** Frontline Education: Completing the Rollover Process **

** Roll Over first, then add new users (see Getting Started Help Guide) **

1. **Finalize all Teacher Forms**
   a. Click **District Admin**
   b. Click **Detail View** within the list on the left
   c. Select all Eval Types, all Components, all Forms, and all Buildings (if applicable); then click **Apply**
   d. Go to the bottom of the screen and increase the number of users per page in order to see all activity on one page
   e. Click **Element** to select all elements on the page
   f. Click **Actions**
   g. Click **Finalize Selected Elements**
   h. Uncheck Notify User

2. **Completely Define Evaluation Types**
   a. Click **District Admin**
   b. Click **Config Summary** within the list on the left
   c. Click **Evaluation Types** within the list on the left
   d. Click on each of the evaluation types you use
   e. Choose the next evaluation type in Next Type
   f. Choose the default start date (if it is before today, you will need to change the Evaluation Cycle in the User Management → select users → click **Set Cycle Dates**, choose the dates)
   g. **Submit**
   h. Click **Add** if you want to create a totally new evaluation type

3. **Roll Over**
   a. Click **District Admin**
   b. Your teachers should now have the status **Awaiting Finalization**
   c. Two Options for Roll Over:
      i. (use if you do not have many teachers) Click on each individual user and click **Finalize Evaluation Cycle**
      ii. (Use if you have numerous teachers) Click on
         1. Click **Name** to select all users
         2. Click **Finalize Selected Users**
         3. Uncheck to Notify Users
         4. Click **District Admin** to make sure the evaluation dates updated and status changed to **Not Started**

• Troubles or questions? Contact **Paul Chepolis** (610.360.3609 or pchepolis@frontlineed.com), the **Support Team** (pgsupport@frontlineed.com), and **Matt Gill** (Matthew.Gill@state.sd.us or 605.773.8193)