



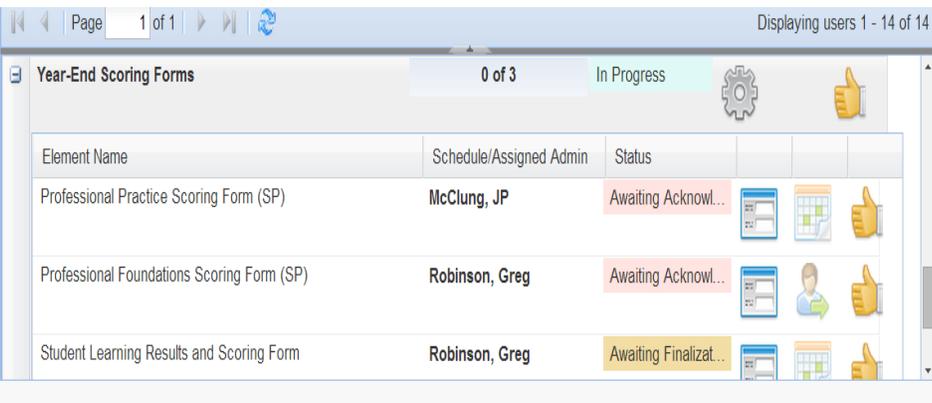
Support Professional Scoring for Gradual Implementation 2013-2014

Closeout for LEAs implementing the EPSS during the 2013-14 School Year

Process Overview:

1. Locate the Forms in the Process View (Evaluators Only)

After highlighting the target educator in the top portion of the Process View, you will see his/her **Evaluation Profile** in the bottom portion of the Process View. The **Professional Foundations Scoring Form**, **Professional Practice Scoring Form** and the **Student Learning and Results Scoring Form** can be found within the **Year-End** component. All three forms must be completed in order to populate the **Final Effectiveness Rating Report** and receive a rating. Click the Complete Form icon to launch and submit the form.



A screenshot of the 'Year-End Scoring Forms' interface. A blue arrow points to the left side of the window. The interface shows a table with three rows of forms. The table has columns for 'Element Name', 'Schedule/Assigned Admin', and 'Status'. Each row also includes a 'Complete Form' icon (a thumbs up) and a 'View Form' icon (a document with a checkmark).

Element Name	Schedule/Assigned Admin	Status	Complete Form	View Form
Professional Practice Scoring Form (SP)	McClung, JP	Awaiting Acknowl...	👍	📄
Professional Foundations Scoring Form (SP)	Robinson, Greg	Awaiting Acknowl...	👍	📄
Student Learning Results and Scoring Form	Robinson, Greg	Awaiting Finalizat...	👍	📄

Note: Support Professionals will access their own forms from the “My Evaluation Cycle” page/tab. Once submitted, the form will be visible in both the left-side navigation menu (under the heading “Educator Info”), as well as in the tabbed task list at the bottom of the page.

2. Complete the Forms

1. **Professional Practice Scoring Form:** Evidence from the Observation of Practice forms will prepopulate on the scoring form. Using the clickable rubric score all Domains of Professional Practice for the support professional.
2. Add optional comments in the Rationale for Professional Practice Scores box and Professional Practice End of Year Feedback.
3. Click **Submit**. (Alternatively, to save the form so you can finish at another time, click **Save**.) By clicking **Submit**, the support professional will now be able to access the form from their “My Evaluation Cycle” page.

4. **Professional Foundations Scoring:** Evidence from the Observation of Practice form will prepopulate on the scoring form. Additional evidence can be entered in the box titled- *Additional Evidence for Domain*. Professional Foundations artifacts that have been uploaded by the educator will be available.
5. Using the clickable rubric score all Domains of Professional Foundations for the educator.
6. Add comments in the Rationale for Professional Foundations Scores box and Professional Foundations Year-End Feedback.
7. Click **Submit**. (Alternatively, to save the form so you can finish at another time, click **Save**.) By clicking Submit, the support professional will now be able to access the form from their “My Evaluation Cycle” page.

8. **Student Learning Results and Scoring Form:** The support professional launches the form and enters the results and summary of the SLO/SOOs. After entering the results, the support professional clicks **Save & Notify** to inform their evaluator results have been entered.
9. Evaluators then launch the form. SLOs will prepopulate the Title, Objective Statement and the Targets. SOOs will not prepopulate any information on the scoring form. The title of the SOO will need to be typed in the box *SLO/SOO # (if needed)*. Using the clickable rubric you must score 2 SLO/SOOs.

NOTE: If a support professional only completed one SLO or SOO it will need to be scored twice in order for a Final Effectiveness Rating to be calculated during gradual implementation.

10. Click **Submit**. (Alternatively, to save the form so you can finish at another time, click Save.) By clicking Submit, the support professional will now be able to access the form from their “My Evaluation Cycle” page.
11. **Final Effectiveness Rating Report** will be populated by the three scoring forms. Evaluators have the option of adding comments to the Final Effectiveness Rating Report at the end of the form. Once complete, click **Submit**. The form will then be visible to the educator.

3. Form Acknowledgement

As per Form Settings, this form requires acknowledgement by the educator. That means he/she will receive an email notification once this form has been submitted. After receiving this email, the Evaluatee should log in to

EPSS, review the form, and click the **Acknowledge** button at the bottom of the form so it can then be finalized by the Evaluator. This is also an opportunity for the Evaluatee to **Comment** on the form.

Educator Acknowledgement

(To be completed by the teacher)

I have read this form and have had an opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic signature. My signature does not signify agreement or disagreement.

 Print  Acknowledge  Comment

4. **Finalize the Form** (To be completed by the primary Evaluator):

The Finalize Element function is found in the **Evaluation Profile** of the Evaluator's **Process View**.

1. From the user's **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.



3. **Select:**

- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.

OR

- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating the form has been finalized or routed to another evaluator to finalize.

Finalize/Route 2014 Final Effectiveness Rating Report (Teacher) X

Choose an action: Finalize the element Route to administrator

Notify User:

Administrator: v

Notes: