 of 1	Incomplete	[Gear] [User] [Thumbs Up]
Student Learning Objective #2	0 of 1	Incomplete	[Gear] [User] [Thumbs Up]
Additional Student Learning Objective	0 of 1	Incomplete	[Gear] [User] [Thumbs Up]

(**Note:** the gear wheel icons will only appear if you have “Component Instance” rights over that individual. If you don't see the gear wheels and require this ability, speak to your principal or District Configuration Administrator.)

- After clicking the gear wheel, a foreground window will appear. Input the desired number (greater than zero) and click Submit

Manage Instances

Instances:

REMEMBER: these instructions in Part 2 only apply to components that have already been assigned. If a component is unassigned (i.e. zero instance), it will not be listed on the My Caseload tab and you will not see a gear wheel for that component. You must always first assign the component, thereby making it visible on the My Caseload tab. To do so, follow the instructions in Part 1.