

End-of-Year Evaluation Activities

- **Step 1 - Professional Practice Rating**
 - overall Professional Practice score is a holistic growth-over-time rating
 - Formal and Informal Observations guide the principal in determining overall rating instead of averaging them
 - (principal reviews the data and determines the Professional Practice Rating)
 - The Professional Practice Rating form is located under the Summative Rating Form
 - You do not need to include all of the components. You can leave unused components blank
 - Only rated components will be included in the calculation
- **Step 2 - Student Growth Rating**
 - Simply give the teacher the earned rating (low, expected, or high)
- **Step 3 - Teacher Composite Score Report**
 - ties the two together
 - nothing you need to do in this form
 - it automatically reflects the scores in the Professional Practice Rating and the Student Growth Rating
 - Takes the two ratings and puts them in the Matrix
- **Questions**
 - What if I want to use the ratings for the Formal and Informal Ratings
 - - That is possible; they just need to map the scoring differently.
 - If that is the preference of the district, send an email to the support team that you want the Teacher Composite Score Report to use the formal and informal scores instead of the Professional Practice Rating

Rollover Process

- Review your site
 - Click on District Admin, check the **status** of the teachers
 - should say "Awaiting Finalization"
 - Frontline is changing "Awaiting Finalization" to "Awaiting Rollover"
- Review your evaluation type settings
 - Click Config Summary --> Evaluation Types
 - you will see everything that is active
 - Click on the evaluation type (Teacher)
 - You can set what type of evaluation type these teachers will be under next year
- Finalize all remaining forms (Detail View)
 - Click on Detail View
 - Filter
 - In status column, take out the completes in order to see which ones are not complete yet
 - you may have to increase the number per page
 - select all of the not-yet complete forms, click on **Actions tab**, select **Finalize Selected Elements**
 - this will mass-finalize all of the elements
 - all of them will show as Awaiting Finalization when you click the District Admin tab
- User Rollover Tool to finalize all staff
 - Click Evaluation Rollover Tool
 - only teachers with the status, "Awaiting Finalization" will show
 - Select All
 - Click **Finalize Selected Users**
 - Forms will be archived and new evaluations will be assigned to the teachers for next year
- Update staff in User Management
 - Click User Management
 - Here is where you can move teachers/users from one evaluation type to a different evaluation type
 - Ex: You could do this with the teachers that will be on an SLO-Only evaluation plan

- Questions
 - If teachers are evaluated every other year what are options to streamline their rollover and evaluation types?
 - If teachers are evaluated every other year you can modify the start and end dates to reflect this and then only include them in the rollover process every other year. For example, teachers who are evaluated in 2017-2018 but not in 2018-2019 would have evaluation start and end dates (managed in User Management) of 2017-2019. Then, when you're ready to proceed with the rollover at the end of the 2017-2018 school year, you can use the filtering options in the rollover tool and exclude anyone with an evaluation end date of 2019 from the rollover process. Their forms will still be complete, however they will not be assigned a new evaluation until the next years rollover process is complete.
 - Another option would be to create a "non evaluated" evaluation type, though it would have to include at least one form. The single form could be an acknowledgement that they're not being evaluated that year, or something else indicating that fact. The evaluation types could then be created so that teacher evaluation types roll into non-evaluated, and non-evaluated would roll back into teacher.
 - Will changes to the Professional Practice Rating form appear in the Composite Score Report?
 - If changes are made in the Professional Practice Rating form or the Student Growth Rating form, the changes will show in the Composite Score Report
 - What if teachers are not evaluated next year?
 - in Config Summary --> Evaluation Types
 - have evaluation type as Teacher
 - Change duration from 10 months to 20 months
 - Jolene is going to take this back to her team to make sure this is the most efficient way to handle this situation and will include the answer in her follow-up email
 - half doing SLO-only, half doing teacher next year
 - assign all the teacher evaluation plan
 - go to User Management and change the evaluation type for the other half of the teachers
 - Detail View
 - filter by Admin, search for specific Admin
 - can also run a report for specific building
 - Can evaluation types be created?
 - Yes, in Config Summary --> Evaluation Types
 - You can add an evaluation type

- Learning Center -
http://help1.frontlinek12.com/customer/portal/articles/2312485-mlpoasys-edge-class-library?b_id=12441
 - Includes a list of classes that are being offered in order to orient people to Frontline
 - Can register for a future class
 - All classes are recorded for users to be able to view at their convenience