

Arkansas Org Admin EOY Webinar

February 19th, 2019
Erin Lancaster, Senior Program Manager

Agenda

- Career Summative versus Non-Career Summative
- Responsibilities of building principals
- Bulk user tools
- Assigning end of year classifications and evaluators
- Troubleshooting common issues
- Insight into observer process
 - EOY Worksheet
 - TESS or LEADS PGP Review/Update
- End of year data reporting

★ The 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 teachers and administrators are in a Career Summative year?

- Building principals should share the list of learners in a Career Summative and Non-Career Summative with you.
 - If you are a district level Org Admin, consider sharing a Google sheet with each principal where s/he can add the names of all career summative teachers. You could include a tab for each school campus on the sheet.
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	No End of Year Evaluation Needed Classification	Career Summative Teacher End of Year Classification	Career Summative Administrator End of Year Classification
Non-Career Summative Teachers and Administrators (all rubrics)	X		
Assistant Principal Rubric			X
Principal Rubric			X
Building/District Administrator Rubric			X
Educator Rubric		X	
Gifted Coordinator Rubric		X	
Instructional Specialist Rubric		X	
Library Media Specialist Rubric		X	
School Counselor Rubric		X	
School Psychologist Rubric		X	
SLP Rubric		X	

Top Issue #1

Observer is missing the End of Year Tasks tab

- CAUSE: Observer doesn't have any learners assigned for end of year evaluations.
 - SOLUTION: Find and edit end of year evaluators for that learner.
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Top Issue #2

- A specific learner is missing from End of Year Tasks tab or 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: Find and edit end of year evaluators and/or classifications
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Top Issue #3

Learner is showing under Career Summative Administrators but should be Career Summative Teacher (or vice versa)

- CAUSE: Learner is either assigned to the wrong end of year evaluator or learner is assigned the wrong classification
 - SOLUTION: Find and edit end of year evaluators and classifications for that learner
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End of Year Reporting

- In past years, district EOY data was automatically sent to ADE.
 - This year, the district level Org Admin will report Career Summative Teachers' and Administrators' EOY data to the ADE using the EOY Summary & Data Export Report (and a few preparation steps)
 - We will hold a webinar and multiple worksessions as we get closer to the end of the school year with details on the process for preparing the report and where to send the report data.
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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



EdReflect

Arkansas Observer EOY Webinar

Erin Lancaster, Senior Program Manager

Agenda

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

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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 ask 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.

EdReflect

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.

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