

Frontline Education

Employee Evaluation Management

Evaluator Orientation

DATE: July 2017

FACILITATOR: Michelle Thoma

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.



Our Session Today

As a facilitator, I'm here for YOU

Learning experience and interactions:

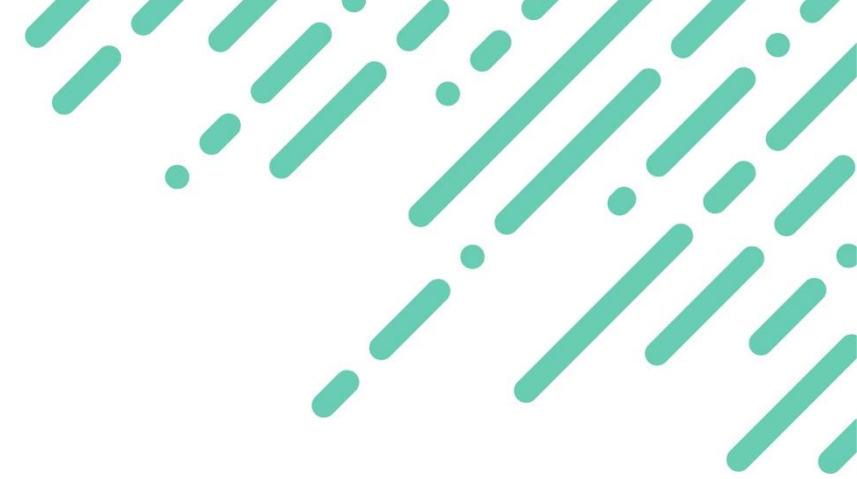
- Be patient
- Be present
- Ask questions

During our time together, we will:

- Get hands-on
- Make Connections between EPSS and Evaluation



Participant Check-in

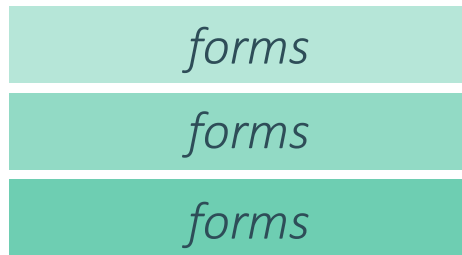


Based on the agenda and the structure shared...

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



Evaluation Management: Forms, Components, Types



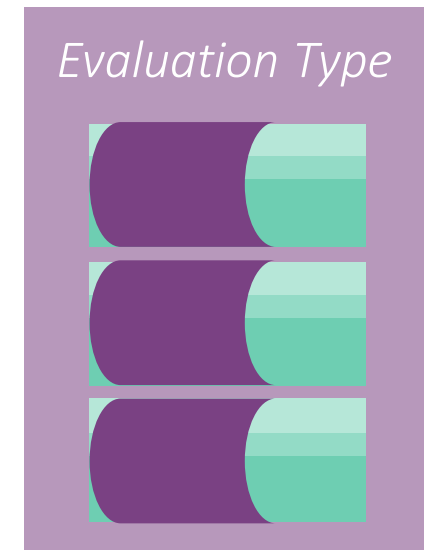
Forms

- Simplifies evaluation process
- Consistent, reliable structure



Component

- Clear organization
- A 'folder' for forms



Type

- Evaluation process
- One type per educator





Educator Experience

Educator View

My Evaluation Cycle

Access:

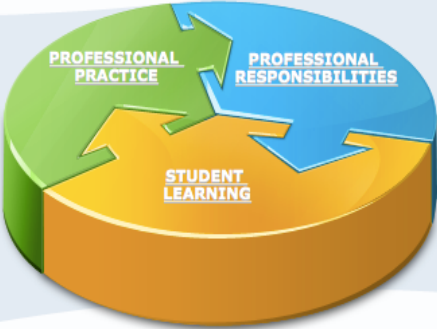
- Forms by status
- Organized by tab

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 user icon and two folder icons: 'Artifacts' and 'Evaluation Summary'. The main content area is divided into two tabs: 'My Evaluation Cycle' (active) and 'Growth Information'. Below the tabs, there is a header bar with '+ Add Artifact', a search input field, and a 'Show Previous Cycles' button. The main area contains a table with the following data:

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...			

Below the table is a 'Details' section.

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: 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?*



Evaluator Experience

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:**

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 (Acciaioli, Kathleen):**

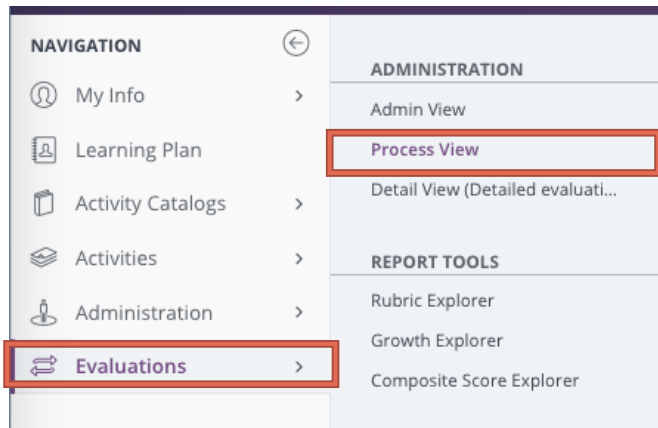
Component Name	Progress	Status
Optional Teacher Self Assessment	1 of 1	Complete
Teacher Beginning-of-Year Conference	1 of 1	Complete



Evaluator View

Evaluations → Process View

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



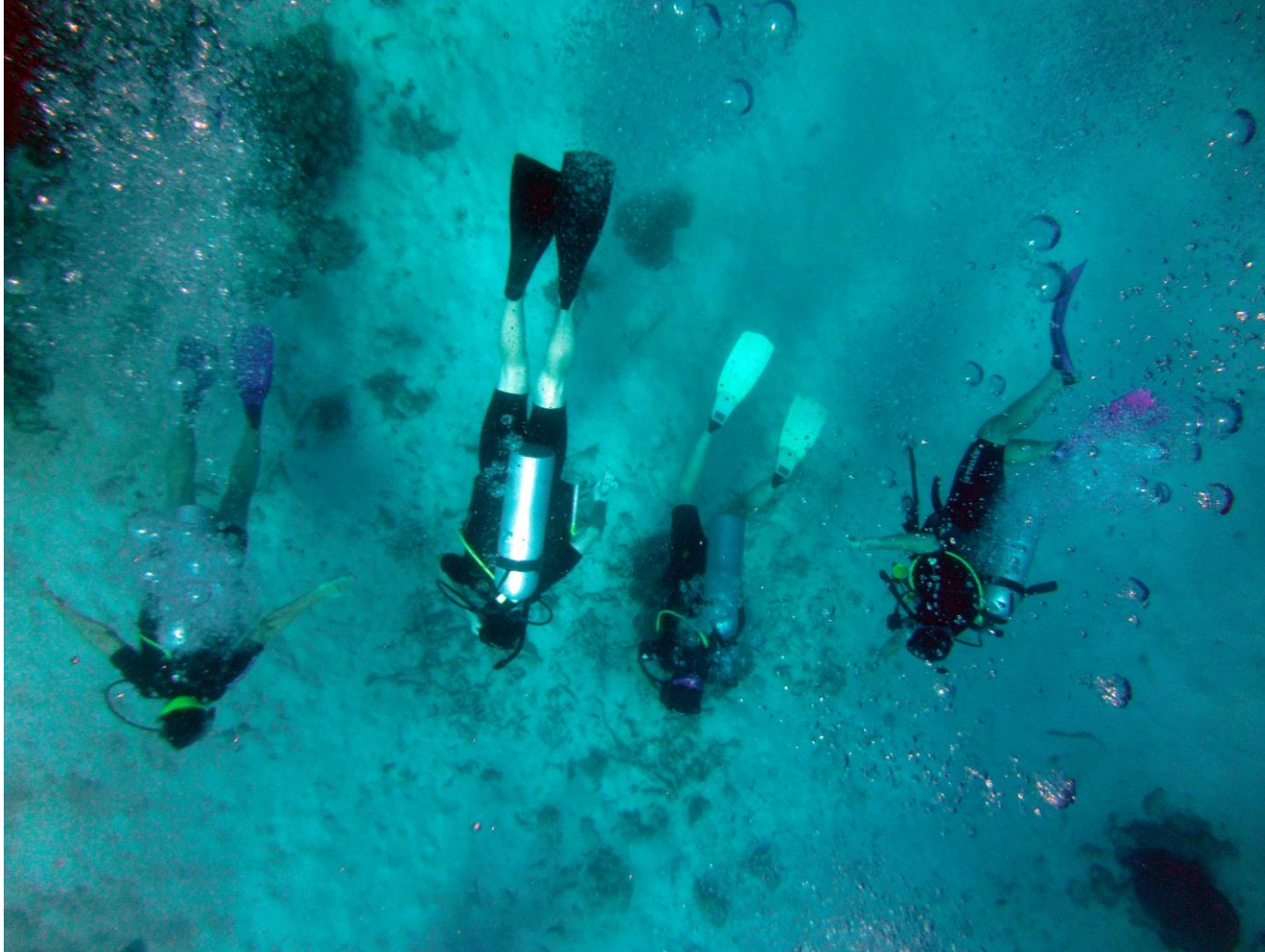
The screenshot displays the 'Evaluation Administration - Process View' interface. It features a table of evaluations with columns for Name, Evaluation Type, Evaluation Period, Progress, and Status. Below the table, there is a detailed view for 'Explore, Educator05 (Demo Evaluation)' showing a list of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

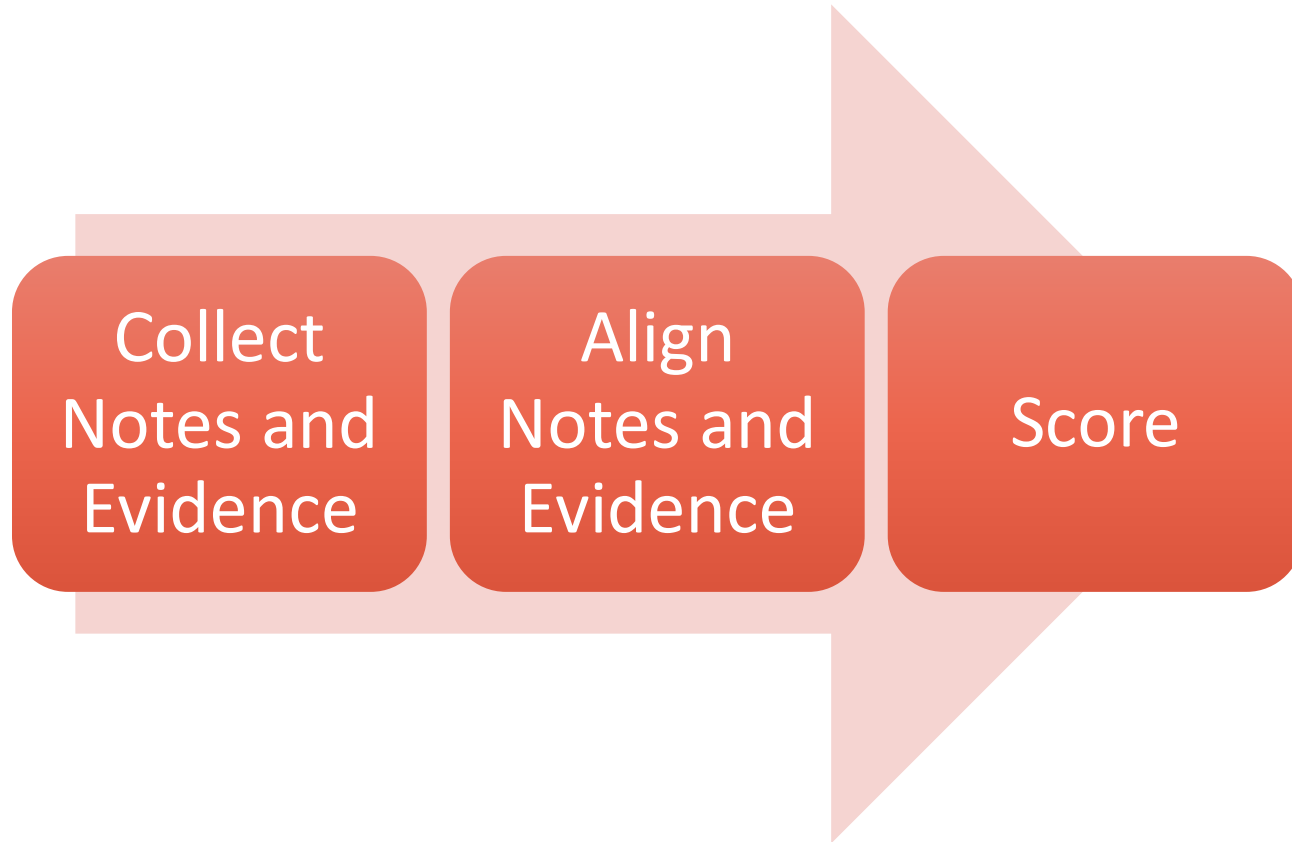
EPSS	Evaluation
My Caseload → View Evaluation Portfolio	Evaluations → Process View, View Evaluation Portfolio
























Evaluator Tools: *Evidence Collection Tool*












NEW Evaluator Tool: Evidence Collection Tool



Evidence Collection Tool

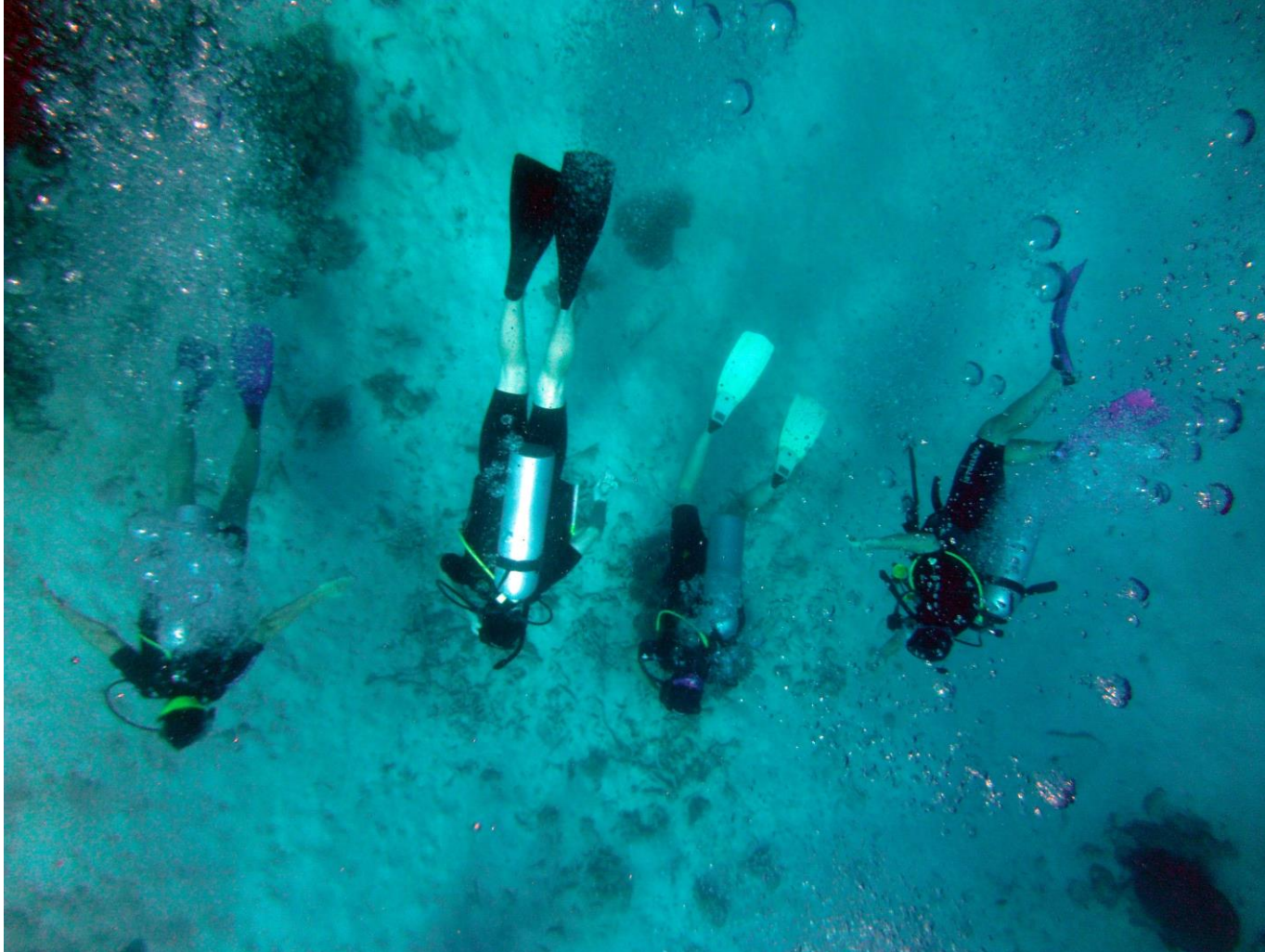
Available for forms with rubrics (such as observations):

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 'User Information' for 'Educator07 Explore (Educator07)'. The information includes: Name: Educator07 Explore (Educator07), Building: Explore Training School, Grade: None, Assigned Administrator: Not Assigned, Saved By: N/A, Acknowledged By: N/A, Finalized By: N/A, Title: (blank), Department: None, Evaluation Type: Tenure, Evaluation Cycle: 07/15, Date Submitted: Incomp, Date Acknowledged: Un, and Date Finalized: Unfinaliz. A red arrow points from the 'Finalized By: N/A' field to the 'Evidence Collection' panel on the right. This panel includes a 'Keyboard Shortcuts' section with the keys 's' and 't' displayed.



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: Hands-on Debrief

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



Evaluator Tools:

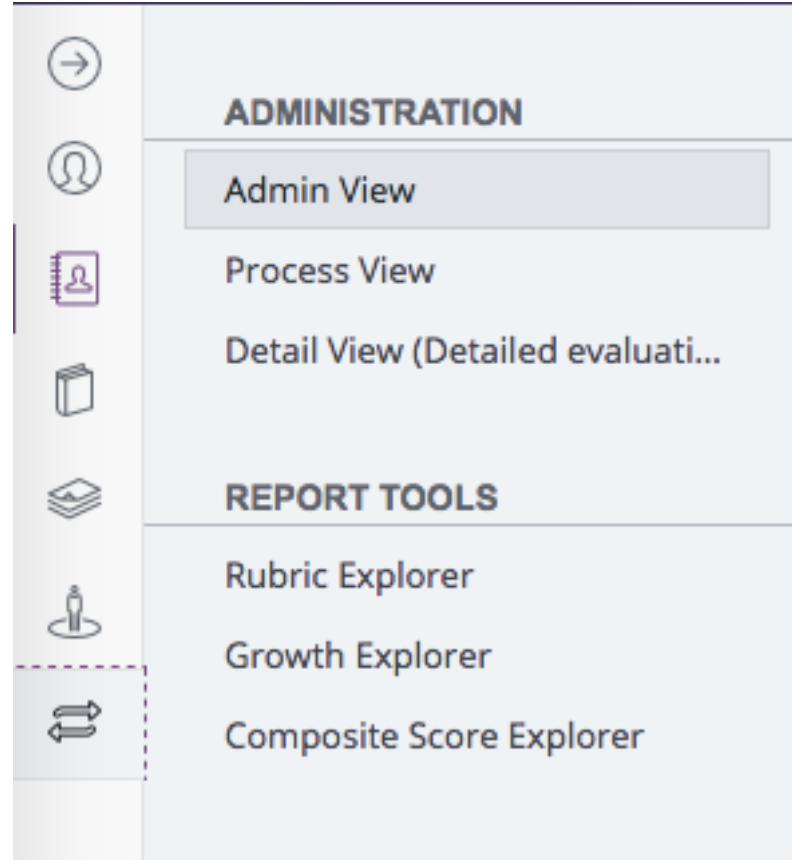
Detail and Admin Views

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

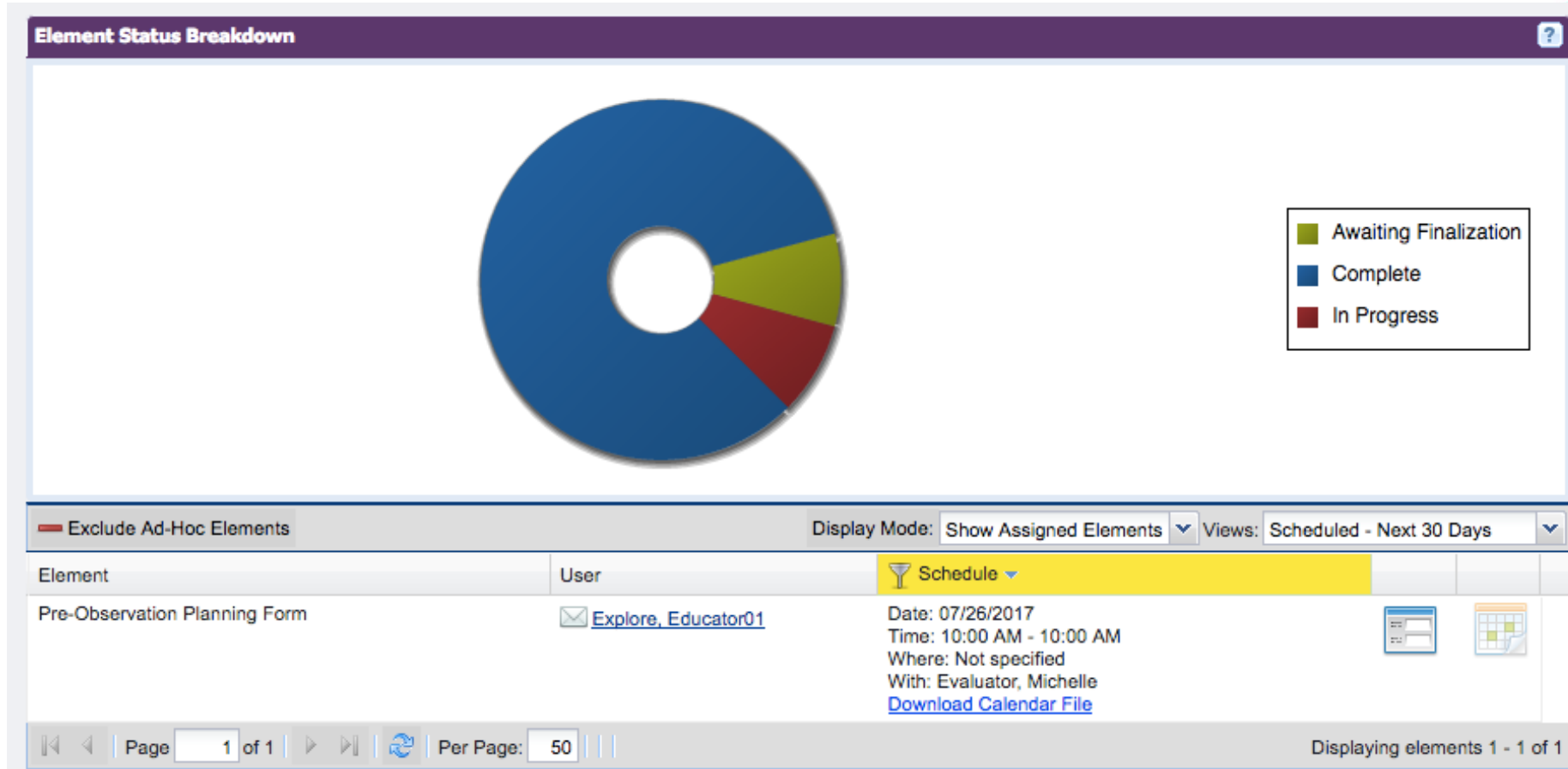
Evaluation Administration - Detail View

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

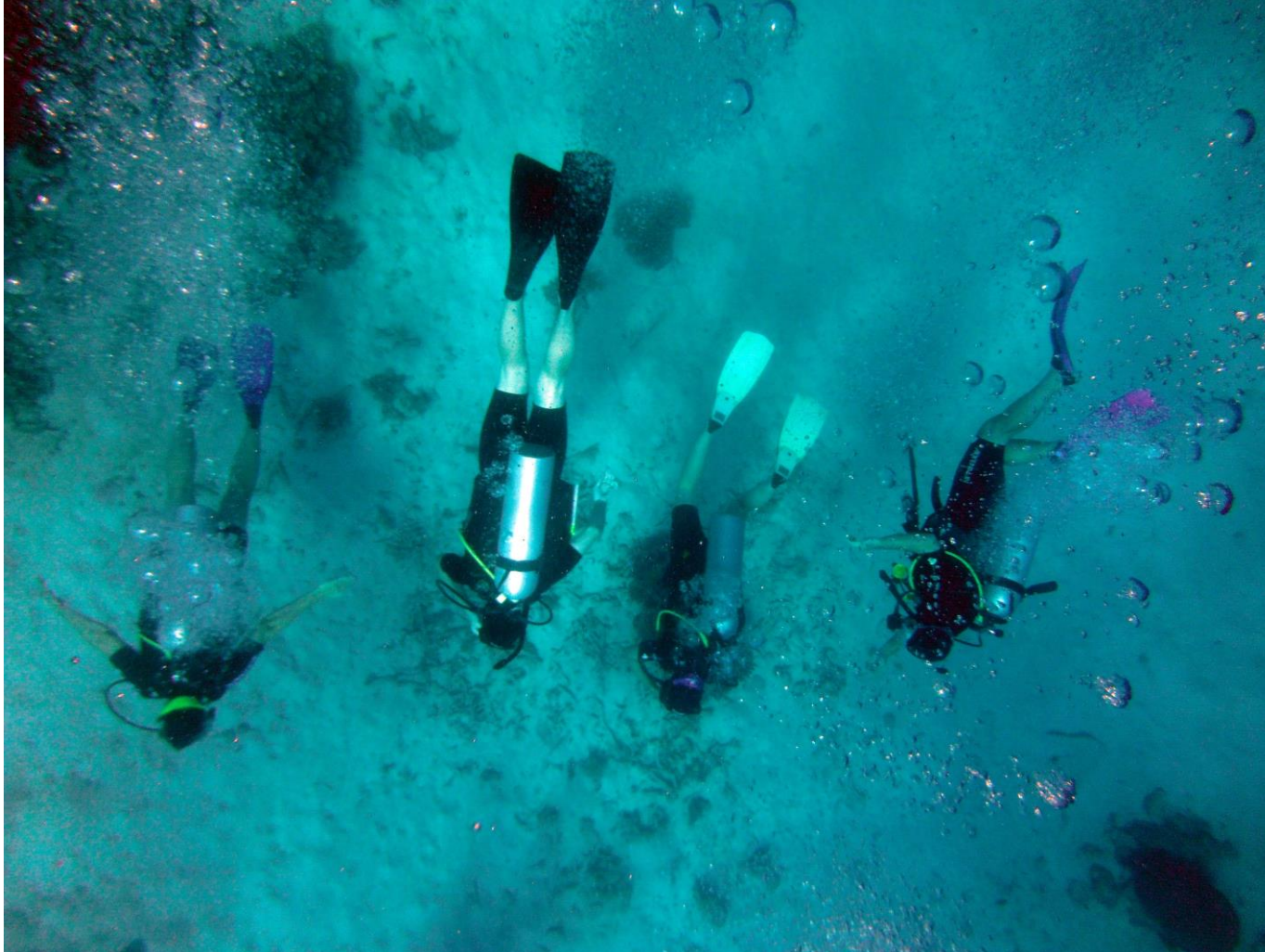
Element	Component	User	Admin	Eval Type	Eval Start Date	Eval End Date	Schedule	Status	Date Completed	Building(s)	Department
Announced Obs...	First Announce...	Explore, Ed...	Not Assigned	Demo Evaluation	07/15/2017	06/30/2018	Not Scheduled	Not Scheduled		Explore Trainin...	None
Announced Obs...	Second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



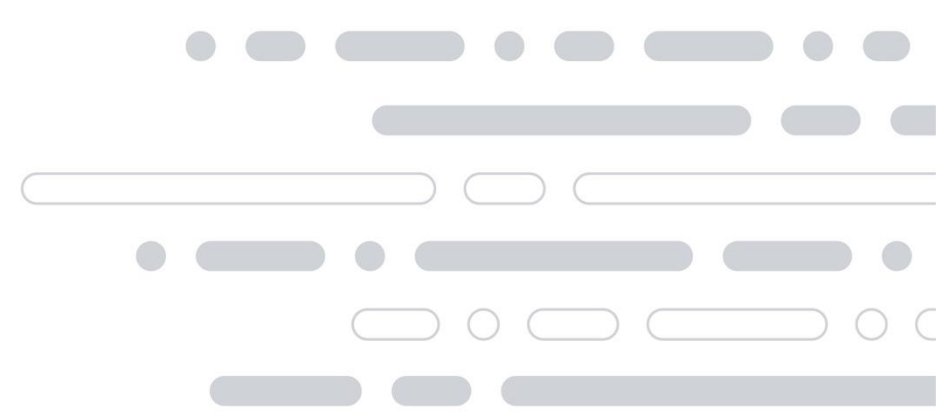
Evaluator Views and Tools: *Admin View*



Evaluator View – Let's Go...



Review: what are Evaluation Rights?

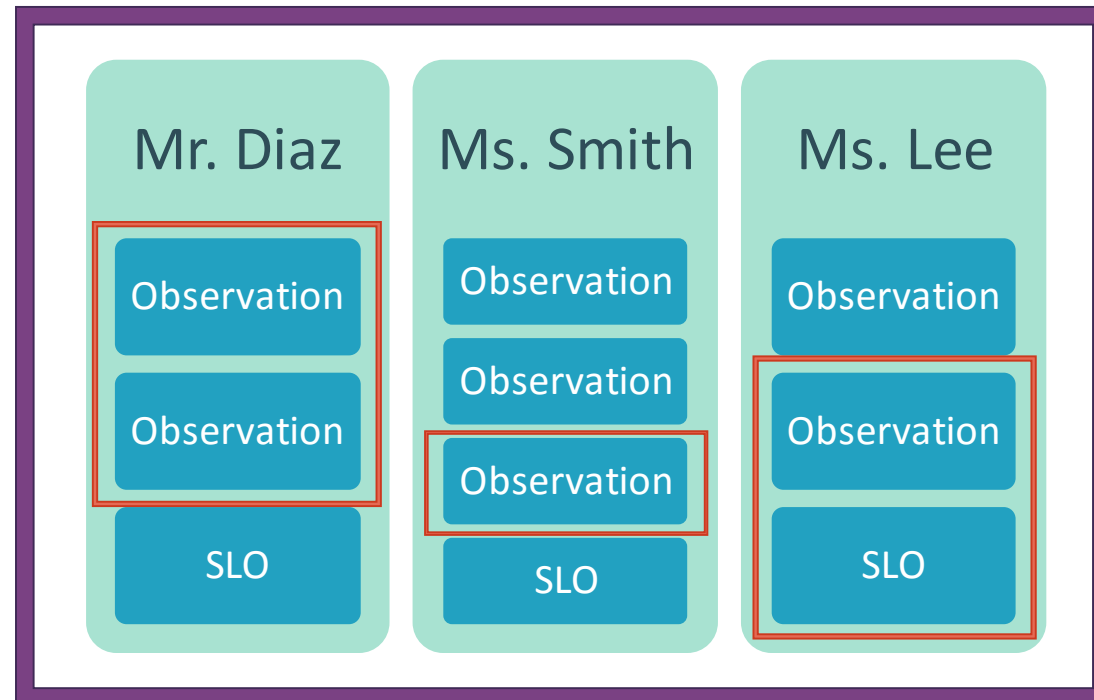


- **Evaluation Rights** – permission to view an educator’s evaluation type
- **Assignments** – the specific forms for which you are responsible

What is the difference between evaluation rights and assignment?

Ms. Rialto

Evaluation
Rights
Assignments



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Evaluator Views and Tools: *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. 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 data 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. A 'User(s)' section contains multiple dropdowns for 'User(s)', 'Admin(s)', 'Form(s)', 'Building(s)', 'Department(s)', 'Group(s)', 'Eval Type(s)', and 'Employee Type(s)'. 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, a blue 'View' button is visible.

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

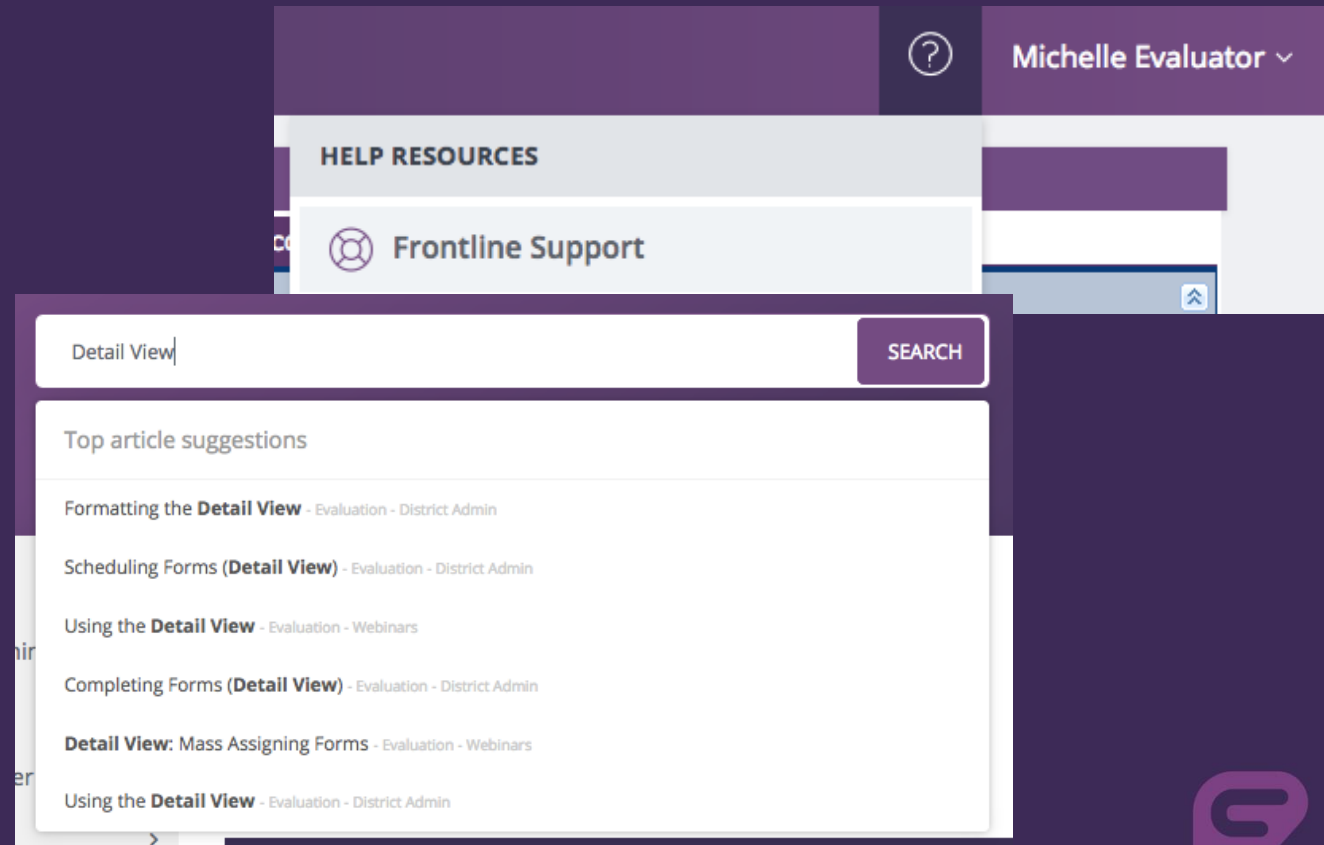
- Educator Orientation and Evaluator Orientation

- On Demand Resources

- Using the Detail View
- Detail View: Mass Assigning Forms
- Tracking Completion

- Help Articles

- Using the Rubric Explorer
- Using the Growth Explorer



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 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.



Help us improve!

Please take a moment to complete a brief participant survey

Participant Survey:

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



Thank You