

### About the Rhode Island Extract Tool

Just like last year, the Final Effectiveness Rating Report (FERR) and related data must first be extracted from EEM by each District Configuration Administrator (DCA) before being uploaded to RIDE’s submission portal via the eRIDE system.

Guidance on uploading this extracted data to RIDE’s portal is located on [the Educator Evaluation page](#) of the RIDE website.

### Important Dates

**Friday, June 30, 2023** – LEAs need to upload their educator evaluation data to RIDE.

After this date, any changes that need to be made to a 2022-23 evaluation will need to be made by submitting a letter from the district superintendent to RIDE’s Director of Educator Excellence and Certification Services, Gina Masiello, ([Gina.Masiello@ride.ri.gov](mailto:Gina.Masiello@ride.ri.gov)).

### Steps for Extraction

To begin this process, click on the two arrows icon, or the ‘Evaluations’ menu, and select the RI Score Extract



## 1. District Verification

Click the check box to confirm that you reviewed and verified the forms, configurations and scores.

**Rhode Island Final Effectiveness Report Extract**

Before you can run your official State Extract, you must first IMPORT all outside data (such as local or state assessment scoring data) and SUBMIT all user forms containing that imported data. You can import multiple data points into separate fields in the form via one import template.

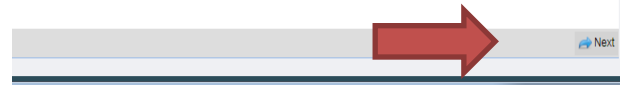
Please acknowledge that you have reviewed and verified the forms related to this extract report, and that you have verified the accuracy of the scoring computations as well as the scoring configurations as they pertain to the requirements of your organization and /or state.

My Learning Plan employees are happy to help you to adjust any incorrect settings however it is the customer's responsibility to verify the accuracy of the the data. Should you have any questions regarding any of your scoring configuration, please do not hesitate to contact My Learning Plan customer support at [info@mylearningplan.com](mailto:info@mylearningplan.com).

I have reviewed and verified the forms, configurations and scores related to the extract report and confirm that they are accurate.

[Next](#)

Click Next button



## 2. Select the RI Extract Template

Click the RI Extract and then click the Next button. **Note:** Prior to running the extract, DCAs will need to be set up the 2022-23 template using your model's specifications, found in the slide decks on the [Educator Evaluation webpage](#).

VIEWING AS MLP ADMIN Professional Development Bristol Warren SD

**Rhode Island Final Effectiveness Report Extract**

Reporting Template:

Name:

Evaluation Cycle:

Date Range:

[Save Template](#) [Delete Template](#)

[Back](#) [Next](#)

### 3. Review the Forms Not Saved/Submitted

This screen may take up to 15 minutes to populate the data. Please be patient. You can submit the forms on this screen by clicking the blue form link.

User	Admin	Form
Danielsonteacher2, Demo		<a href="#">Final Effectiveness Rating Report</a>

Refresh | Export

I acknowledge these errors and wish to continue with the extract knowing it may not be complete or accurate.

Click Next. If you want to continue without fixing these errors, click Acknowledge.

Refresh | Export

I acknowledge these errors and wish to continue with the extract knowing it may not be complete or accurate.

### 4. Review the Forms with blank data

This screen may take up to 15 minutes to populate the data. Please be patient. You can click on the form link to populate the missing fields.

Rhode Island Final Effectiveness Report Extract

The following forms have been submitted but are missing one or more required values within the submitted form. Click the form name to open and review/resubmit that form with completed values.

User	Admin	Form	Missing Values
Danielson Demo, Teacher	<a href="#">LaBounty-McNair_Steven</a>	<a href="#">Final Effectiveness Rating Report</a>	The field SchCode must be a string or array type with a minimum length of '5'.
Danielson Demo, Teacher	<a href="#">LaBounty-McNair_Steven</a>	<a href="#">Final Effectiveness Rating Report</a>	The field CertificationID must be between 1 and 2147483647.
Danielson Demo, Teacher	<a href="#">LaBounty-McNair_Steven</a>	<a href="#">Final Effectiveness Rating Report</a>	The field CertificationID must be between 1 and 2147483647.
Annavarjula, Shoba		<a href="#">Final Effectiveness Rating Report</a>	The field SchCode must be a string or array type with a minimum length of '5'.
Annavarjula, Shoba		<a href="#">Final Effectiveness Rating Report</a>	The field CertificationID must be between 1 and 2147483647.
Annavarjula, Shoba		<a href="#">Final Effectiveness Rating Report</a>	The LongTermSub field is required.
Annavarjula, Shoba		<a href="#">Final Effectiveness Rating Report</a>	The field CertificationID must be between 1 and 2147483647.
Annavarjula, Shoba		<a href="#">Final Effectiveness Rating Report</a>	ReasonNoFERating is required when FinalEffectivenessRating is blank.
Danielson Demo, Support Professional	<a href="#">LaBounty-McNair_Steven</a>	<a href="#">Final Effectiveness Rating Report (SP)</a>	The field SchCode must be a string or array type with a minimum length of '5'.
Danielson Demo, Support Professional	<a href="#">LaBounty-McNair_Steven</a>	<a href="#">Final Effectiveness Rating Report (SP)</a>	The field CertificationID must be between 1 and 2147483647.
LaBounty-McNair, Steven		<a href="#">Final Effectiveness Rating Report (SP)</a>	The field CertificationID must be between 1 and 2147483647.
LaBounty-McNair, Steven		<a href="#">Final Effectiveness Rating Report (SP)</a>	The LongTermSub field is required.
LaBounty-McNair, Steven		<a href="#">Final Effectiveness Rating Report (SP)</a>	ReasonNoFERating is required when FinalEffectivenessRating is blank.

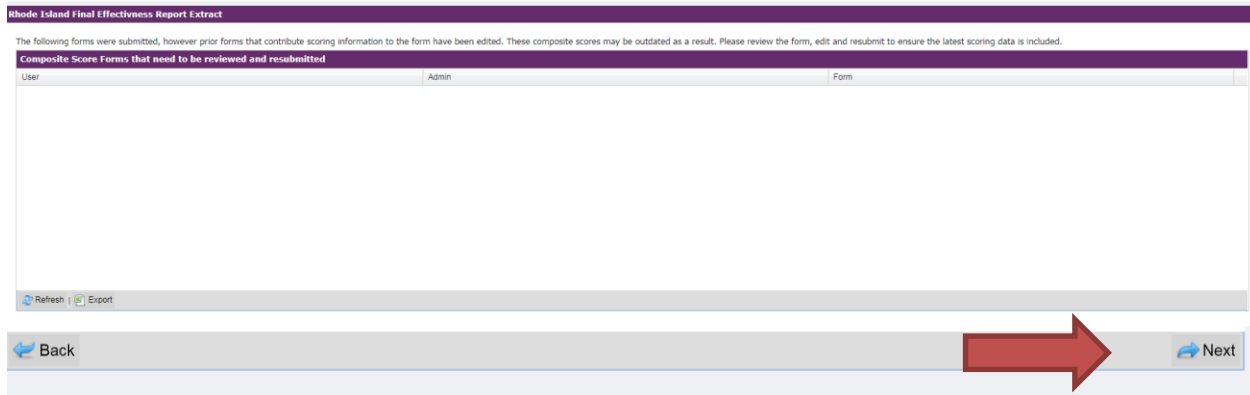
Refresh | Export

I acknowledge these errors and wish to continue with the extract knowing it may not be complete or accurate.

Back Next

## 5. Composite Score Forms that need to be reviewed and resubmitted

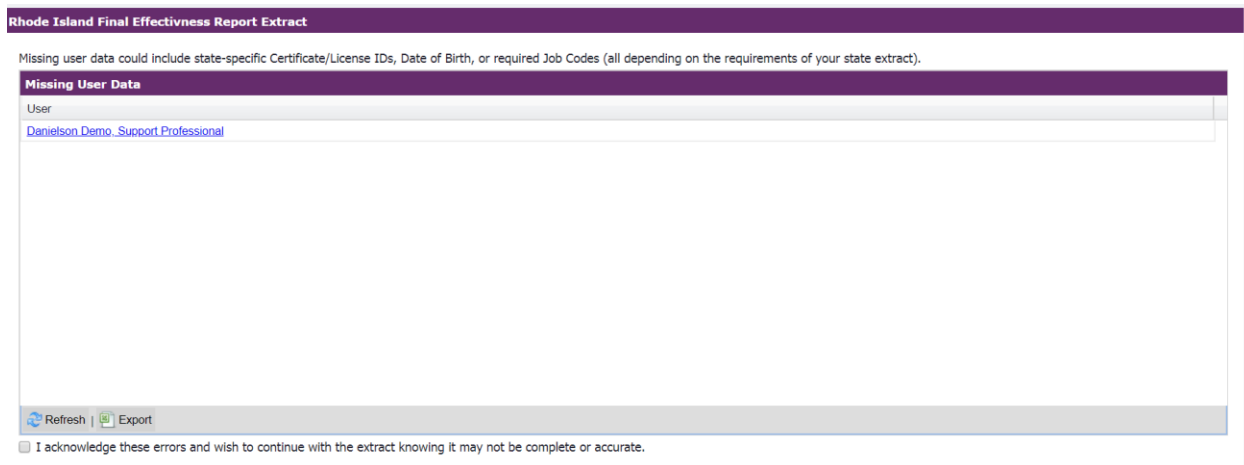
This screen may take up to 15 minutes to populate the data. Please be patient. The following forms were submitted, however prior forms that contribute scoring information to the form have been edited. These composite scores may be outdated as a result. Please review the form, edit and resubmit to ensure the latest scoring data is included.



## 6. Missing User Data

Missing user data could include (but not limited to) Certificate IDs, SchoolCode when Evaluation Type is Building Administrator, or LongTermSubstitute flag. You can look up an educator's certificationID at this website: <http://ecert.ride.ri.gov/public/>

You can click on the user link below to put in the missing data.

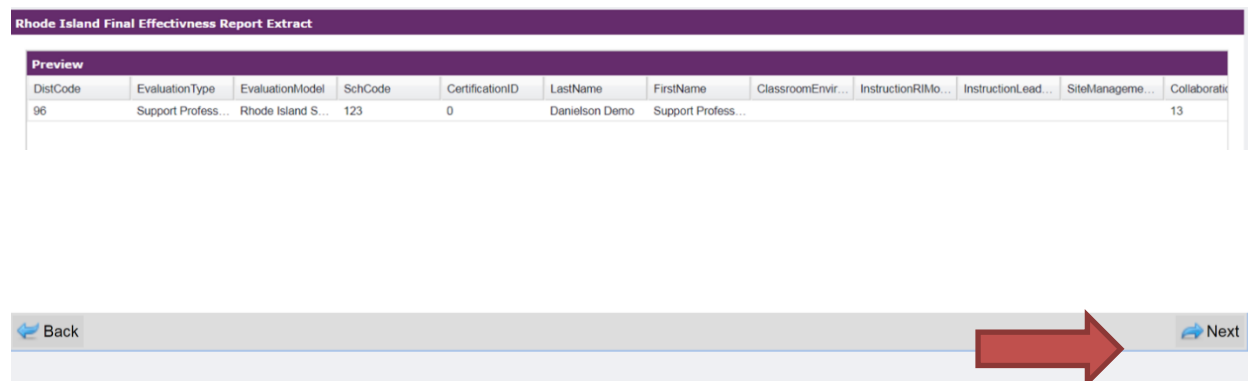


If you want to continue without fixing these errors, click Acknowledge.

## 7. Preview

Use this step to review all the data information. *When evaluation type is Building Administrator, please be sure that the school code matches the 5-digit school code on the RIDE school directory listing.* Look up your school in the RIDE School directory at

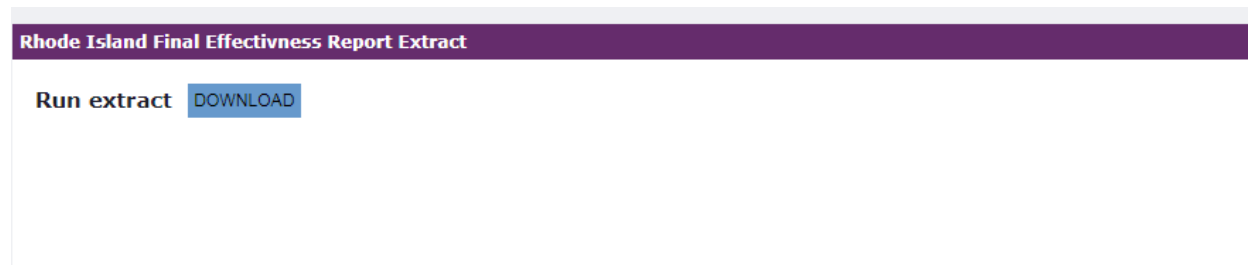
<http://www.ride.ri.gov/StudentsFamilies/RIPublicSchools/SchoolDirectory.aspx>



DistCode	EvaluationType	EvaluationModel	SchCode	CertificationID	LastName	FirstName	ClassroomEnvir...	InstructionRIMO...	InstructionLead...	SiteManageme...	Collaborati
96	Support Profess...	Rhode Island S...	123	0	Danielson Demo	Support Profess...					13

## 8. Run Extract

Run extract to produce CSV file



Run extract [DOWNLOAD](#)

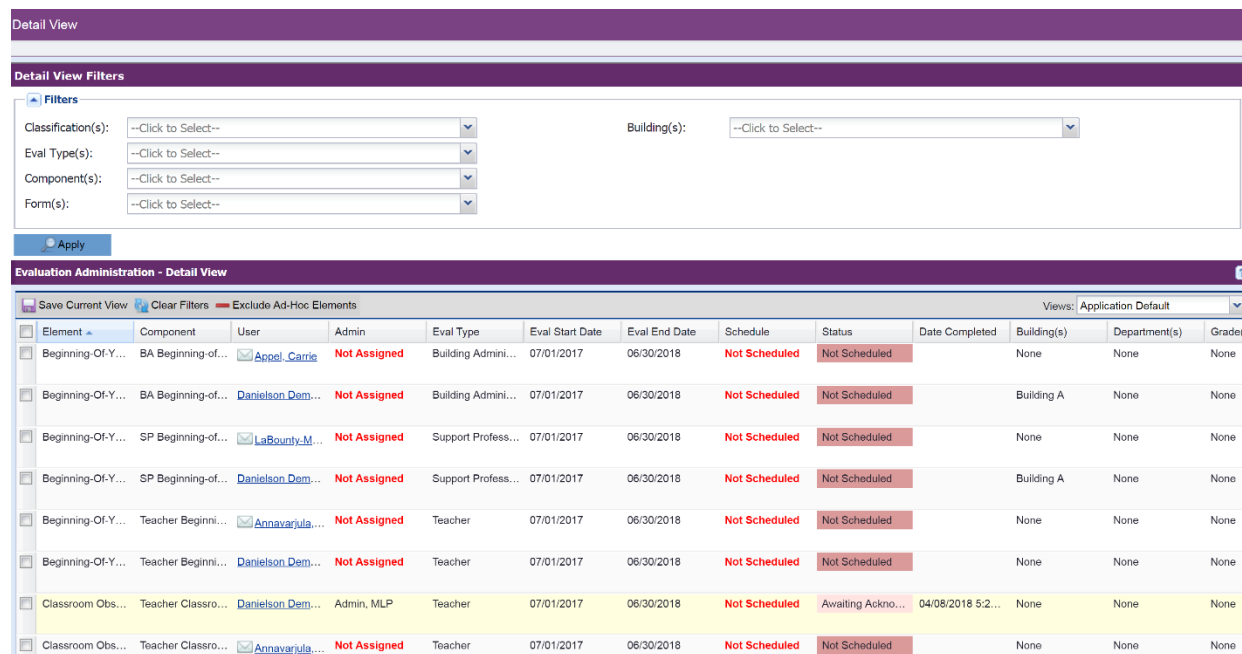
## 9. Save Extracted Data File

Please be sure to save the file in the location of your choice, maintaining confidentiality requirements. The downloaded file **must not be opened** in Excel as it will change the formatting and lead to errors in upload. If you wish to open the file to review for accuracy, be sure to ONLY open it using Notepad.

**Please review guidance on [uploading this extracted data file](#) to RIDE's portal which is located on the [Educator Evaluation](#) page of the RIDE website.**

## Steps for DCAs to Support Evaluators with Completing Evaluations

1. Monitor district adherence to timelines and provide support to evaluators as needed by accessing system reports.
2. Click the **Detail View**



Element	Component	User	Admin	Eval Type	Eval Start Date	Eval End Date	Schedule	Status	Date Completed	Building(s)	Department(s)	Grade(s)
Beginning-Of-Y...	BA Beginning-of...	Appel, Carrie	Not Assigned	Building Admini...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Beginning-Of-Y...	BA Beginning-of...	Danielson Dem...	Not Assigned	Building Admini...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		Building A	None	None
Beginning-Of-Y...	SP Beginning-of...	LaBounty, M...	Not Assigned	Support Profess...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Beginning-Of-Y...	SP Beginning-of...	Danielson Dem...	Not Assigned	Support Profess...	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		Building A	None	None
Beginning-Of-Y...	Teacher Beginn...	Annavarjula...	Not Assigned	Teacher	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Beginning-Of-Y...	Teacher Beginn...	Danielson Dem...	Not Assigned	Teacher	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None
Classroom Obs...	Teacher Classro...	Danielson Dem...	Admin, MLP	Teacher	07/01/2017	06/30/2018	Not Scheduled	Awaiting Ackno...	04/08/2018 5:2...	None	None	None
Classroom Obs...	Teacher Classro...	Annavarjula...	Not Assigned	Teacher	07/01/2017	06/30/2018	Not Scheduled	Not Scheduled		None	None	None

3. Click the status and find all the forms that are **not** in a status of 'Awaiting Acknowledgment' or 'Awaiting Finalization'.

**Need help? Have questions?**

Submit a help desk ticket at [pgsupport@frontlineed.com](mailto:pgsupport@frontlineed.com).