Frontline Education Employee Evaluation Management

Evaluator Orientation

DATE: July 2017

FACILITATOR: Michelle Thoma

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Agenda

01 Educator Experience

02 Evaluator Experience

03 Evaluator Tools

04 Learning Resources

Session Outcome

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

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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:

- Get hands-on
- 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?

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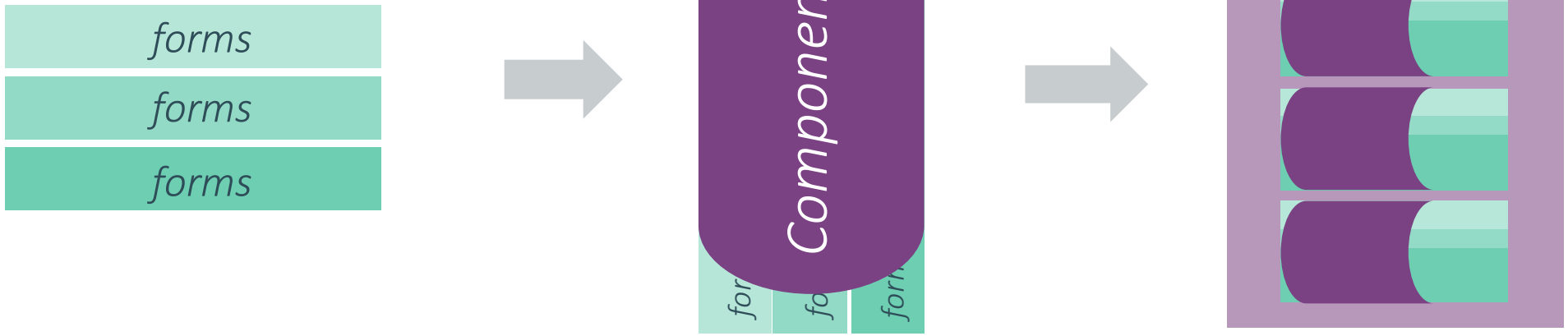
Evaluation Management: Forms, Components, Types



Forms

- Simplifies evaluation process
- Consistent, reliable structure

Component

- Clear organization
- A ‘folder’ for forms

Type

- Evaluation process
- One type per educator

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Educator Experience

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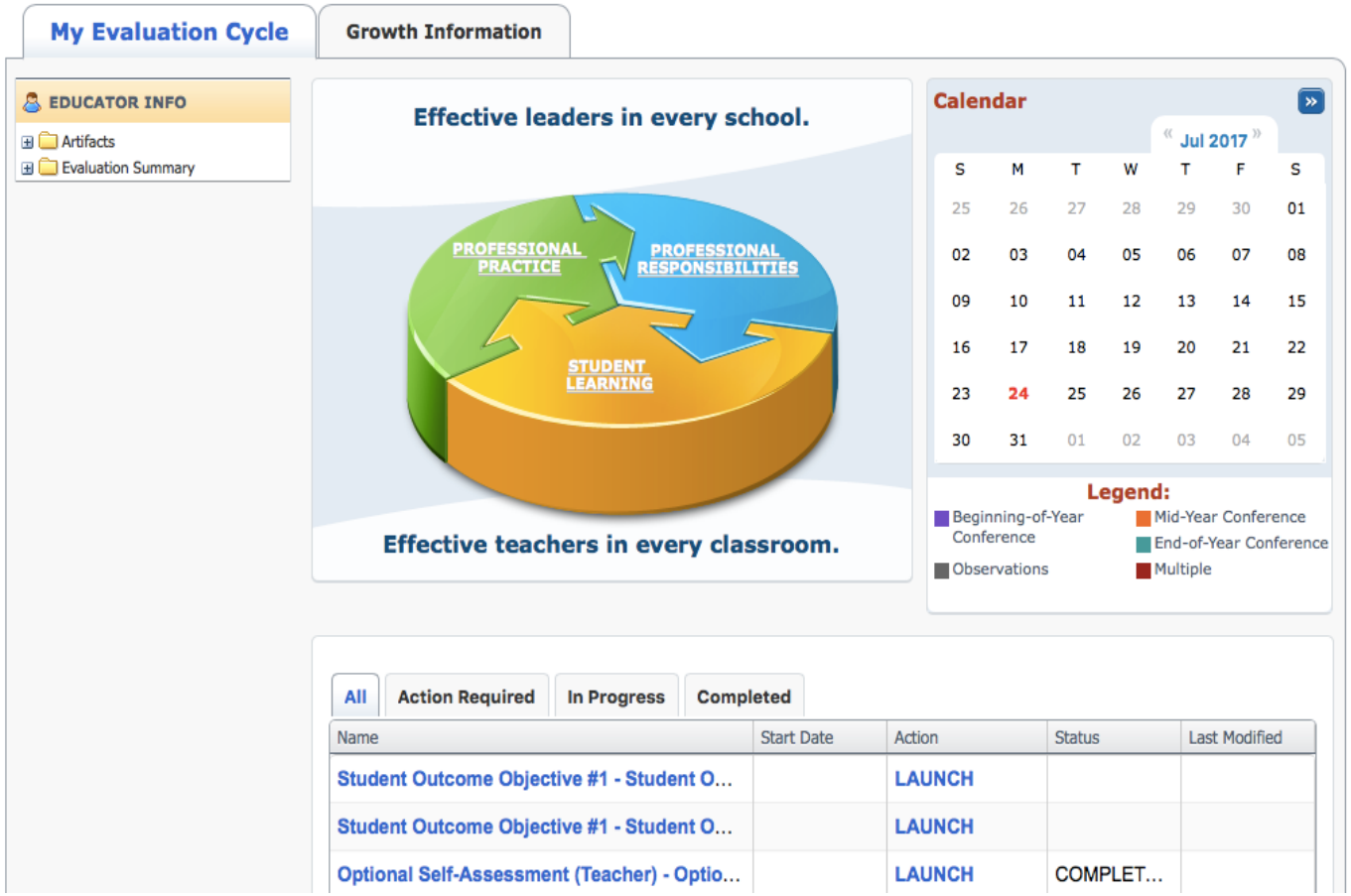
Educator View

My Evaluation Cycle

Access:

- Forms by status
- Organized by tab



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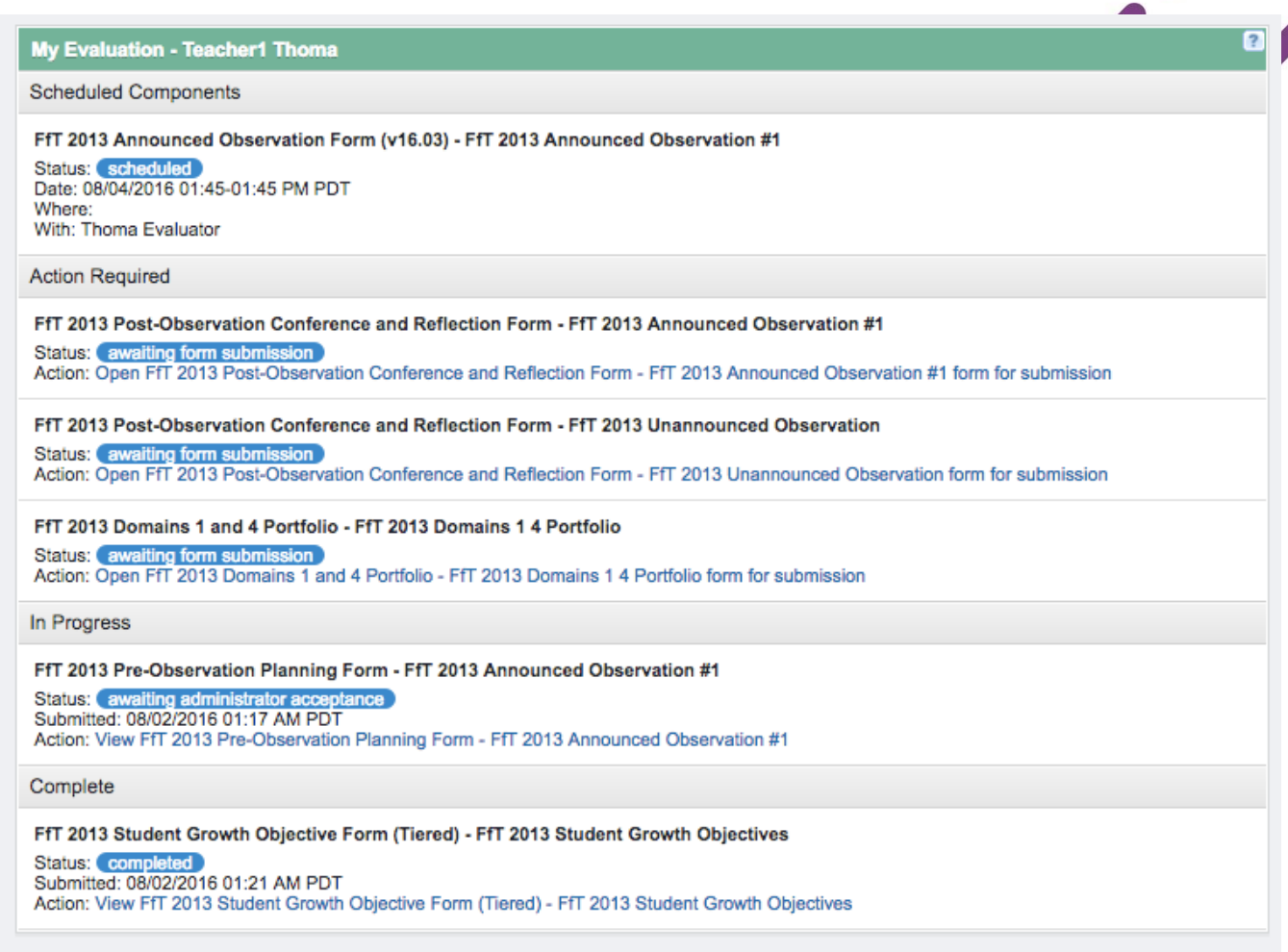
Educator View

Learning Plan > *My Evaluation*

Access:

- Forms by Status
- Organized by Section



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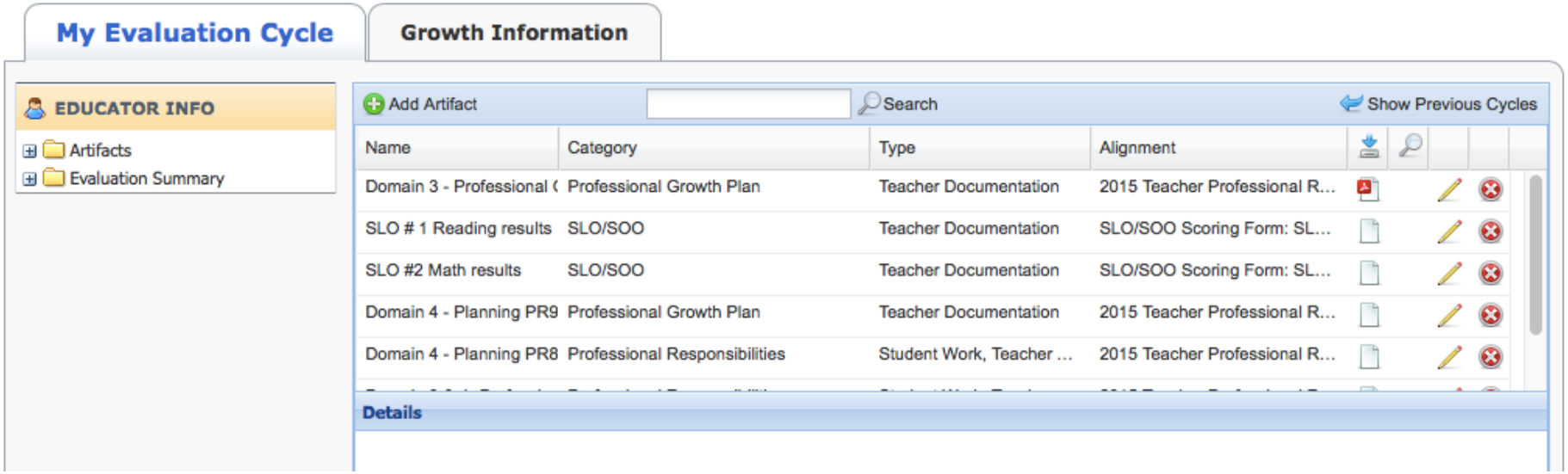
Educator View

My Evaluation Cycle

Links to Artifact Upload Tool and Evaluation Summary:



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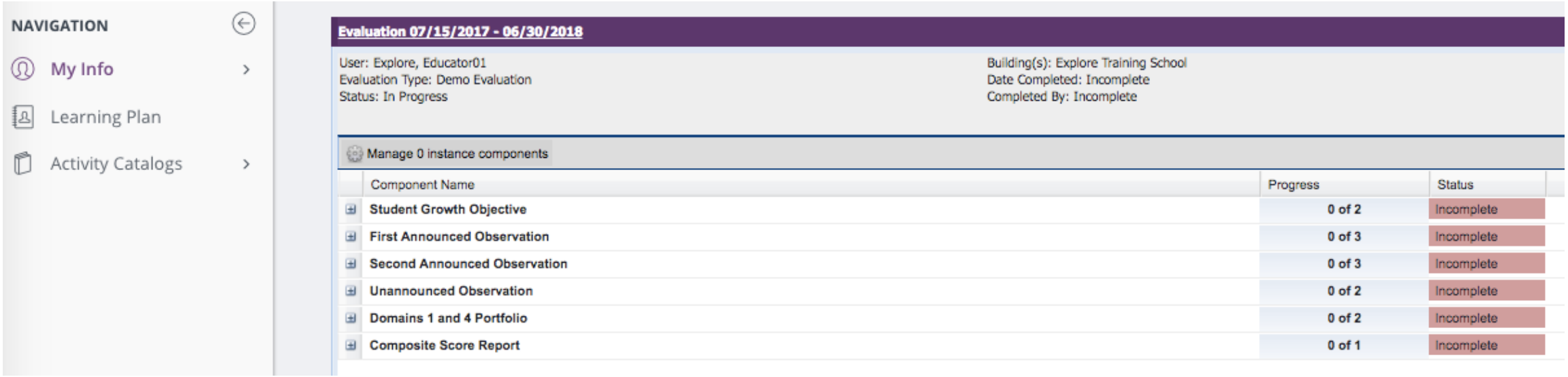
Educator View

My Info > *My Evaluations*

Evaluation Summary and Artifacts sections on the same page:



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Educator View – Let's Go…

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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

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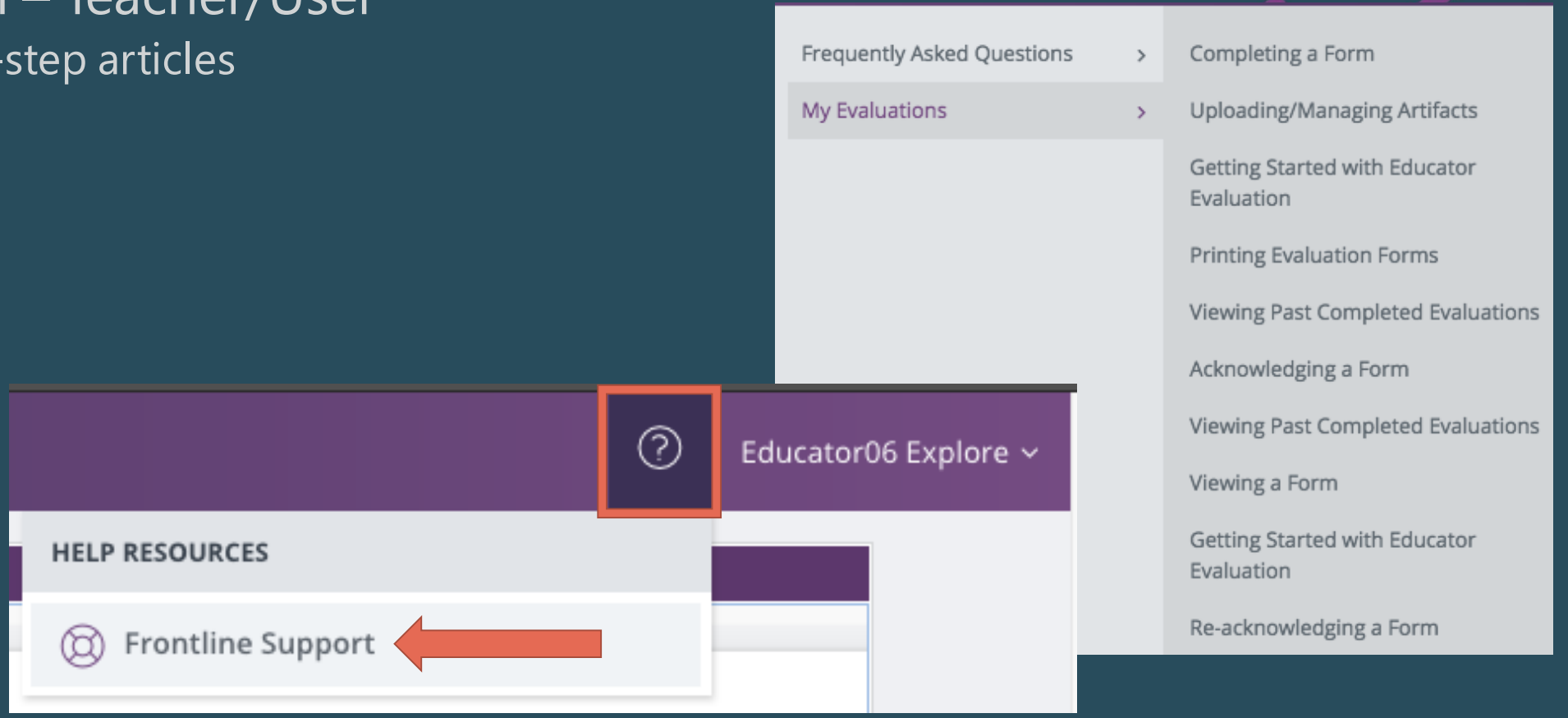
Resources

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



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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

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Participant Connections: Hands-on Debrief

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?*

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Evaluator Experience

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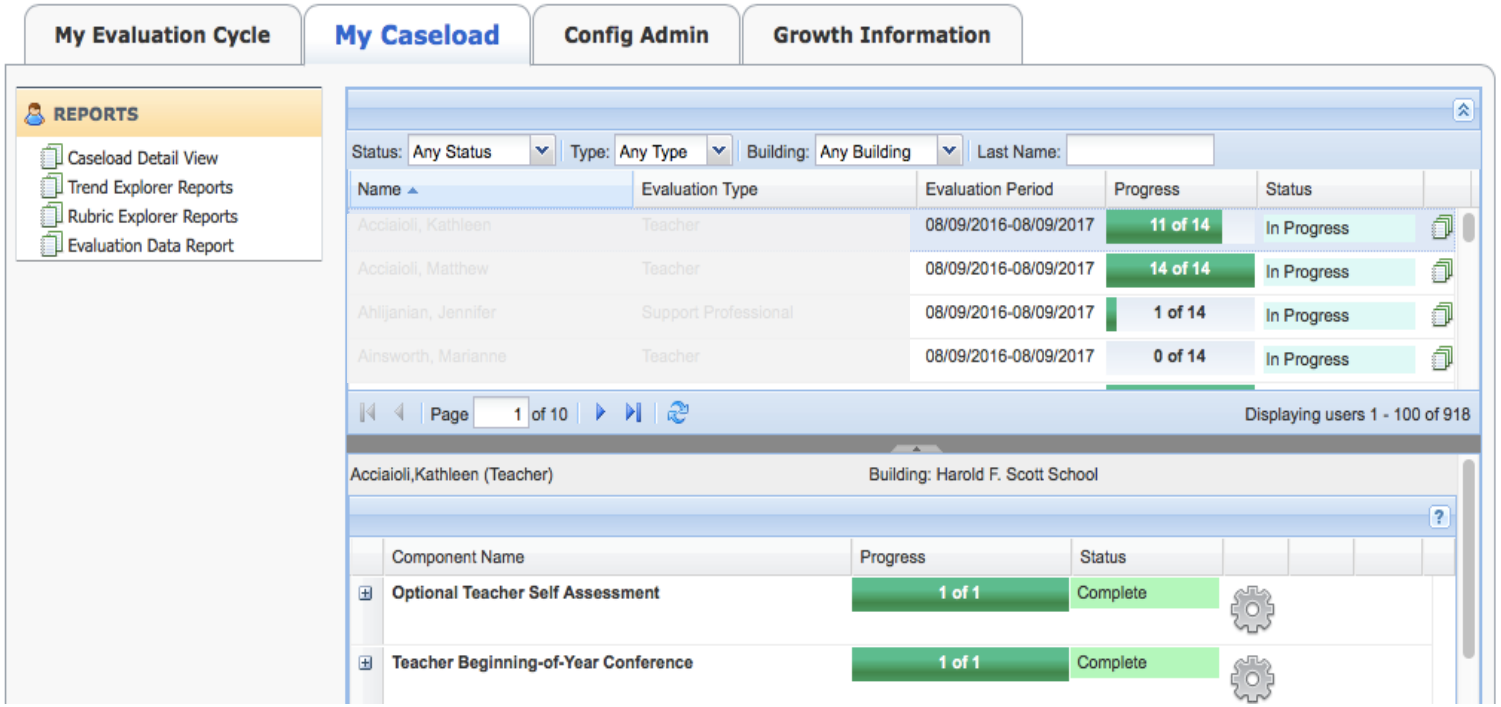
Evaluator View

My Caseload

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



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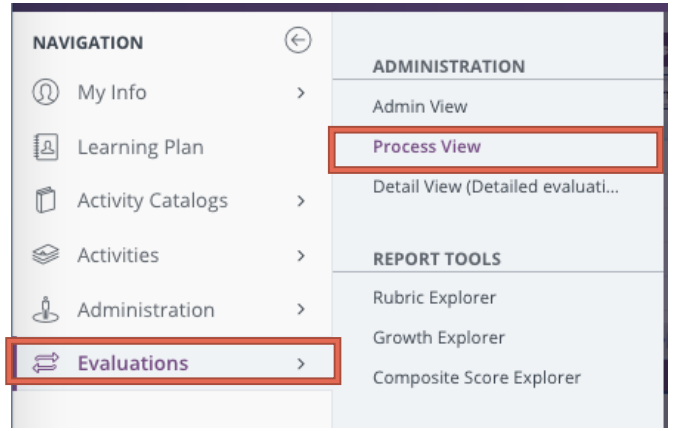
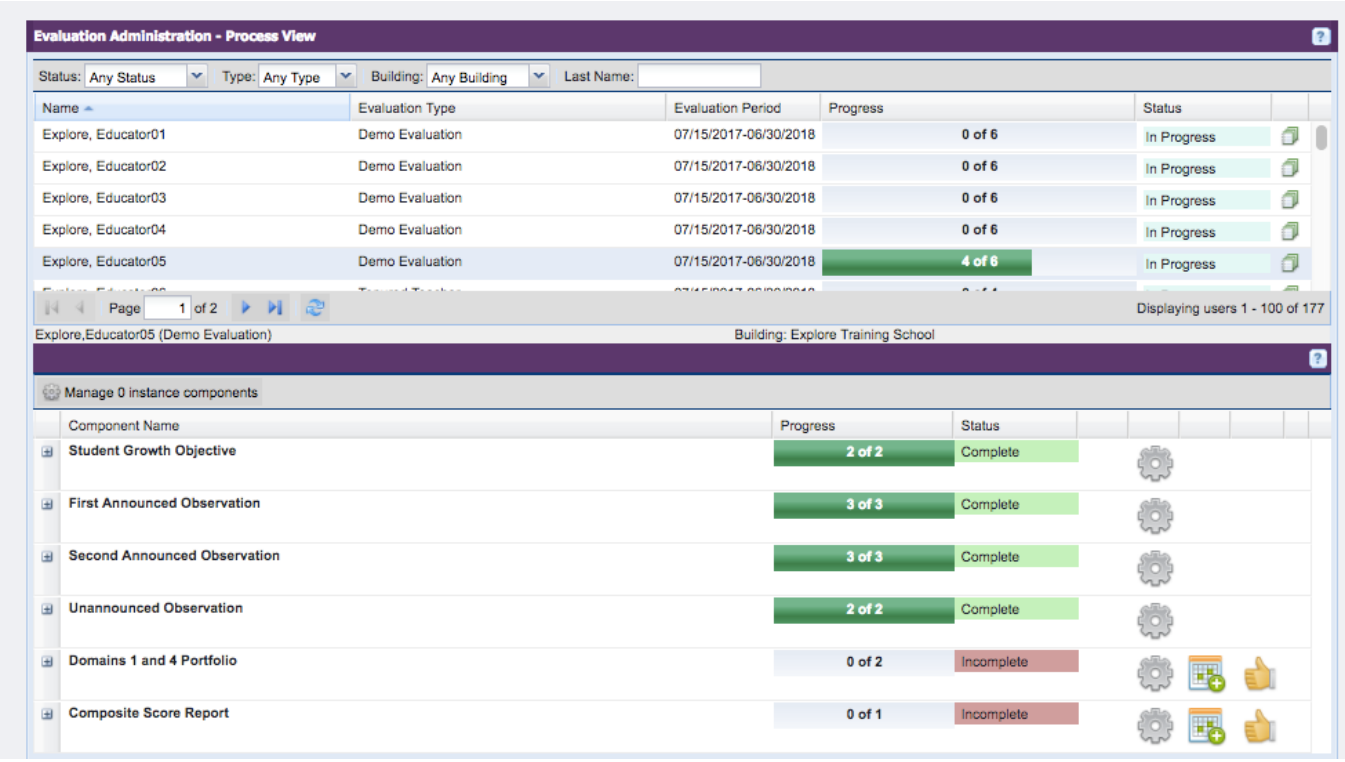
Evaluator View

Evaluations → Process View

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





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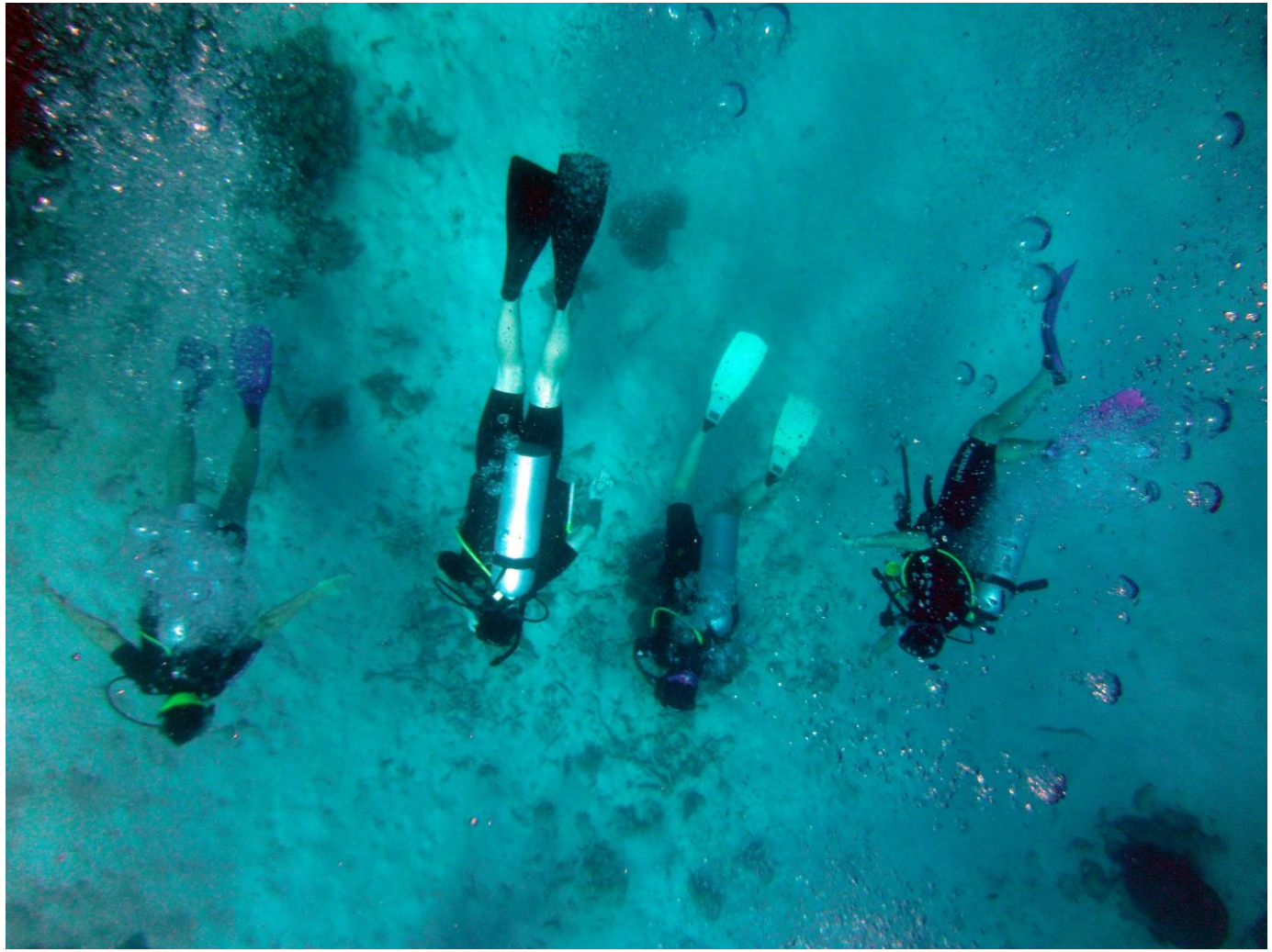
Evaluator View – Let's Go…



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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

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Evaluator Tools:
Evidence Collection Tool

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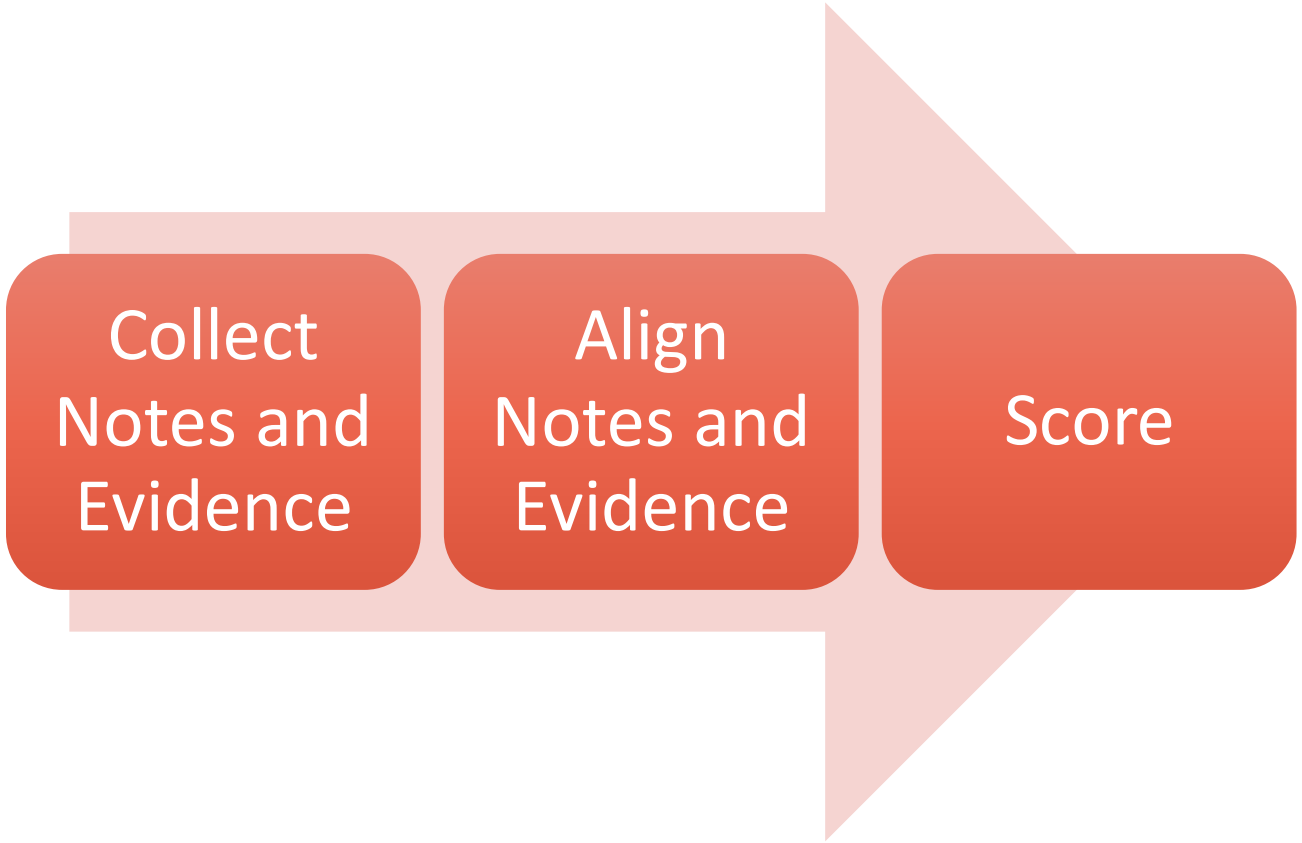
NEW Evaluator Tool: Evidence Collection Tool



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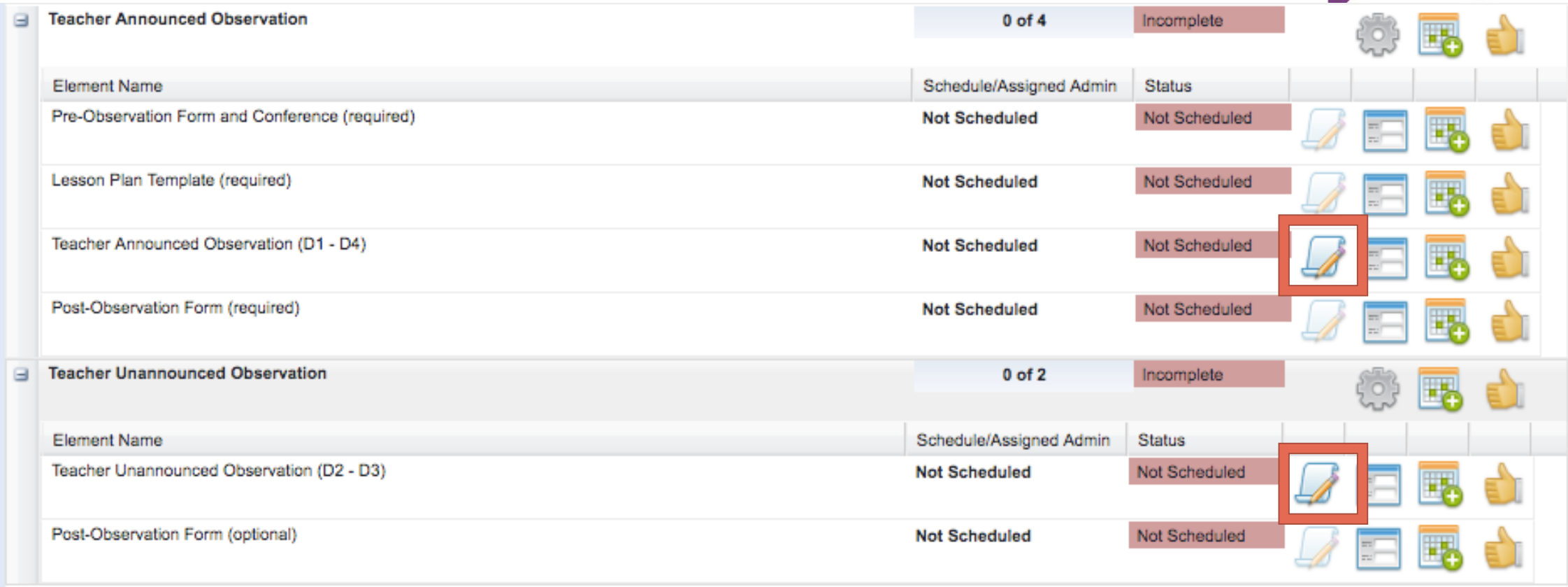
Evidence Collection Tool

Available for forms with rubrics (such as observations):



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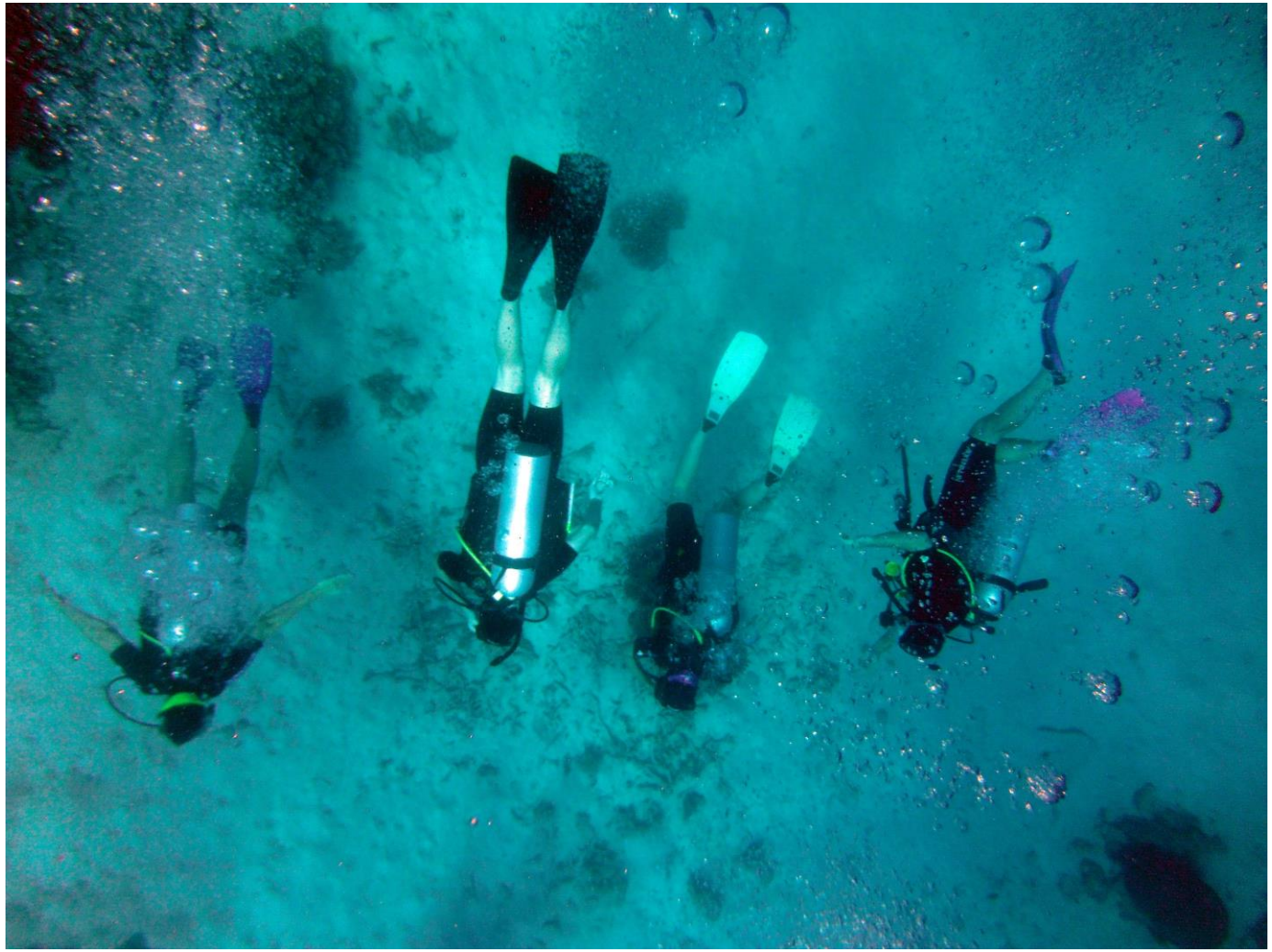
Evaluator View – Let's Go…



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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

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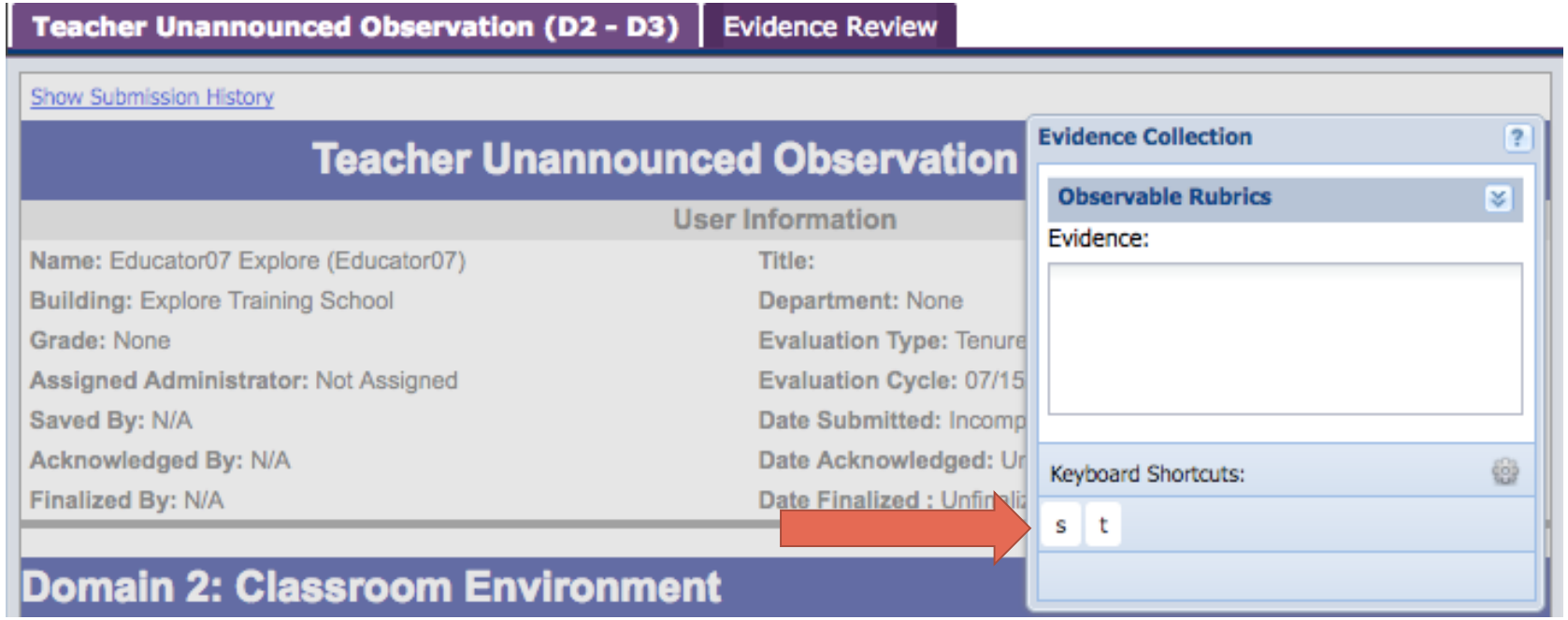
Evidence Collection Tool: Tips

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

Tip: use keyboard shortcuts to streamline evidence collection



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Your Turn: Evaluator View

Training Account Format

User name: explore.evaluator[xx]

Password: teach123

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*

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Participant Connections: Hands-on Debrief

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

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Evaluator Tools:
Detail and Admin Views

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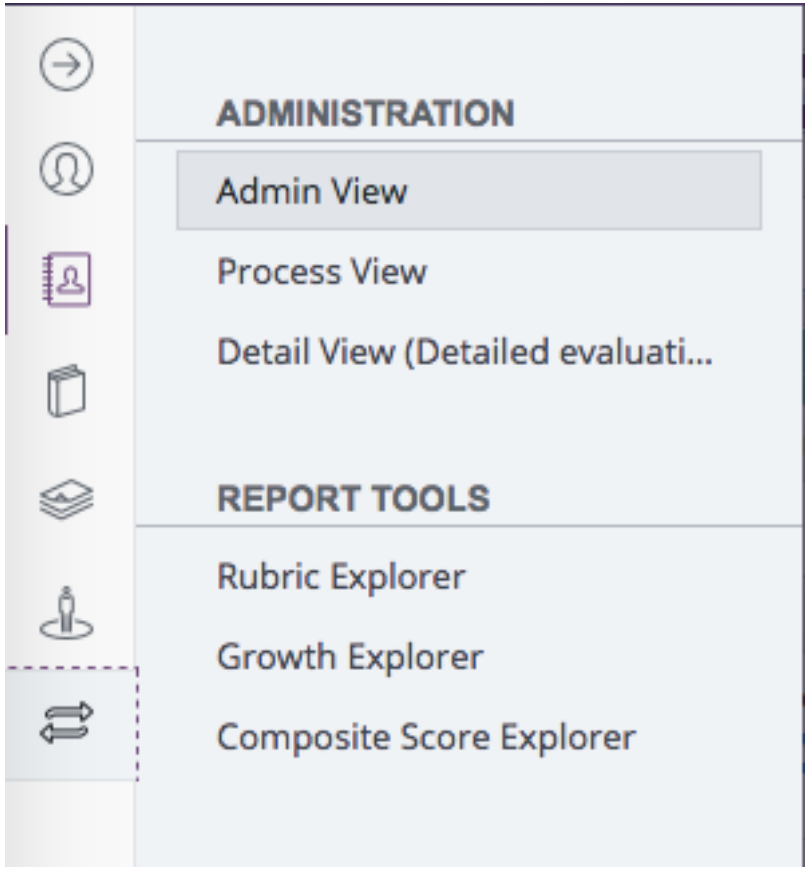
Evaluator Views and Tools:
Access via Evaluations option

Evaluations

- One handy place to access views and reporting tools



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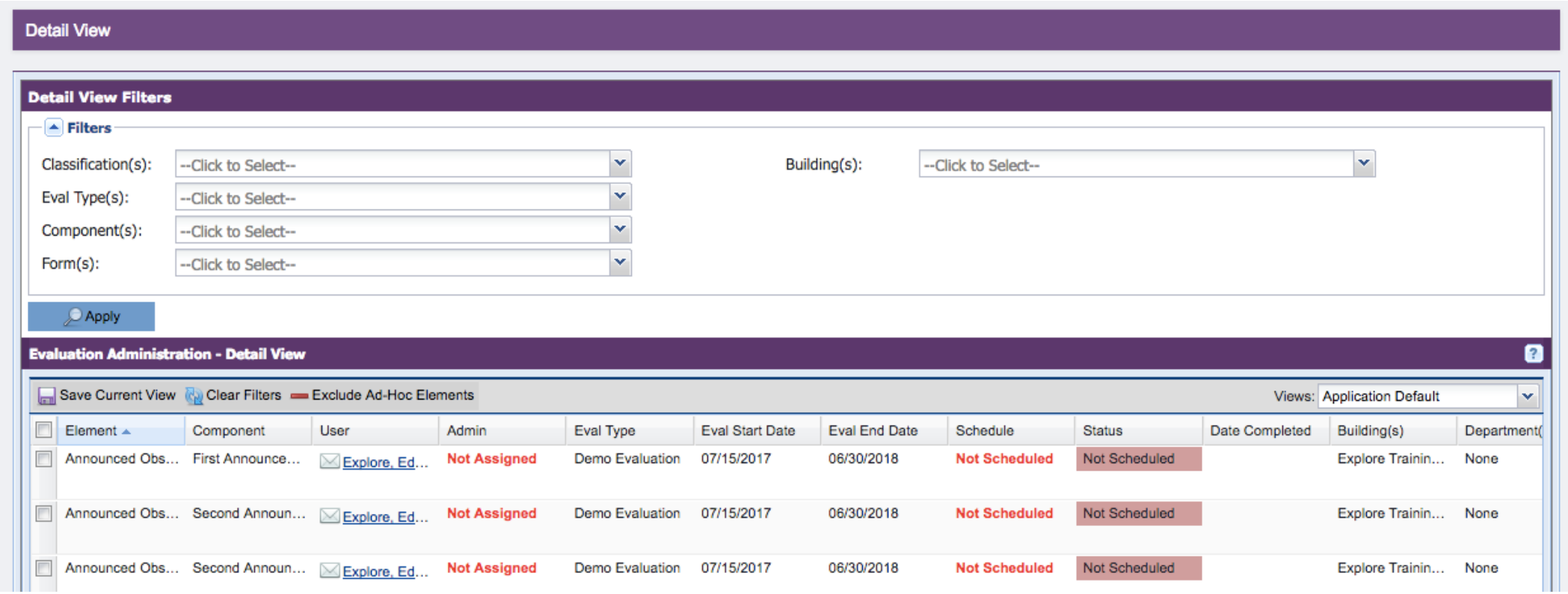
Evaluator Views and Tools:
Detail View

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



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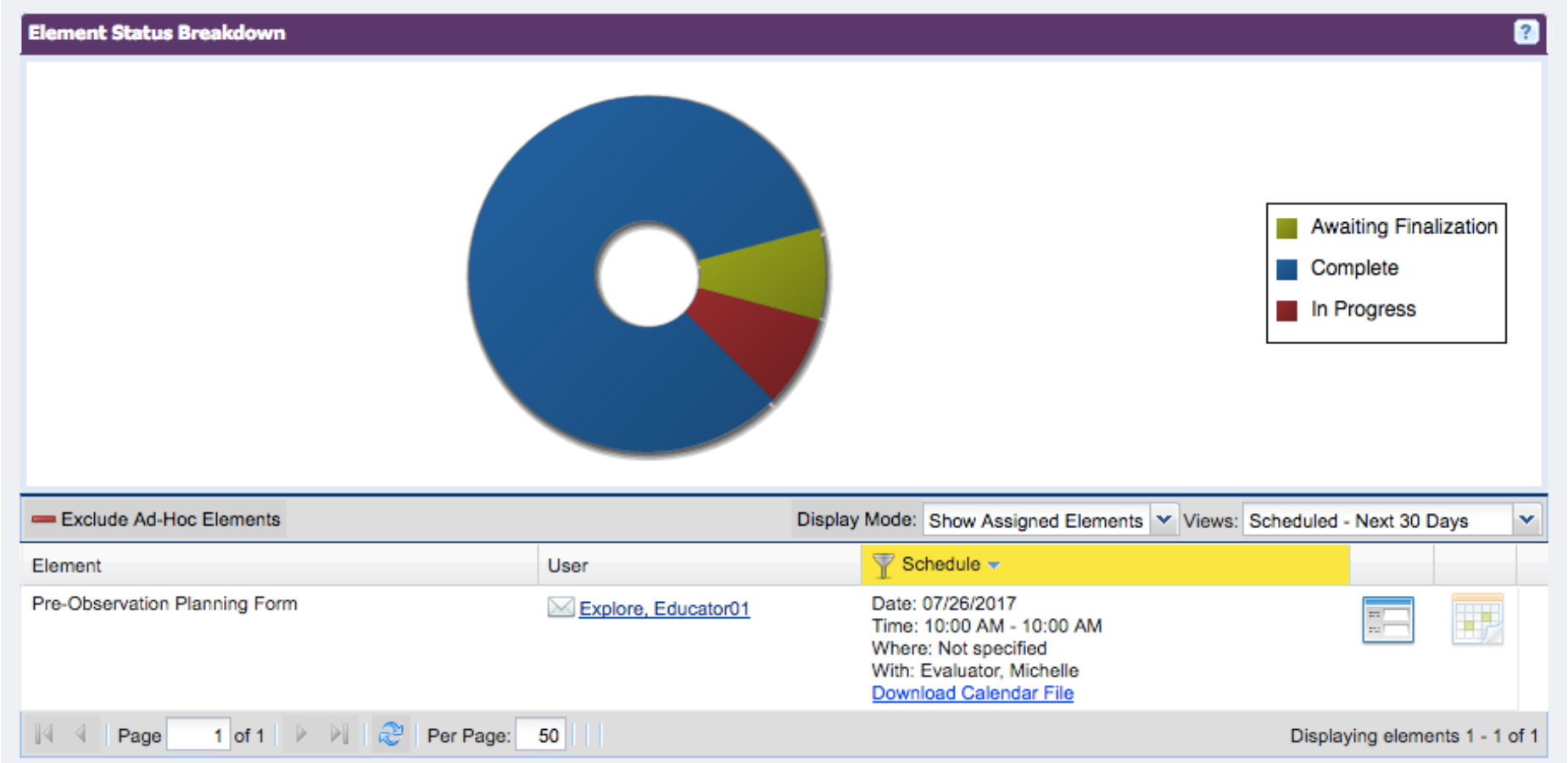
Evaluator Views and Tools:
Admin View



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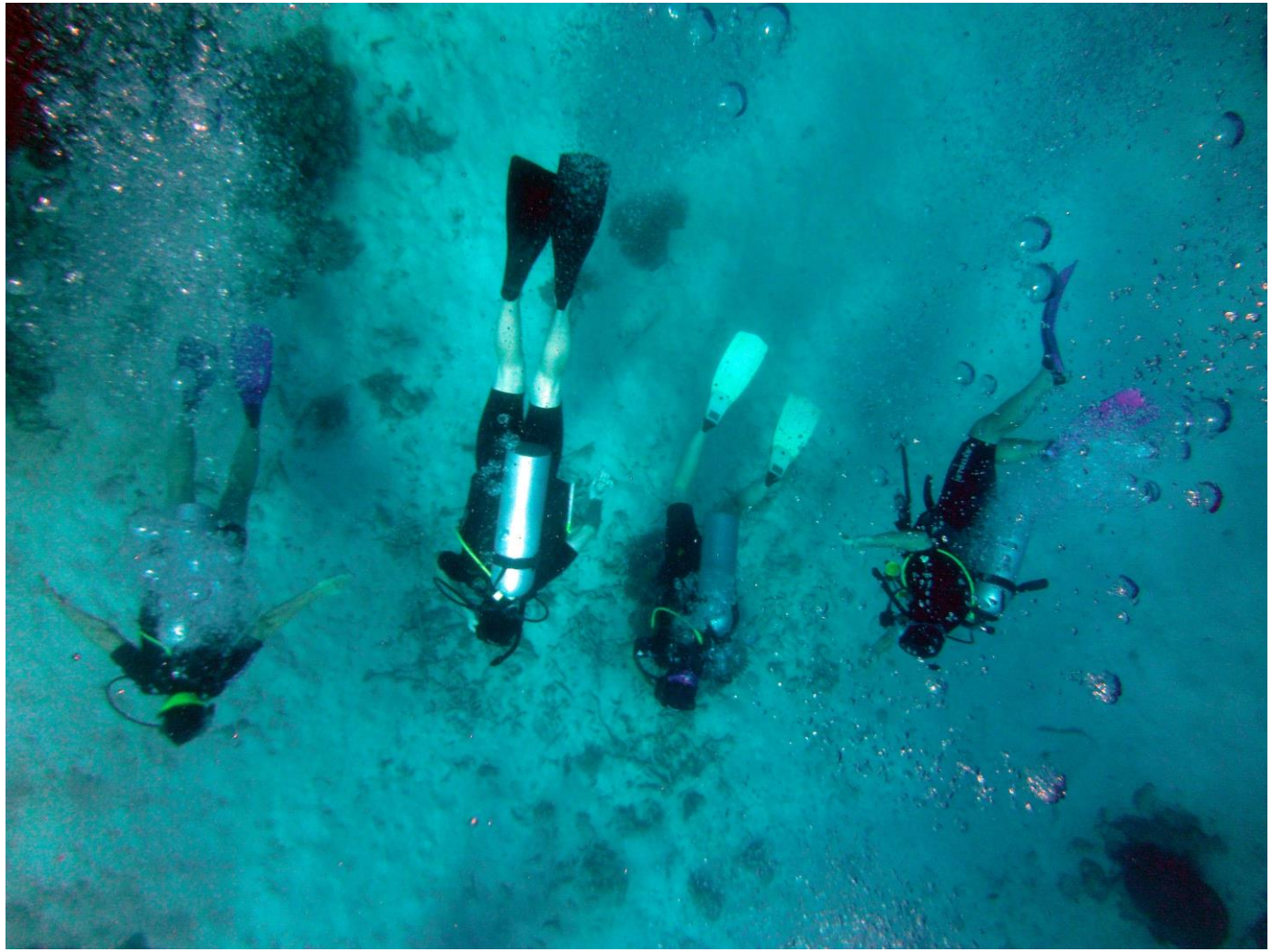
Evaluator View – Let's Go…



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Review: what are Evaluation Rights?

- **Evaluation Rights –** permission to view an educator's evaluation type

- **Assignments** – the specific forms for which you are responsible

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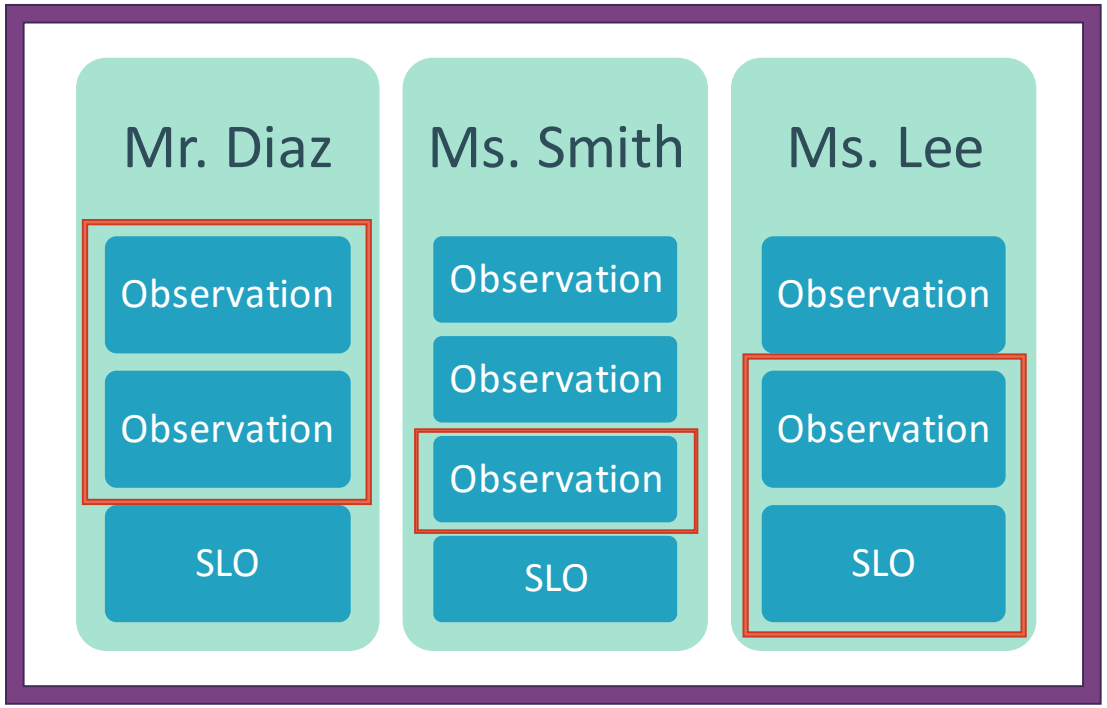
What is the difference between evaluation rights and assignment?

Ms. Rialto

Evaluation Rights Assignments



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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)

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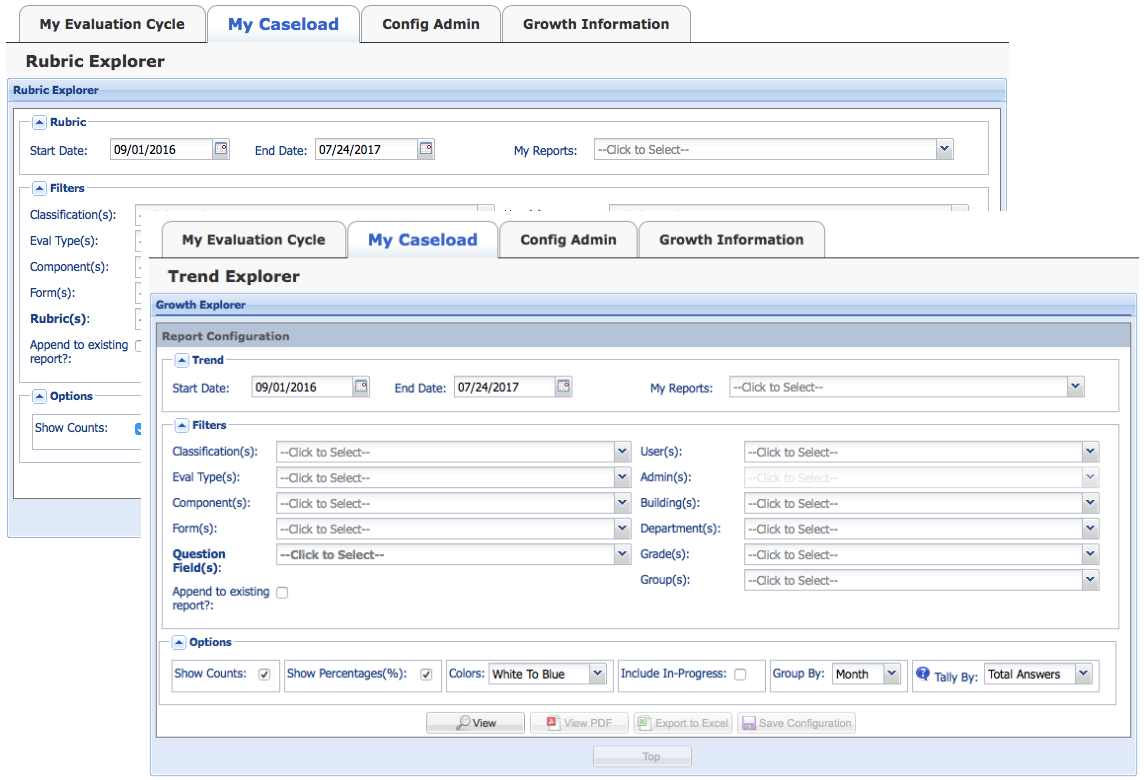
Evaluator Views and Tools:
Data Reporting



- **Rubric Explorer –** analyze data collected via rubric

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

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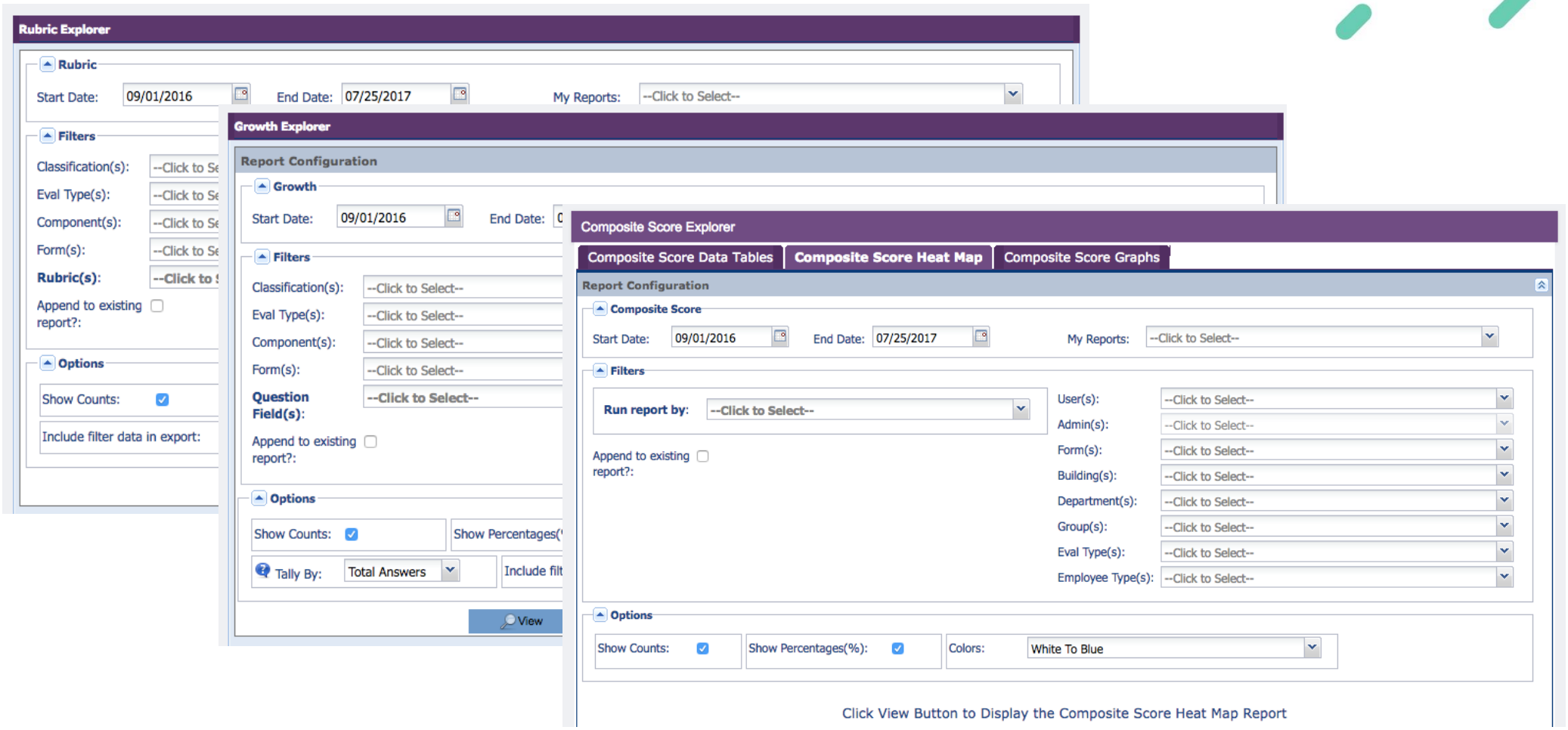
Evaluator Views and Tools:
Data Reporting



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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

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Resource Roundup:
Educator and Evaluators

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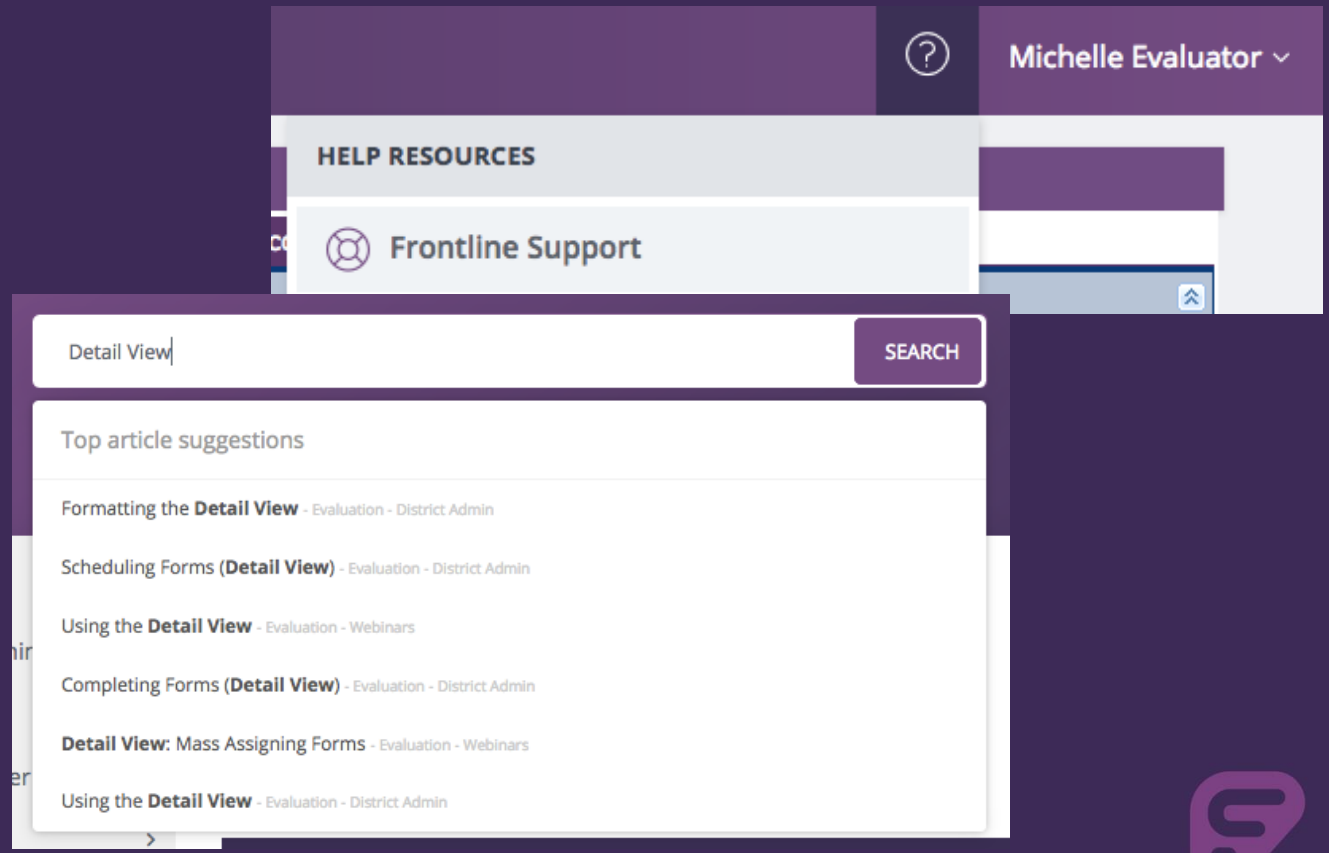
Extend or review your learning

- **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**



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Participant Check-out

Based on all your learning experiences today:

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

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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 Learning Resources in Help and beyond

Session Outcome

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

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Help us improve!

Please take a moment to complete a brief participant survey

Participant Survey:
https://tinyurl.com/feedback17-18

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Thank You

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