

Frontline Education

Employee Evaluation Management



DCA Orientation

DATE: July 2017
FACILITATOR: Michelle Thoma

Agenda

- 01 Educator View
- 02 Evaluator Views and Tools
- 03 Administrator Views and Tools
- 04 Learning Resources

Session Outcome

Participants will understand views and tools available for educators, evaluators and administrators in Frontline Education Evaluation and know where to access resources to extend learning beyond this session.



Our Session Today

As a facilitator, I'm here for YOU

Learning experience and interactions:

- Be patient
- Be present
- Ask questions

During our time together, we will:

- Dig into the system
- Make Connections between EPSS and Evaluation



Participant Check-in

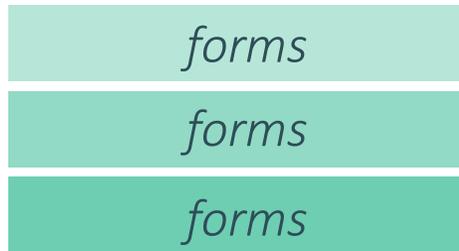


Based on the agenda and the structure shared...

what, in particular, do you hope to learn today?



Evaluation Management: Forms, Components, Types



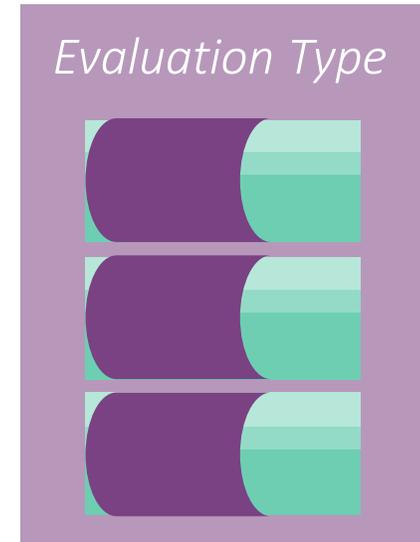
Forms

- Simplifies evaluation process
- Consistent, reliable structure



Component

- Clear organization
- A 'folder' for forms



Type

- Evaluation process
- One type per educator





Educator View

Educator View

My Evaluation Cycle

Access:

- Forms by status
- Organized by tab

My Evaluation Cycle | Growth Information

EDUCATOR INFO

- Artifacts
- Evaluation Summary

Effective leaders in every school.

Effective teachers in every classroom.

Calendar « Jul 2017 »

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| 09 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 01 | 02 | 03 | 04 | 05 |

Legend:

- Beginning-of-Year Conference
- Mid-Year Conference
- End-of-Year Conference
- Observations
- Multiple

All | Action Required | In Progress | Completed

| Name | Start Date | Action | Status | Last Modified |
|---|------------|--------|------------|---------------|
| Student Outcome Objective #1 - Student O... | | LAUNCH | | |
| Student Outcome Objective #1 - Student O... | | LAUNCH | | |
| Optional Self-Assessment (Teacher) - Optio... | | LAUNCH | COMPLET... | |

Educator View

Learning Plan > *My Evaluation*

Access:

- Forms by Status
- Organized by Section

My Evaluation - Teacher1 Thoma

Scheduled Components

FFT 2013 Announced Observation Form (v16.03) - FFT 2013 Announced Observation #1
Status: **scheduled**
Date: 08/04/2016 01:45-01:45 PM PDT
Where:
With: Thoma Evaluator

Action Required

FFT 2013 Post-Observation Conference and Reflection Form - FFT 2013 Announced Observation #1
Status: **awaiting form submission**
Action: Open FFT 2013 Post-Observation Conference and Reflection Form - FFT 2013 Announced Observation #1 form for submission

FFT 2013 Post-Observation Conference and Reflection Form - FFT 2013 Unannounced Observation
Status: **awaiting form submission**
Action: Open FFT 2013 Post-Observation Conference and Reflection Form - FFT 2013 Unannounced Observation form for submission

FFT 2013 Domains 1 and 4 Portfolio - FFT 2013 Domains 1 4 Portfolio
Status: **awaiting form submission**
Action: Open FFT 2013 Domains 1 and 4 Portfolio - FFT 2013 Domains 1 4 Portfolio form for submission

In Progress

FFT 2013 Pre-Observation Planning Form - FFT 2013 Announced Observation #1
Status: **awaiting administrator acceptance**
Submitted: 08/02/2016 01:17 AM PDT
Action: View FFT 2013 Pre-Observation Planning Form - FFT 2013 Announced Observation #1

Complete

FFT 2013 Student Growth Objective Form (Tiered) - FFT 2013 Student Growth Objectives
Status: **completed**
Submitted: 08/02/2016 01:21 AM PDT
Action: View FFT 2013 Student Growth Objective Form (Tiered) - FFT 2013 Student Growth Objectives



Educator View

My Evaluation Cycle

Links to Artifact Upload Tool and Evaluation Summary:

The screenshot displays the 'My Evaluation Cycle' interface. On the left, a sidebar titled 'EDUCATOR INFO' contains a folder icon and two items: 'Artifacts' and 'Evaluation Summary'. The main area is titled 'My Evaluation Cycle' and 'Growth Information'. It features a table with columns for Name, Category, Type, and Alignment. The table contains five rows of data. Below the table is a 'Details' section. The interface also includes an 'Add Artifact' button, a search bar, and a 'Show Previous Cycles' link.

| Name | Category | Type | Alignment | | | |
|---------------------------|-------------------------------|---------------------------|--------------------------------|--|--|--|
| Domain 3 - Professional K | Professional Growth Plan | Teacher Documentation | 2015 Teacher Professional R... | | | |
| SLO # 1 Reading results | SLO/SOO | Teacher Documentation | SLO/SOO Scoring Form: SL... | | | |
| SLO #2 Math results | SLO/SOO | Teacher Documentation | SLO/SOO Scoring Form: SL... | | | |
| Domain 4 - Planning PR9 | Professional Growth Plan | Teacher Documentation | 2015 Teacher Professional R... | | | |
| Domain 4 - Planning PR8 | Professional Responsibilities | Student Work, Teacher ... | 2015 Teacher Professional R... | | | |

Educator View

My Info > My Evaluations

Evaluation Summary and Artifacts sections on the same page:

NAVIGATION

- My Info
- Learning Plan
- Activity Catalogs

Evaluation 07/15/2017 - 06/30/2018

User: Explore, Educator01
Evaluation Type: Demo Evaluation
Status: In Progress

Building(s): Explore Training School
Date Completed: Incomplete
Completed By: Incomplete

Manage 0 instance components

| Component Name | Progress | Status |
|------------------------------|----------|------------|
| Student Growth Objective | 0 of 2 | Incomplete |
| First Announced Observation | 0 of 3 | Incomplete |
| Second Announced Observation | 0 of 3 | Incomplete |
| Unannounced Observation | 0 of 2 | Incomplete |
| Domains 1 and 4 Portfolio | 0 of 2 | Incomplete |
| Composite Score Report | 0 of 1 | Incomplete |



Educator View – Let's Go...



Crosswalk: Educator View

How do I access my forms as an educator?

| EPSS | Evaluation |
|------------------------------------|------------------------------|
| My Evaluation Cycle (default view) | Learning Plan (default view) |

How do I access my evaluation portfolio and artifacts sections?

| EPSS | Evaluation |
|--|--------------------------|
| My Evaluation Cycle → Artifact Upload | My Info → My Evaluations |
| My Evaluation Cycle → Evaluation Summary | My Info → My Evaluations |



Resources

- Evaluation – Teacher/User
 - Step-by-step articles

The screenshot displays the 'Educator06 Explore' interface. At the top, a purple header bar contains a question mark icon in a white circle, which is highlighted with an orange square. To the right of the icon is the text 'Educator06 Explore' with a downward arrow. Below the header, a white box titled 'HELP RESOURCES' is visible. Inside this box, the text 'Frontline Support' is accompanied by a purple icon of a person with a speech bubble. A large orange arrow points from the 'Frontline Support' text to the left. To the right of the main interface, a dropdown menu is open, listing various help topics such as 'Frequently Asked Questions', 'My Evaluations', 'Completing a Form', 'Uploading/Managing Artifacts', 'Getting Started with Educator Evaluation', 'Printing Evaluation Forms', 'Viewing Past Completed Evaluations', 'Acknowledging a Form', 'Viewing Past Completed Evaluations', 'Viewing a Form', 'Getting Started with Educator Evaluation', and 'Re-acknowledging a Form'.



Your Turn: Educator View

Apply your learning:

- Login at MyLearningPlan.com
- Access and complete a form
- Explore *My Info* → *My Evaluations*, upload an artifact
- If you have questions, find a friend or check out help

Training Account Format

User name: explore.educator[xx]

Password: teach123



Participant Connections:

1. *What do you think educators will like about Evaluation? Where might they struggle initially?*
2. *What resources can you use to support their learning?*



Evaluator View

Evaluator View

My Caseload

- Search, sort and access forms by educator
- Monitor progress
- Access Evaluation Portfolio View

The screenshot displays the 'My Caseload' interface with the following components:

- Navigation Tabs:** My Evaluation Cycle, My Caseload (active), Config Admin, Growth Information.
- REPORTS Sidebar:**
 - Caseload Detail View
 - Trend Explorer Reports
 - Rubric Explorer Reports
 - Evaluation Data Report
- Search and Filter Bar:** Status: Any Status, Type: Any Type, Building: Any Building, Last Name: [input field].
- Table of Educators:**

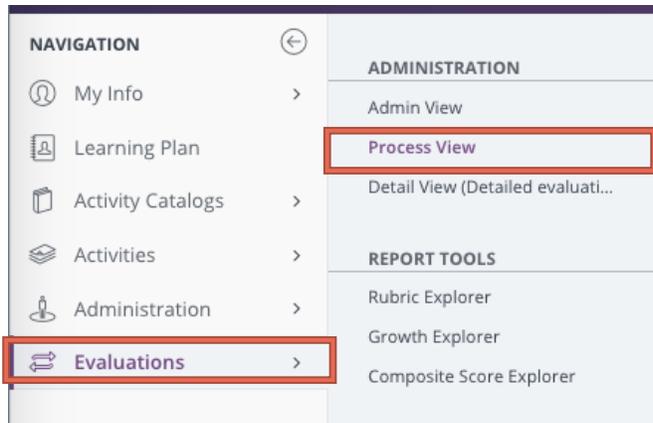
| Name | Evaluation Type | Evaluation Period | Progress | Status |
|----------------------|----------------------|-----------------------|----------|-------------|
| Acciaioli, Kathleen | Teacher | 08/09/2016-08/09/2017 | 11 of 14 | In Progress |
| Acciaioli, Matthew | Teacher | 08/09/2016-08/09/2017 | 14 of 14 | In Progress |
| Ahlijanian, Jennifer | Support Professional | 08/09/2016-08/09/2017 | 1 of 14 | In Progress |
| Ainsworth, Marianne | Teacher | 08/09/2016-08/09/2017 | 0 of 14 | In Progress |
- Page Navigation:** Page 1 of 10, Displaying users 1 - 100 of 918.
- Detail View for Kathleen Acciaioli (Teacher):**
 - Building: Harold F. Scott School
 - Component Name: Optional Teacher Self Assessment, Progress: 1 of 1, Status: Complete
 - Component Name: Teacher Beginning-of-Year Conference, Progress: 1 of 1, Status: Complete



Evaluator View

Evaluations → Process View

- Search, sort and access forms by educator
- Monitor progress
- Access Evaluation Portfolio View



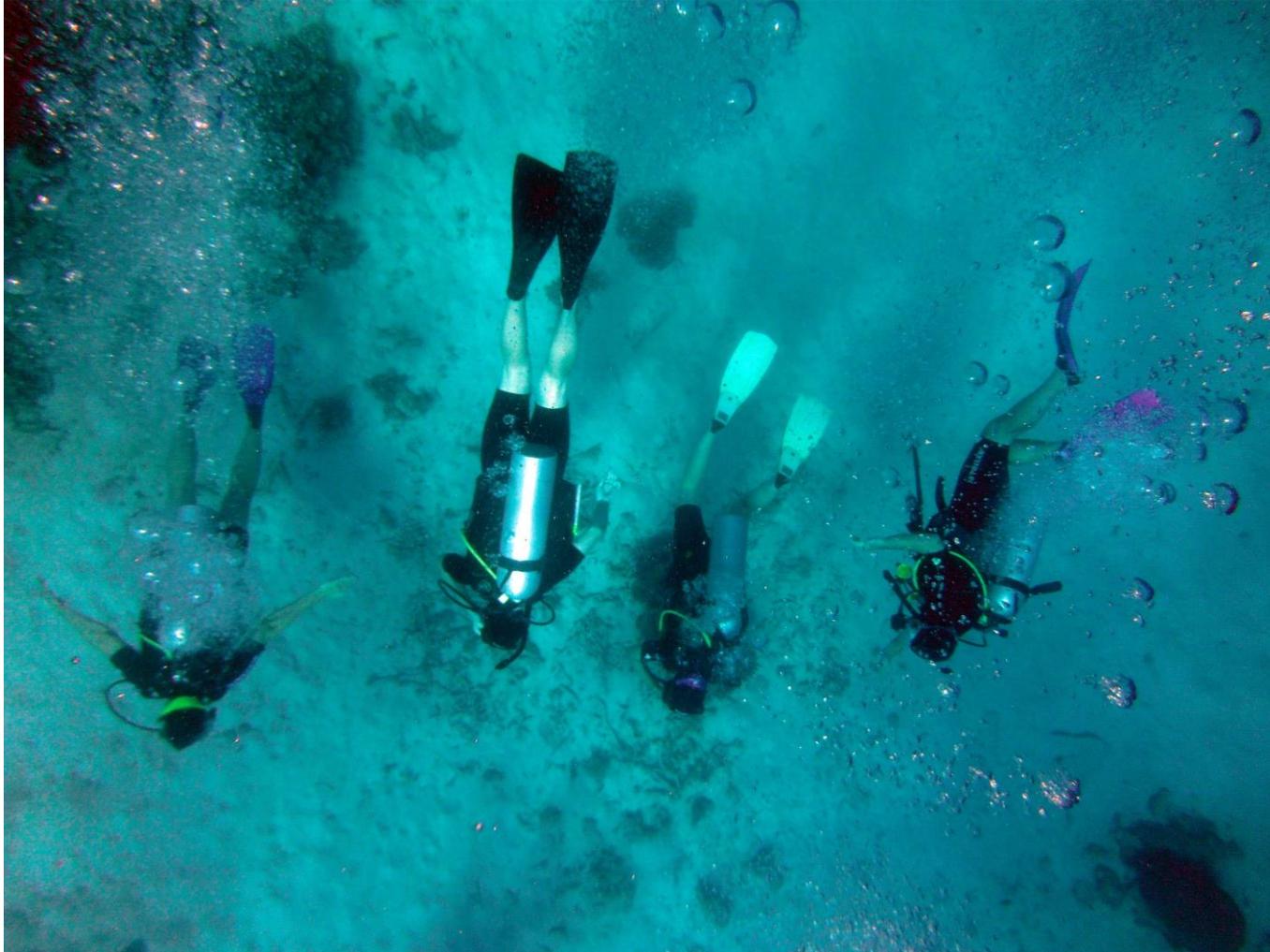
The screenshot displays the 'Evaluation Administration - Process View' interface. It features a table of evaluations with columns for Name, Evaluation Type, Evaluation Period, Progress, and Status. Below the table, there is a detailed view for 'Explore, Educator05 (Demo Evaluation)' showing a list of components with their respective progress and status.

| Name | Evaluation Type | Evaluation Period | Progress | Status |
|---------------------|-----------------|-----------------------|----------|-------------|
| Explore, Educator01 | Demo Evaluation | 07/15/2017-06/30/2018 | 0 of 6 | In Progress |
| Explore, Educator02 | Demo Evaluation | 07/15/2017-06/30/2018 | 0 of 6 | In Progress |
| Explore, Educator03 | Demo Evaluation | 07/15/2017-06/30/2018 | 0 of 6 | In Progress |
| Explore, Educator04 | Demo Evaluation | 07/15/2017-06/30/2018 | 0 of 6 | In Progress |
| Explore, Educator05 | Demo Evaluation | 07/15/2017-06/30/2018 | 4 of 6 | In Progress |

| Component Name | Progress | Status |
|------------------------------|----------|------------|
| Student Growth Objective | 2 of 2 | Complete |
| First Announced Observation | 3 of 3 | Complete |
| Second Announced Observation | 3 of 3 | Complete |
| Unannounced Observation | 2 of 2 | Complete |
| Domains 1 and 4 Portfolio | 0 of 2 | Incomplete |
| Composite Score Report | 0 of 1 | Incomplete |



Evaluator View – Let's Go...



Crosswalk: Evaluator View

How do I access my forms for educators?

| EPSS | Evaluation |
|-------------|----------------------------|
| My Caseload | Evaluations → Process View |

How do I access the evaluation portfolio and artifacts sections for educators?

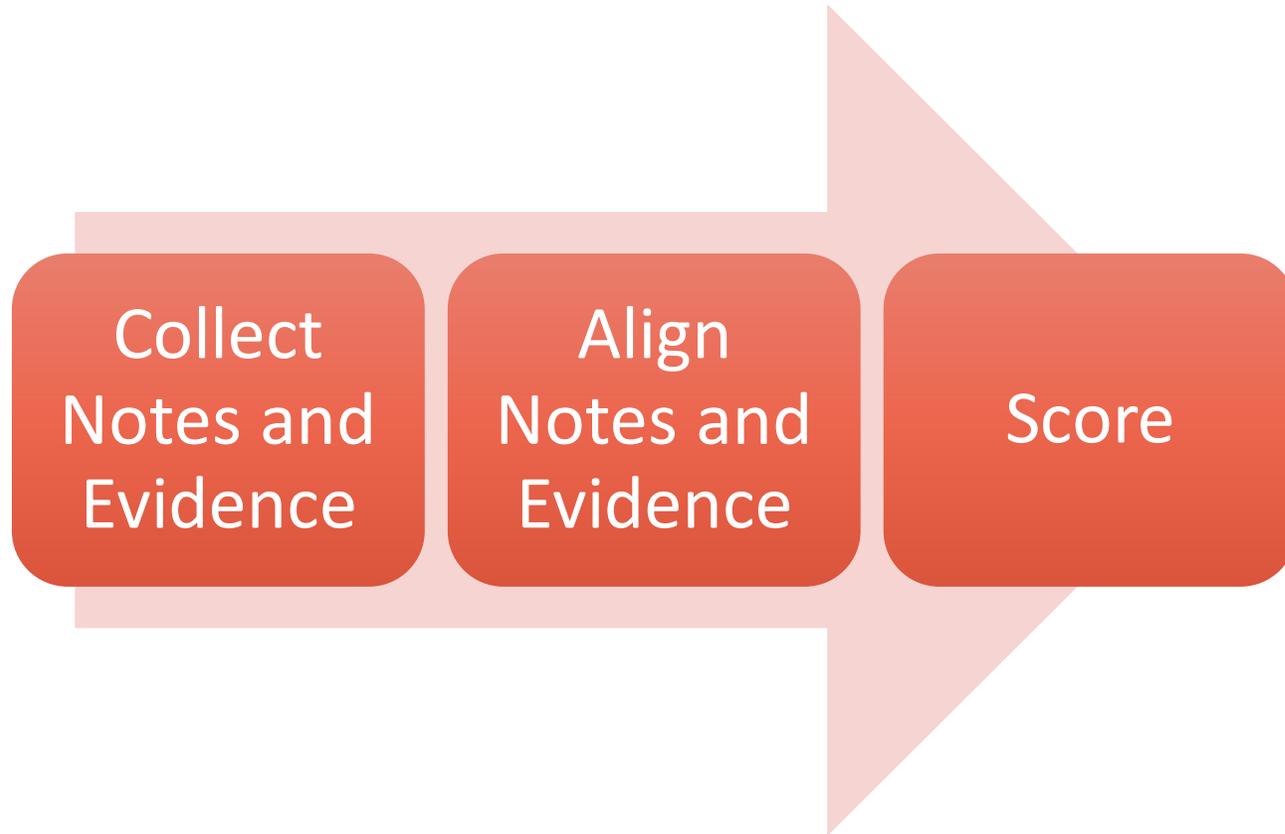
| EPSS | Evaluation |
|---|---|
| My Caseload → View Evaluation Portfolio | Evaluations → Process View, View Evaluation Portfolio |





Evaluator Tools: *Evidence Collection Tool*

NEW Evaluator Tool: Evidence Collection Tool



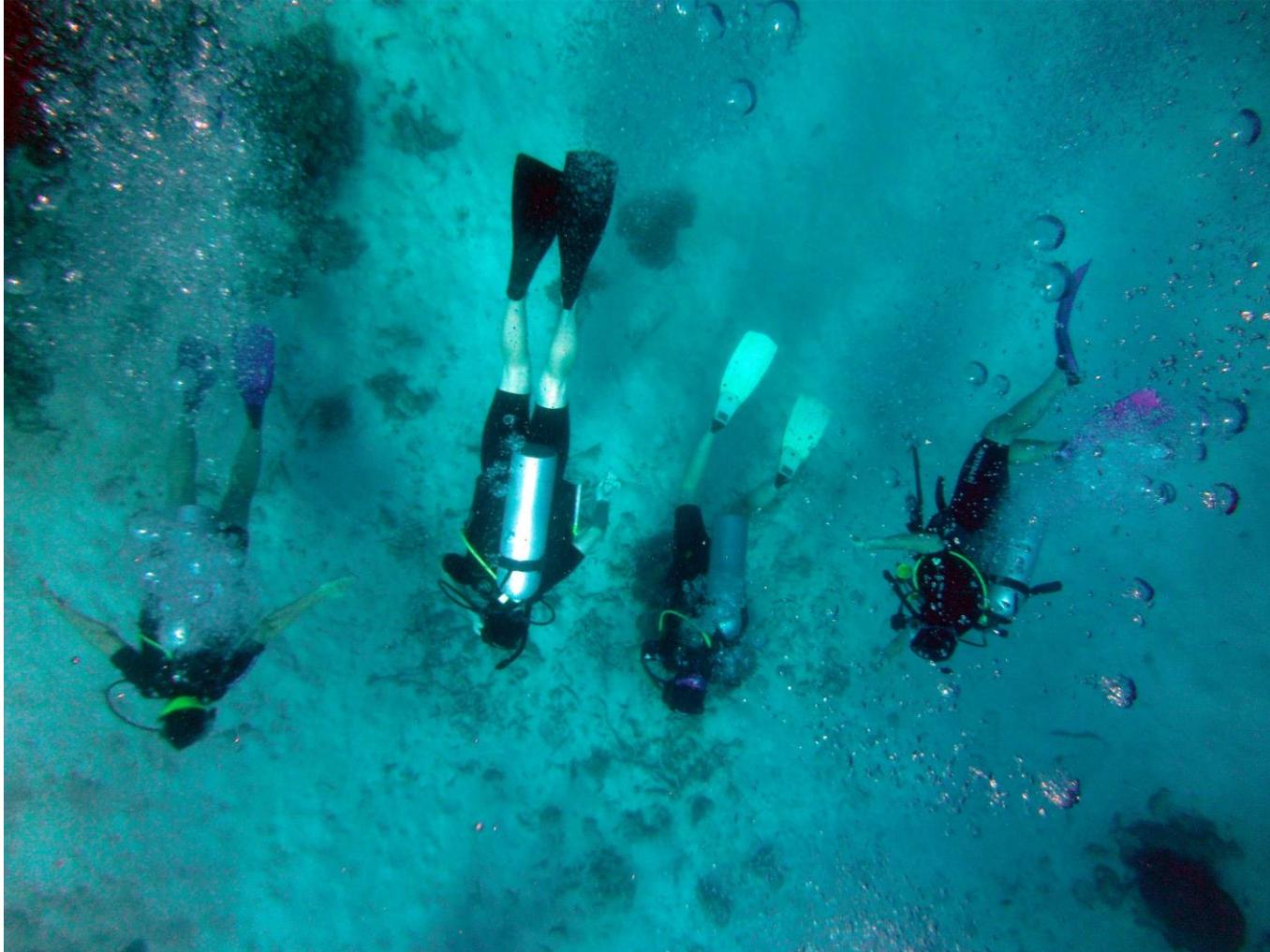
Evidence Collection Tool

Available for forms with rubrics (such as observations):

| Teacher Announced Observation | | 0 of 4 | Incomplete |  |  |  |
|--|-------------------------|---------------|---|---|---|---|
| Element Name | Schedule/Assigned Admin | Status | | | | |
| Pre-Observation Form and Conference (required) | Not Scheduled | Not Scheduled |  |  |  |  |
| Lesson Plan Template (required) | Not Scheduled | Not Scheduled |  |  |  |  |
| Teacher Announced Observation (D1 - D4) | Not Scheduled | Not Scheduled |  |  |  |  |
| Post-Observation Form (required) | Not Scheduled | Not Scheduled |  |  |  |  |
| Teacher Unannounced Observation | | 0 of 2 | Incomplete |  |  |  |
| Element Name | Schedule/Assigned Admin | Status | | | | |
| Teacher Unannounced Observation (D2 - D3) | Not Scheduled | Not Scheduled |  |  |  |  |
| Post-Observation Form (optional) | Not Scheduled | Not Scheduled |  |  |  |  |



Evaluator View – Let's Go...



Evidence Collection Tool: Process

1. Access Evidence Collection Tool
2. Take evidence
3. Align evidence to rubric
4. Sync evidence



Evidence
Collection Tool

-
5. Access FORM to complete scoring and review
 6. Submit form



Form



Evidence Collection Tool: Tips

Quick check:

Move Evidence Collection box and check form info to verify form/educator

Tip: use keyboard shortcuts to streamline evidence collection

The screenshot displays the 'Evidence Review' section of the 'Teacher Unannounced Observation (D2 - D3)' tool. The main content area is titled 'Teacher Unannounced Observation' and contains a 'User Information' table. A red arrow points from the 'Date Finalized : Unfinalized' field in the table to the 'Evidence Collection' panel on the right. The 'Evidence Collection' panel includes a dropdown for 'Observable Rubrics', an 'Evidence:' text area, and a 'Keyboard Shortcuts:' section with a gear icon and the letters 's t'.

| User Information | |
|---------------------------------------|------------------------------|
| Name: Educator07 Explore (Educator07) | Title: |
| Building: Explore Training School | Department: None |
| Grade: None | Evaluation Type: Tenure |
| Assigned Administrator: Not Assigned | Evaluation Cycle: 07/15 |
| Saved By: N/A | Date Submitted: Incomp |
| Acknowledged By: N/A | Date Acknowledged: Un |
| Finalized By: N/A | Date Finalized : Unfinalized |



Your Turn: Evaluator View

Apply your learning:

- Login to MyLearningPlan.com
- Access *Evaluations* → *Process View*
- Review form you submitted as educator and finalize it
- Schedule a form, then log back in as educator – how did the educator view change (*Learning Plan*)?
- Use Evidence Collection Tool to complete an observation
- *If you have questions, find a friend or check out help*

Training Account Format

User name: explore.evaluator[xx]

Password: teach123



Participant Connections:

1. *What connections can you make between EPSS and Evaluation?*
2. *What questions do you have so far?*



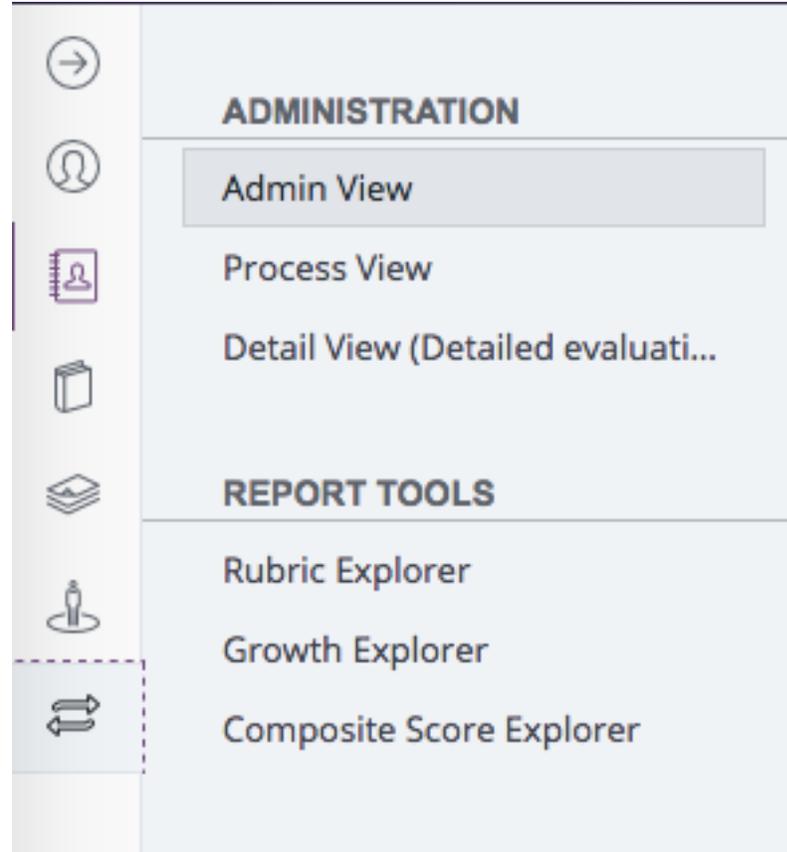
Evaluator Tools:

Detail and Admin Views

Evaluator Views and Tools: *Access via Evaluations option*

Evaluations

- One handy place to access views and reporting tools



Evaluator Views and Tools:

Detail View

How are you using the Detail View to track and manage evaluations?

Detail View

Detail View Filters

Filters

Classification(s): --Click to Select--
Eval Type(s): --Click to Select--
Component(s): --Click to Select--
Form(s): --Click to Select--

Building(s): --Click to Select--

Apply

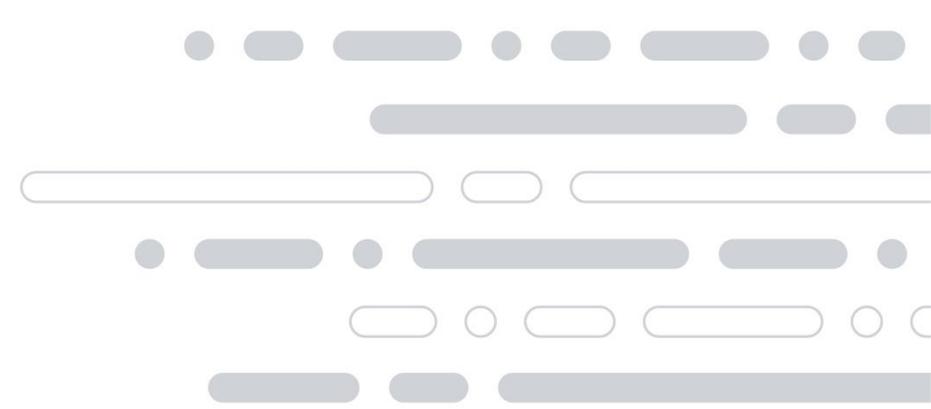
Evaluation Administration - Detail View

Save Current View Clear Filters Exclude Ad-Hoc Elements Views: Application Default

| Element | Component | User | Admin | Eval Type | Eval Start Date | Eval End Date | Schedule | Status | Date Completed | Building(s) | Department |
|------------------|-------------------|----------------|--------------|-----------------|-----------------|---------------|---------------|---------------|----------------|--------------------|------------|
| Announced Obs... | First Announce... | Explore, Ed... | Not Assigned | Demo Evaluation | 07/15/2017 | 06/30/2018 | Not Scheduled | Not Scheduled | | Explore Trainin... | None |
| Announced Obs... | Second Announ... | Explore, Ed... | Not Assigned | Demo Evaluation | 07/15/2017 | 06/30/2018 | Not Scheduled | Not Scheduled | | Explore Trainin... | None |
| Announced Obs... | Second Announ... | Explore, Ed... | Not Assigned | Demo Evaluation | 07/15/2017 | 06/30/2018 | Not Scheduled | Not Scheduled | | Explore Trainin... | None |



Review: what are Evaluation Rights?

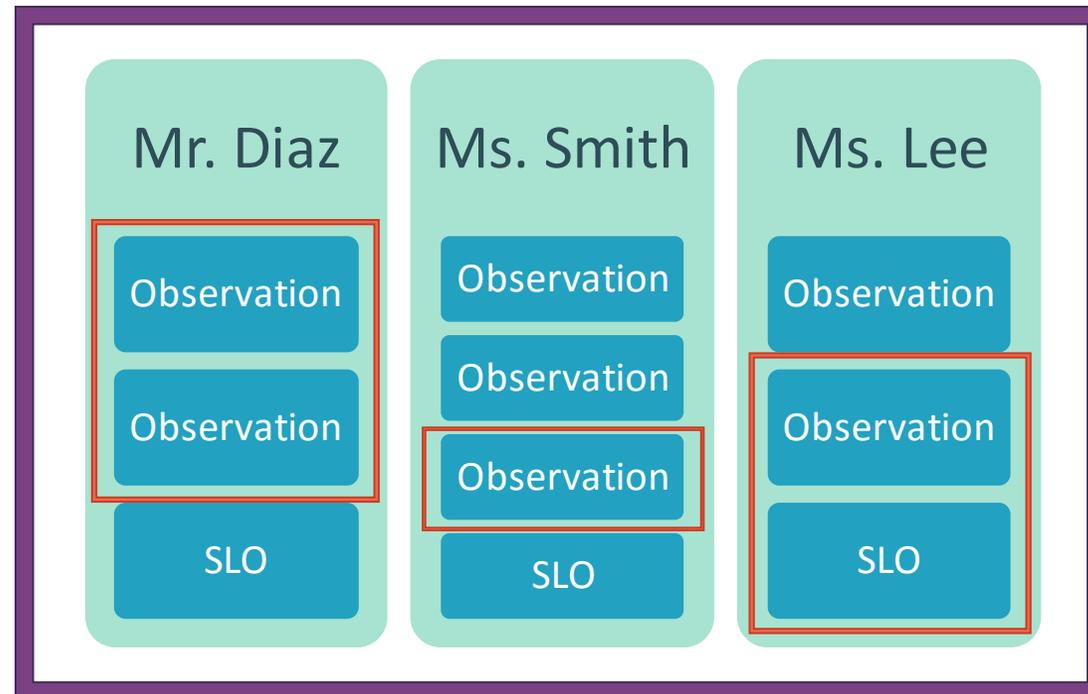


- **Evaluation Rights** – permission to view an educator’s evaluation type
- **Assignments** – the specific forms for which you are responsible

What is the difference between evaluation rights and assignment?

Ms. Rialto

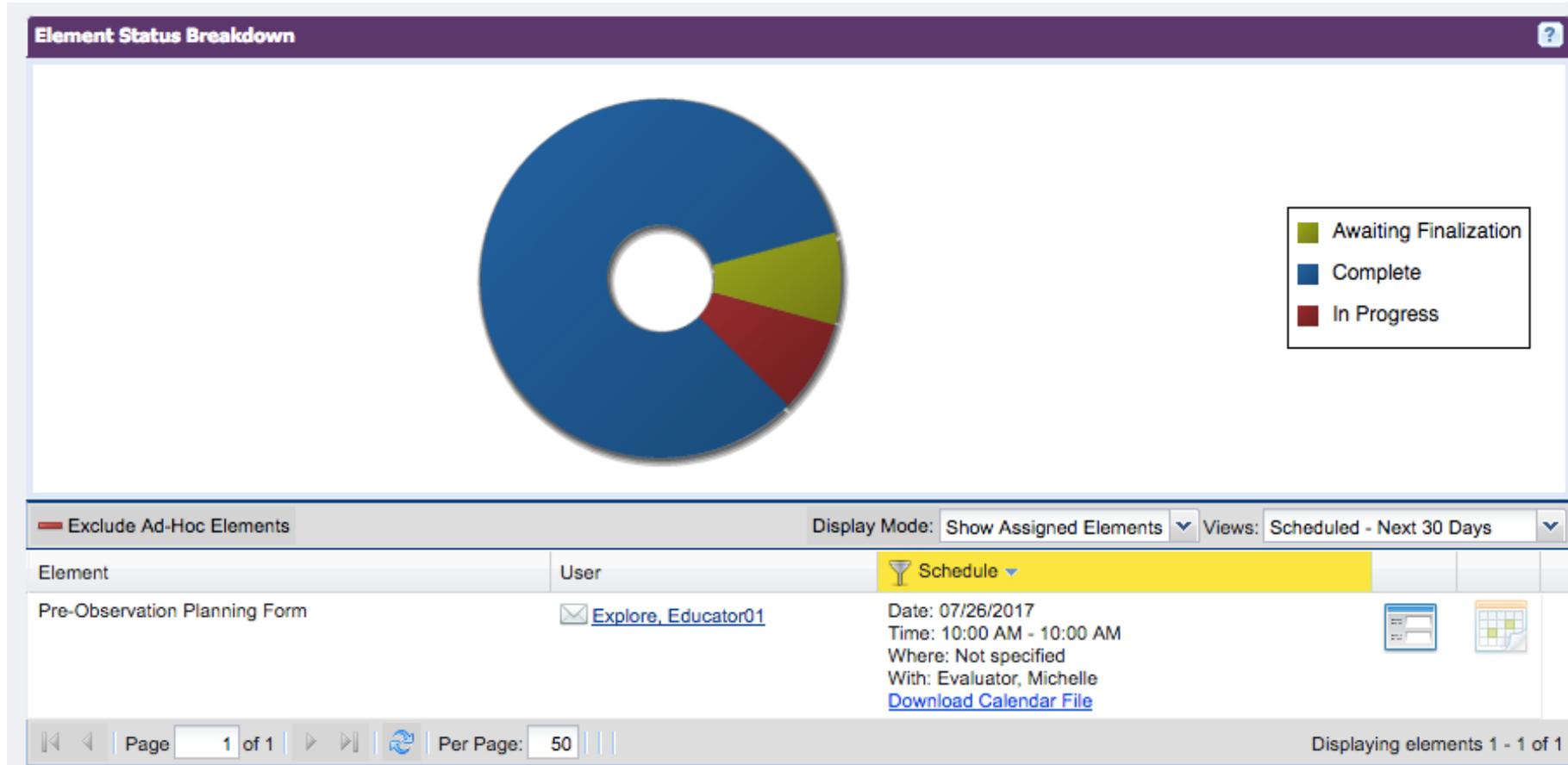
Evaluation
Rights
Assignments



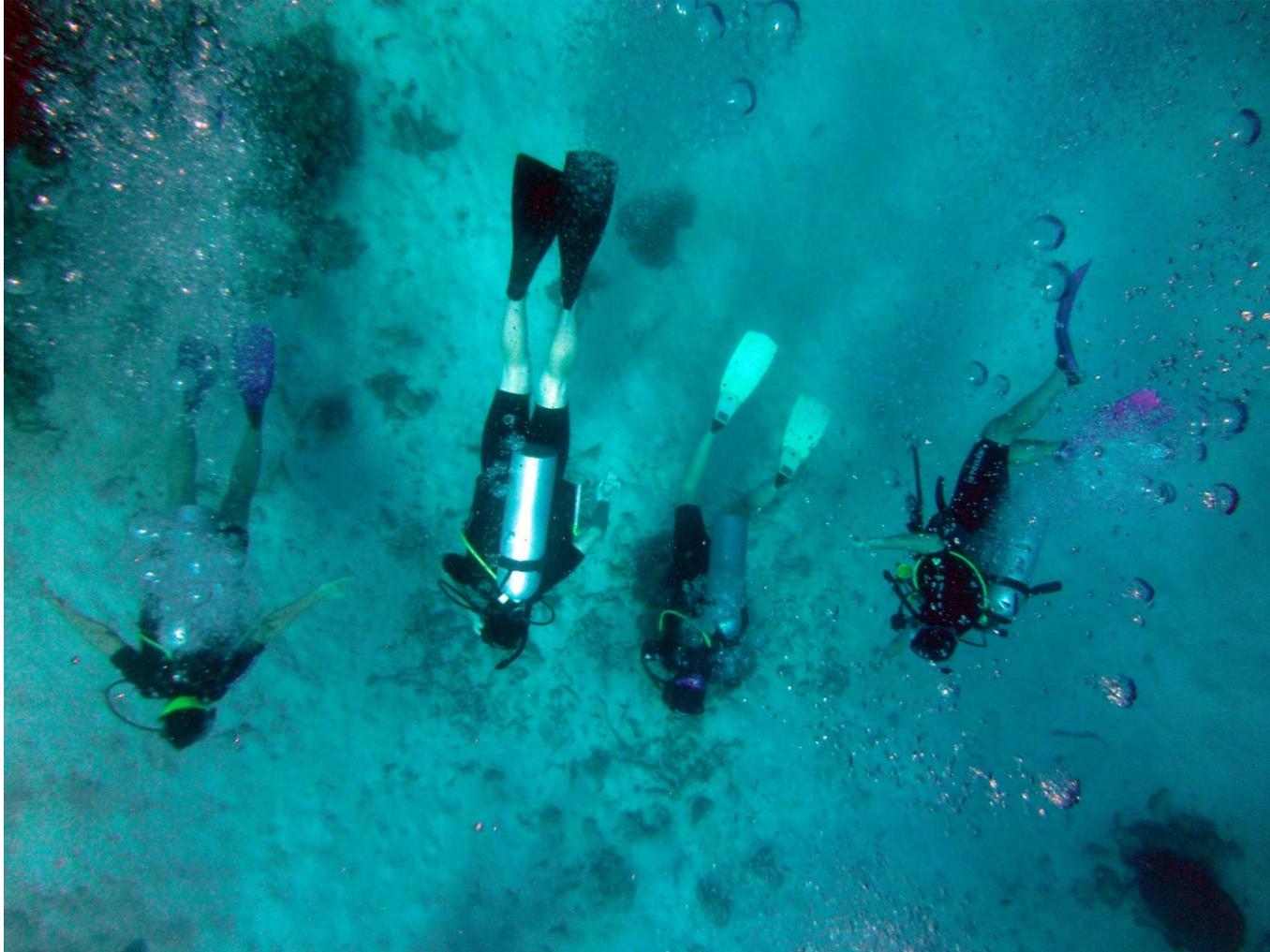
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Evaluator Views and Tools: *Admin View*



Evaluator View – Let's Go...



Evaluator Views and Tools: *Managing and Tracking*

Process View

- High-level status
- Filter by status
- Individual progress

(organized by educator)

Admin View

- Filter by form status
- Most useful for assigned forms

(organized by status)

Detail View

- Targeted inquiry for key forms
- Save views for quick reference

(organized by form)



Evaluator Views and Tools: *Data Reporting*

The screenshot displays a web application interface with a top navigation bar containing tabs: "My Evaluation Cycle", "My Caseload", "Config Admin", and "Growth Information". The "My Caseload" tab is active.

The main content area is divided into two sections:

- Rubric Explorer:** This section includes a "Rubric" header, a "Start Date" field set to "09/01/2016", an "End Date" field set to "07/24/2017", and a "My Reports" dropdown menu set to "--Click to Select--".
- Trend Explorer:** This section features a "Report Configuration" header and a "Trend" sub-section with the same date and report settings as the Rubric Explorer. Below this is a "Filters" section with multiple dropdown menus for "Classification(s)", "Eval Type(s)", "Component(s)", "Form(s)", "Question Field(s)", "User(s)", "Admin(s)", "Building(s)", "Department(s)", "Grade(s)", and "Group(s)". At the bottom of the Trend Explorer is an "Options" section with checkboxes for "Show Counts" and "Show Percentages(%)", a "Colors" dropdown set to "White To Blue", an "Include In-Progress" checkbox, a "Group By" dropdown set to "Month", and a "Tally By" dropdown set to "Total Answers".

At the bottom of the interface, there are buttons for "View", "View PDF", "Export to Excel", and "Save Configuration", along with a "Top" button.

- **Rubric Explorer** – analyze data collected via rubric
- **Trend Explorer** – analyze data collected via single or multiple-choice questions



Evaluator Views and Tools: *Data Reporting*

The image displays three overlapping software windows from a reporting tool:

- Rubric Explorer:** Features a 'Rubric' section with 'Start Date' (09/01/2016) and 'End Date' (07/25/2017). Below is a 'Filters' section with dropdowns for 'Classification(s)', 'Eval Type(s)', 'Component(s)', and 'Form(s)'. An 'Options' section includes a checked 'Show Counts' checkbox and an unchecked 'Append to existing report?' checkbox.
- Growth Explorer:** Features a 'Report Configuration' section with 'Start Date' (09/01/2016) and 'End Date' (07/25/2017). It has a 'Filters' section with dropdowns for 'Classification(s)', 'Eval Type(s)', 'Component(s)', and 'Form(s)'. An 'Options' section includes checked 'Show Counts' and 'Show Percentages' checkboxes, and a 'Tally By' dropdown set to 'Total Answers'.
- Composite Score Explorer:** Features a 'Report Configuration' section with 'Start Date' (09/01/2016) and 'End Date' (07/25/2017). It has a 'Filters' section with a 'Run report by:' dropdown. An 'Options' section includes checked 'Show Counts' and 'Show Percentages(%)' checkboxes, and a 'Colors' dropdown set to 'White To Blue'.

At the bottom of the Composite Score Explorer window, there is a 'View' button.

Click View Button to Display the Composite Score Heat Map Report



Crosswalk: Evaluator Views and Tools

How can I track progress in the system?

| EPSS | Evaluation |
|------------------------------------|----------------------------|
| My Caseload | Evaluations → Process View |
| My Caseload → Caseload Detail View | Evaluations → Detail View |
| -- | Evaluations → Admin View |

How can I access and analyze data?

| EPSS | Evaluation |
|--------------------------------------|--------------------------------------|
| My Caseload → Rubric Explorer | Evaluations → Rubric Explorer |
| My Caseload → Trend Explorer | Evaluations → Growth Explorer |
| My Caseload → Evaluation Data Report | Evaluations → Composite Score Report |

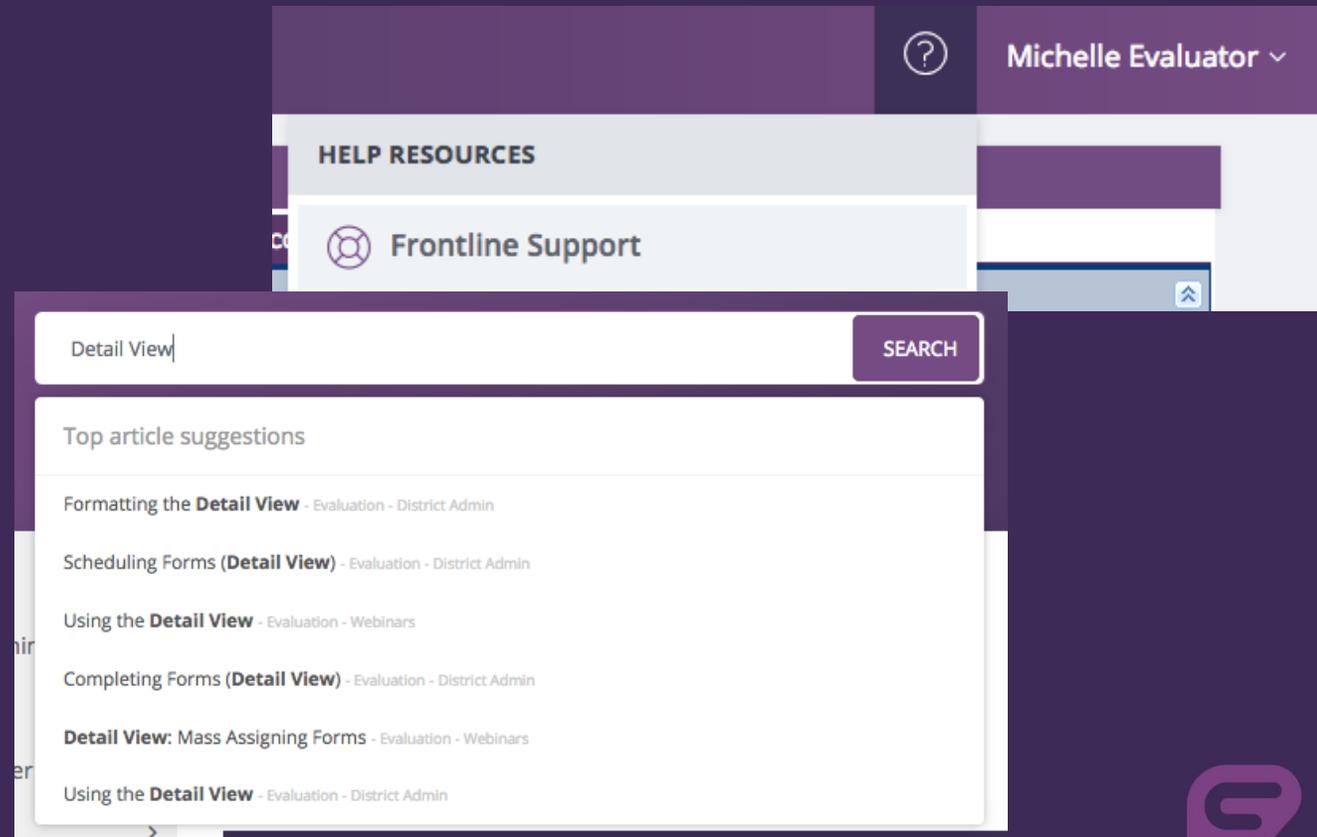




Resource Roundup: *Educator and Evaluators*

Extend or review your learning

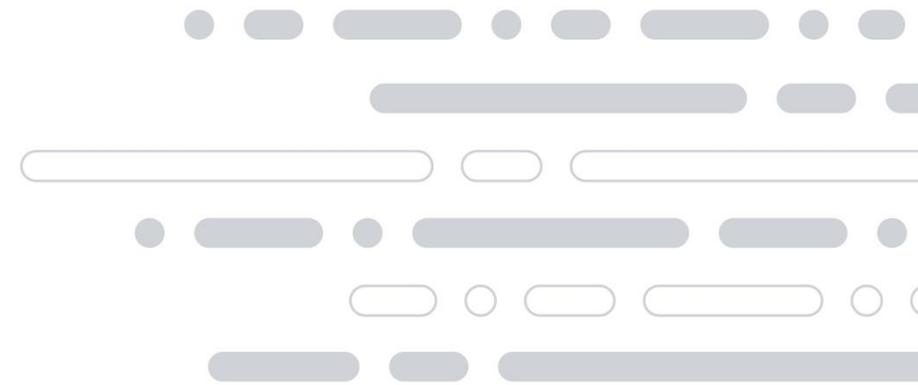
- Educator Orientation and Evaluator Orientation
- On Demand Resources
 - Using the Detail View
 - Detail View: Mass Assigning Forms
 - Tracking Completion
- Help Articles
 - Using the Rubric Explorer
 - Using the Growth Explorer





Administrator Tools: *User Management*

Adding a User



My Evaluation Cycle My Caseload **Config Admin** Growth Information

District Configuration Administration

Caseload Management

- User Management
- Evaluation Rights
- User Components
- System Reports

Configuration Summary

User Management

[+ Add Evaluations](#) [Bulk Update](#)

| <input type="checkbox"/> | User ▲ | Eval Type | Start Date | End Date | Building(s) |
|--------------------------|--------|-----------|------------|----------|-------------|
|--------------------------|--------|-----------|------------|----------|-------------|

My Evaluation Cycle My Caseload **Config Admin** Growth Information

Evaluation Rights

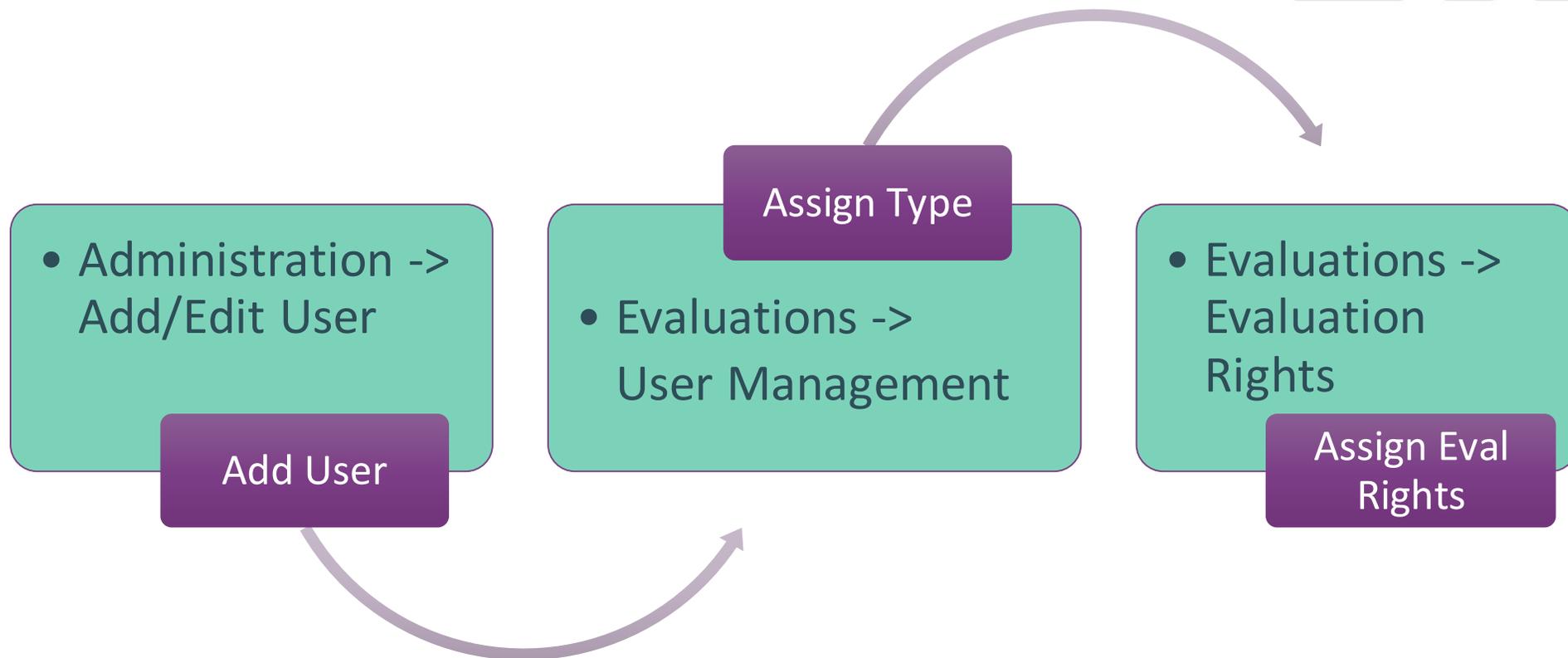
Component Rights

Admin: All Admins ▼ User: All Users ▼ [+ Add Evaluation Rights](#)

| <input type="checkbox"/> | Administrator | User ▲ | Rights |
|--------------------------|---------------|--------|--------|
|--------------------------|---------------|--------|--------|



User Management



Administrator View – Let's Go...



Crosswalk: Adding a User

How can I add a new educator in the system?

| EPSS | Evaluation |
|--------------------------------|-------------------------------------|
| -- | Administration → Add/Edit User |
| -- | Administration → Application Access |
| Config Admin → User Management | Evaluations → User Management |

How can I ensure evaluators have the right access?

| EPSS | Evaluation |
|----------------------------------|--|
| Config Admin → Evaluation Rights | Evaluations → Evaluation Rights |
| -- | Configuration Tools → Site Configuration → Buildings List |



Participant Check-in: Administration

- *How is the overall process of managing users different?*
- *What questions do you have?*



Administrator Tools: *Managing Evaluation Types*

User Components

The screenshot displays a web application interface for 'District Configuration Administration'. At the top, there are four tabs: 'My Evaluation Cycle', 'My Caseload', 'Config Admin' (selected), and 'Growth Information'. Below this, the 'Caseload Management' section is visible, with a sub-menu containing 'User Management', 'Evaluation Rights', 'User Components' (highlighted with a red box), and 'System Reports'. The main content area is titled 'User Components' and shows a configuration for user 'Acciaioli, Kathleen'. It lists several components with their respective instance counts:

- Optional Teacher Self Assessment Instances: 1
- Optional Self-Assessment (Teacher)
- Teacher Beginning-of-Year Conference Instances: 1
- Beginning-of-Year Conference
- Performance Improvement Plan Instances: 0
- Performance Improvement Plan (Teacher)
- Teacher Professional Growth Goal Instances: 1



Component Manager

The screenshot displays the Component Manager interface, which is divided into three main sections:

- Evaluation Component Templates:** This section on the left lists various templates for evaluation components, such as "Annual Planning and Goal Setting", "Teacher Formal Observation", "Teacher Informal Observation", "Domain 1 Performance", "Domain 4 Performance", "Student Learning Objectives", and "Annual Evaluation of Teacher Practice". Each template has a search icon, an edit icon, and a delete icon.
- District Process:** This section in the middle shows the current evaluation type set to "Tenured Teacher" and provides a "Manage Rights" option. It lists components under several categories: "Student Growth Objective", "Teacher Announced Observation", "Teacher Unannounced Observation", and "Teacher Composite Score Report". Each component has a search icon, an edit icon, and a delete icon.
- User Components:** This section on the right is currently empty, indicating that no user-specific components have been added.

At the bottom of each section, there are "Collapse All" and "Expand All" buttons.

- **Component Templates** – left side, add forms to components
- **District Process** – access 'live' forms in context of eval. types
- **User Components** – adjust component instances for individuals



Component Manager

The screenshot displays the Component Manager interface. On the left, under 'Evaluation Component Templates', there is a tree view of components such as 'Annual Planning and Goal Setting', 'Teacher Formal Observation', and 'Student Learning Objectives'. On the right, under 'District Process', there is a list of components for 'Tenured Teacher' with actions like 'Preview', 'Edit', and 'Remove'.

| Component Name | Preview | Edit | Remove |
|--|---------|------|--------|
| Student Growth Objective | | | |
| Student Growth Objective Form (v1) | | | |
| Student Growth Objective Scoring Form (v1) | | | |
| Teacher Announced Observation | | | |
| Pre-Observation Form and Conference (required) | | | |
| Lesson Plan Template (required) | | | |
| Teacher Announced Observation (D1 - D4) | | | |
| Post-Observation Form (required) | | | |
| Teacher Unannounced Observation | | | |
| Teacher Unannounced Observation (D2 - D3) | | | |
| Post-Observation Form (optional) | | | |
| Teacher Composite Score Report | | | |
| Composite Score Report | | | |

Making Changes to Forms in District Process

- **Preview** – safe option
- **Edit** – light changes before/after evaluation cycle (during gap)
- **Remove** – could result in data loss; not recommended without further support

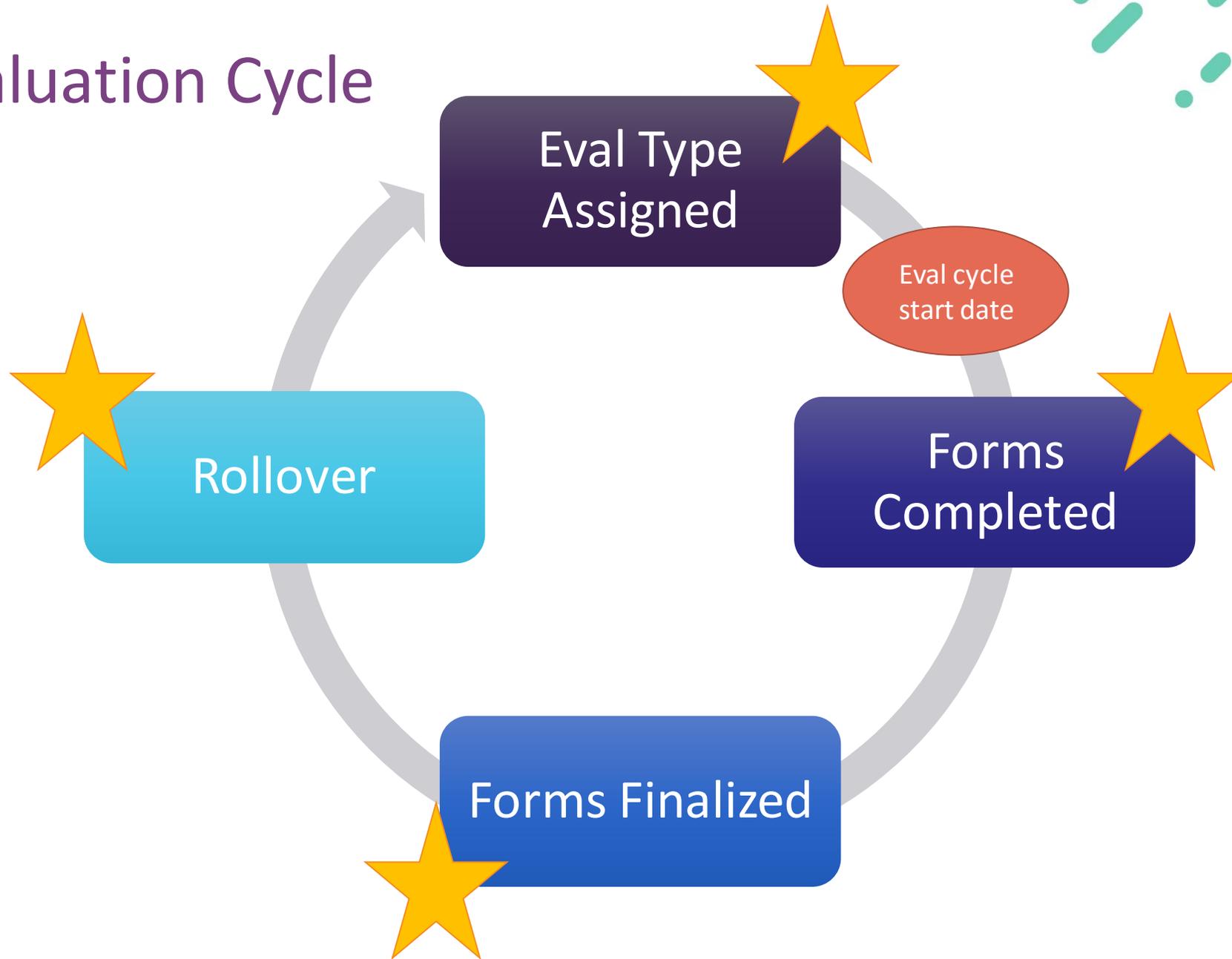
Evaluations > Component Manager



Administrator View – Let's Go...



Evaluation Cycle



Key Concept: Planned Gap for Default Duration

Why a gap?

The gap is a "safe zone" where you can make any necessary form changes to evaluation types

Changes should happen post-rollover, before users enter data



Crosswalk: Managing Components

How can I manage components and types?

| EPSS | Evaluation |
|--------------------------------|---------------------------------|
| Config Admin → User Components | Evaluations → Component Manager |
| -- | Evaluations → Evaluation Types |





Resource Roundup: *Administrators*

Resources

- Evaluation – District Admin
 - Config Series
 - Component Manager
 - Form Settings
 - Section Properties
- Recommended Resources
 - Evaluation Webinar Library
 - Register for Webinars

Register for an Evaluation Webinar

Updated - July 24, 2017

 Print

We use WebEx to deliver these classes. If you currently do not use this application, you may need to download a plugin to access the meeting. You should allow at least 10-15 min prior to the meeting to complete this step.

[← Back to Webinar Library](#)

Verifying Evaluation Types

August 3, 2017 | 2:30pm EDT

Avoid manual data transfer and make sure educators are in the right evaluation types BEFORE they get started. In this session, we will cover how to use System Reports to verify evaluation types as part of the Back-to-School process.

[REGISTER](#)

Evaluation Orientation for New Educators

August 8, 2017 | 2:00pm EDT

Help get your new educators off to a good start with an orientation to the Evaluation system. In this session, we will cover how to find what you need in the



Participant Check-in: Component Manager and Evaluation Types

- *What questions does this raise?*
- *What resources will you use to support your learning?*

Participant Check-out

Based on all your learning experiences today:

- *What was your most significant learning?*
- *What is one area you will explore further?*



Outcome Check

During the session we:

- Explored the educator and evaluator views, including accessing and completed forms
- Learned how to use the Evidence Collection Tool to streamline evidence collection and alignment
- Made connections between views and tools in EPSS and Evaluation
- Reviewed tools and views available to organization administrators
- Reviewed Learning Resources in Help and beyond

Session Outcome

Participants will understand views and tools available for educators, evaluators and administrators in Frontline Education Evaluation and know where to access resources to extend learning beyond this session.





Thank You

Help us improve!

Please take a moment to complete a brief participant survey

Participant Survey:

<https://tinyurl.com/feedback17-18>