



# Running a Rubric Explorer Report

Professional Practice and Professional Foundations Rubric scores can be reviewed via the Rubric Explorer Reports link for all evaluation types. The report can be produced to examine the rubric scores of the district as a whole, by schools, by evaluators, by groups of educators or by individual educators.

## Running the Rubric Explorer Report

Log into your EPSS Dashboard. On your **My Caseload** tab click on Rubric Explorer Reports.

Name	Evaluation Type	Evaluation Period	Progress	Status
Annavarjula, Shoba	2013-14 Teacher	08/09/2013-08/09/2014	1 of 13	In Progress
Correll, Juliet	2013-14 Teacher	08/14/2013-05/31/2014	0 of 12	In Progress
Dillon, Karyn	Building Administrator	08/09/2013-08/01/2014	1 of 14	In Progress
Ford, Joshua	Teacher	07/01/2012-06/30/2013	1 of 10	In Progress

Set the dates to reflect the 2012-2013 school year.

**Rubric Explorer**

Start Date: 09/01/2012 End Date: 06/30/2013 My Reports: --Click to Select--

**Filters**

Classification(s): --Click to Select-- User(s): --Click to Select--  
Eval Type(s): --Click to Select-- Admin(s): --Click to Select--  
Component(s): --Click to Select-- Building(s): --Click to Select--  
Form(s): --Click to Select-- Department(s): --Click to Select--  
Rubric(s): --Click to Select-- Grade(s): --Click to Select--  
Append to existing report?:  Group(s): --Click to Select--

**Options**

Show Counts:  Show Percentages(%):  Colors: White To Blue Include In-Progress:

View Details View PDF Export to Excel Save Configuration

## Set the report criteria.

In this example, the evaluation type selected is teacher, but a report could be run to examine the rubric scores of any evaluation type.

The screenshot shows the 'Rubric Explorer' interface with the following settings:

- My Evaluation Cycle:** My Caseload
- Rubric Explorer:** Start Date: 09/01/2012, End Date: 06/30/2013, My Reports: --Click to Select--
- Filters:**
  - Classification(s): --Click to Select--
  - Eval Type(s): **Teacher**
  - Component(s):  Building Administrator,  Building Administrator (Non-Principal),  Support Professional,  Teacher
  - Form(s):
  - Rubric(s):  Teacher
  - Append to existing report?:
- Options:**
  - Show Counts:
  - Show Percentages(%):
  - Colors: White To Blue
  - Include In-Progress:
- Buttons:** View, Details, View PDF, Export to Excel, Save Configuration, Top

**Select the Components to be reviewed in the report.** You may only run the rubric explorer for components that align to the professional practice or professional foundations rubrics.

For the purpose of this example Observations 1, 2, 3 have been selected so a report can be produced that reflects the rubric scores for teacher evaluations on all three observations. Due to the changes in the aligned professional practice rubric, there are two selections for each observation. The second choice for each Classroom Observation option reflects the 2012-2013 school year. The ones selected in the image below reflect last year's observations.

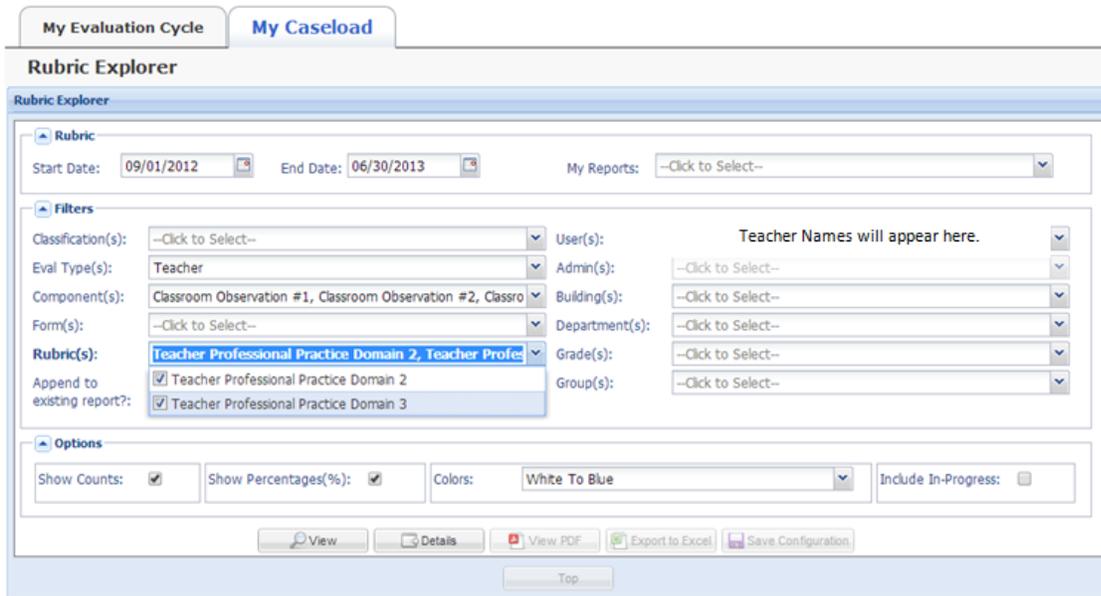
The screenshot shows the 'Rubric Explorer' interface with the following settings:

- My Evaluation Cycle:** My Caseload
- Rubric Explorer:** Start Date: 09/01/2012, End Date: 06/30/2013, My Reports: --Click to Select--
- Filters:**
  - Classification(s): --Click to Select--
  - Eval Type(s): **Teacher**
  - Component(s): **Classroom Observation #1, Classroom Observation #2, Classroom Observation #3**
  - Form(s):  Additional Classroom Observation 2013-2014,  Additional Student Learning Objective,  Beginning-of-Year (Teacher),  Beginning-of-Year Conference (Teacher),  Classroom Observation #1 2013-2014,  Classroom Observation #1 2012-2013,  Classroom Observation #2 2013-2014,  Classroom Observation #2 2012-2013,  Classroom Observation #3 2013-2014,  Classroom Observation #3 2012-2013,  End-of-Year (Teacher),  Extra Classroom Observation 2012-2013
  - Append to existing report?:
- Options:**
  - Show Counts:
  - Show Percentages(%):
  - Colors: White To Blue
  - Include In-Progress:
- Buttons:** View PDF, Export to Excel, Save Configuration, Top

**Choose the rubric that aligns to the components you wish to explore.**

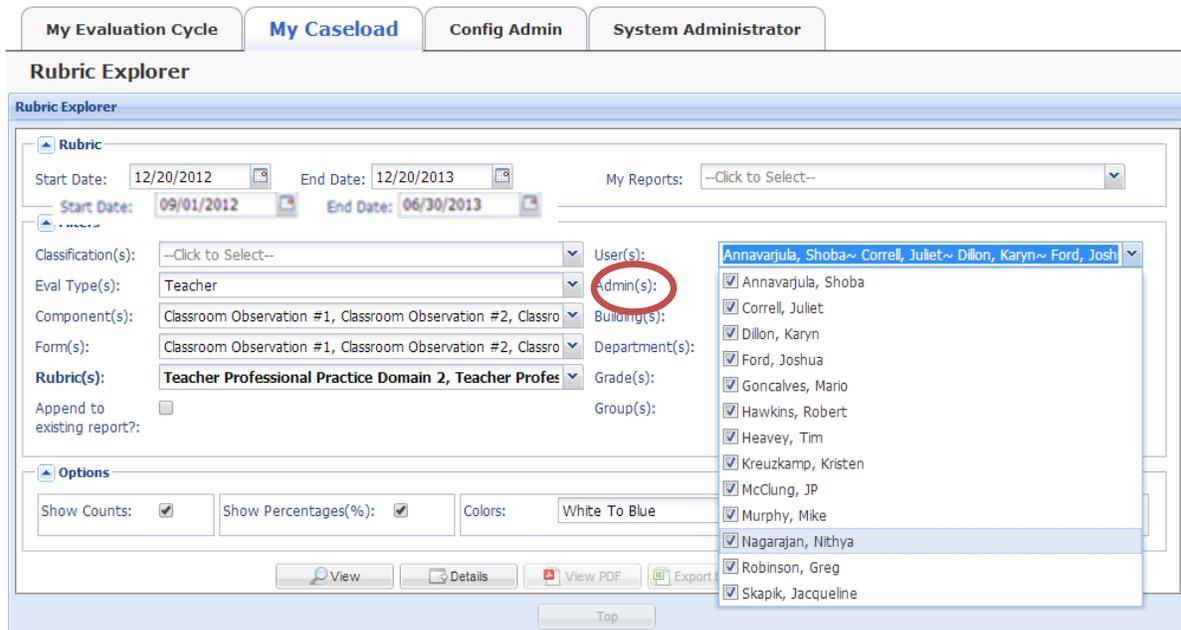
Once the components (observation (s) or professional foundations) have been selected the screen will prompt you to choose a rubric. You may choose to select one or both of the domains of the rubric to be included in the report.

For this example both Domain 2 and Domain 3 have been selected. The report will reflect rubric scores for both domains.



**Select the group of educators to include in the report.**

All user on your caseload are automatically included by default but, narrowing the focus of the report can be done by selecting/deselecting teachers, by content area or grade level for example, using the [User\(s\)](#) drop down menu...



...or by choosing an evaluator or group of evaluators using the **Admin(s)** drop down menu. You may also choose to run the report for a specific school or schools by selecting the school (s) using the **Building(s)** drop down menu. *\*Note: You may only view and filter report data based on your caseload.*

The screenshot shows the 'Rubric Explorer' interface with the following settings:

- Start Date:** 09/01/2012
- End Date:** 06/30/2013
- My Reports:** --Click to Select--
- Filters:**
  - Classification(s):** --Click to Select--
  - Eval Type(s):** Teacher
  - Component(s):** Classroom Observation #1, Classroom Observation #2, Classroom Observation #3
  - Form(s):** Classroom Observation #1, Classroom Observation #2, Classroom Observation #3
  - Rubric(s):** Teacher Professional Practice Domain 2
  - Append to existing report?:**
  - User(s):** Annavarjula, Shoba~ Correll, Juliet~ Dillon, Karyn~ Ford, Josh
  - Admin(s):** (highlighted with a red circle)
  - Building(s):** (highlighted with a red circle)
  - Department(s):** Annavarjula, Shoba; Dillon, Karyn; Forand, Sandra; Marmolejo, Betty; Robinson, Greg; Skapik, Jacqueline
  - Grade(s):**
  - Group(s):**
- Options:**
  - Show Counts:**
  - Show Percentages(%):**
  - Colors:** White To Blue
  - Include In-Progress:**

Buttons at the bottom: View, Details, View PDF, Export to Excel, Save Configuration, Top.

With all the criteria for the report selected click on the  icon to run the report.

The screenshot shows the 'Rubric Explorer' interface with the following settings:

- Start Date:** 09/01/2012
- End Date:** 06/30/2013
- My Reports:** --Click to Select--
- Filters:**
  - Classification(s):** --Click to Select--
  - Eval Type(s):** Teacher
  - Component(s):** Classroom Observation #1, Classroom Observation #2, Classroom Observation #3
  - Form(s):** --Click to Select--
  - Rubric(s):** Teacher Professional Practice Domain 2, Teacher Prof
  - Append to existing report?:**
  - User(s):** Teacher Names will appear here.
  - Admin(s):** --Click to Select--
  - Building(s):** --Click to Select--
  - Department(s):** --Click to Select--
  - Grade(s):** --Click to Select--
  - Group(s):** --Click to Select--
- Options:**
  - Show Counts:**
  - Show Percentages(%):**
  - Colors:** White To Blue
  - Include In-Progress:**

Buttons at the bottom: View (highlighted with a red circle), Details, View PDF, Export to Excel, Save Configuration, Top.

When you click on the  icon a heat map report will open.

Hover over any component and score to see the names of the teachers who earned that score. Names will appear in a pop-up box.

Click on the component/score box for a printable list of teachers who earned that score.

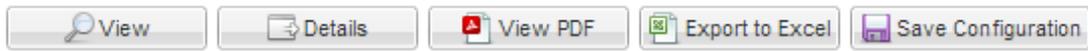
Rubric Report - Teacher Professional Practice Domain 2				
Filter				
Start Date: 09/01/2012		End Date: 06/30/2013		
Teacher names would appear here.		Admin(s): All		
Eval Type(s): Teacher		Building(s): All		
Component(s): Classroom Observation #1, Classroom Observation #2, Classroom Observation #3		Department(s): All		
Form(s): All		Grade(s): All		
Form(s): All		Group(s): All		
Criteria	(4)	(3)	(2)	(1)
2a: Creating an Environment of Respect and Rapport	48 of 84 (57.1%)	15 of 84 (17.9%)	1 of 84 (1.2%)	0 of 84 (0%)
2b: Establishing a Culture for Learning	39 of 84 (46.4%)	34 of 84 (40.5%)	0 of 84 (0%)	0 of 84 (0%)
2c: Managing Classroom Procedures	26 of 84 (31.0%)	45 of 84 (53.6%)	3 of 84 (3.9%)	0 of 84 (0%)
2d: Managing Student Behavior	42 of 84 (50.0%)	43 of 84 (51.2%)	1 of 84 (1.2%)	0 of 84 (0%)
<b>Totals</b>	<b>136 of 336 (40.2%)</b>	<b>137 of 336 (40.2%)</b>	<b>5 of 336 (1.5%)</b>	<b>0 of 336 (0%)</b>

Rubric Report - Teacher Professional Practice Domain 3				
Filter				
Start Date: 09/01/2012		End Date: 06/30/2013		
Teacher names would appear here.		Admin(s): All		
Eval Type(s): Teacher		Building(s): All		
Component(s): Classroom Observation #1, Classroom Observation #2, Classroom Observation #3		Department(s): All		
Form(s): All		Grade(s): All		
Form(s): All		Group(s): All		
Criteria	(4)	(3)	(2)	(1)
3a: Communicating with Students	43 of 84 (51.2%)	43 of 84 (51.2%)	0 of 84 (0%)	0 of 84 (0%)
3b: Using Questioning and Discussion Techniques	15 of 84 (17.9%)	48 of 84 (57.1%)	1 of 84 (1.2%)	0 of 84 (0%)
3c: Engaging Students in Learning	48 of 84 (57.1%)	35 of 84 (41.7%)	1 of 84 (1.2%)	0 of 84 (0%)
3d: Using Assessment in Instruction	48 of 84 (57.1%)	35 of 84 (41.7%)	1 of 84 (1.2%)	0 of 84 (0%)

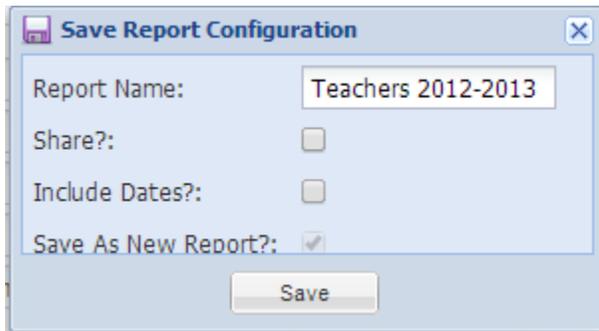
Click on view PDF to open the report as a PDF.

As a PDF the document can be saved and/or printed.

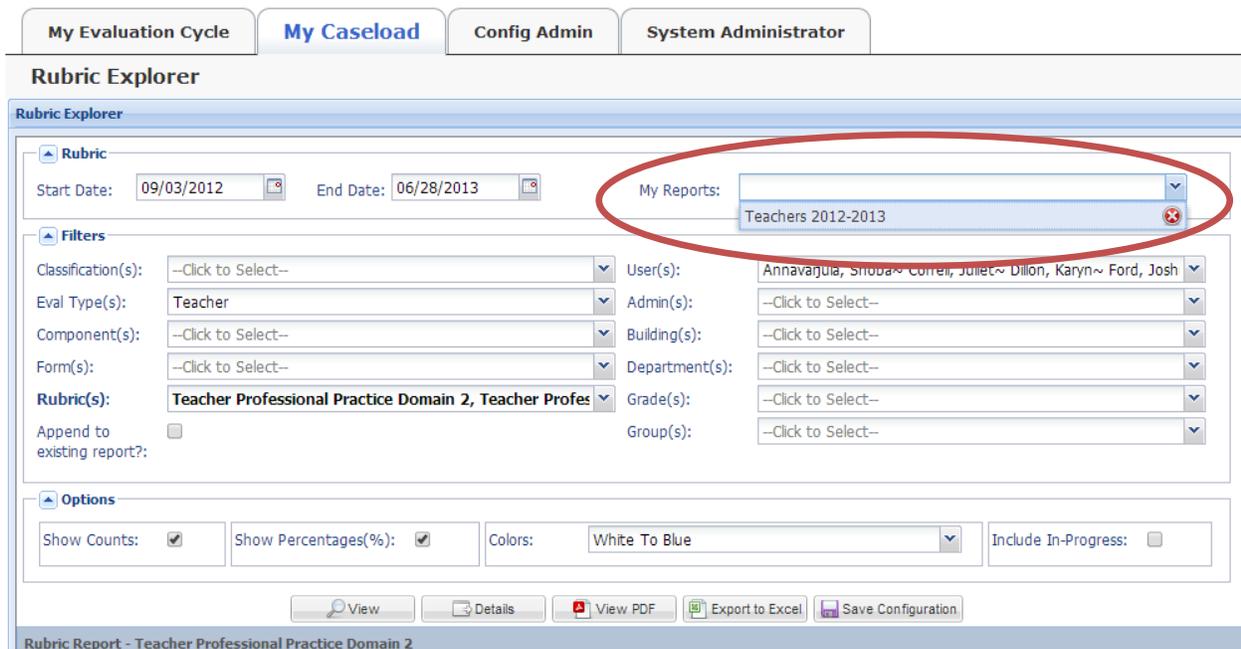


You may also export the text of the report into an Excel document. As an Excel document the information can be sorted further using the data sort functionality within Microsoft Excel.

To save the report, within EPSS, for future reference select the  icon. A pop-up menu will appear which will allow you to name and save your report.



Once you have saved the report it can be accessed by using the drop down menu under [My Reports](#).



## Looking Deeper into Component Scores Using Rubric Explorer

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By selecting which educators, evaluators, or schools to include a report can be created that compares the scores of one group of educators, evaluators, or schools to another like group.

The **Append to existing report** functionality within Rubric Explorer enables you to run a report to compare rubric scores from School A to School B, teachers in one grade or subject area to another grade or subject area or the scores given by one evaluator to another evaluator. Follow the directions given in this packet to run one report; choose the first school, group of teachers, or evaluator and then click the view icon to produce the first report. Afterwards scroll to the top of the page and click the box for **Append to existing report** (see image below), then select the criteria for the next report by choosing the school, group of teachers, or evaluator you wish to compare to the first group. Once you have selected your criteria, click the view icon to create the comparison report. The report will have the information from the first set of criteria followed by the information from the second set of criteria. Repeat this process to add another group of teachers, school or evaluators.

The image shows a screenshot of the 'Filters' section in the Rubric Explorer interface. It contains several dropdown menus and a checkbox. The 'Append to existing report?' checkbox is circled in red.

Classification(s):	--Click to Select--
Eval Type(s):	Teacher
Component(s):	Classroom Observation #1, Classroom Observation #2, Classro
Form(s):	Classroom Observation #1, Classroom Observation #2, Classro
Rubric(s):	Teacher Professional Practice Domain 2, Teacher Profes
Append to existing report?:	<input checked="" type="checkbox"/>

## Ongoing Review of Component Scores to Highlight Strengths and Needs

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The Rubric Explorer Report tool can be used throughout the year to highlight strengths and areas in need of improvement to help in planning professional development opportunities focused on teaching practices aligned to the components. Filtering tools on the Rubric Explorer allow for a specific focus of the reports. Using the **Append to existing report** functionality will allow reports that compare first observations to later observations. These reports can show growth in component scores and/or the impact professional development may be having on component scores.