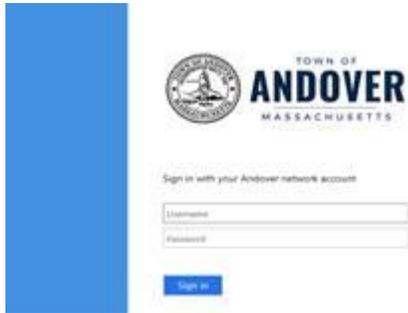


Getting Started in Evaluation

Use the link below and log in using your email/network username and password.

Step 1: <https://login.frontlineeducation.com/sso/andoverpublicschools>

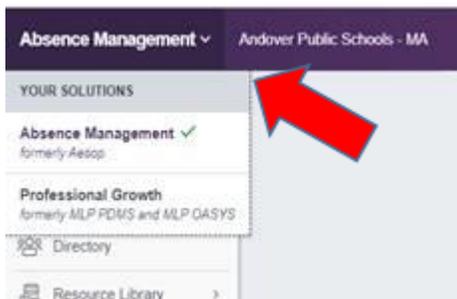
Step 2: You will be directed to the screen below. Your Username and Password this is the same as your Network Username and Password.



Step 3: Once logged into the system you will select which application you would like to go into.



Step 4: If you have access to both Absence Management (Aesop) and Professional Growth (MyLearningPlan) you are able to go between each application by dropping down the tool bar located in the upper left hand corner.



Getting Started in Evaluation

Manage your performance evaluation forms:

- Scroll down to the green My Evaluation section.
- View your forms, which are organized by status.
- Open, review, complete and submit, and acknowledge forms with the blue quick links.
- View or accept schedule requests.

Upload artifacts:

- Click the My Evaluations link from the top of the left section of the navigation bar.
- Click the Artifact Files link.
- Click the green +Add Artifact button.
- Complete the fields and use the blue “up arrow” to browse and select the desired file.
- Click Save.

View current evaluation cycle:

- Click the My Evaluations link from the top of the left section of the navigation bar.
- Click the Evaluation (Cycle Dates) link. (If this is your first cycle, you will only see the current one.)
- View your evaluation components and use the “plus” symbol to expand components to view the forms within.
- Complete/submit your forms and view forms that have been submitted by an evaluator.

Access additional support from the online Help Center (top right corner of the screen upon login) to view video tutorials, manuals, and webinars.

Additionally, you can view one of our webinars and get off to a good start with an orientation to the Evaluation system. In each of these sessions, we cover how to find what you need in the system including how to find, complete and review forms and, most importantly, how to learn more:

Completing a Form

Forms that are ready to complete and submit have a status of "awaiting form submission", as shown in the following image, within the "Action Required" area of the LearningPlan section.

My Proposals

My Requests - Ben Learner

My Evaluation - Ben Learner

Scheduled Components

FFT 2018 Announced Observation Form (v16.03) - FFT 2018 Announced Observation

Status: **scheduled**

Date: 09/25/2018 10:00-10:00 AM EDT

Where:

With: Roberta Evaluator

Action Required

FFT 2018 Pre-Observation Planning Form - FFT 2018 Announced Observation

Status: **awaiting schedule acceptance**

Date: 09/20/2018 10:00-10:00 AM EDT

Where:

With: Roberta Evaluator

Action: [Accept Schedule / Decline Schedule](#)

FFT 2018 Teacher Self-Review Form (v16.03) - FFT 2018 Announced Observation

Status: **awaiting form submission**

Action: [Open FFT 2018 Teacher Self-Review Form \(v16.03\) - FFT 2018 Announced Observation form for submission](#)

FFT 2018 Post-Observation Conference and Reflection Form - Announced #1 - FFT 2018 Announced Observation

To access and complete a form, click the blue **Action** link under the form name. (The link will contain the form name.) For example, as shown in the previous image, the link is labeled "Open FFT 2018 Teacher Self-review Form (v16.03) - Fft 2018 Announced Observation form for submission". Clicking the link displays the form in a separate tab.

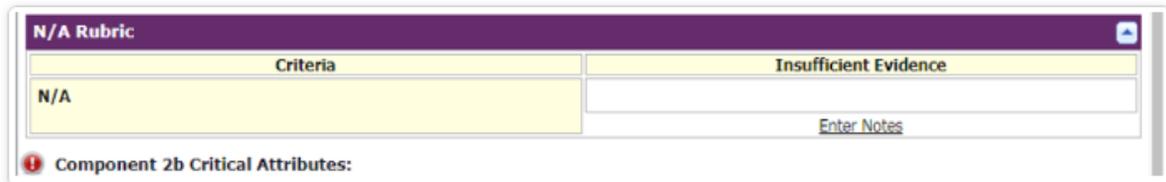
Enter data on the form and use the buttons at the bottom of the form to perform an action. The following image illustrates the buttons found at the bottom of the form, and the list below describes their functionality.



- **Submit:** Sends the form to the administrator to take an action. Clicking "Submit" locks the form, and it can no longer be edited. However, an administrator can always "open a form back up" for editing, if needed.
- **Save:** Commits the data entered on a form as a draft, in order to work on it later. It is recommended that you save forms often, since there is no auto-save feature on the forms.
- **Save & Notify:** Saves the data entered on a form and provides the ability to send an email to a selected administrator.
- **Reset:** Clears all data entered on the form.
- **Print:** Opens the Print dialog, allowing you to print a hard copy of the form.
- **Comment:** Allows the user to add a comment on the form outside of the provided fields. Comments are appended to the bottom of the form and can be deleted or modified by the person who entered them.

Required Question

The exclamation point icon  appears when a question on the form requires completion. If an answer to a form question must be provided, the exclamation point appears next to the required field(s), as depicted in the following image.



The screenshot shows a table with a purple header bar labeled "N/A Rubric". The table has two columns: "Criteria" and "Insufficient Evidence". The "Criteria" column contains the text "N/A". The "Insufficient Evidence" column contains a text input field with the placeholder text "Enter Notes". Below the table, there is a red exclamation point icon followed by the text "Component 2b Critical Attributes:".

FAQs

How do I access my current evaluation forms?

Go to the My Evaluation section on your landing page. From here, you can locate any form that needs to be filled out in the Action Required section.

How can I access a form I submitted to my evaluator?

You can access all the forms submitted to your evaluator from the Learning Plan.

Forms not yet finalized by your evaluator will display under the In Progress section, and forms finalized by your evaluator will appear under the Complete section. To access the form, click the link in the appropriate area.

Where can I upload artifacts on the site?

You can upload artifacts directly on a form if the form contains an Artifact Upload tool or if you perform the upload through the My Evaluations section. Take note, the upload process remains the same regardless of where you upload the artifact.

I need to complete a form, but I cannot access it. Why?

Some forms in the system must be scheduled first before you can access them. The evaluator must set the schedule first and the act of scheduling the conference will then release the form to you for completion. If you do not see a form in the Action Required area of your Learning Plan, contact your evaluator to schedule the form.

What is the Insights Platform, and is it part of my setup?

Districts utilize one of two platforms (i.e. the "legacy" version of an application or the upgraded "Insights Platform").