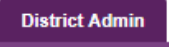
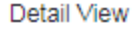

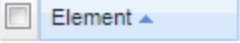
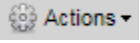
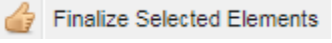


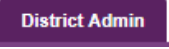
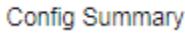
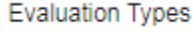
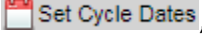


Frontline Education: Completing the Rollover Process

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

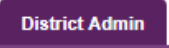

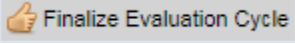
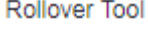
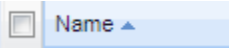
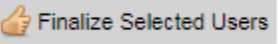
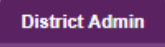
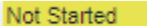
1. Finalize all Teacher Forms

- a. Click 
- b. Click  within the list on the left
- c. Select all Eval Types, all Components, all Forms, and all Buildings (if applicable); then click 
- 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  to select all elements on the page
- f. Click 
- g. Click 
- h. Uncheck Notify User

2. Completely Define Evaluation Types

- a. Click 
- b. Click  within the list on the left
- c. Click  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 , choose the dates)
- g. Click 
- h. Click  if you want to create a totally new evaluation type

3. Roll Over

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

- 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)