

Arkansas Observer EOY Webinar

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Agenda

- Career Summative versus Non-Career Summative
- Walk through the EOY Worksheet
- Walk through the TESS or LEADS PGP Review/Update
- Troubleshooting common issues

Webinar is being recorded and will be posted on our support site.

EdReflect End of Year Process for Observers

	Learners in Career Summative Year	Learners in Non-Career Summative Year
EOY Worksheet	Yes	No
TESS PGP Review/Update	Yes	Yes*

* If your learner is in a non-career summative year, but you'd still like to complete ratings, you may do so via a snapshot of the TESS PGP Review/Update. This snapshot is optional and will not calculate a final rating, but will allow the learner to see your ratings of them.

How do I know which learners are in a Career Summative year?

- Building principals should share the list of learners in a Career Summative and Non-Career Summative year with the EdReflect administrator at the district, who will then make EOY classification and evaluator assignments in EdReflect.
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**Completing the EOY Worksheet and TESS
or LEADS PGP Review/Update**

Troubleshooting Common Issues #1

I don't see the End of Year Tasks tab on my observer dashboard, what do I do?

CAUSE: The EdReflect administrator at your district hasn't yet set up end of year classifications and/or evaluator assignments.

SOLUTION: Reach out to the EdReflect administrator at your district and ask he or she to configure end of year classifications and assignments.

** If you don't know who the EdReflect administrator is at your district, reach out to support and they can point you in the right direction.*

Troubleshooting Common Issues #2

A learner is missing from my End of Year Tasks tab or a learner appears but shouldn't be.

CAUSE: Learner is either assigned to the wrong end of year evaluator or is missing the correct classification assignment.

SOLUTION: Reach out to the EdReflect administrator at your district and as that s/he update the learner's end of year classification and/or evaluator assignment.

Troubleshooting Common Issues #3

I've attached a Snapshot, but the final rating is not calculating.

CAUSE: Aggregate ratings (shown with a blue bubble and your initials) have not been added on the Snapshot.

SOLUTION: On the EOY Worksheet, click **Create a new one** under the Snapshot step. Add aggregate ratings on the AE&R page, then create a new Snapshot. Navigate to the EOY Worksheet again and click **Attach an existing one**. Select the newly created Snapshot with aggregate ratings and attach.

Troubleshooting Common Issues #4

I need to update the ratings I've given a teacher and update the final rating. How do I do that?

CAUSE: A mistake was made on the original Snapshot or ratings need to be updated for another reason.

SOLUTION: On the EOY Worksheet, click **Create a new one** under the Snapshot step. Update aggregate ratings on the learner's AE&R page, then create a new Snapshot. Navigate to the EOY Worksheet again and click **Attach an existing one**. Select the newly created Snapshot and attach. Note the Final Rating will update according to the aggregate ratings on the new Snapshot.

Troubleshooting Common Issues - Printing

I need to print a hard copy or download a PDF of the EOY Worksheet, how do I do that?

SOLUTION: On the EOY Worksheet, click the printer icon in the upper right of the page. From here you can save the EOY Worksheet as a PDF or print a hard copy for your records. You have the ability to view EOY Worksheets from prior years by using the drop-down menu in the upper right of the EOY Worksheet and selecting the school year.

A note for building level principals looking for access to the EOY Summary & Data Export report :

The EdReflect administrator for the district can provision you access to this report for your school site. This report allows you to see the number of completed evaluations, as well as download final rating data for your school site.

Questions?

- ★ Visit our support site at edreflect.support.com
- ★ Email us at support@edreflect.com
- ★ Use the Support icon in the bottom-right corner of the page



Support
