Ohio eTPES Superintendent/Designee

Ohio Electronic Teacher and Principal Evaluation System

Version 2.1

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Superintendent/Designee Introduction to eTPES

In May 2009, the Ohio Principal Evaluation System framework was approved by the State Board of Education, and in November 2011, the framework for the Ohio Teacher Evaluation System was approved. Ohio's electronic Teacher and Principal Evaluation System (eTPES) was named as a project in Ohio's Race to the Top Grant (2010), and made possible through RttT funds. Work began on the design and development of the project with the vendor, RANDA Solutions, in November 2011.

The goal of the eTPES project is to automate the teacher and principal evaluation frameworks using Web-based technology. Ohio eTPES will follow the adopted framework components of 50% educator performance and 50% student growth measures. The electronic system will allow evaluators and educators secure access to document, store evidence, and complete the evaluation process in a standard Web browser. Steps will lead evaluators through the process and determine educator performance based on performance rubrics. A final summative rating (based on the components) for principals and teachers will be generated through the system.

This User Guide will assist you in navigating through the eTPES site based on your role within the system.

The guide will take you through each tab of the Dashboard and the functionality that is available within. As you go through the site, you can use the Superintendent/Designee Table of Contents to skip to the section of the site with which you need assistance.

How to Obtain Access to eTPES

If this is the first time you are accessing the eTPES system for your LEA, an activation email will be sent to Superintendents and Superintendent Designees who:

1) are listed in ODE's OEDS-R system as a Superintendent or Superintendent Designee and
2) have a state staff I.D.

The activation email will be sent to the email address in the OEDS-R system. The email will be from no-reply@ohioetpes.com. The activation email will contain the link needed to activate your account and set your password. The email will also contain important instructions.

Below is an example of the email that will be sent.

Welcome to eTPES,

Your user name is: **{UserName}**

The electronic Teacher and Principal Evaluation System (eTPES) is now available for your account activation at {slugURL}. Please use https://www.ohiotpes.com/ for site access after your initial account activation is complete. Superintendents, please navigate to the secure website listed above, enter your new username and password, and begin the setup process for your LEA. Once you log into eTPES, you'll find a useful HELP section, links to videos, customer support, FAQs and other resources.

eTPES is a product developed through funding from the Race To The Top Grant by the Ohio Department of Education. eTPES is hosted and maintained outside of ODE's computing environment. It was designed to streamline the teacher and principal evaluation process, and it is available to your district at no cost. eTPES will be used this school year for those LEAs implementing new teacher and/or principal evaluation systems based on locally developed board policy as required by law (July 1, 2013). There is also an option for LEAs that will not implement in 2013-14, but would like to use the system to pilot.

Statewide training will be offered in August to superintendents, to be followed by principal training August – October. Half-day sessions will assist superintendents and principals in the district and building set-up and roster functions. In addition, videos will be posted on ODE's website in August specific to the roles of superintendent, principal and teacher. Please click on this link for more information: http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/District-Educator-Evaluation-Systems

You may provide feedback as you use the system by clicking on the feedback button at the bottom of the eTPES pages. There may be additional refinements to the system this year based on user input and ODE requirements.

If you have eTPES technical questions, please contact us at: support@OhioTPES.com

If you have policy questions regarding OTES and OPES in the eTPES system, please contact us at: eTPES@education.ohio.gov

After successful login to eTPES, the LEA Superintendent or Superintendent Designee will be required to complete setup tasks, which includes a Principal roster review and verification. When these tasks are complete, the Superintendent or Designee will send an activation email to the appropriate staff in Principal roles for the LEA. For detailed instructions on how to set up your LEA, go to the LEA Setup section of this manual.

After principals log in to eTPES, they will also send an activation email to the Teachers, Evaluators or other appropriate staff for the building, based on who they select in the rostering process. This is explained in detail in the Principal and Assistant Principal User Guide.

IMPORTANT INFORMATION
Not assigned role of superintendent or superintendent designee in OEDS-R?

If you need to update your LEA information in OEDS-R, please contact your local OEDS Administrator, and they can make the changes for you. A Superintendent Designee is not a requirement for eTPES system access, but it is an option for Superintendents who wish to delegate the eTPES Superintendent tasks to an appropriate staff member in their LEA. Check your LEA OEDS-R data here: http://webapp2.ode.state.oh.us/oeds-r/query/.

If you have questions regarding how to access and use OEDS-R, please download the OEDS-R User Guide available on the OEDS-R Website, click “Help” on the left menu.

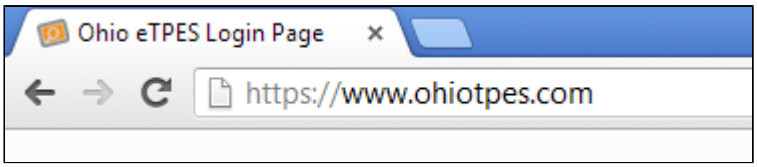
No State I.D.?

If the LEA Superintendent or Superintendent Designee does not have a State Staff ID, one can be requested and created quickly and free of charge. For more information regarding how to request a State Staff ID online, please see the link on this page: http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/District-Educator-Evaluation-Systems/eTPES-Help.

Superintendent/Designee Signing In to eTPES

Signing In

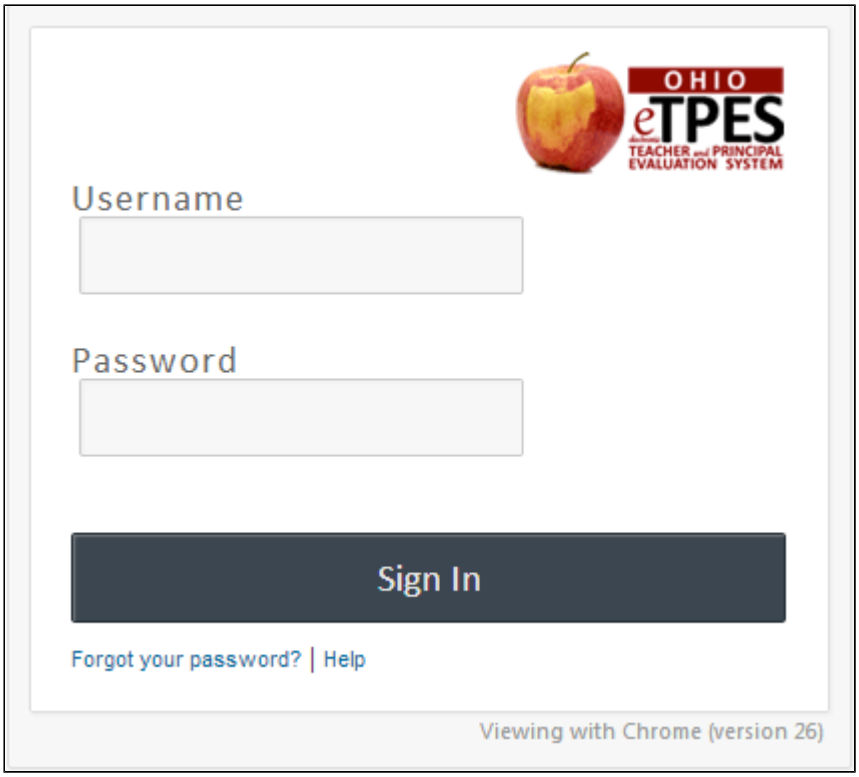
To sign in to the electronic Teacher and Principal Electronic System (**eTPES**), click on the browser on your desktop and go to the eTPES site: www.ohiotpes.com.



eTPES is currently supported on the following browsers:
IE8+ (Internet Explorer version 8 or later)
Firefox 3.6+ (version 3.6 or later)
Safari 5.1+ (version 5.1 or later)
Chrome

If you are having trouble viewing eTPES or if you need assistance with your browser, contact your local IT support staff first.
If you continue to encounter issues, contact eTPES technical support at support@OhioTPES.com or by calling 1.877.314.1412.

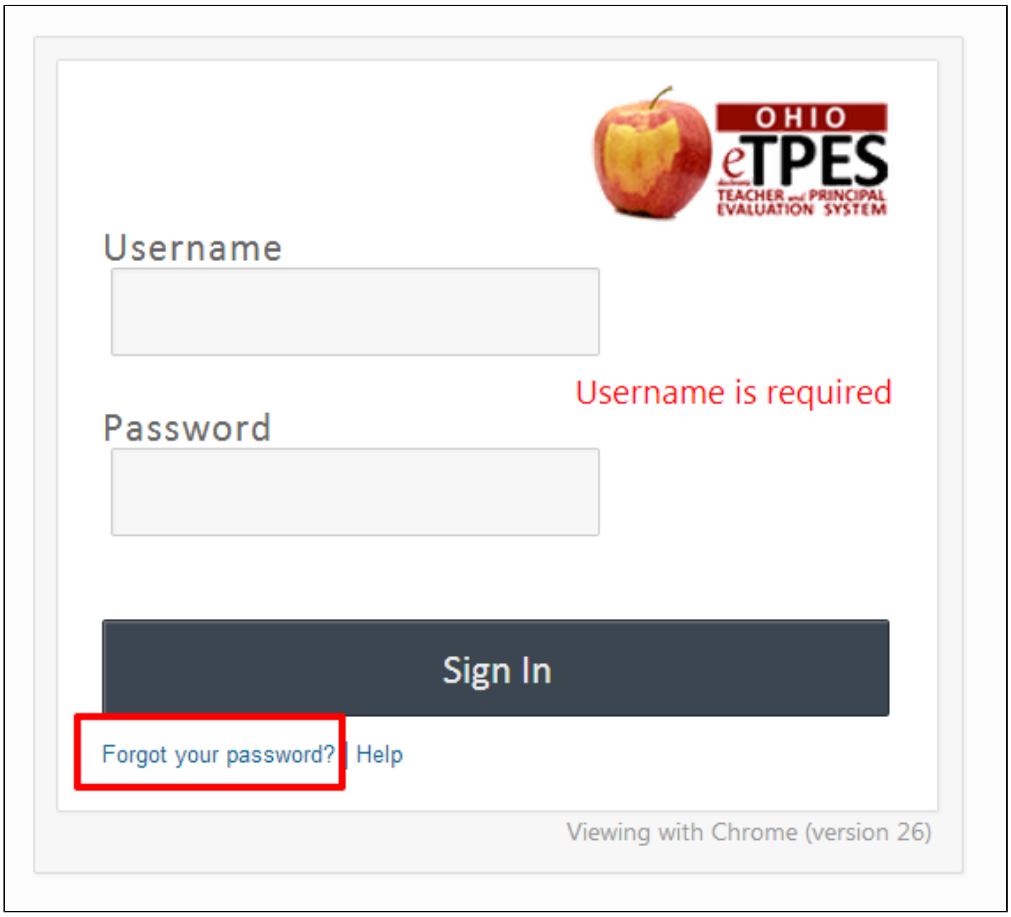
You will be directed to the sign in page and asked for your username and password. See below.



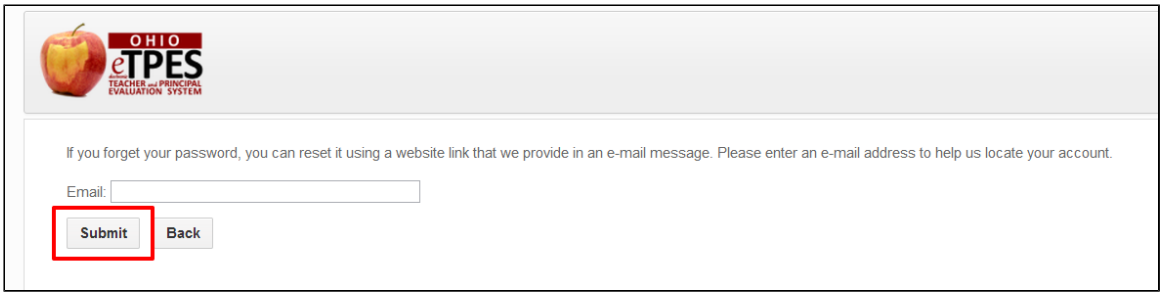
Enter your Username and Password and click **Sign In** to proceed.

Trouble Signing In

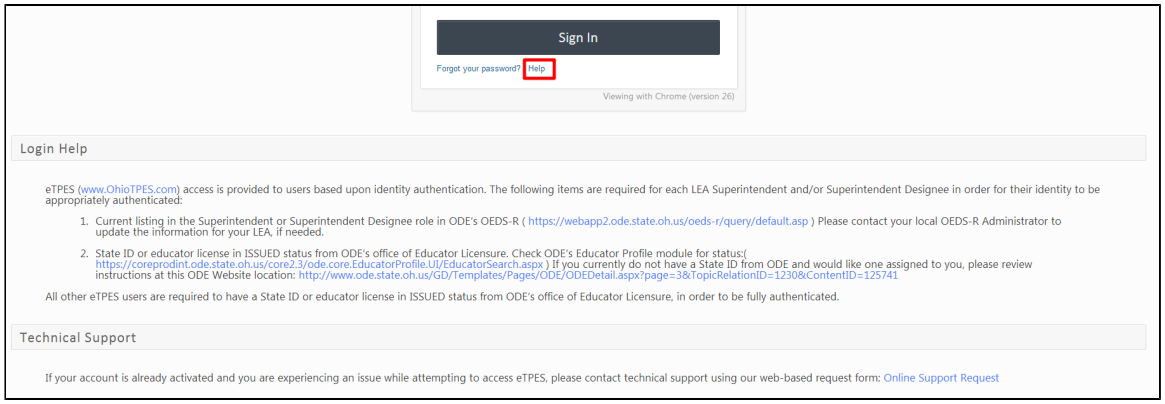
As explained in the previous section, you will receive an activation email allowing you to set up your account, including your username, which will be the first part of your email address before the @ sign, and setting your password. If you have forgotten your password, click on the **Forgot your password?** link.



The link will direct you to submit your email address. eTPES Support will contact you via email with your password and sign in information.



If you are still having trouble signing in, click on the **Help** link and you will be able to access further help resources and contact eTPES Support.

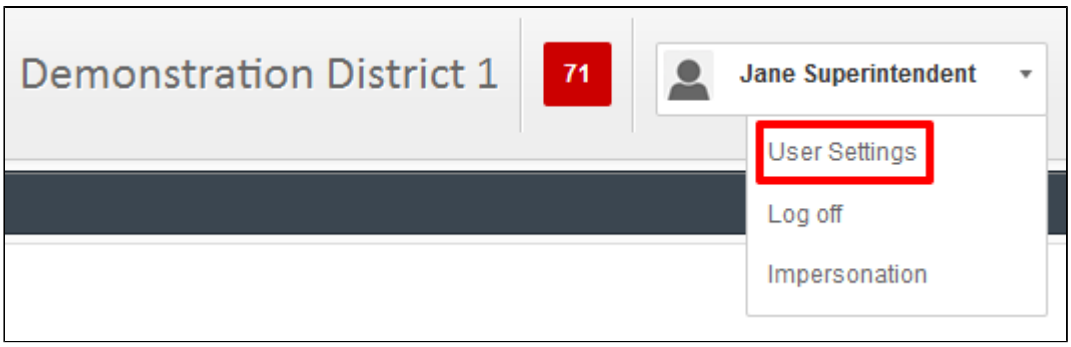


Superintendent/ Designee User Settings and Logging Off eTPES

User Settings

To access the **User Settings** page, click on the drop down arrow next to your name in the top right corner of the page. This is accessible from any page in the system.

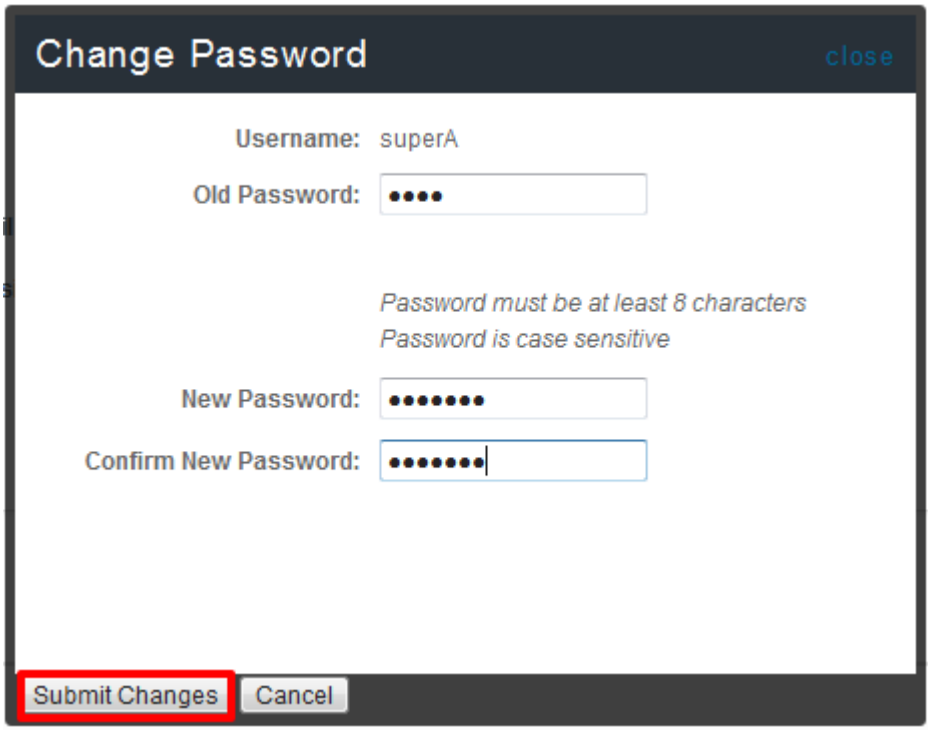
You will see a drop down menu with **User Settings** and **Log Off**. Click **User Settings**.



From the **User Settings** page, you are able to change your password and access your PIN.

Changing your password

To change your password, click on the **Change Password** link and the screen below will appear.



- Enter your old password.
- Enter your new password twice.
- Click on Submit Changes.

The screen will indicate your password has been changed.

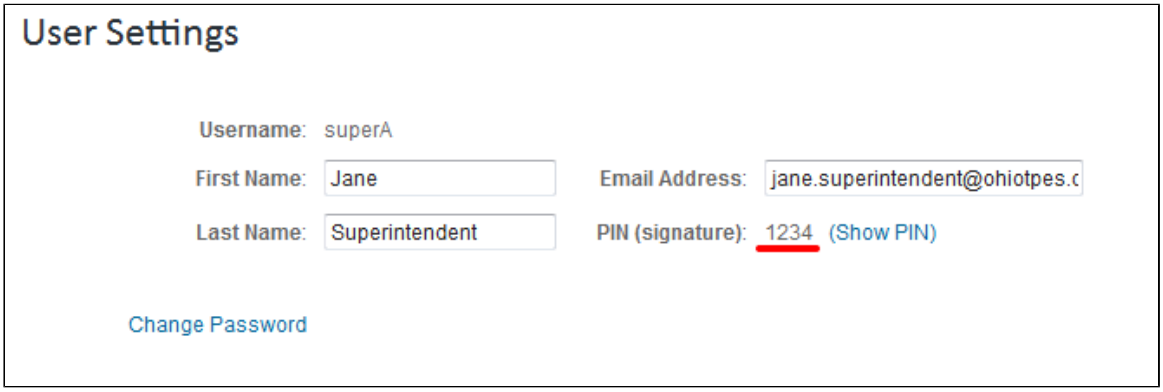
Viewing your PIN

A Personal Identification Number (**PIN**) will be used to indicate completion of a form or to verify information.

Click on the **Show PIN** link and the screen below will appear.

Enter your password and click **View PIN**.

The screen below will display showing your PIN.

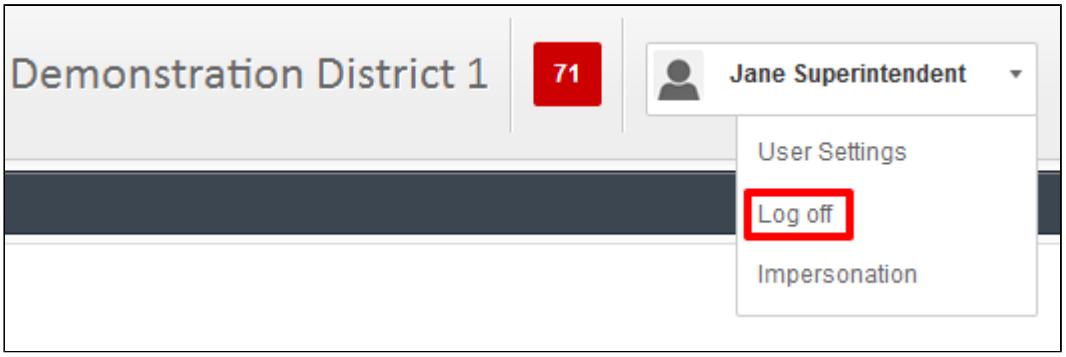


Logging Off of eTPES

Logging off of eTPES is extremely important to ensure the security of the data within the system.

Always remember to log off the system every time you are done working within the system.

Click on the drop down arrow next to your name in the top right corner of the page and click on **Log Off**. This is accessible on every page in the system.



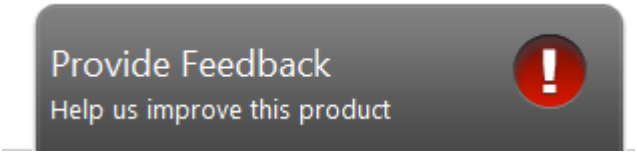
Superintendent/ Designee Providing Feedback on eTPES

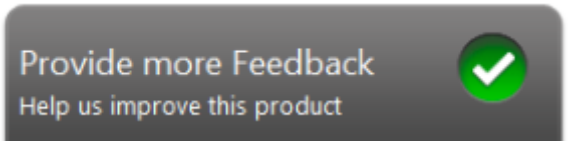
Please utilize the feedback screen to give us your thoughts and opinions. Your feedback will help to improve future releases of the product. This is your product, so please take time to give your feedback.

IMPORTANT: Please do not enter support questions on the feedback screen. These questions will not be answered. Please utilize the link on the HELP screen for support.

There is a **Provide Feedback** button in the bottom right hand corner of each screen. Click on this button at any time to provide feedback on the current screen. All feedback entered will be sent to the Ohio Department of Education and RANDA in order to improve the product. Please note that this is not a method of obtaining support. Support questions entered in the feedback will not be responded to. If you need support, call the support phone number or email the support email address on the Help screen. An example of the "Provide Feedback" button is shown below on the left.

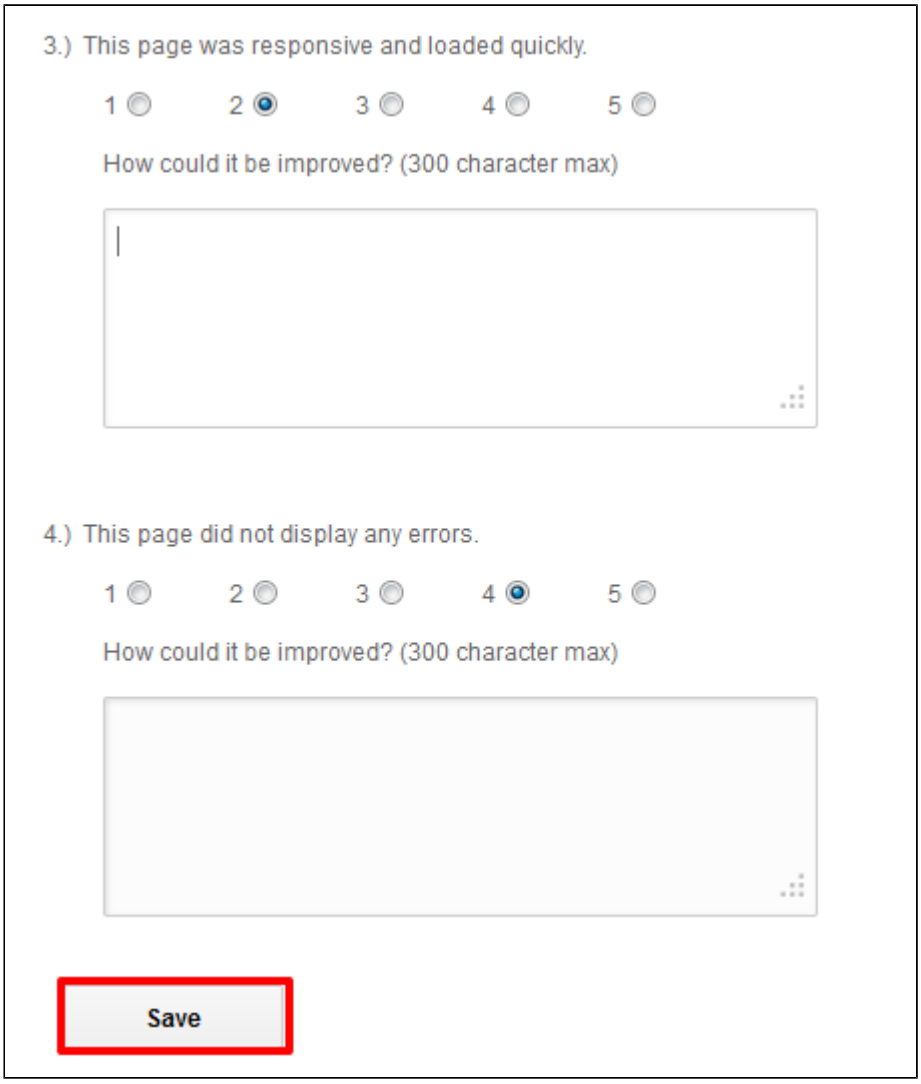
After you have entered feedback on a screen, the button will change (see below). You can click on the "Provide More Feedback" button multiple times to enter additional feedback for that specific screen. When you click on the "Provide More Feedback" button, you will be taken to a new screen – you will not see the previous information you entered. An example is shown below on the right.





Below is the Feedback screen. Click on the appropriate radio button and/or enter your comments. Click on the Save button at the bottom of the screen to save and submit your feedback.

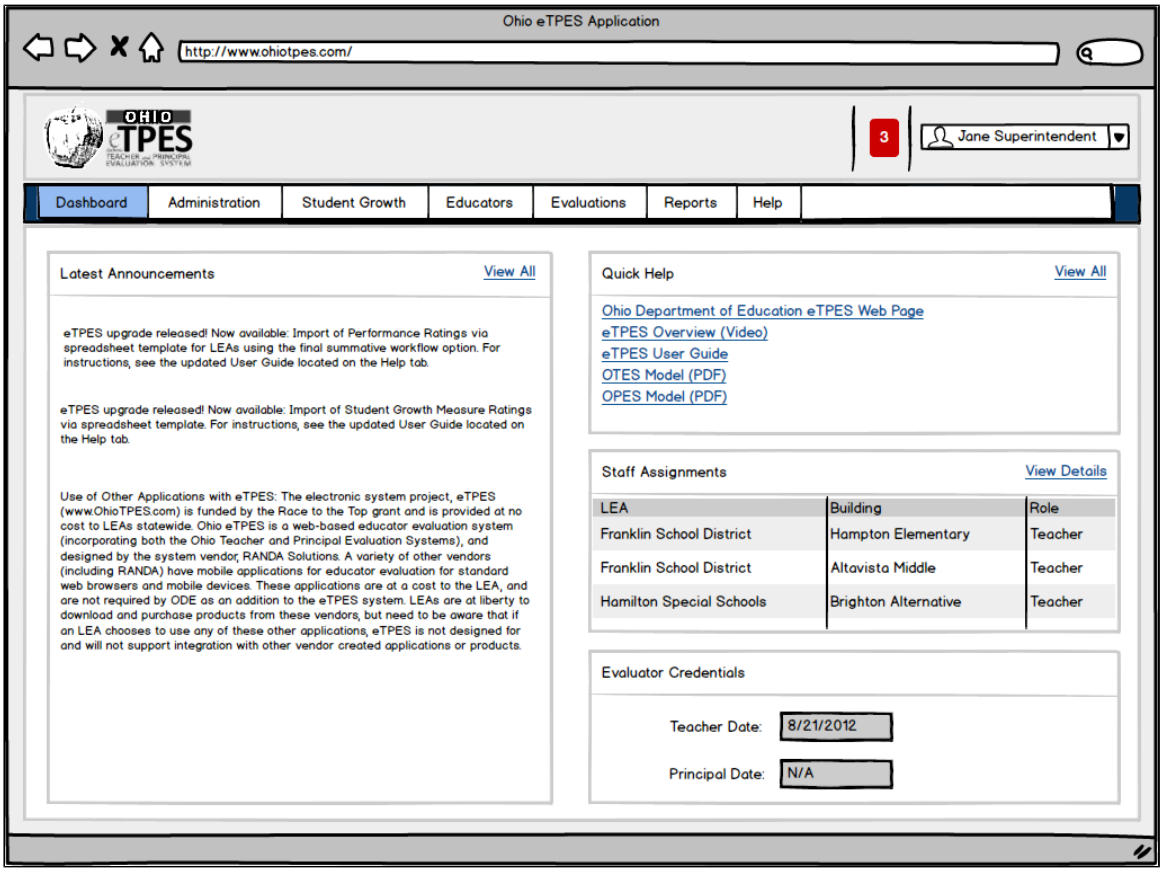
⚠ This is the only screen you will need to “Save”.



Superintendent/Designee Dashboard Tab

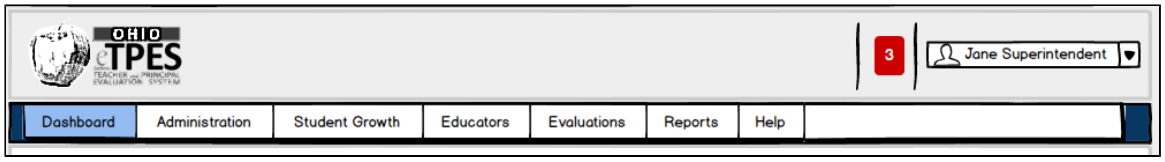
The **Dashboard** tab is the landing page for eTPES upon logging into the system.

The image below is an example of what the Dashboard will look like in future releases on eTPES.



User Dashboard

You will see your location(s), your Inbox and your name which will have a drop down list in the top right corner.

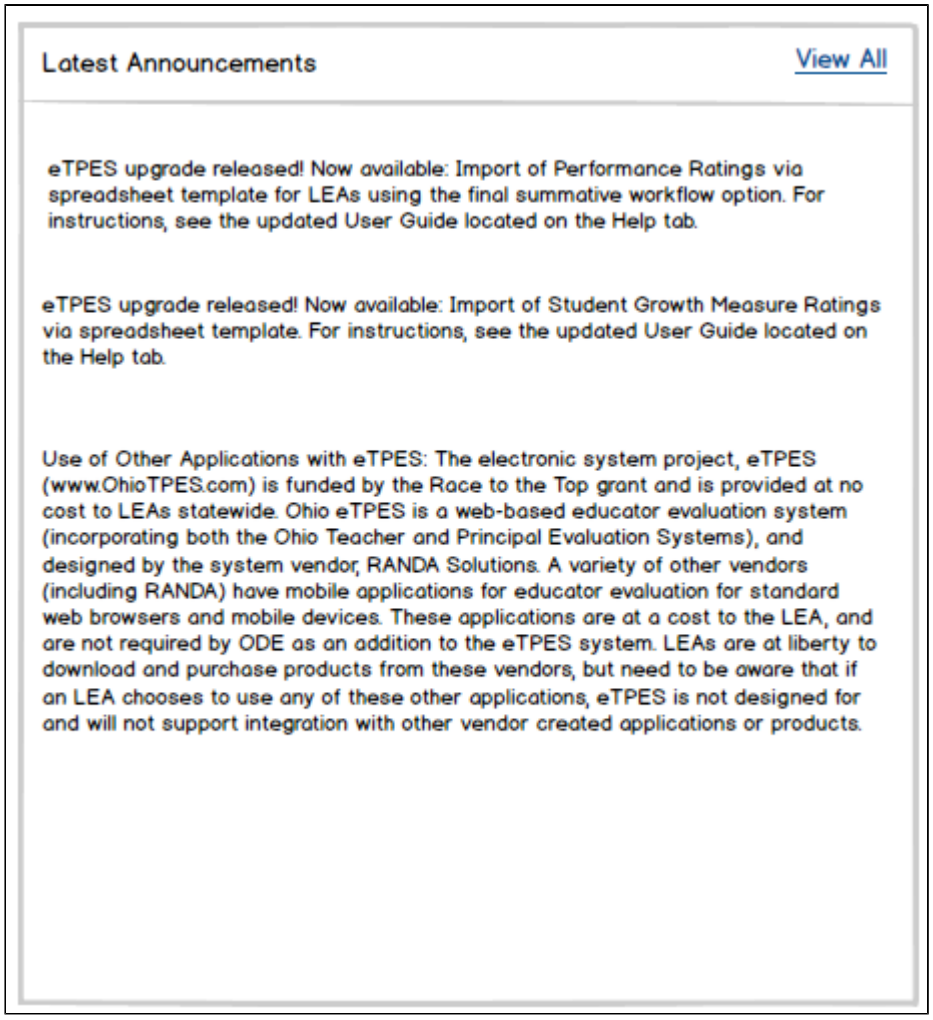


When you click on the drop down arrow, you will see two selections:

- User Settings
- Log Off

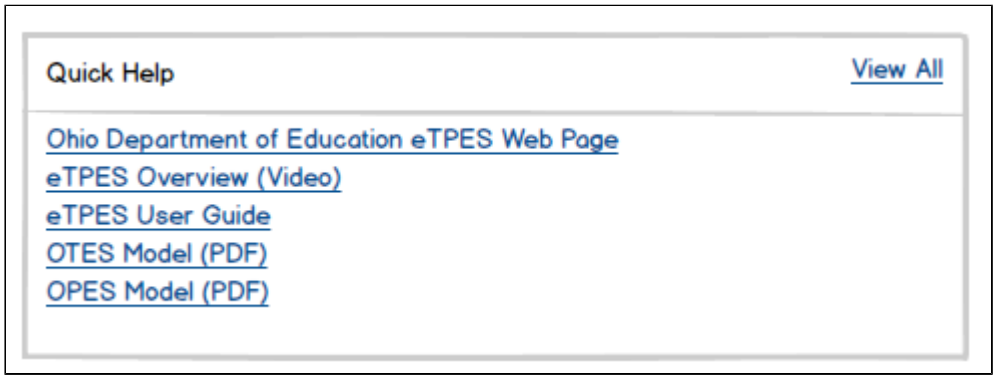
Latest Announcements

This section will assist ODE and the LEA in communicating to all eTPES users of release dates, special announcements and deadlines that may be approaching.



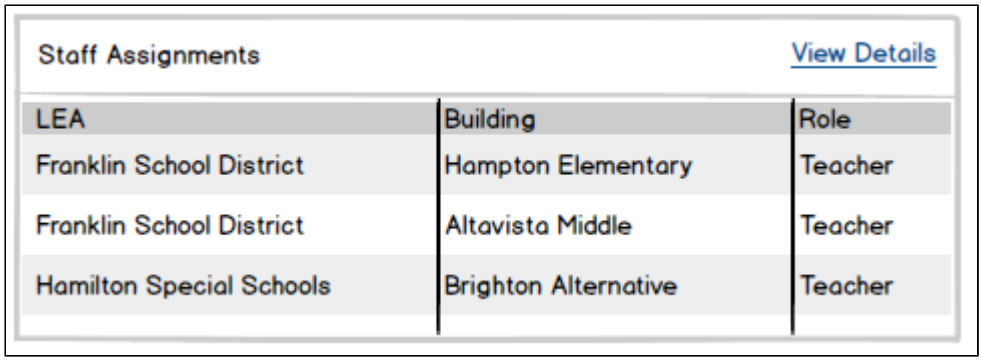
Quick Help

The Quick Help section will allow you to quickly access links to important resources that are available within the eTPES site.



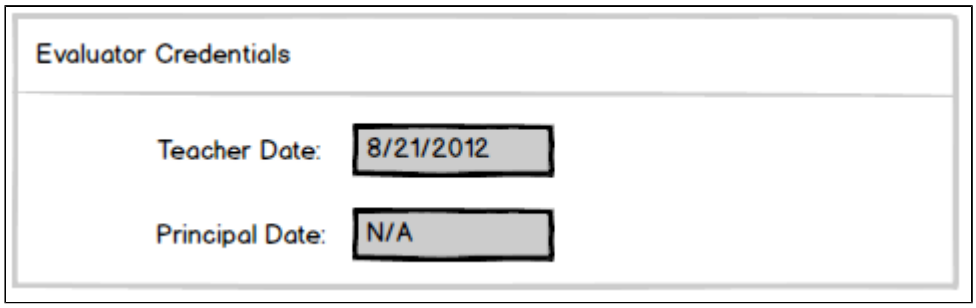
Staff Assignments

Staff Assignments will give you a brief preview of and link to the upcoming staff assignments. For a view of the entire Staff Assignments, refer to the **Staff Management** section under the **Administration** tab.



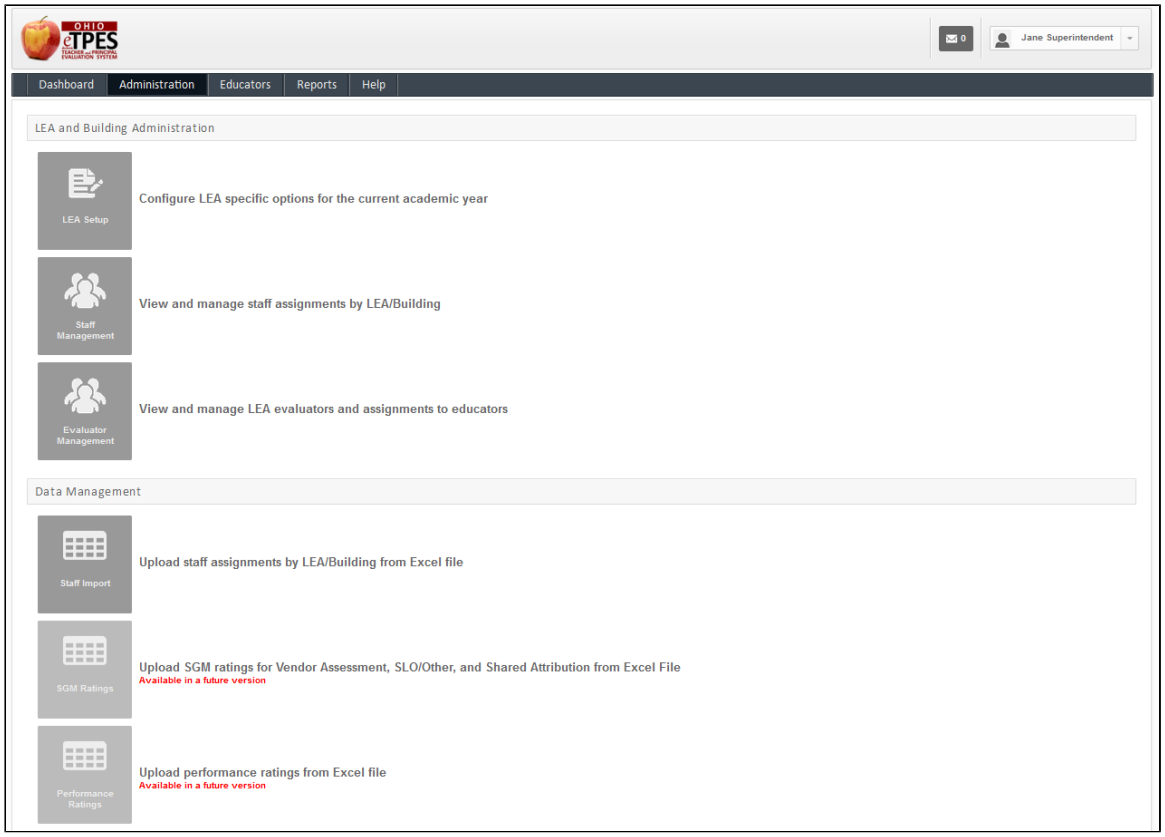
Evaluator Credentials

The Evaluator Credentials section displays the status of the Teacher and Principal Evaluator Credentialing which is imported from NIET. If you believe the teacher or principal evaluator credentialing information is incorrect, log in to the NIET website and verify your credentialing information. If the NIET website is correct and eTPES is incorrect, contact the eTPES Support Team.



Superintendent/Designee Administration Tab

The first tab after your **Dashboard** tab is the **Administration** tab. If this is the first time you are logging into the eTPES site, you will complete your LEA set up under this tab.

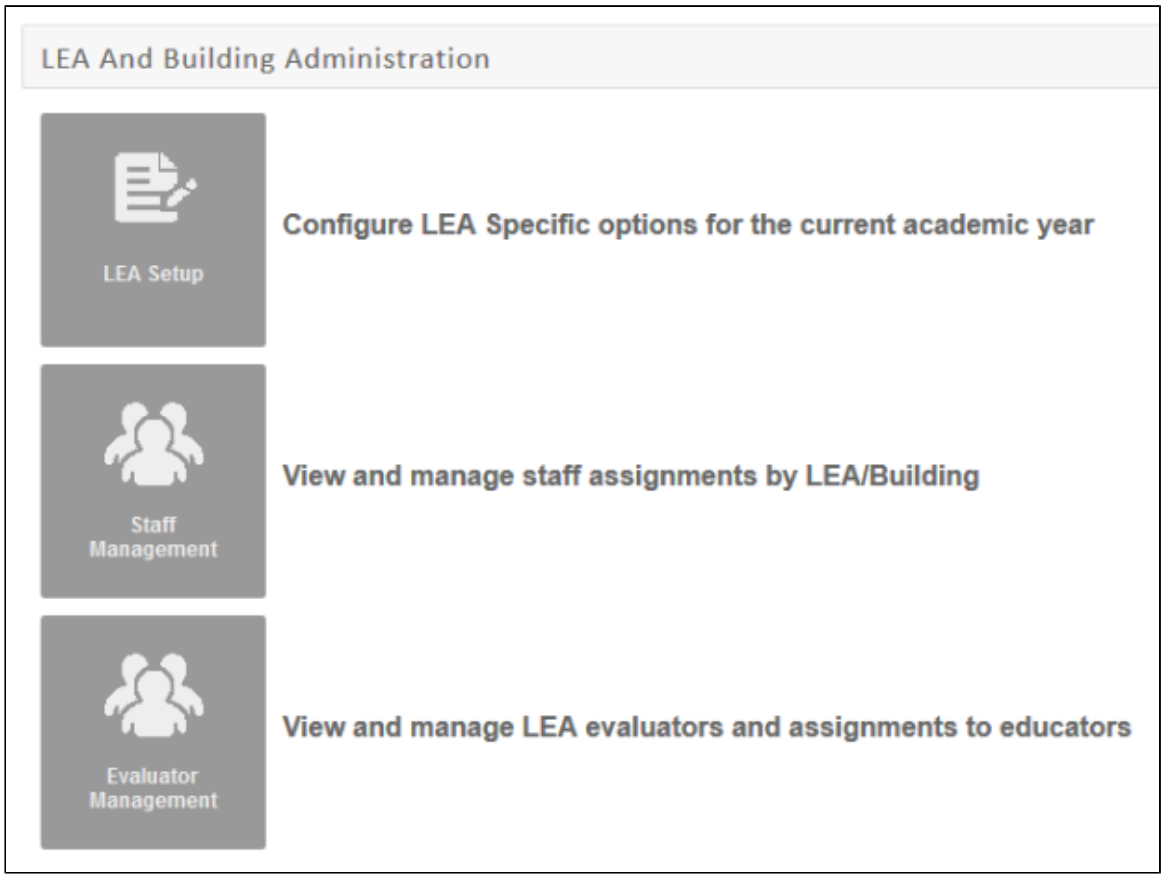


LEA and Building Administration

There are three sections to the eTPES site for your LEA and Building Administration.

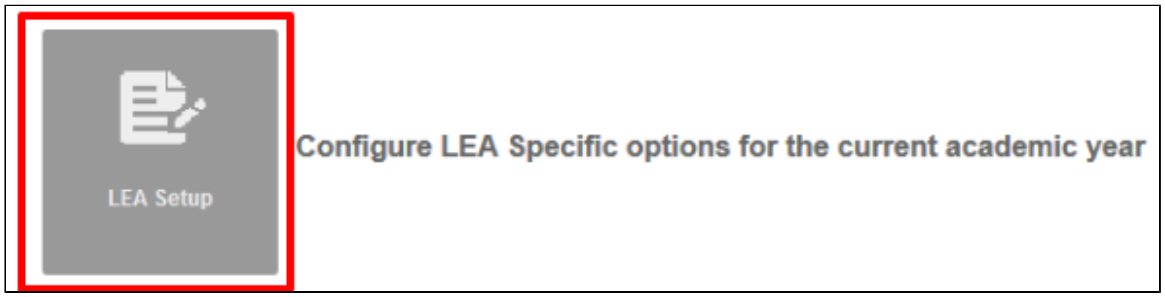
The following section will discuss:

- LEA Setup
- Staff Management
- Evaluator Management



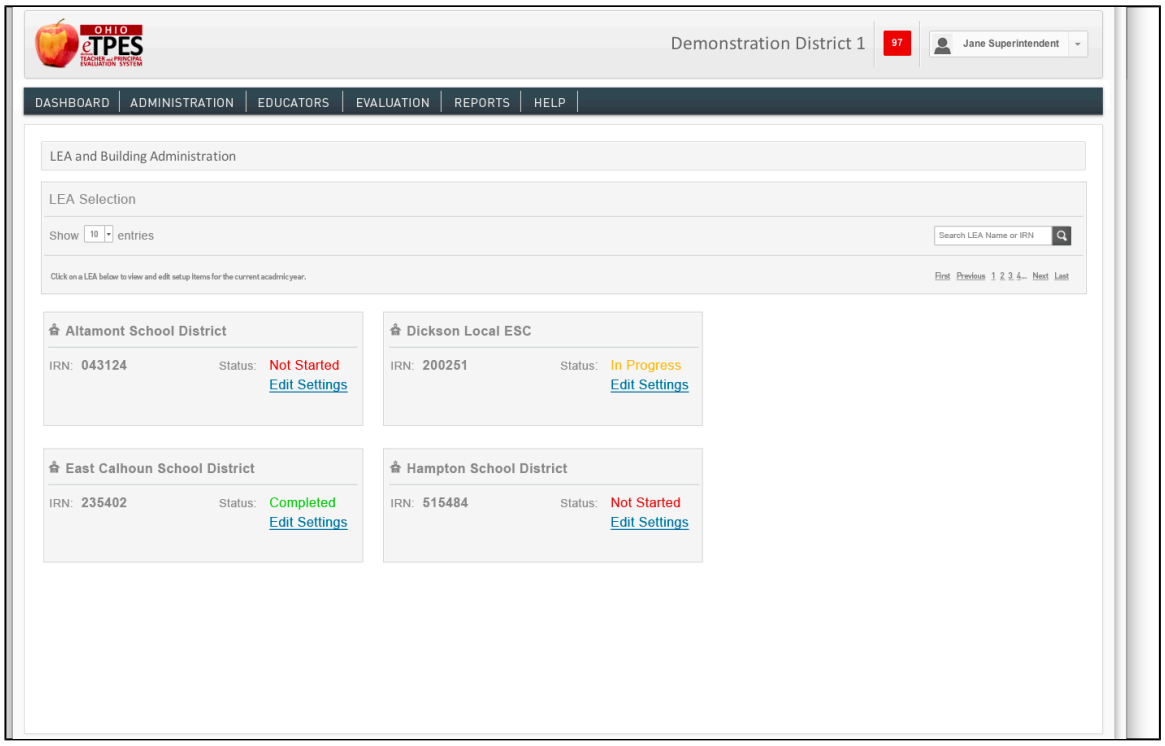
LEA Setup

To configure your LEA Setup, click on the **LEA Setup** icon shown below.



When you click on the **LEA Setup** icon, you will be directed to one of two pages, depending on your permissions.

If you have **more than one** LEA to set up, you will be directed to the **LEA Selection** page, shown below. To change the settings of a specific LEA set up, click on **Edit Settings**.

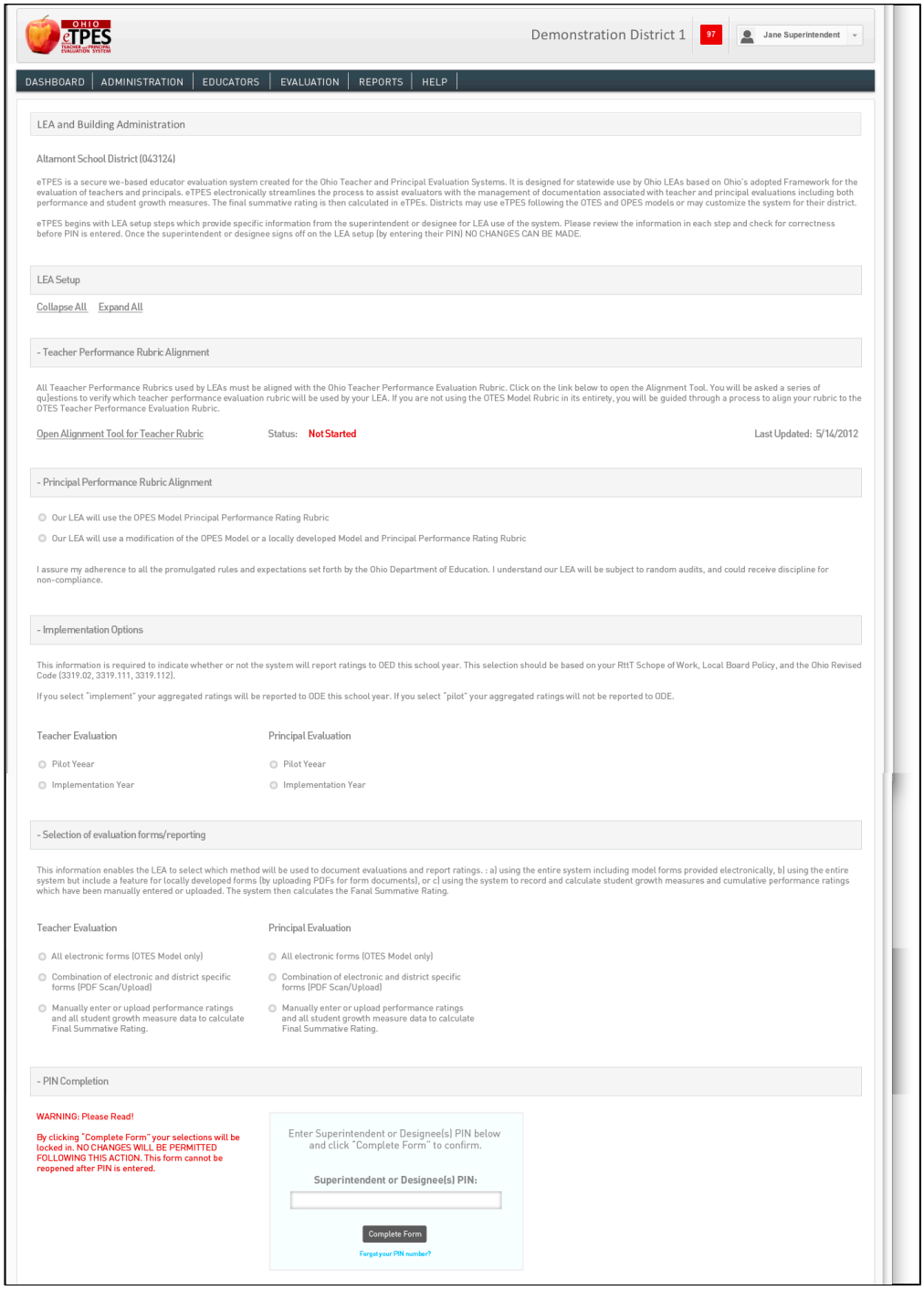


Upon selection of the LEA to set up, or if you only have one LEA to set up, you will be directed to the **LEA Setup** page.

The screen shown below, will walk you through the five steps to completing your LEA setup:

- Teacher Performance Rubric Alignment
- Principal Performance Rubric Alignment
- Implementation Options
- Selection of evaluation forms/reporting
- PIN Completion

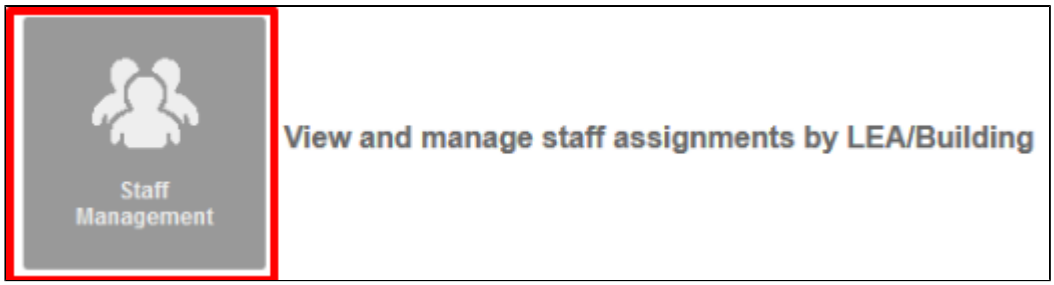
> You do not have to complete the setup all at once. You are able to start the LEA set up, it will save automatically and then you will have the ability to revisit it at a future date to complete. The status of your LEA will simply be **In Progress**.



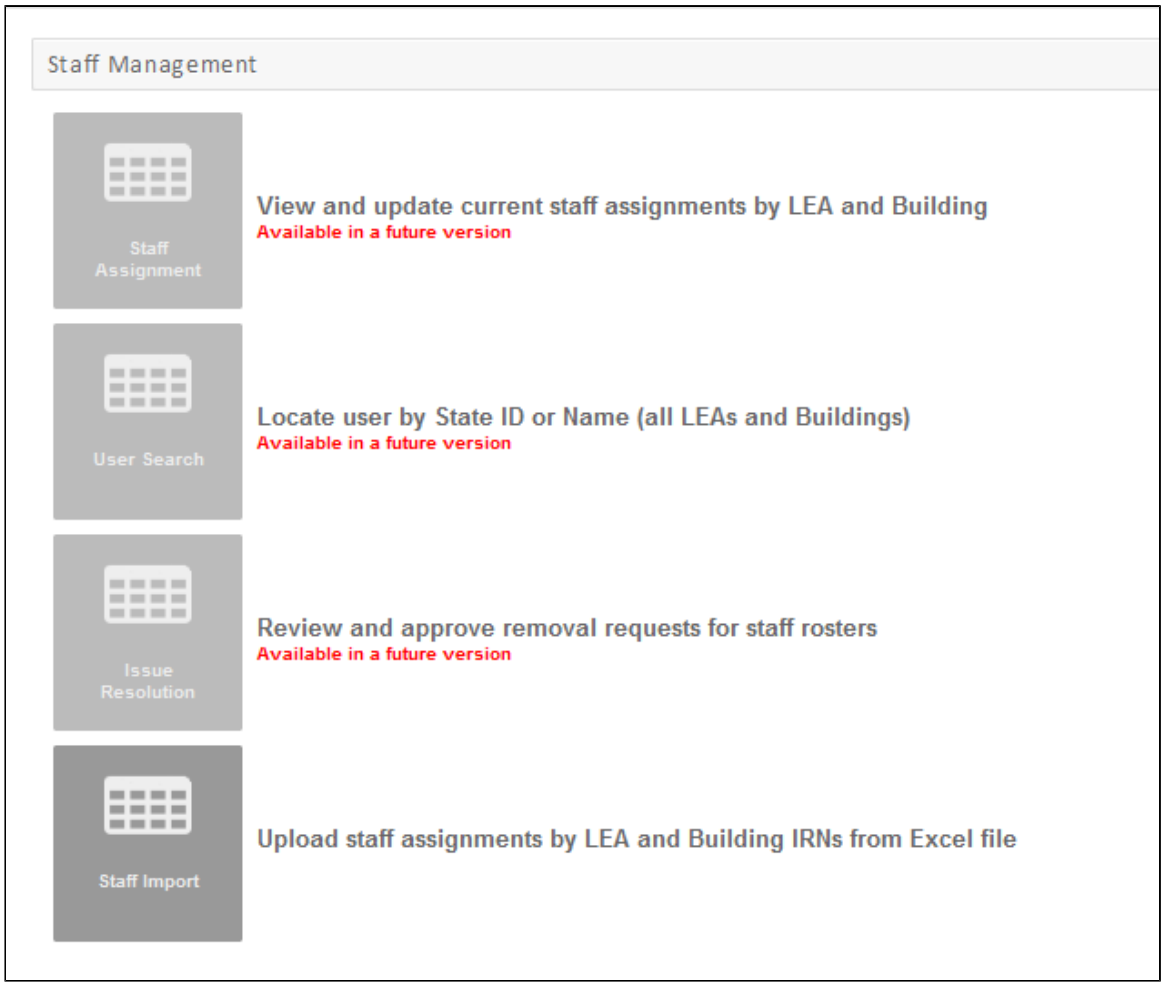
Once you have completed your LEA setup, enter your PIN to complete the form and submit your LEA Setup preferences.

Staff Management

To access your **Staff Management** dashboard, click on the **Staff Management** icon shown below, from the **Administration** tab.



You will have four icons to help you navigate through the **Staff Management** dashboard.



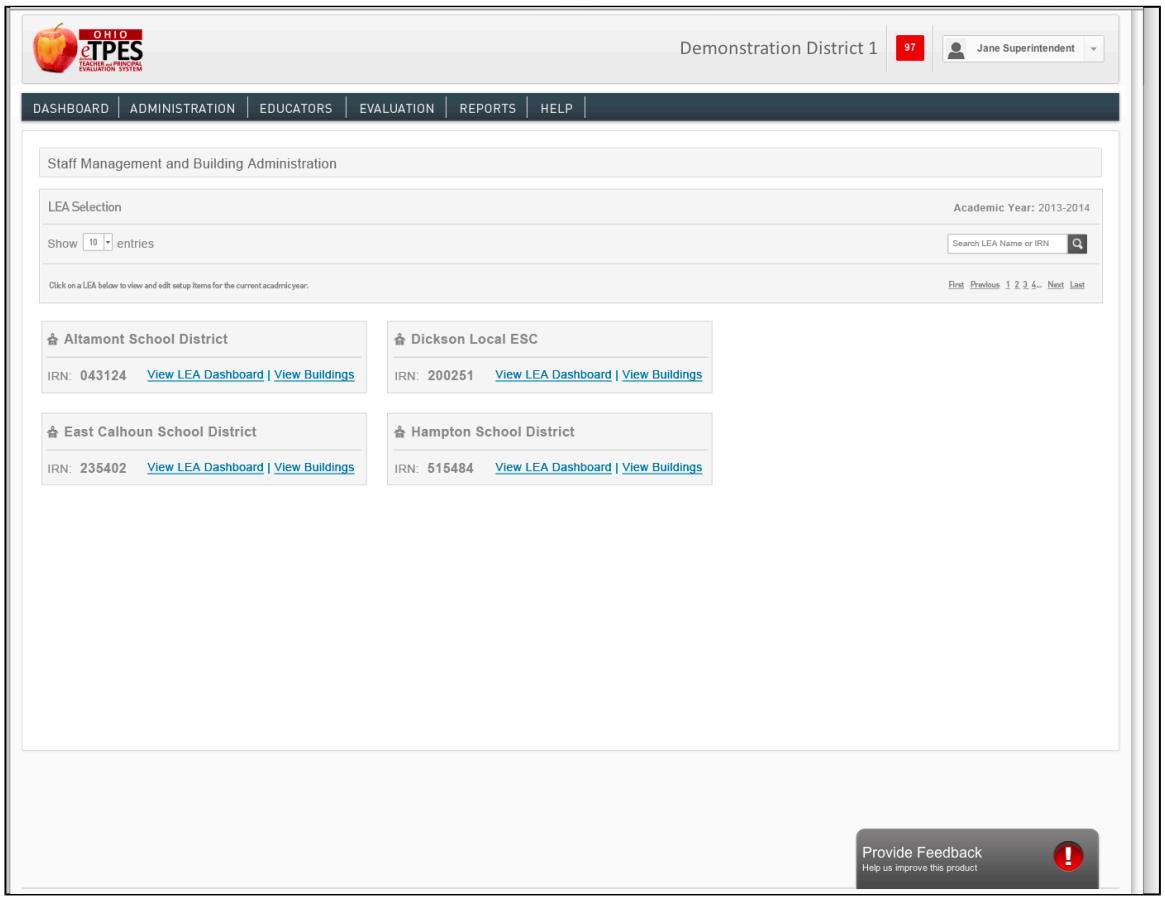
The following sections will discuss each one of these icons in detail.

Staff Assignments

When you click on the **Staff Assignments** icon, you will be directed to one of two screens.

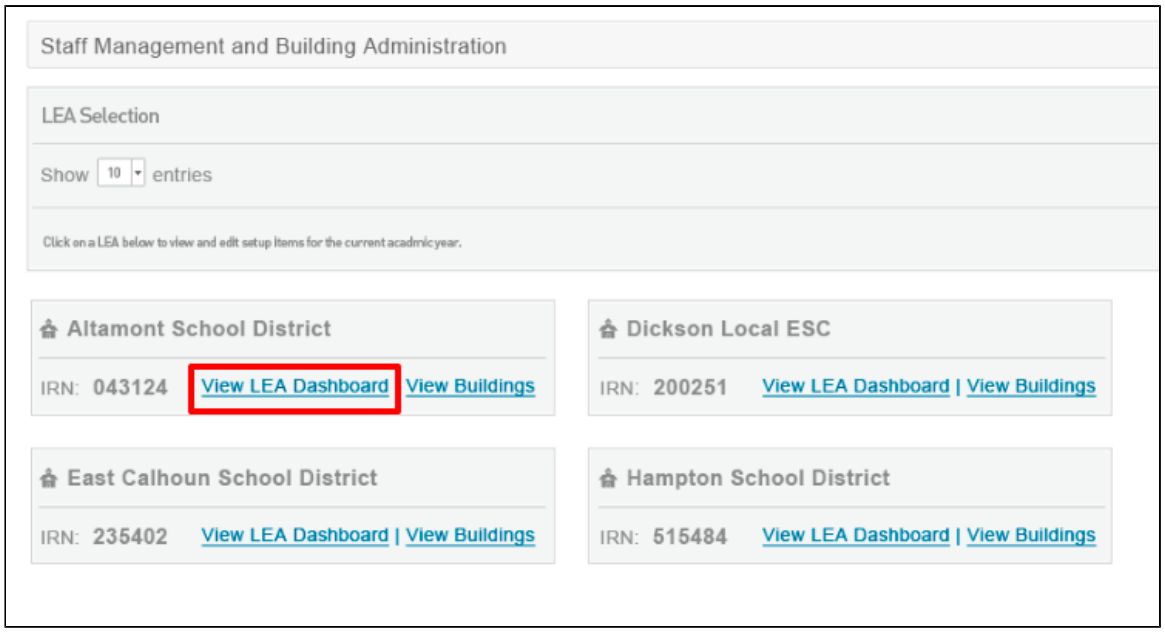
View and update current staff assignments by LEA and Building

You will only see this selection of LEAs if you have multiple LEAs under your permission. You have two options when selecting an LEA.



You can either select **View LEA Dashboard** or **View Buildings.**

View LEA Dashboard



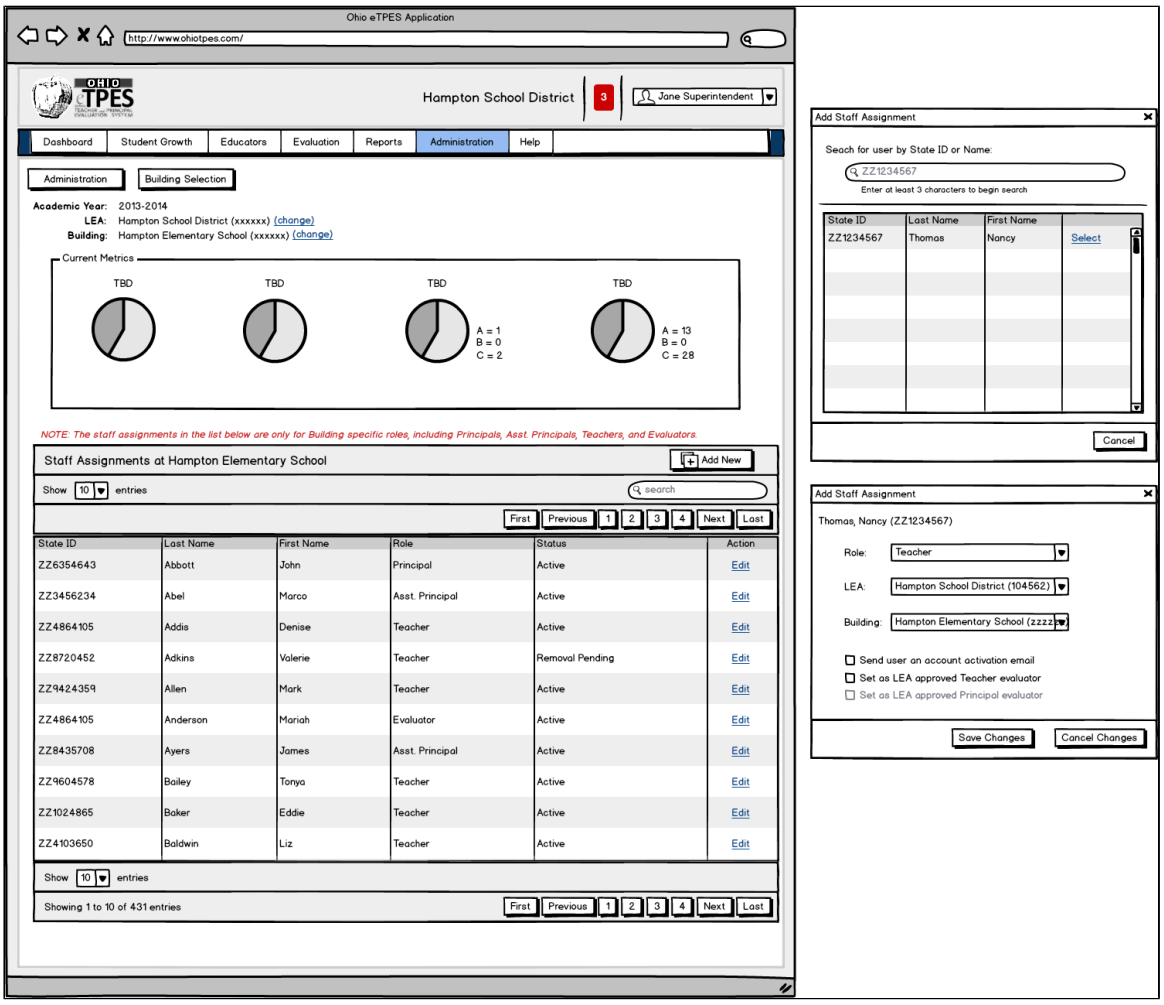
The **View LEA Dashboard** page will only populate a list of staff members, if you have LEA-side staff members that are evaluated.

When you click on the link to view the LEA dashboard, you will be directed to a page that look similar to the image below.

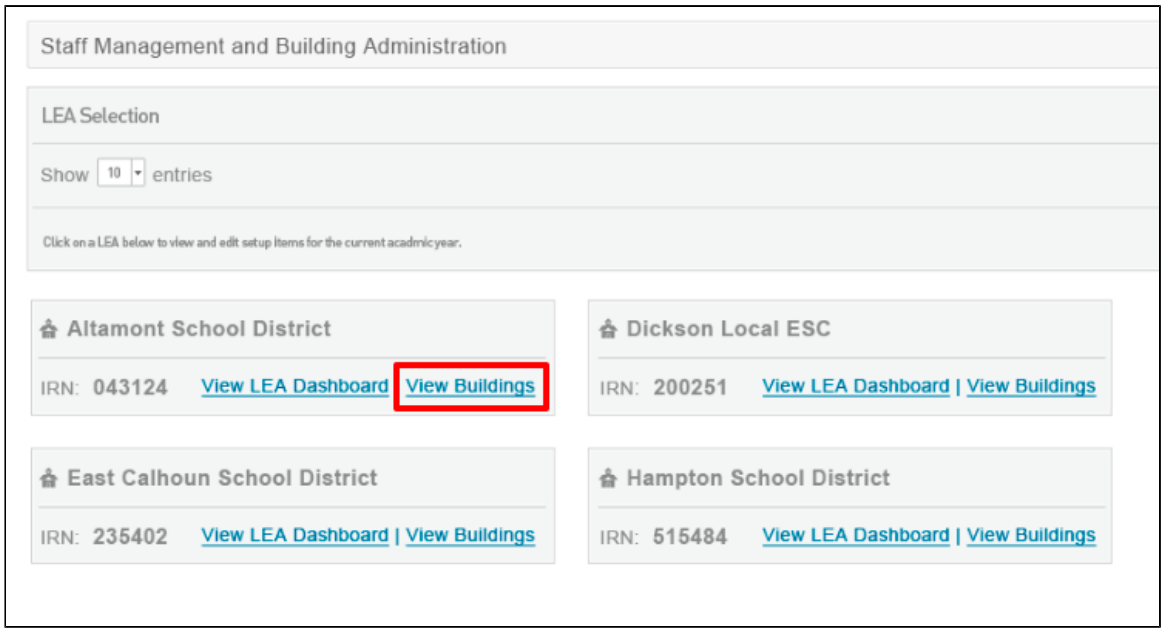
From here, you can do any of the following:

- Add an LEA-wide evaluator
- View the Superintendent/Designee listings for the LEA
- Add and HR Administrator role

> ⚠ You can only view the Superintendent/Designee listings, you can not edit or add listings. All changes or additions for Superintendents/Designees much go through the OEDS system



View Buildings



If you do not have any LEA-wide staff members that are evaluated and you would like to go straight to your list of buildings, you would click on the **View Buildings** link.

When you click on the View Buildings link, you will be directed to a page that looks similar to the image below.

Ohio eTPES Application

http://www.ohiotpes.com/

OHIO eTPES

Hampton School District | 3 | Jane Superintendent

Dashboard | Student Growth | Educators | Evaluation | Reports | Administration | Help

Educators | LEA Dashboard

Academic Year: 2013-2014
LEA: Hampton School District (xxxxxx) (change)

Building Selection

Show 10 | Search: Search for Building name or IRN

First | Previous | 1 | 2 | 3 | 4 | Next | Last

Hampton Elementary School
IRN: 145352 — View Staff

Hampton Middle School
IRN: 023358 — View Staff

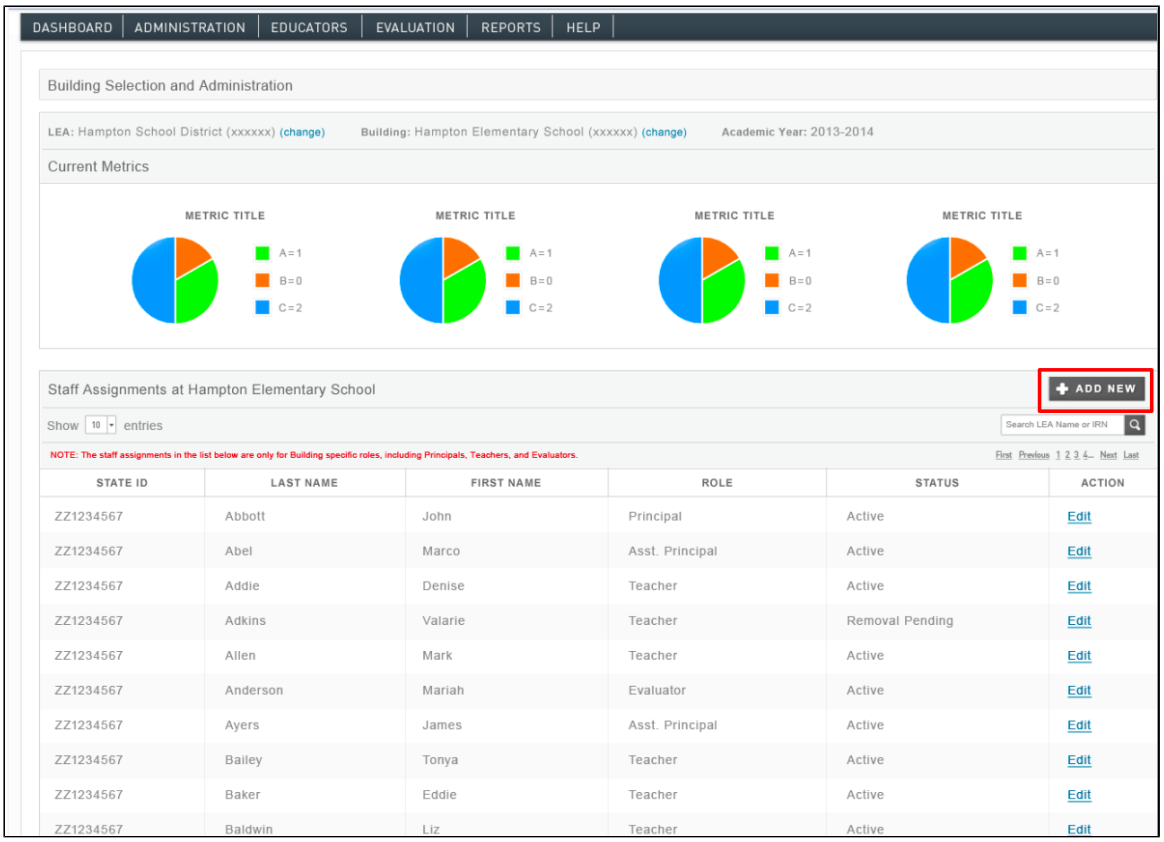
Hampton High School
IRN: 062232 — View Staff

Southwest Elementary School
IRN: 110894 — View Staff

When you click on the **View Staff** link, you will be directed to the screen shown below.

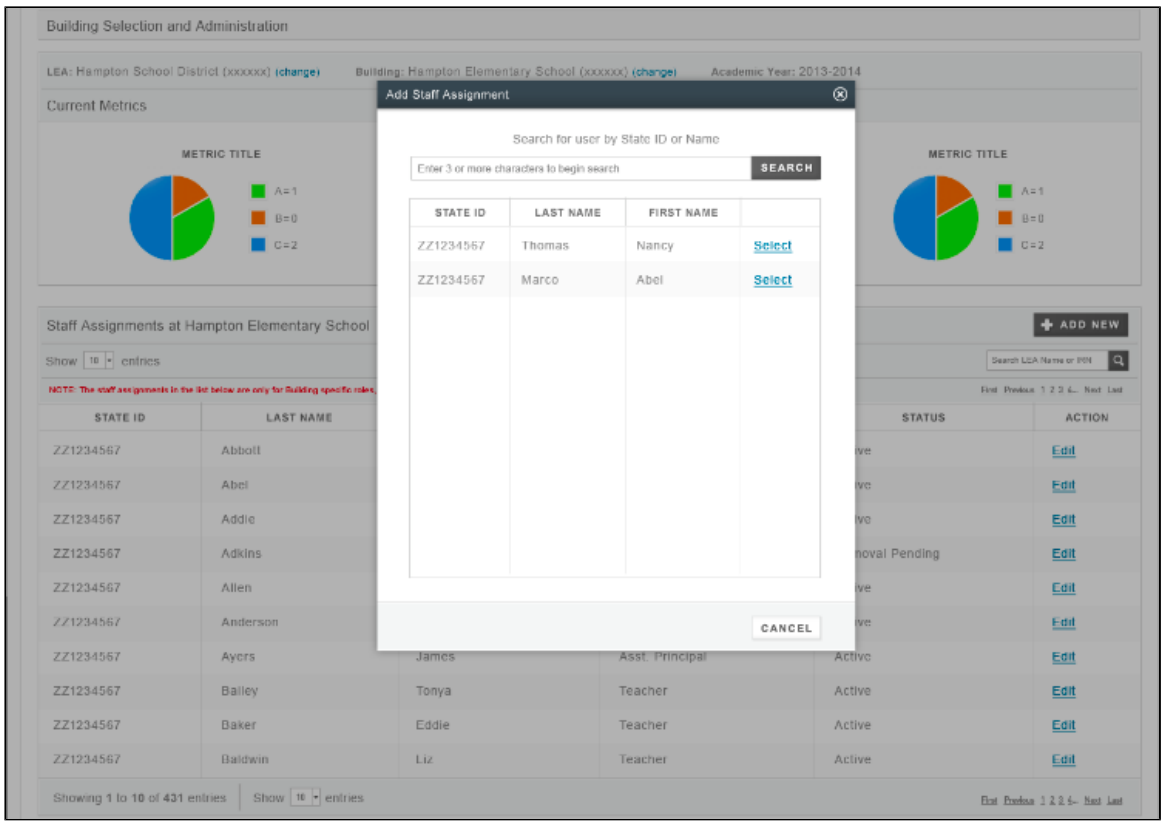
From here you can add any of the following roles to your list:

- Principal
- Assistant Principal
- Evaluators
- Teachers

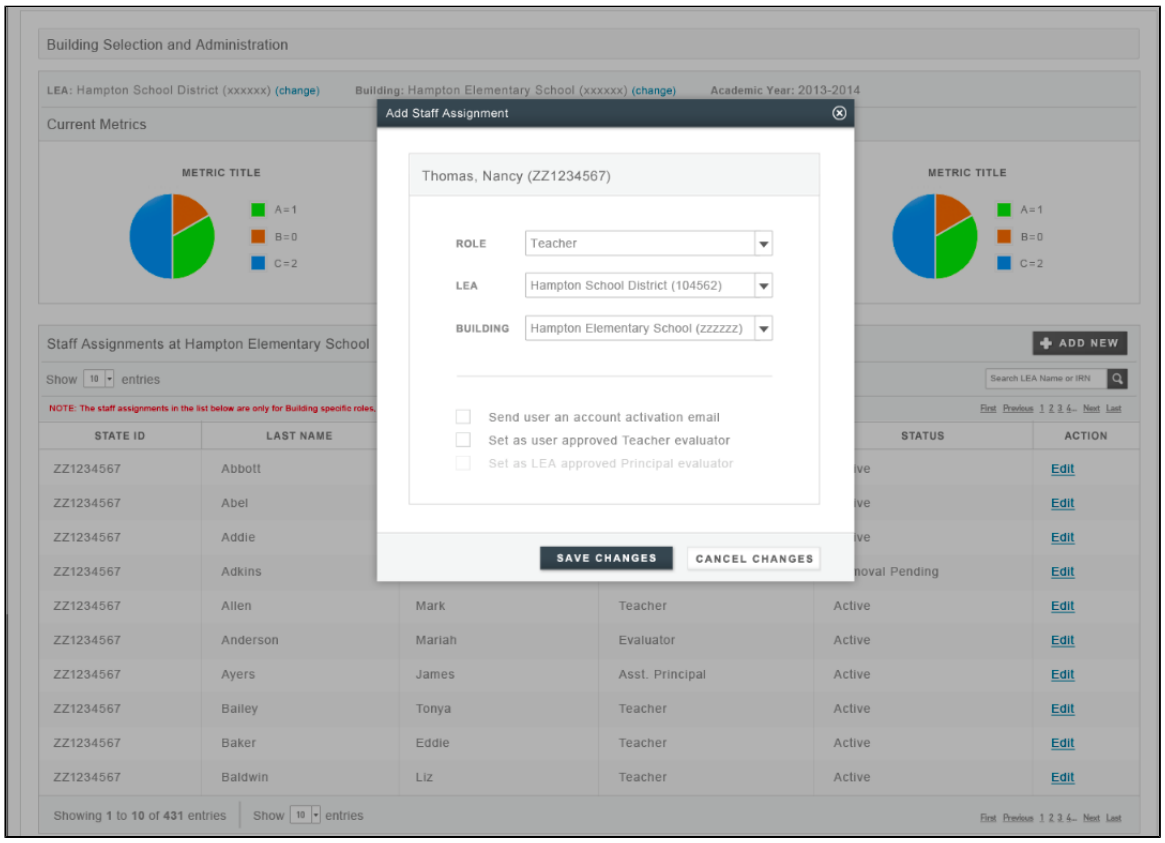


If you would like to add a new staff assignment, you can click on the **ADD NEW** button, a pop-up screen will appear.

From this pop-up screen you can search by State ID or Name and then click on the **select** link.



When you have selected your staff member from the search pop-up screen, another pop-up screen will appear and you will have the ability to add a staff assignment.



View and Edit a User

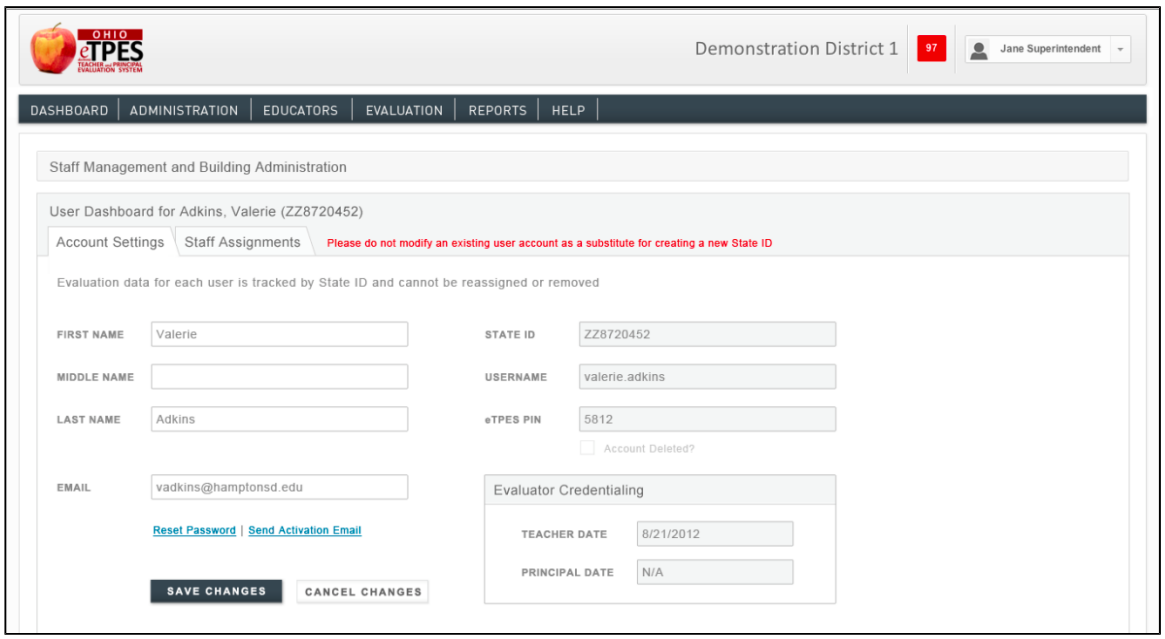
You can view and edit a user through the **User Dashboard** by selecting the **Edit** link on the right side of the screen, as shown.

On the **User Dashboard** you will see two tabs:

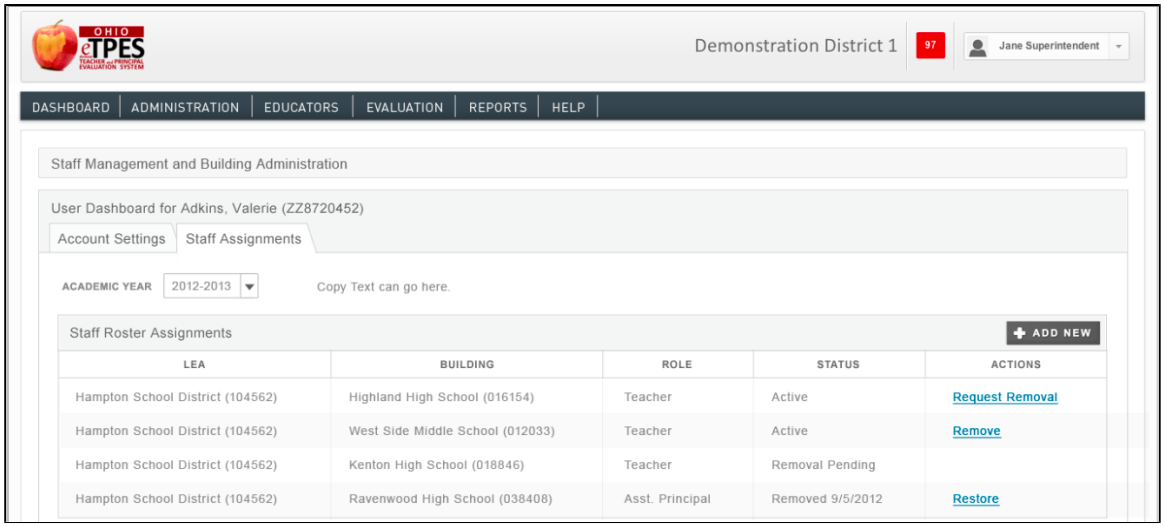
- Account Settings
- Staff Assignments

> You can also access the User Dashboard more efficiently by going to the User Search icon on the **Staff Management** dashboard. This will be discussed in the next section.

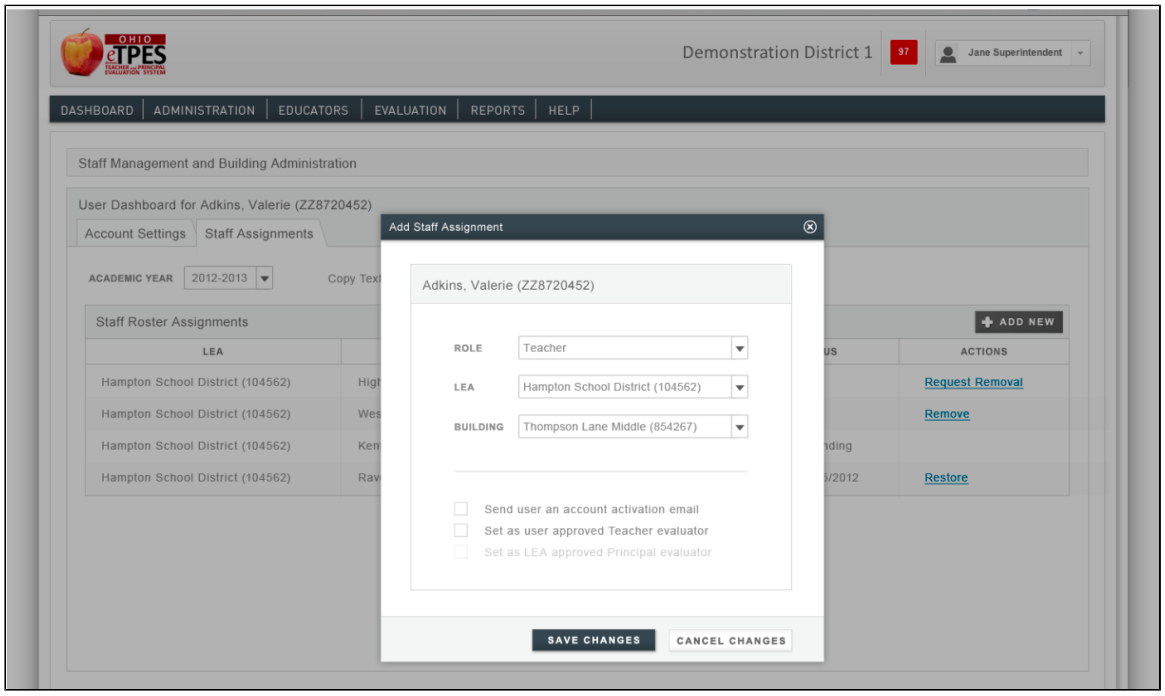
The **Account Settings** tab will allow you to view, manage and edit that staff member's account settings including, name, email, username, and NIET evaluator credentialing, etc.



The **Staff Assignment** tab, will allow you to view the staff assignments for that particular staff member as well as remove assignments and view the actions tied to that staff member.



You can also add a staff assignment from this view as well. When you click the **ADD NEW** button, a pop up will appear to allow you to add a new assignment for that staff member. You can add any new role or location for a staff member, but you will not be able to add two roles for the one staff member in the same location.

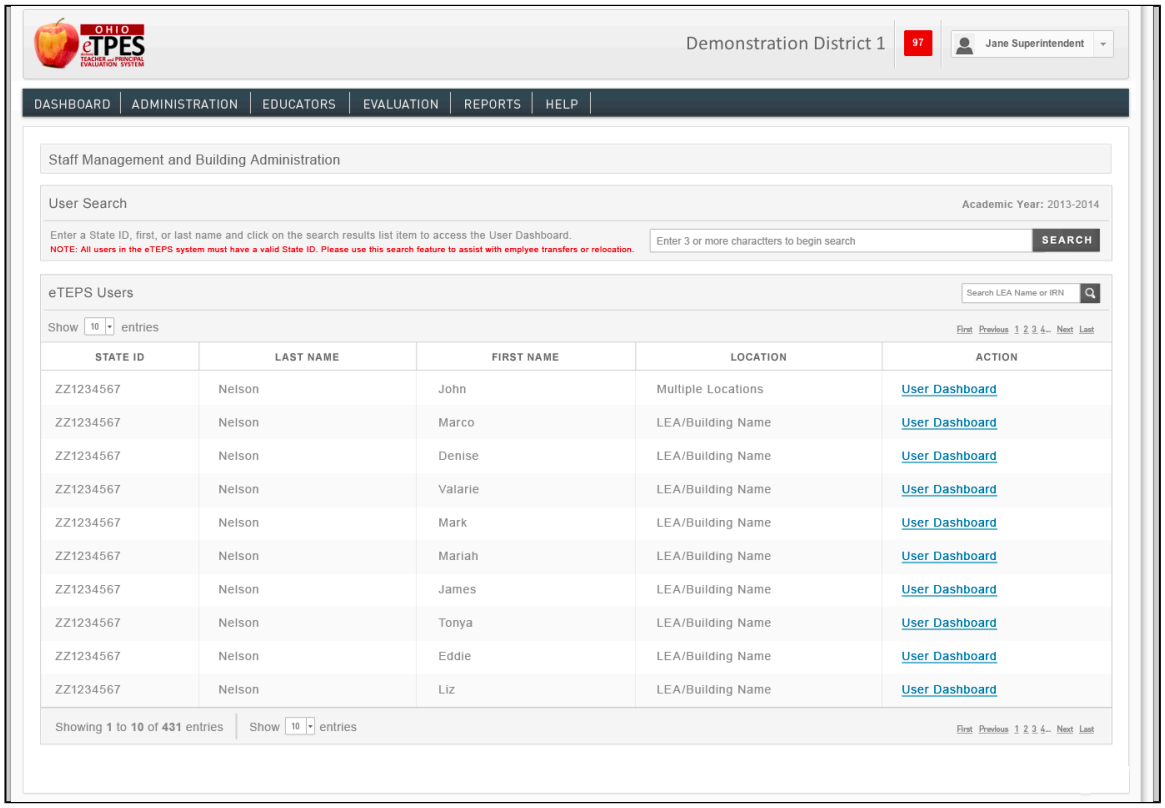


User Search

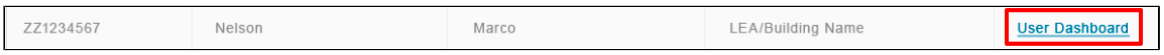
The next option on the **Staff Management** dashboard, is the **User Search** icon. This feature will allow you to view and edit a staff member as discussed in the previous section without having to access that user via the LEA and Building pages.

Locate user by State ID or Name (all LEAs and Buildings)

When you click on the **User Search** icon, you will be directed to the screen below.



This screen allows you to search for specific users within your eTPES system and view their user dashboard directly by clicking on the **User Dashboard** link on the right side of the screen.



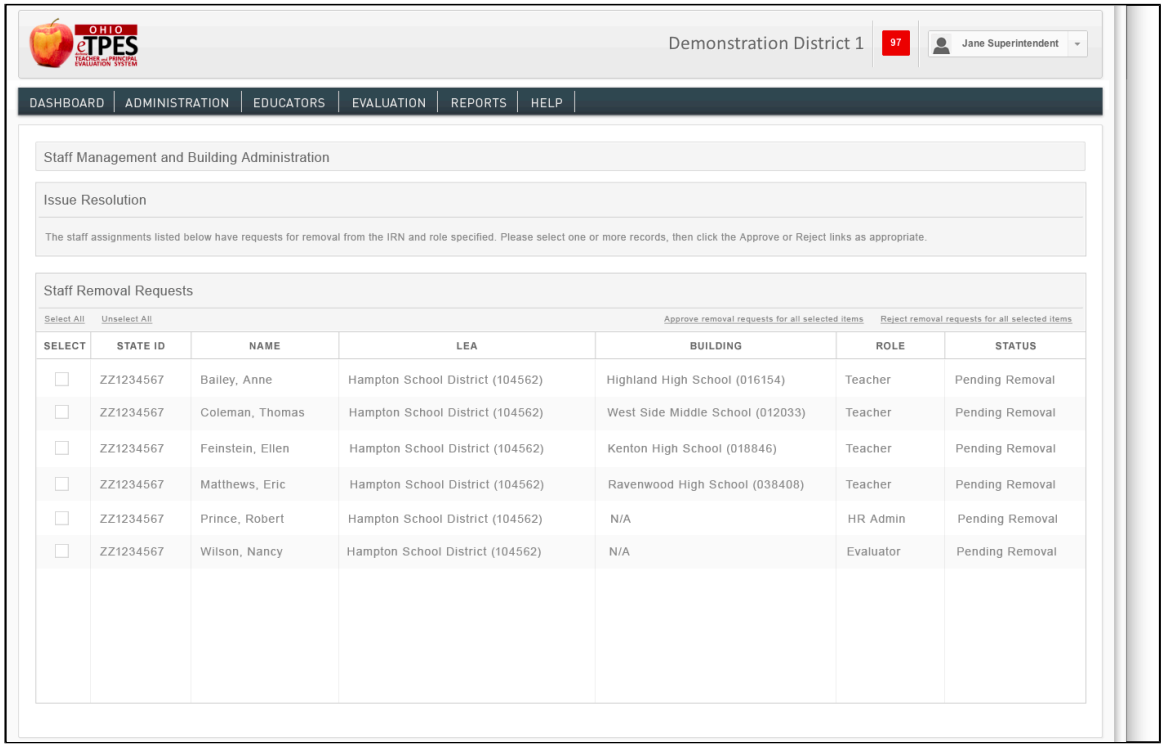
The **User Dashboard** link will direct you to that user's Account Settings and Staff Assignments that were discussed in the previous section.

Issue Resolution

The third option on the **Staff Management** dashboard, is the **Issue Resolution** icon.

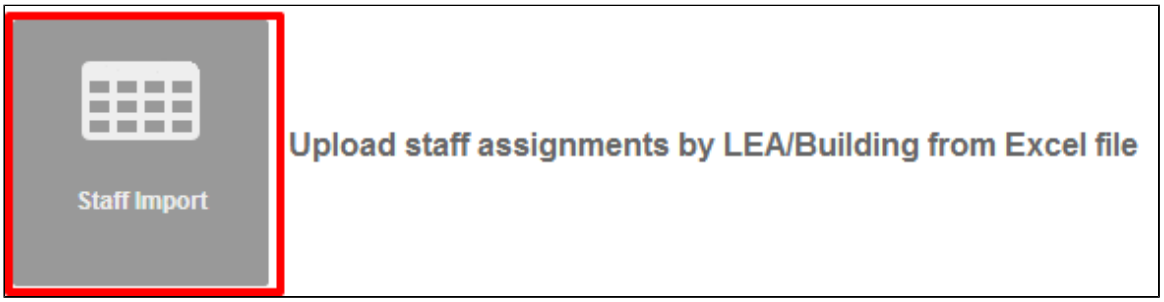
> The Issue Resolution feature allows you to approve the removal of a staff member from your roster. Any administrator from another building or LEA can request the removal of a staff member from your roster. The staff member themselves also has the ability to request removal of their name from your roster if they feel there is any inaccuracy. You as the administrator must approve or reject such requests via the Issue Resolution feature.
>
> This feature does NOT apply to the removal of Superintendents or Designees. Any changes for these roles must go through the state's OEDS system.

When you click on the **Issue Resolution** icon, you will be directed to the screen below.

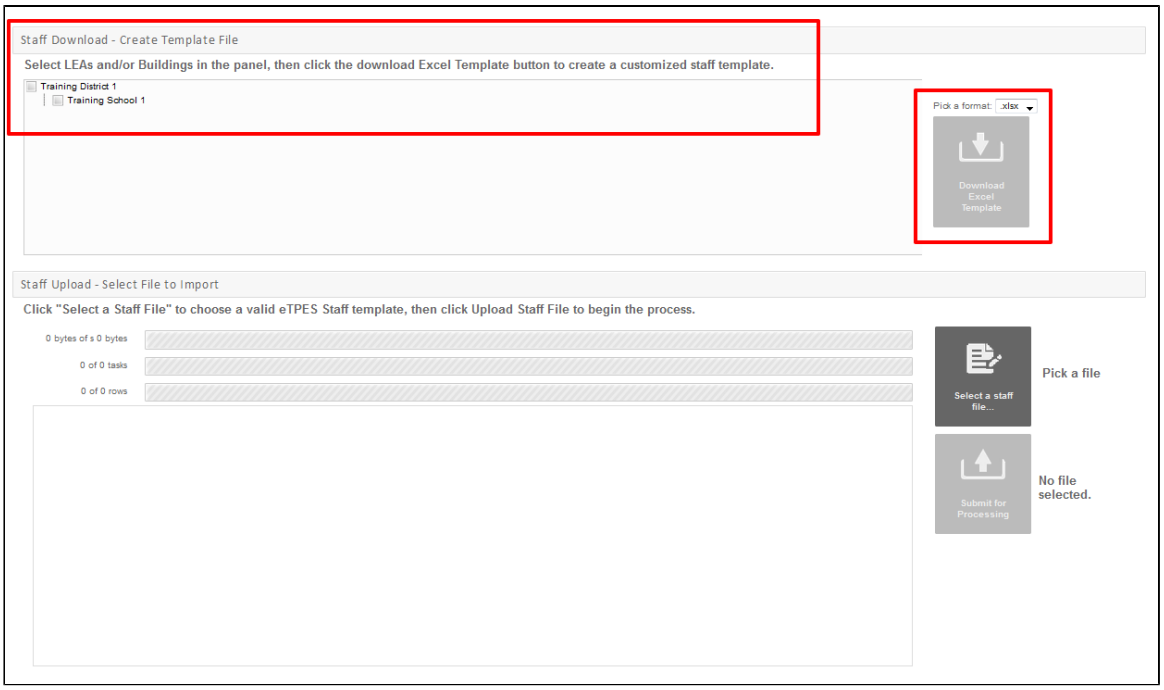


Staff Import

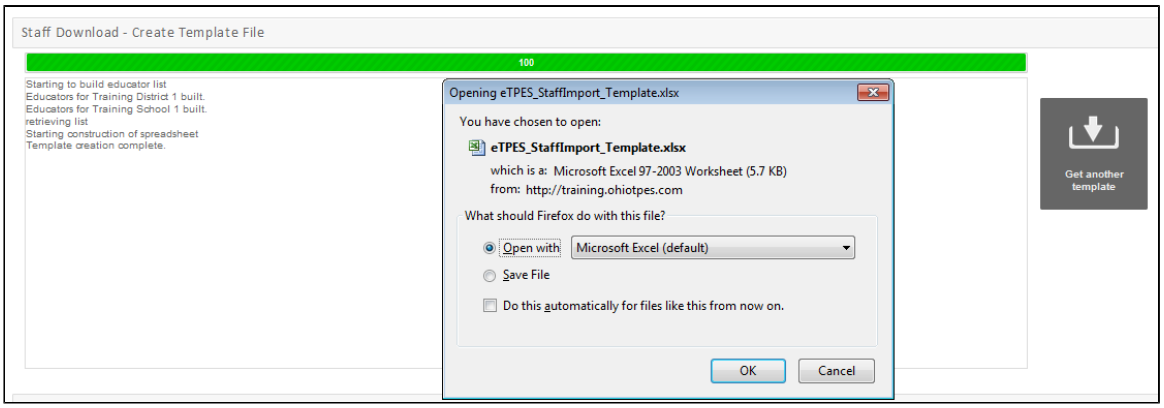
The last option on this Staff Management dashboard is the **Staff Import** icon.



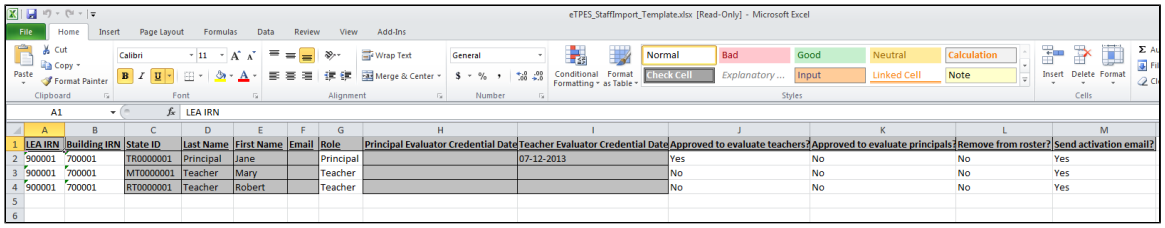
On the Staff Management Dashboard, you will have to select your LEA for which you are going to import staff. Once you have selected the LEA, you will click on the the **Download Excel Template icon**, outlined in red below.



You will be asked to open the file in Excel, press **OK**.

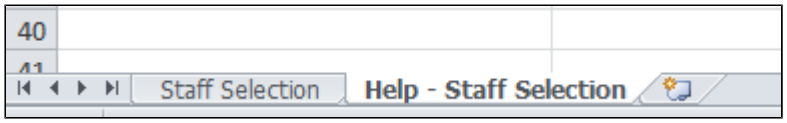


The template will appear as shown below.

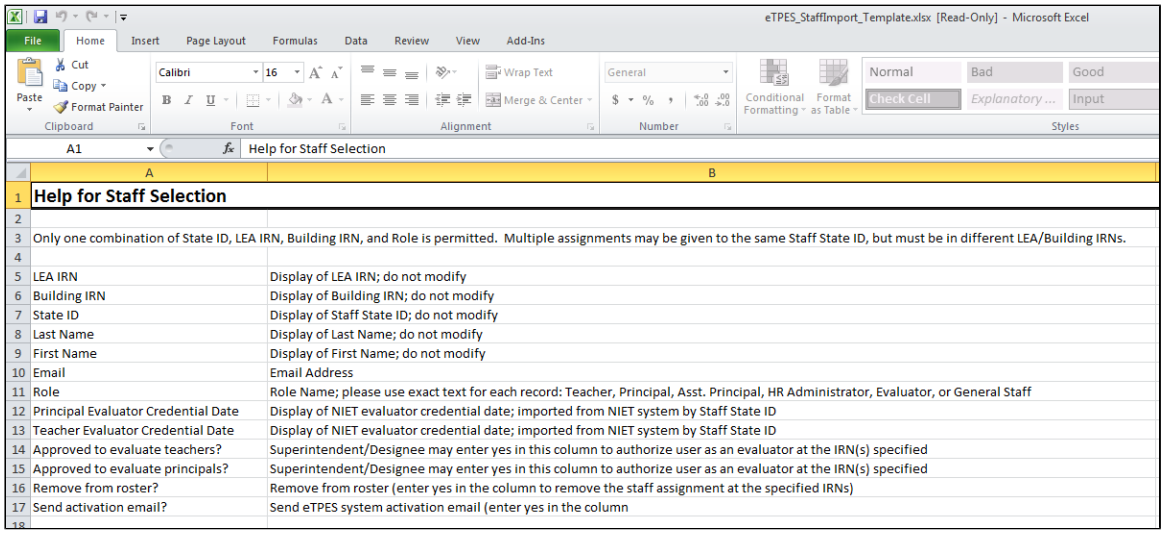


LEA IRN	Building IRN	State ID	Last Name	First Name	Email	Role	Principal Evaluator Credential Date	Teacher Evaluator Credential Date	Approved to evaluate teachers?	Approved to evaluate principals?	Remove from roster?	Send activation email?
900001	700001	TR0000001	Principal	Jane		Principal		07-12-2013	Yes	No	No	Yes
900001	700001	MT0000001	Teacher	Mary		Teacher			No	No	No	Yes
900001	700001	RT0000001	Teacher	Robert		Teacher			No	No	No	Yes

For help on how to continue using the template, click on the Help- Staff Selection tab found at the very bottom, right corner of the excel template.

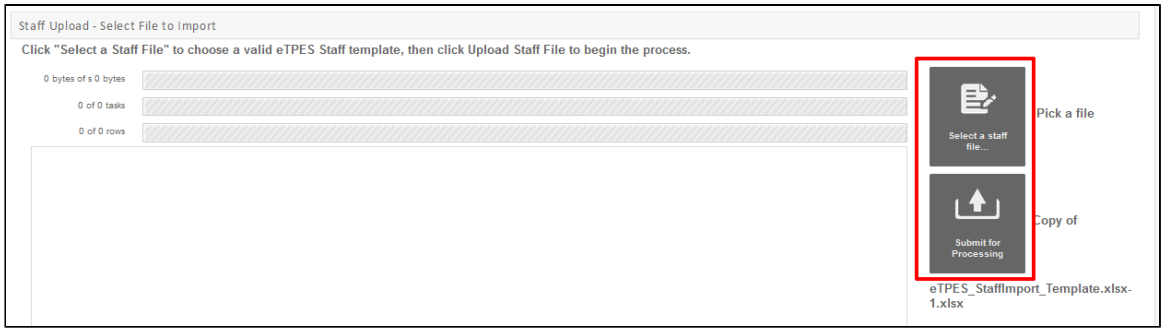


This tab, shown below will give you any information you may need to continue in your importing of staff. On ce you have completed the form, press go to **File** and then **Save As**, we recommend saving this template to your Desktop.



Help for Staff Selection	
Only one combination of State ID, LEA IRN, Building IRN, and Role is permitted. Multiple assignments may be given to the same Staff State ID, but must be in different LEA/Building IRNs.	
LEA IRN	Display of LEA IRN; do not modify
Building IRN	Display of Building IRN; do not modify
State ID	Display of Staff State ID; do not modify
Last Name	Display of Last Name; do not modify
First Name	Display of First Name; do not modify
Email	Email Address
Role	Role Name; please use exact text for each record: Teacher, Principal, Asst. Principal, HR Administrator, Evaluator, or General Staff
Principal Evaluator Credential Date	Display of NIET evaluator credential date; imported from NIET system by Staff State ID
Teacher Evaluator Credential Date	Display of NIET evaluator credential date; imported from NIET system by Staff State ID
Approved to evaluate teachers?	Superintendent/Designee may enter yes in this column to authorize user as an evaluator at the IRN(s) specified
Approved to evaluate principals?	Superintendent/Designee may enter yes in this column to authorize user as an evaluator at the IRN(s) specified
Remove from roster?	Remove from roster (enter yes in the column to remove the staff assignment at the specified IRNs)
Send activation email?	Send eTPES system activation email (enter yes in the column

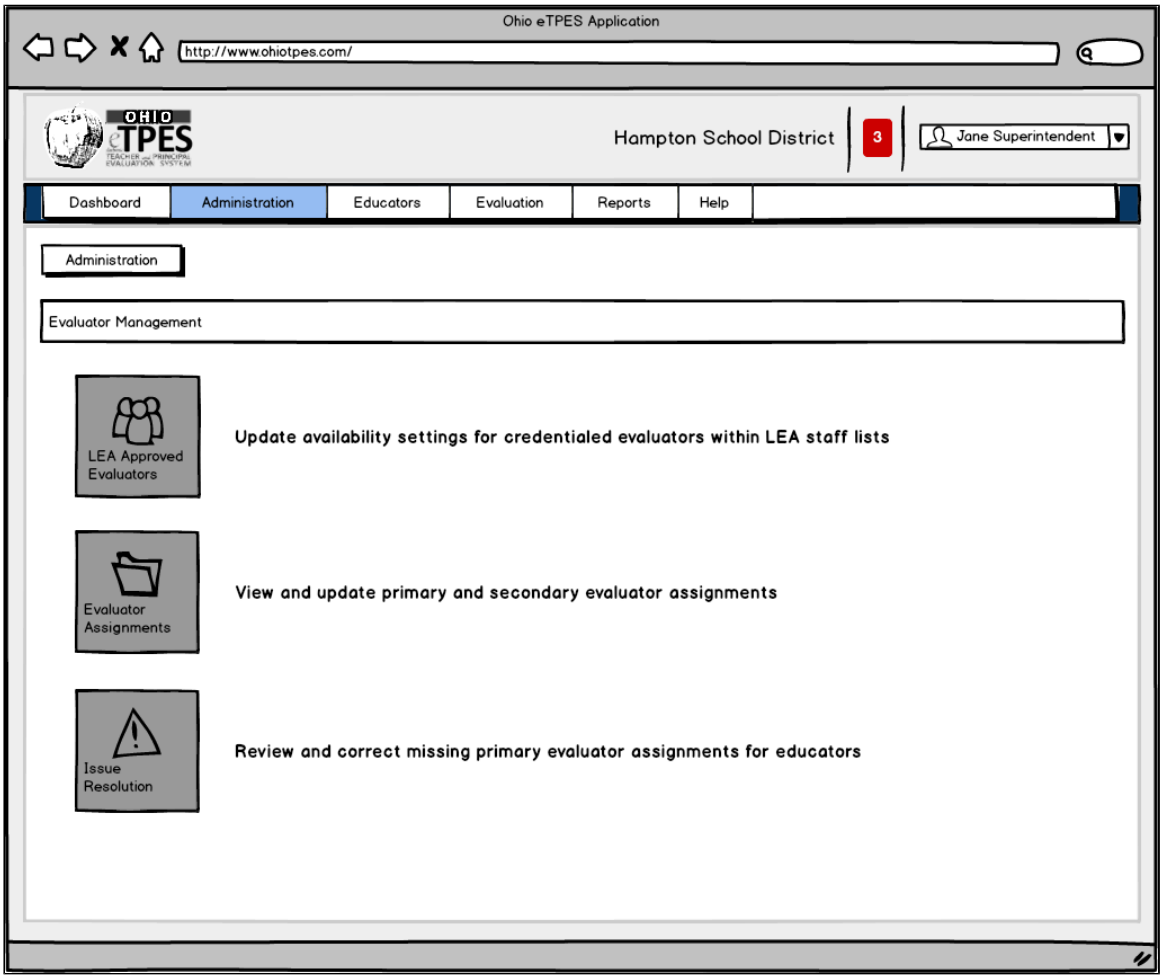
You will then scroll down on the Staff Import page, and click on the Select a Staff File icon and find the document you just saved. Once you have selected it, click on Submit for Processing.



Any user data that is uploaded to the eTPES system through this feature will be considered accurate and real data. Therefore, any upload for an LEA or building based import, MUST be comprehensive to avoid automated removal of staff that is not intended.

Evaluator Management

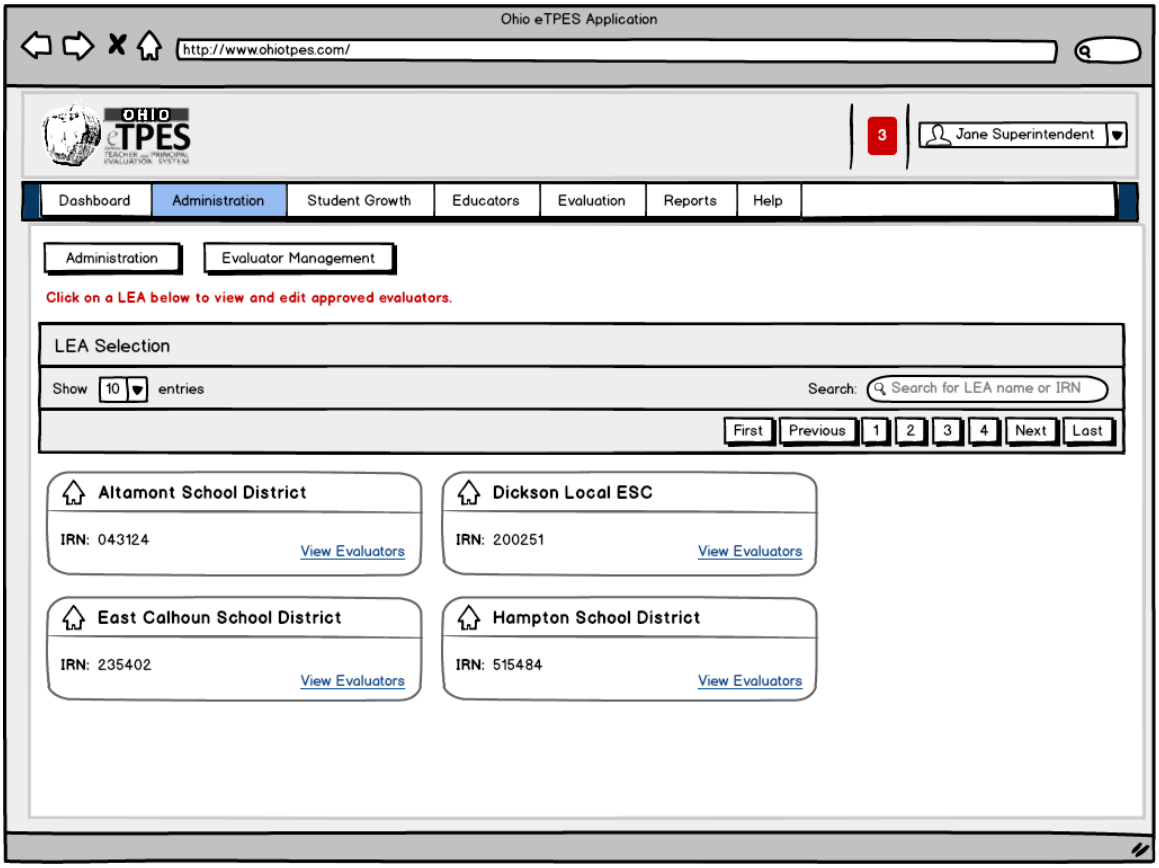
The **Evaluator Management Dashboard** gives you the ability to manage LEA Approved Evaluators, view and update evaluator assignments and review and correct issues with primary evaluators.



LEA Approved Evaluators

Update availability settings for credentialed evaluators within LEA staff lists

Keeping with the functionality in other features of the eTPES site, if you have multiple LEAs, you will be directed to the page below to select which LEA you would like view.



Once you have made your selection to of which evaluators you would like to view, you will be directed to a page similar to the one below.

This page allows you to approve the credentialed evaluators for this specific LEA.

Ohio eTPES Application

http://www.ohiotpes.com/

Altamont School District | 3 | Jane Superintendent

Dashboard | Administration | Educators | Evaluation | Reports | Help

Administration | LEA Selection

Altamont School District (043124)

The list of staff below are credentialed for OTES and/or OPES and may be selected by the Superintendent or Designee as an evaluator at the location(s) identified by their staff assignment(s).

Auto-approve all credentialed Principal Evaluators
Auto-approve all credentialed Teacher Evaluators

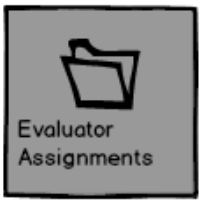
Credentialed Evaluators

Show 50 | search

First | Previous | 1 | 2 | 3 | 4 | Next | Last

State ID	Name	LEA	Building	Credentialed Principal Evaluator	Approved for Principals	Credentialed Teacher Evaluator	Approved for Teachers
ZZ8504675	Superintendent, Jane	Hampton School District	N/A	4/3/2012	☑		⊟
ZZ8504675	Allen, Larry	Hampton School District	N/A	2/15/2012	☑	4/20/2012	☐
ZZ9940248	Fredrickson, Gina	Hampton School District	N/A		⊟	10/18/2012	⊟
ZZ9940248	Fredrickson, Gina	Hampton School District	Kenton High School		⊟	10/18/2012	☑
ZZ7501248	Howell, John	Hampton School District	Highland High School		⊟	3/5/2012	☑
ZZ0945744	Westwood, Linda	Hampton School District	Ravenwood High School		⊟	11/3/2012	☑

Evaluator Assignments



View and update primary and secondary evaluator assignments

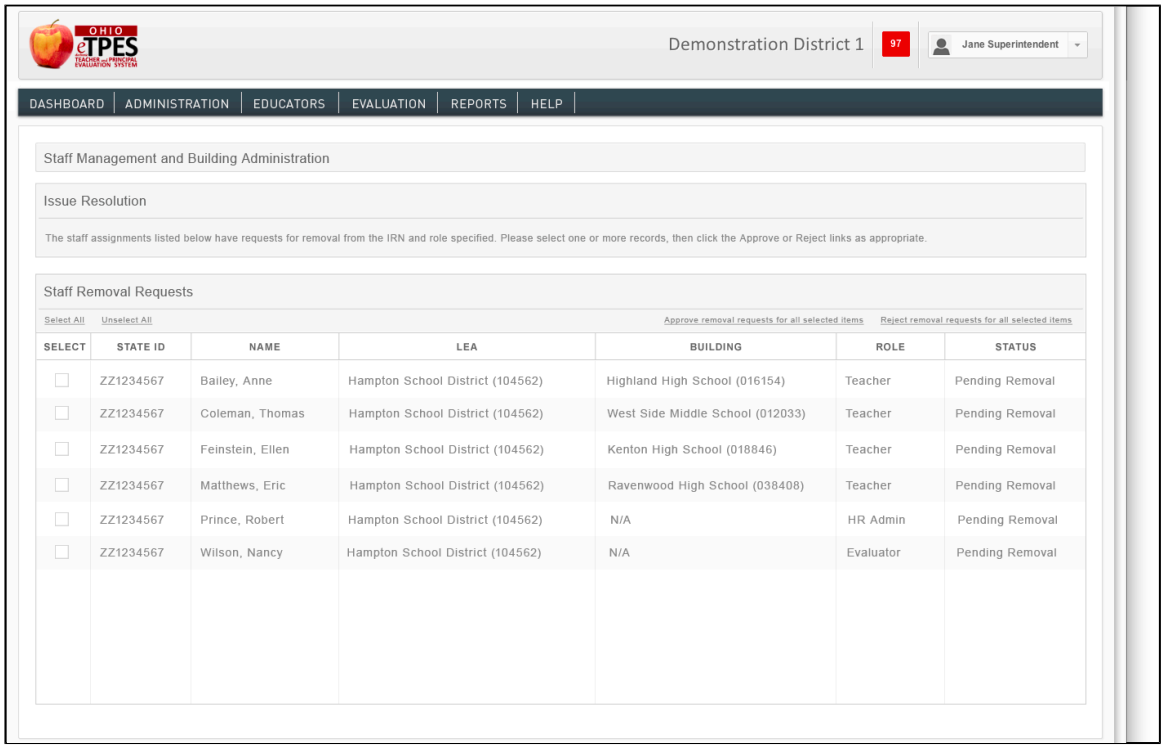
This feature will be available in a future release of eTPES.

The Evaluator Assignment feature will allow administrators to assign the primary evaluator and any required secondary evaluators to each teacher or principal being evaluated. The evaluators will only be available if in the LEA approved list.

Evaluator Issue Resolution

Review and correct missing primary evaluator assignments for educators

The Evaluator Issue Resolution feature allows you to view if and when there is a missing primary evaluator for a scheduled evaluation. You are able to assign a new primary evaluator, if that original evaluator has been removed or deactivated from the approved credentialed evaluator list.

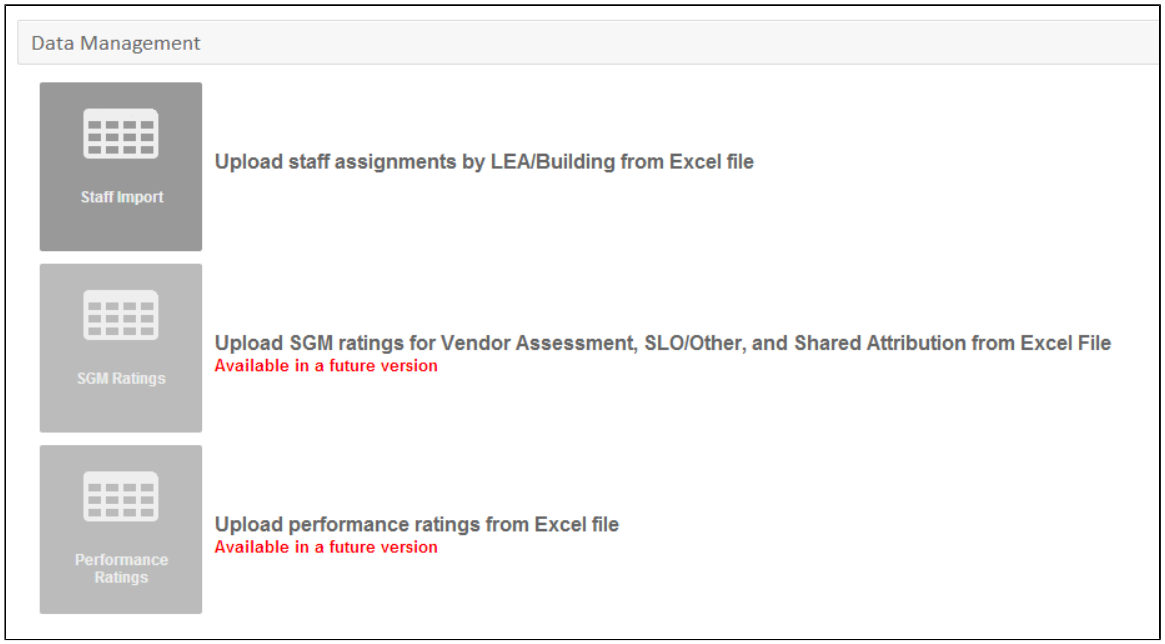


SELECT	STATE ID	NAME	LEA	BUILDING	ROLE	STATUS
☐	ZZ1234567	Bailey, Anne	Hampton School District (104562)	Highland High School (016154)	Teacher	Pending Removal
☐	ZZ1234567	Coleman, Thomas	Hampton School District (104562)	West Side Middle School (012033)	Teacher	Pending Removal
☐	ZZ1234567	Feinstein, Ellen	Hampton School District (104562)	Kenton High School (018846)	Teacher	Pending Removal
☐	ZZ1234567	Matthews, Eric	Hampton School District (104562)	Ravenwood High School (038408)	Teacher	Pending Removal
☐	ZZ1234567	Prince, Robert	Hampton School District (104562)	N/A	HR Admin	Pending Removal
☐	ZZ1234567	Wilson, Nancy	Hampton School District (104562)	N/A	Evaluator	Pending Removal

Data Management

The Data Management section of the Administration tab has three options:

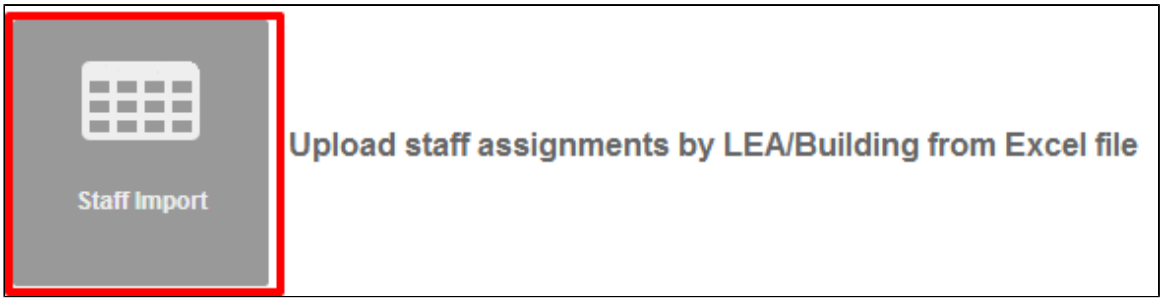
- Staff Import
- SGM Ratings
- Performance Ratings



As mentioned above, the **SGM Ratings** and the **Performance Ratings** sections will be available in a future release on eTPES and this User Guide will be updated accordingly.

Data Mangement Staff Import

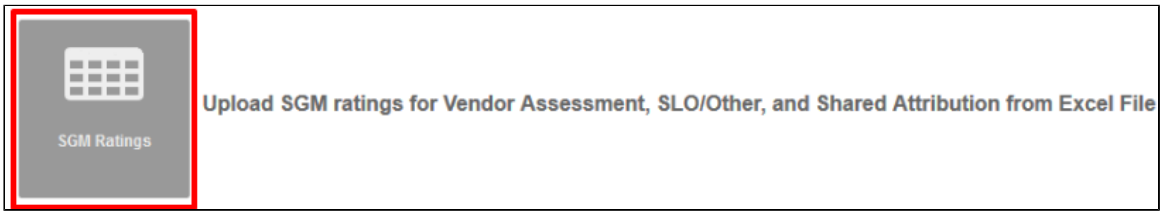
This feature is a direct link to the feature explained in the Staff Management section of this manual.



The Staff Upload feature allows an export containing current staff assignments in a template. You will have the ability to modify the data and import that data to eTPES as the official staff data.

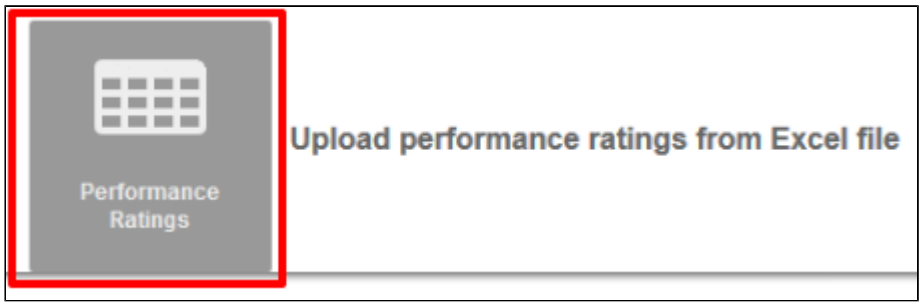
> Any user data that is uploaded to the eTPES system through this feature will be considered accurate and real data. Therefore, any upload for an LEA or building based import, MUST be comprehensive to avoid automated removal of staff that is not intended.

SGM Ratings



The **SGM Ratings** feature of the eTPES will be available in the software release scheduled for January 2014.

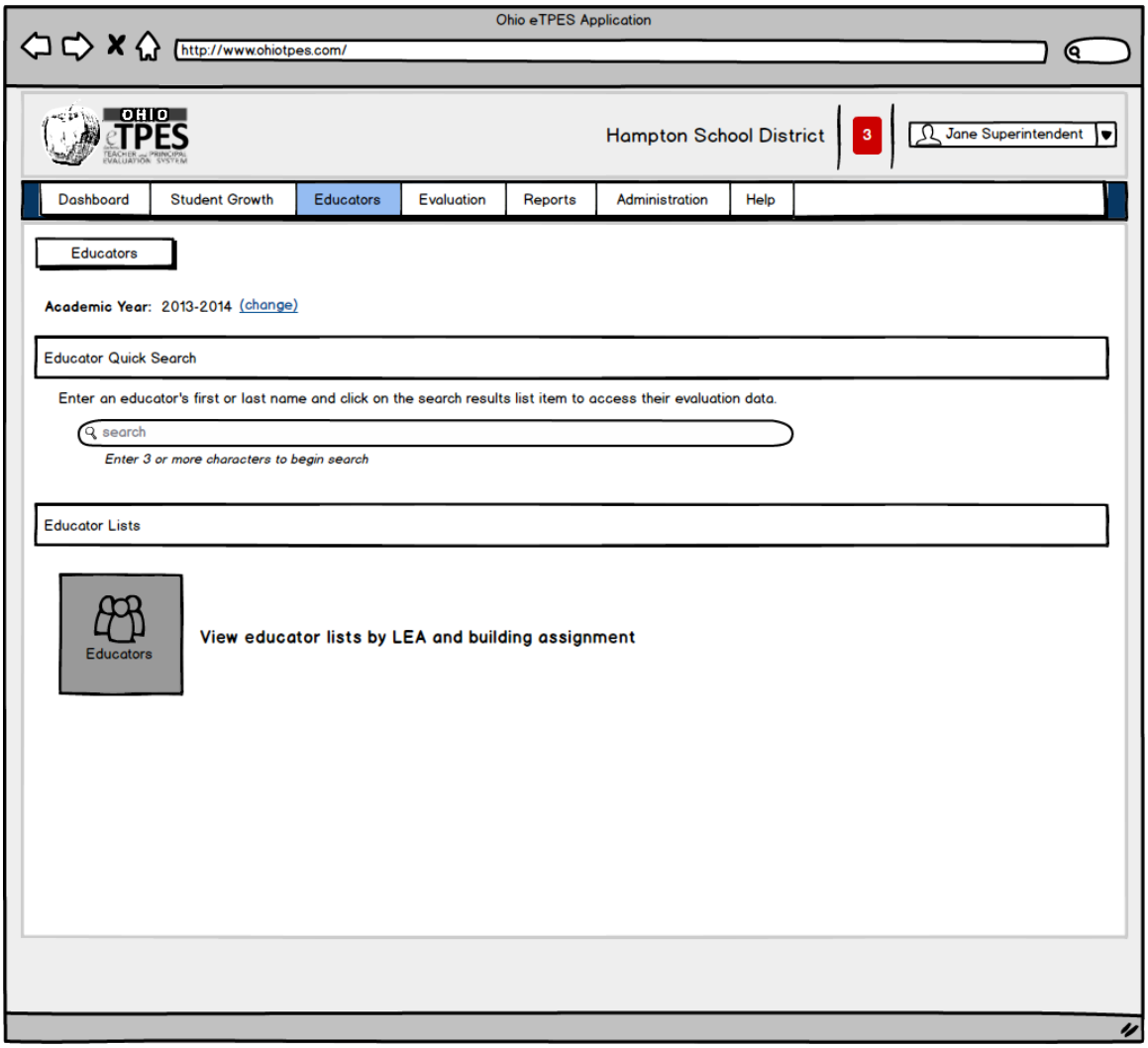
Performance Ratings



The Performance Ratings feature will be available in a future release of the eTPES system.

Superintendent/Designee Educators Tab

The **Educators** tab will only show the evaluated staff that you have permission to view. This tab is available to anyone who can evaluate based on their evaluated staff and their permissions.

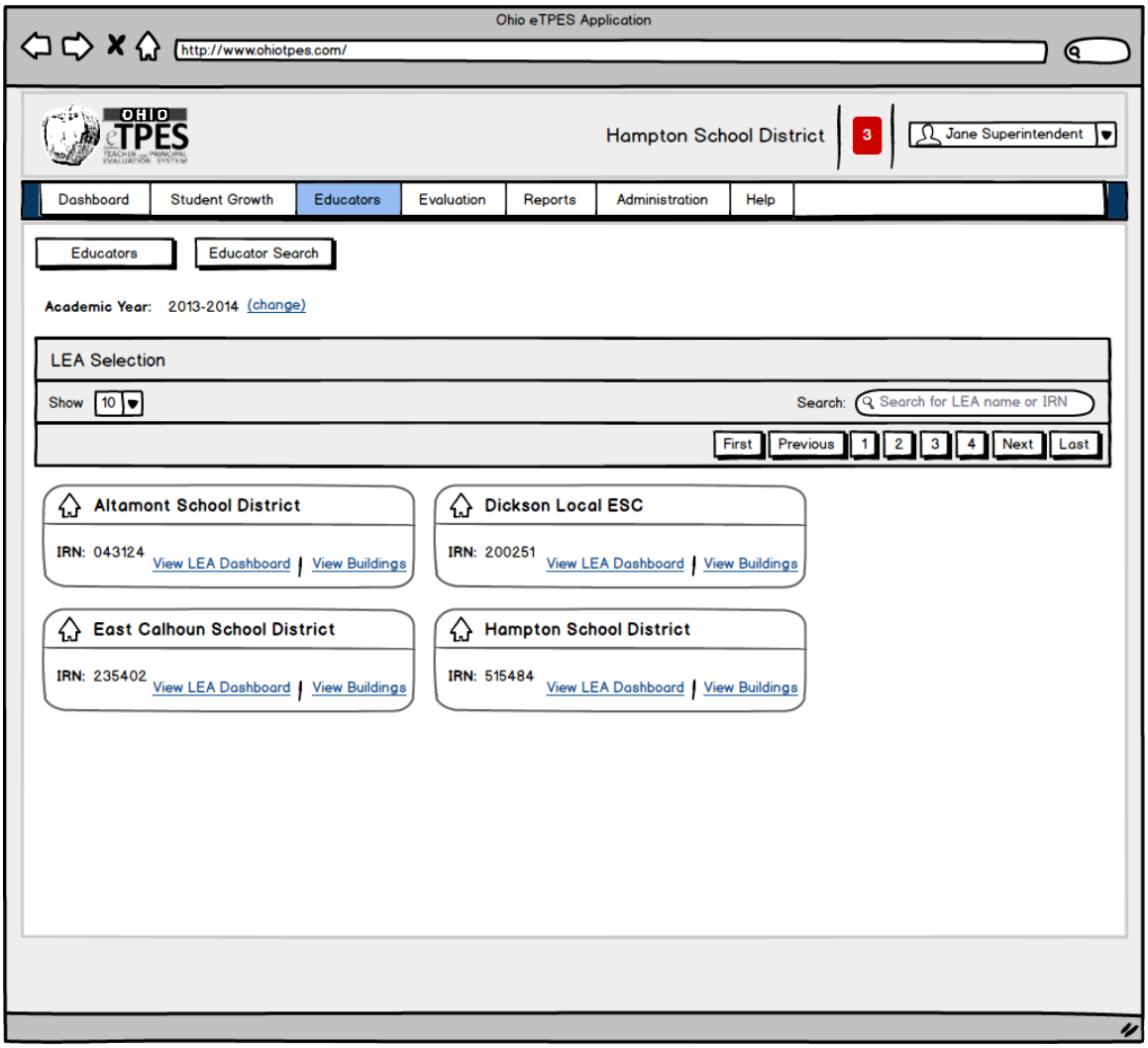


View Educators

Keeping with the functionality shown through the eTPES site, you will see a page similar to the one below if you have more than one LEA under your permission set.

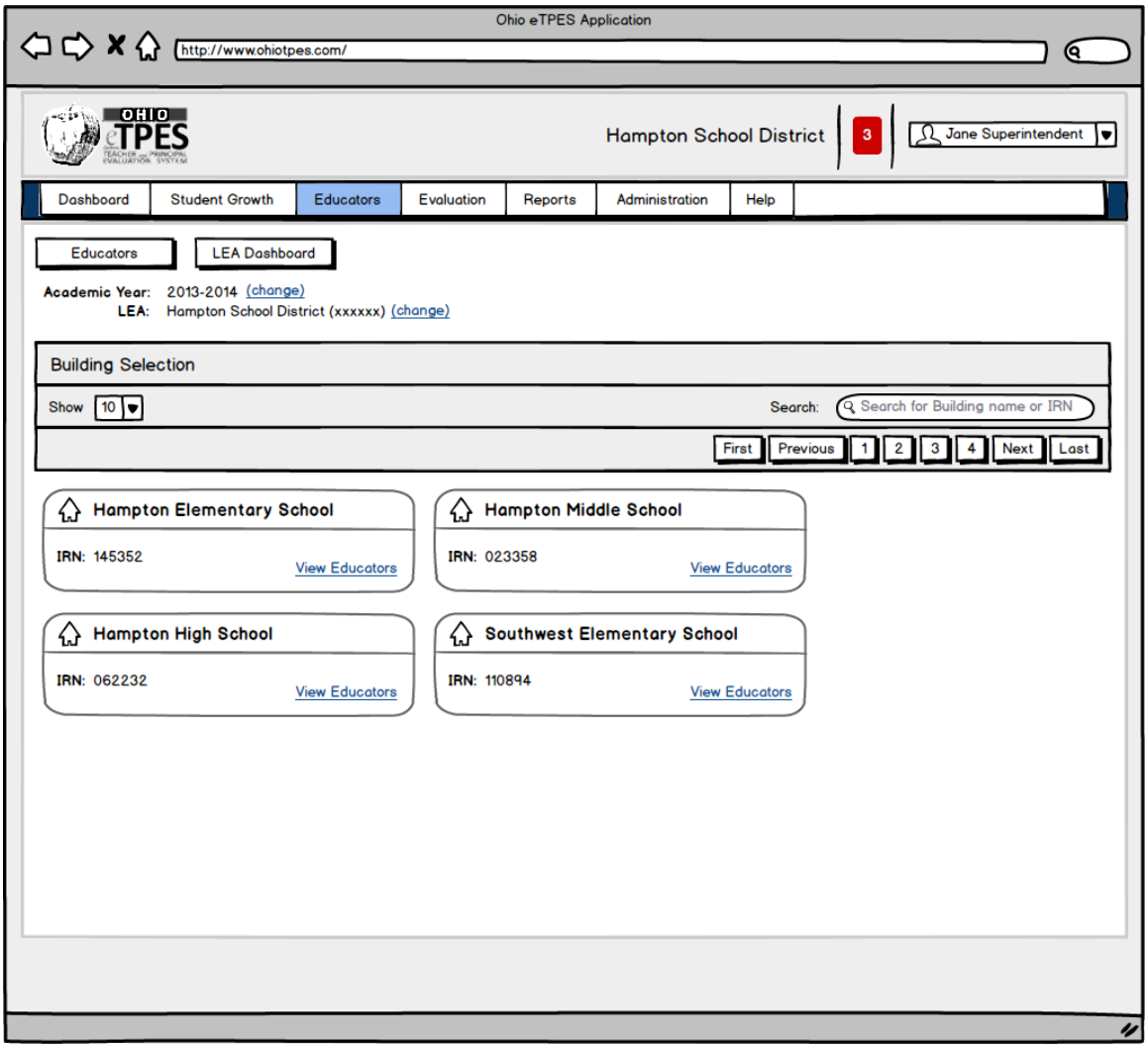
You have two options when selecting your LEA to view:

- View LEA Dashboard
- View Buildings

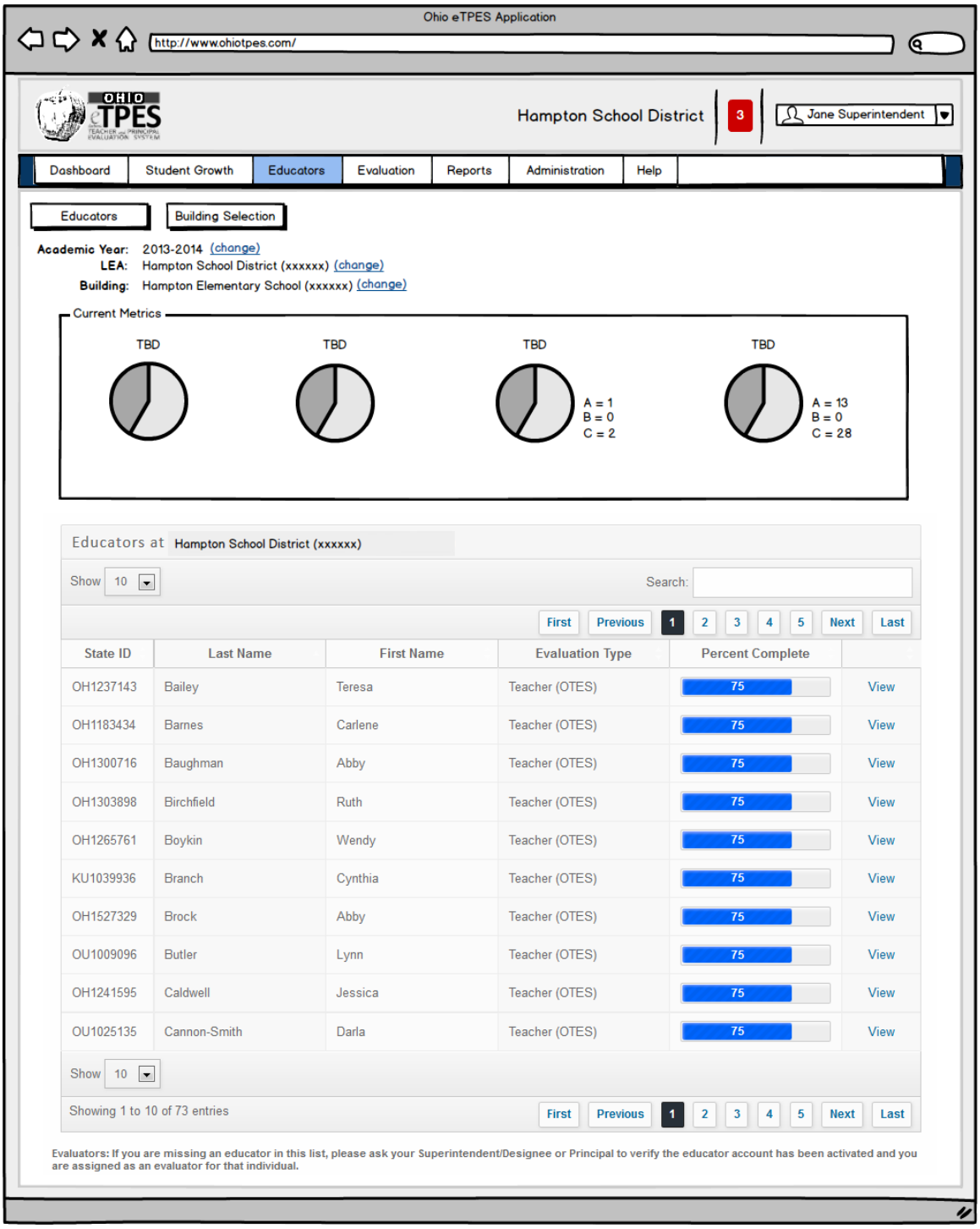


If you select View LEA Dashboard, you will be directed to a page similar to the below that will show your metrics, a link to your buildings and a list of staff. The staff list will only appear if you have evaluated staff at the LEA level. If you do not have evaluated staff at the LEA level, then you will only see the Building icon to view your buildings.

If you click on the **View Buildings** link or the **Building** icon from the page shown above, then you will be directed to your **Building Selection** dashboard.



Click on the **View Educators** link to be directed to a page similar to the one below.



As you click **View** for each Educator, you will be directed to their **Evaluation Page.** Here you are able to view their overall progress percentage complete and each step of the process in detail.

Ohio eTPES Application

http://www.ohiotpes.com/

OHIO eTPES

Hampton School District | 3 | Jane Superintendent

Dashboard | Student Growth | Educators | Evaluation | Reports | Administration | Help

Educators | Building Educators

Academic Year: 2013-2014 (change)
LEA: Hampton School District (xxxxxx) (change)
Building: Hampton Elementary School (xxxxxx) (change)
Teacher: **Robert Teacher (ZZ4120687)** (change)

Evaluation Model: OTES (all electronic forms)
Primary Evaluator: Joe Principal
Evaluators: Sharon Smith, Thomas Jones
Your Access Level: *View Only*

Overall Progress

% Complete: 75

Evaluation Forms

Collapse All Expand All

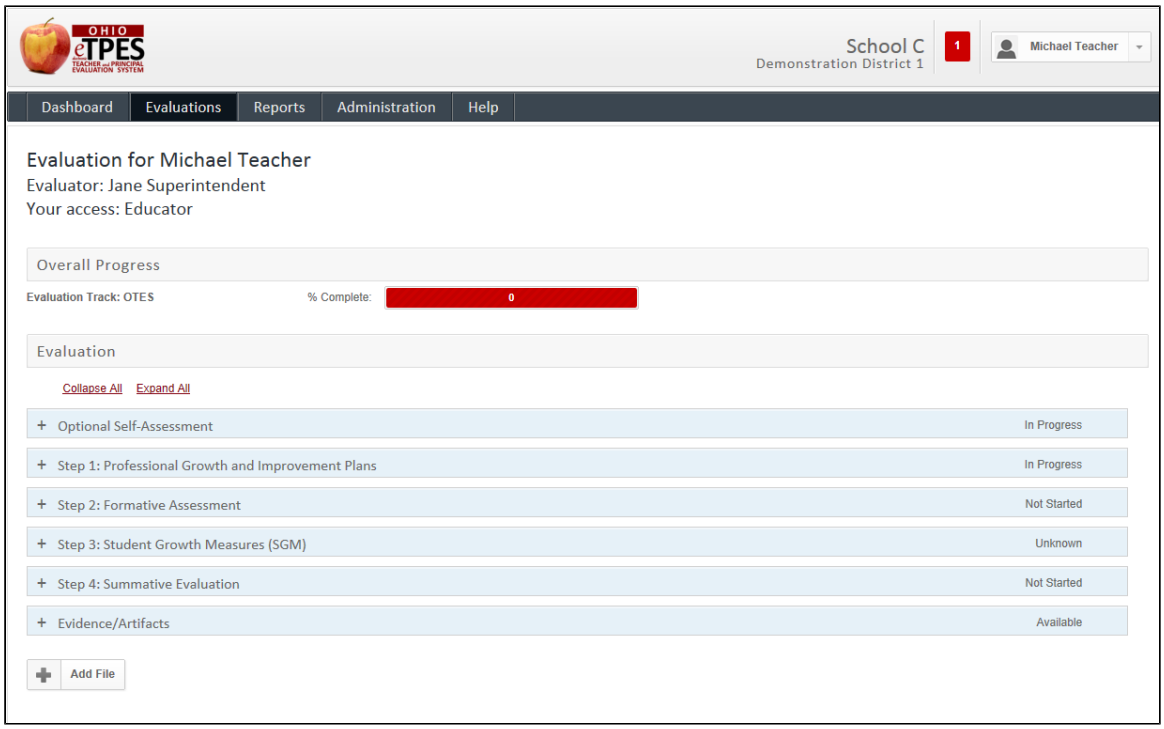
+ Optional Self-Assessment	Completed
+ Step 1: Professional Growth and Improvement Plans	Completed
+ Step 2: Formative Assessment	Completed
+ Step 3: Student Growth Measures (SGM)	In Progress
+ Step 4: Summative Evaluation	In Progress
+ Evidence/Artifacts	Available

Superintendent and Designee Evaluation Workflow

What is a Workflow?

Once the evaluation screen is accessed, the workflow screen will display. The workflow is the series of steps and forms available for use depending upon the educator's role and LEA setup. The roles of teacher and principal have different workflows as they utilize forms specific to their role.

Below is an example teacher workflow screen of an LEA using all electronic forms.



Evaluator and Access Information

The top portion of the screen will display the name of the educator you are viewing and the evaluator's name. If you are not the educator, it will display the access you have to the educator's evaluation forms.

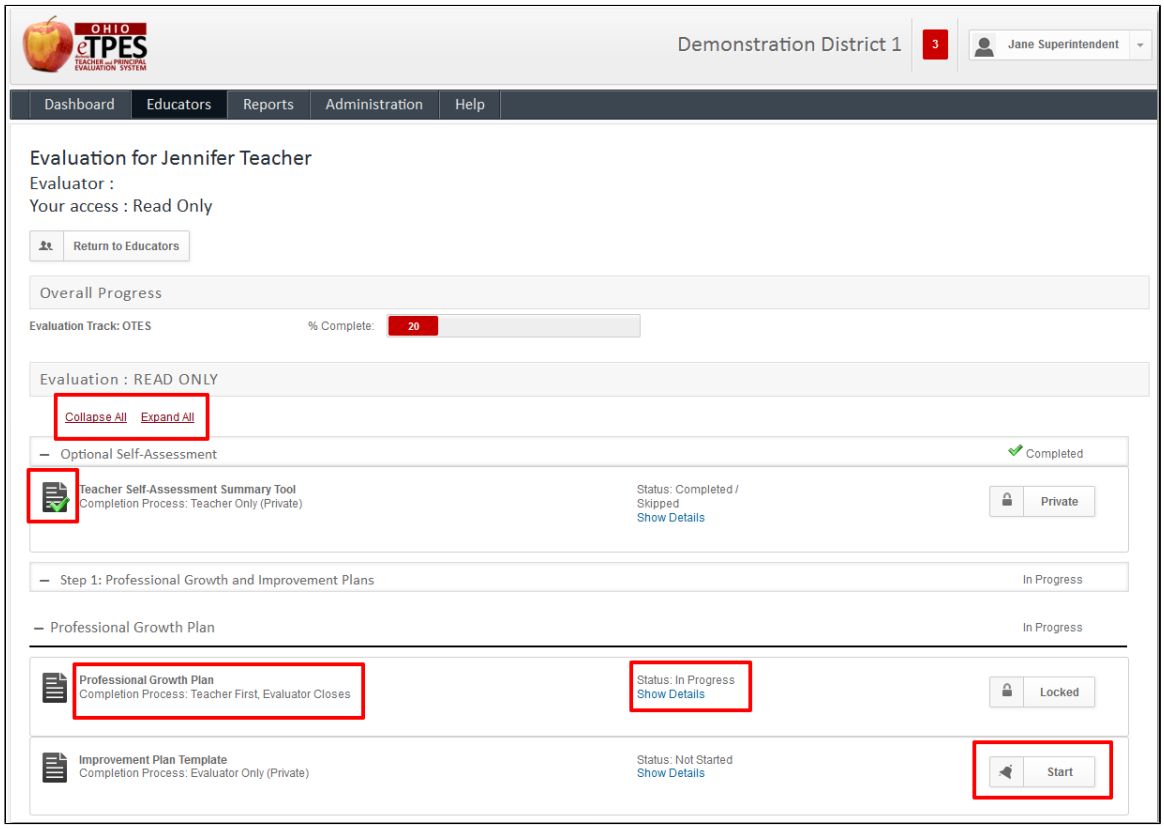
The superintendent and/or superintendent designee (if not the evaluator) will have access to view all educators' evaluations in the LEA. The principal (if not the evaluator) will have access to view all educators' evaluations in the building.

Overall Progress

This section displays the percent complete of the evaluation forms for the educator.

Evaluation Workflow Screen Information

This section will detail some of the features of the Evaluation screen shown below.



Collapse/Expand Steps

The forms are displayed in order of the process and divided into Steps. The Steps can be collapsed or expanded by clicking on the words “Collapse All” and “Expand All” on the left side of the screen. If you would like to collapse or expand one Step, click on Step title bar.

Status

The status of each form is displayed on the screen. The statuses are as follows:

- **Not Started** – Completion of this form has not started.
- **In Progress** – Evaluator or Educator has started or has completed the form. The other person has not completed the for
- **Completed** – The required person(s) has/have completed the form.
- **Completed/Skipped** – The required person has elected not to complete the form by skipping it.

Completion

A green check mark will display on the forms and/or Steps to indicate complete.

The Completion Process is listed under each form for your reference. This will indicate who completes the form first and who closes the form.

Show Details

Click on “Show Details” to view the names of the person(s) who completed the form and the start and completed dates.

Accessing a Form

To go to a specific form, click on the button to the right of the form name.

> ⚠ A form may not be accessible until other events have occurred. In this case, review the Completion Process and Details/Status to find out why the form is not accessible.

Templates

In some instances, forms are grouped together in a template. The example screen below shows the observation template which contains the forms available per teacher observation cycle.

In order to add a group of observation forms for a cycle, click on the “Add New” button. The following will be displayed. Note the “Add New” button is present on the right if you would like to add another observation cycle.

You can also delete a template. Click on the Delete button on the right. The screen below is displaying a set of observation forms available for deletion.

Alternate Workflow Types

The LEA setup process allows the Superintendent or Superintendent Designee the choice of one of the three options below for usage of the eTPES system's forms.

- All electronic forms (if using OTES or OPES models only).
- Combination of electronic and district specific forms (PDF Scan/upload).
- Manual entry of Teacher/Principal performance ratings and Student Growth information so the system will calculate the Final Summative Rating.

All Electronic Forms

The teacher workflow displayed below is for an LEA using all electronic forms. The Observation Cycle is expanded to display the set of forms contained in the cycle.

Combination of Electronic and LEA Specific Forms (SCAN/PDF Upload)

The teacher workflow displayed below is for an LEA using a combination of electronic and LEA specific forms. The Observation Cycle is expanded to display the set of forms contained in the cycle. The ability to attach the LEA specific form is also shown below.

To attach an LEA specific form, click on "Attachments". This will expand the screen to show the "Add File" button.

Click on "Add File" and the popup below will display.

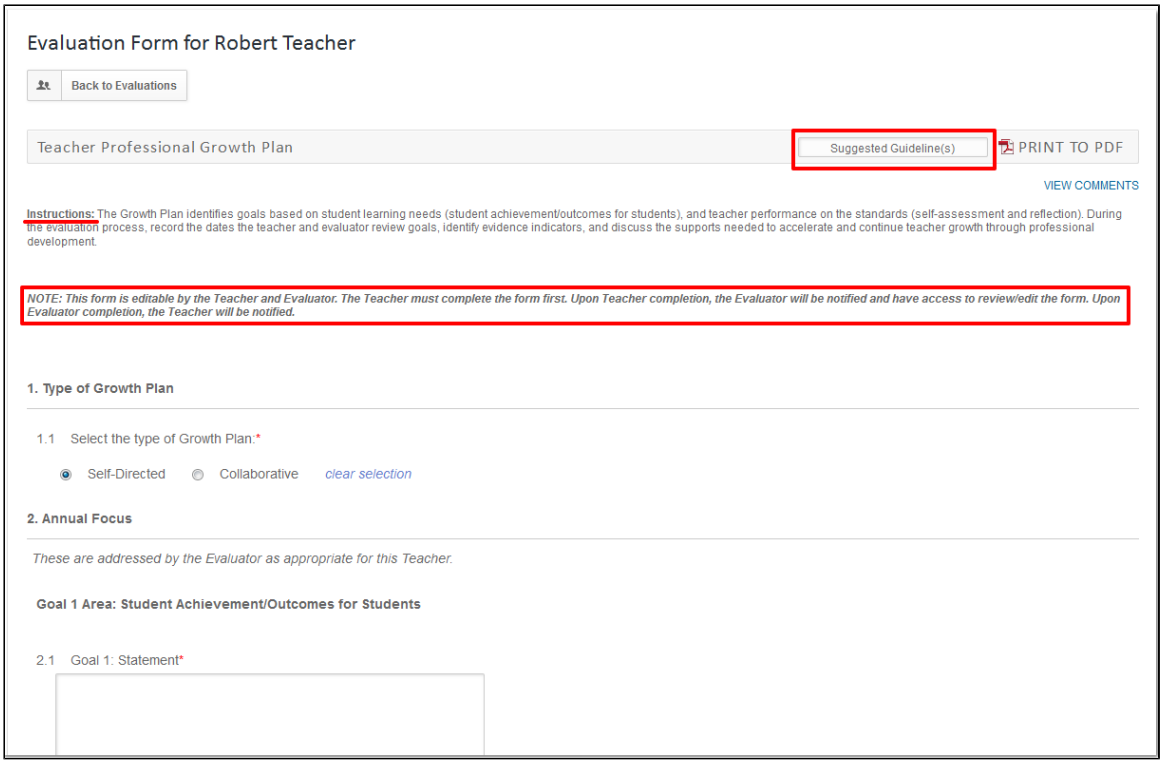
The educator can complete the electronic form or attach a PDF file to complete this form.

Manual Entry of Performance Ratings and Student Growth Measure Data (eTPES will calculate the final summative rating)

The principal workflow displayed below is for an LEA manually entering performance ratings and student growth measure data.

Superintendent and Designee Form Access

This section will detail features of forms. All forms will contain the same features. The screen displayed below is the Teacher Professional Growth Plan.



Each form will display the following:

- **Suggested Guidelines** – click on this button to read the guidelines from the framework.
- **Instructions** – this section will explain how to complete the form.
- **Notes** – this section will explain the flow of the form, who has access and when.

These are important and should be read prior to completing the form.

Saving

When an answer is entered, whether by typing text or clicking on a button/box, the answer is automatically saved. You can leave the form at any time and when you return, your answers will still be present.

Required answers

A red asterisk after the question indicates that the answered is required prior to completion of the form.

Print to PDF

Each form can be printed by clicking on “Print to PDF “. This will bring up a new screen displaying the document in a PDF format.

Character limitation in text boxes

All text boxes have the capability of accepting an unlimited number of characters.

Completing Forms

When you have finished answering the questions on the form, go to the bottom of the screen, enter your PIN and click on the “complete” button. (See instructions regarding how to view your PIN).

Notifications will be sent to both parties that the form has been completed and, if applicable, viewing or editing will be enabled for the other party. (See the notes on each specific form regarding who will be able to view/edit the form).

Collaborative Completion of Forms - Forms that require both Evaluator and Educator signatures support collaborative meetings. The Evaluator and Educator can both enter their PIN from the Evaluator’s screen when conducting a collaborative meeting.

Reopening Forms

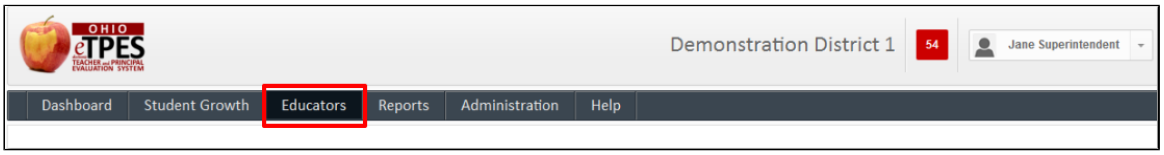
Forms can be reopened for additional editing. The forms can be reopened by the person who created the form. To reopen a form, go to the bottom of the form and click on the “Reopen for Editing” button. If you do not see this button, you do not have access to reopen the form.

Comments

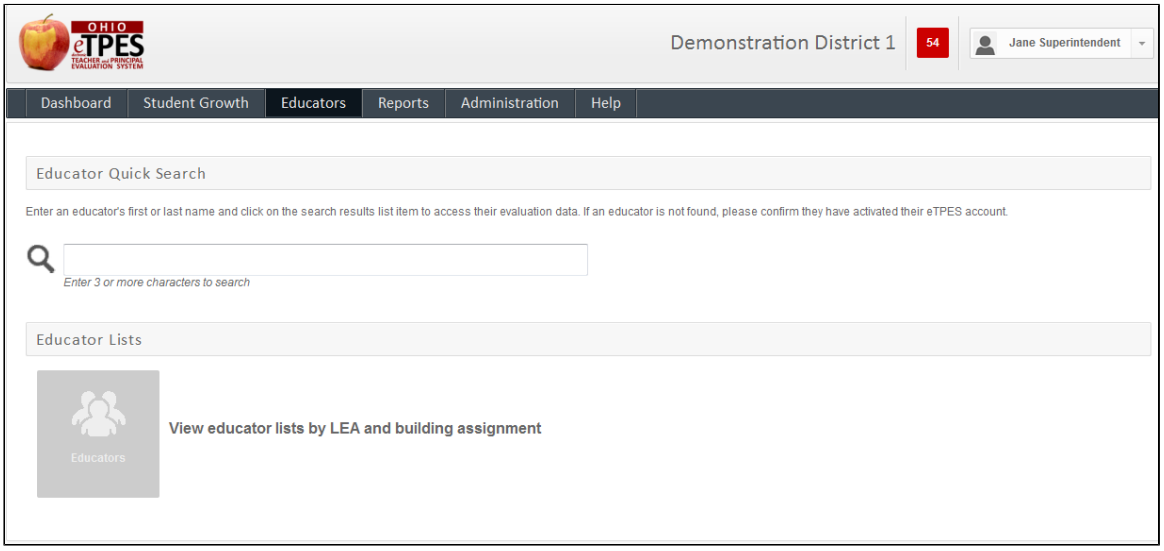
Forms that involve two parties include a Comment feature. Comments are responses that can be entered and sent back and forth between the two parties. All comments submitted are displayed at the bottom of the form and are specific to that form only.

Accessing Educators' Performance Evaluations in eTPES

To view and manage educators, click on the "Educators" button on the menu at the top of the screen.



The following screen will display.



From this screen, you can find an educator by performing a Quick Search or you can go to the Educator Lists.

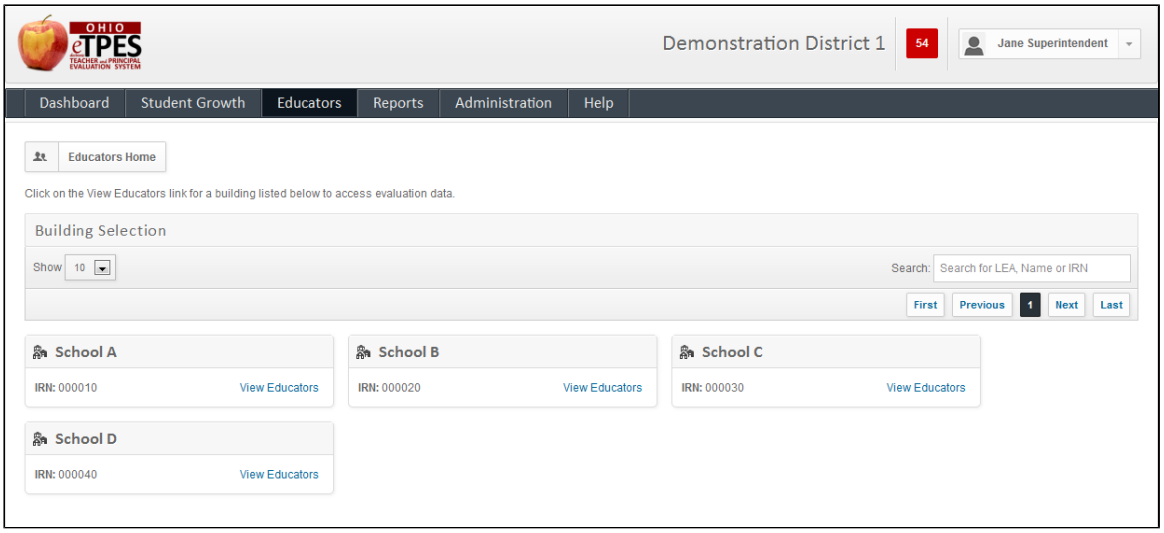
Educator Quick Search:

To access a specific educator, enter the last name in the search box. The system will display a list of users. Click on the educator you are searching.

Educator Lists:

To go to a list of educators by LEA and Building, click on the "Educators" button.

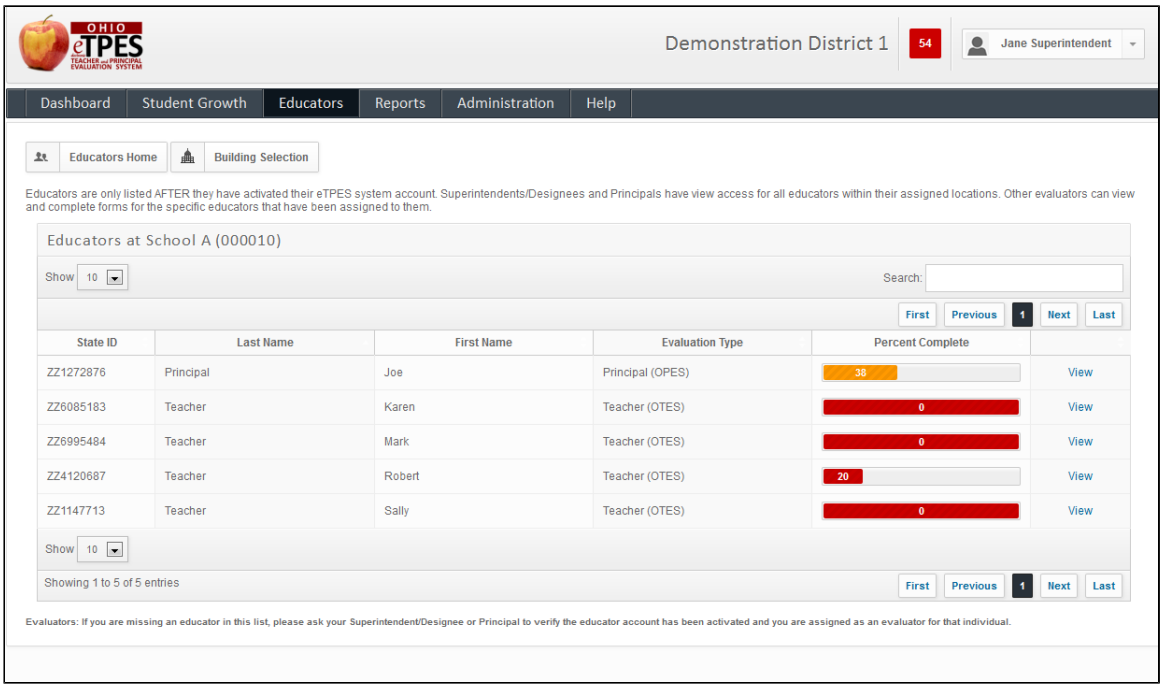
If you have access to multiple buildings, a new screen will display (see below). This screen will display a building card for each building you have access to. A building card is a box that contains the building name, IRN number and a link to the educators in the building. Select from the building cards displayed to go to the Educator List for that building.



If you do not have access to multiple buildings, you will be taken directly to the screen below when clicking

on the “Educators” button.

This screen displays the educators assigned to you and the completion status of their Evaluation process. See screen below.



> ⚠ The screen above will display educators who have been confirmed by a staff assignment. If the educator has not been included in the staff roster(s), they will not display on this screen.

Superintendents, Superintendent Designees and Principals have “view only” access for all educators within their assigned locations. If the Superintendent, Superintendent Designee or Principal is assigned as the Evaluator, he/she is permitted to view and complete forms.

You can search for an educator by last name or a location. Click on the radio button to change the search selection. In addition, you can search using the search box on the right. Enter any information you would like to search for and the results will display below.

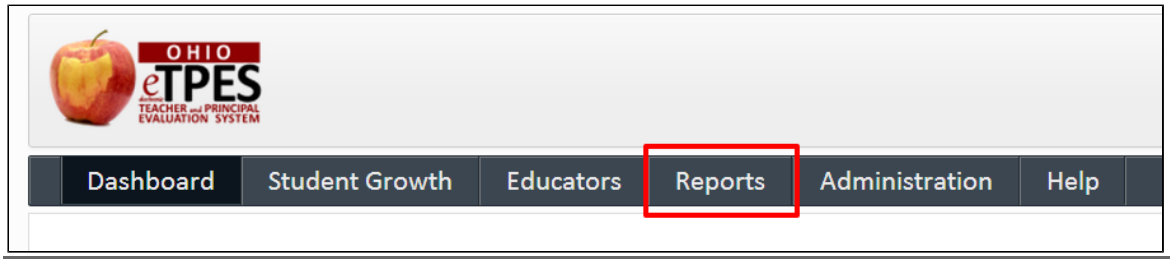
You can click on the column heading of any column to re-sort by that column or type an Educator’s name in the Search box on the right to go directly to that Educator.

To view and manage an Educator’s Forms, click on “Edit” or “View” on the right of the educator’s row of information. This will take you the Educator’s Evaluation Workflow. See Evaluation Workflow Section for details.

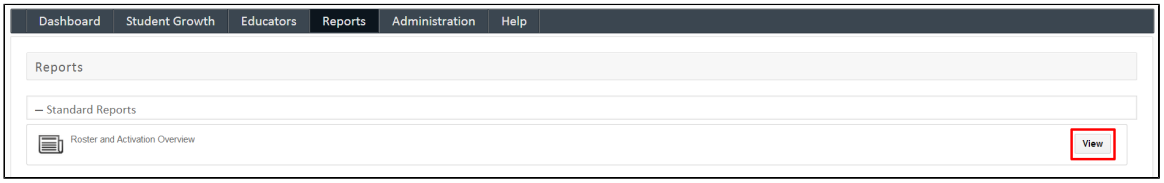
Superintendent/Designee Evaluations Tab

⚠ You will only have an Evaluations tab, if you have previously been evaluated using eTPES. This will allow you to view and access your personal historical records.

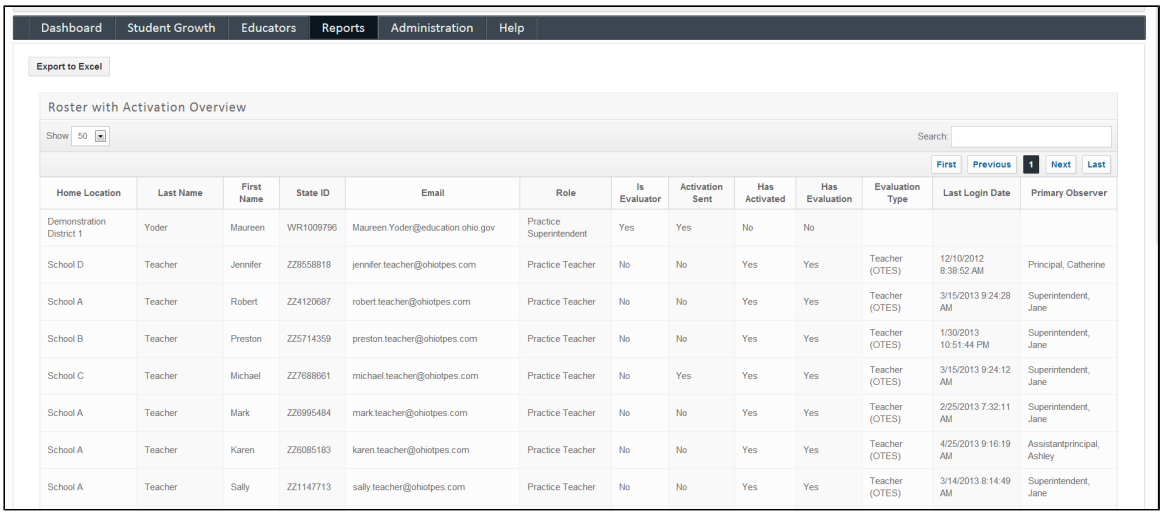
Superintendent/Designee Reports Tab



This report is accessible by Superintendents and Principals. To run the report, click on the "View" button at the right of the Report Title.



The report will appear on the screen as shown below.



Home Location	Last Name	First Name	State ID	Email	Role	Is Evaluator	Activation Sent	Has Activated	Has Evaluation	Evaluation Type	Last Login Date	Primary Observer
Demonstration District 1	Yoder	Maureen	WR1009796	Maureen.Yoder@education.ohio.gov	Practice Superintendent	Yes	Yes	No	No			
School D	Teacher	Jennifer	ZZ8558818	jennifer.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	12/10/2012 8:38:52 AM	Principal, Catherine
School A	Teacher	Robert	ZZ4120687	robert.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	3/15/2013 9:24:28 AM	Superintendent, Jane
School B	Teacher	Preston	ZZ5714359	preston.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	1/30/2013 10:51:44 PM	Superintendent, Jane
School C	Teacher	Michael	ZZ7688661	michael.teacher@ohiotpes.com	Practice Teacher	No	Yes	Yes	Yes	Teacher (OTES)	3/15/2013 9:24:12 AM	Superintendent, Jane
School A	Teacher	Mark	ZZ6995484	mark.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	2/25/2013 7:32:11 AM	Superintendent, Jane
School A	Teacher	Karen	ZZ6085183	karen.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	4/25/2013 9:16:19 AM	Assistantprincipal, Ashley
School A	Teacher	Sally	ZZ1147713	sally.teacher@ohiotpes.com	Practice Teacher	No	No	Yes	Yes	Teacher (OTES)	3/14/2013 8:14:49 AM	Superintendent, Jane

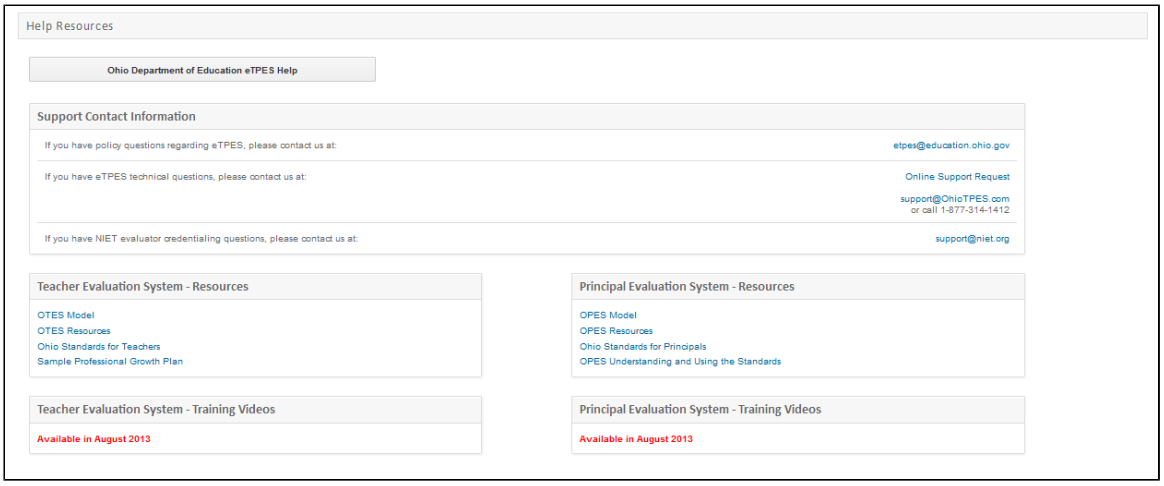
If you would like to view the report in an Excel spreadsheet, click on **Export to Excel.**

This report will list the users on your roster, information about the user and information regarding their activation (has the activation email been sent, has the user activated their login, has the user logged in, etc.).

Additional reports are currently being developed and will be available in future releases.

Superintendent/Designee Help Tab

To access the **Help** page, click on the **Help** tab on the tool bar.



The **Help** page, displayed below, includes how to contact support, various documents regarding the OPES/OTES framework and the electronic system and a link to the Ohio Department of Education eTPES web page. Also included are the training videos and links to the various role-specific user guides, these will be available in August 2013.

There are two options for contacting support for eTPES.

If you have a question regarding state policy please contact etpes@eduction.ohio.gov.

If you have technical questions regarding the eTPES website, please contact support@ohiotpes.com.