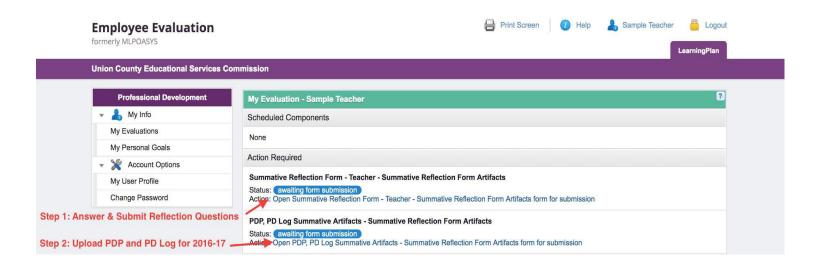
Union County Educational Services Commission Frontline Quick Start Guide - Summative Evaluations for Certified Staff April, 2022



Step 1: Input Annual Summative Evaluation Reflection Form (Attached Form)

- 1. Open the editable PDF document and record your responses to the questions.
- 2. Click on the download arrow at the top right of the screen.
- 3. Select 'With Your Changes.'
- 4. Enter into your Google Drive.
- 5. Your responses are now saved.

Step 2: Input Professional Development Hours on PD Hour Log (Attached Form)

- 1. Open the editable PDF document and record your responses to the questions. Keep in mind that all certified staff must have a minimum of 20 PD Hours each school year. The following activities can be counted for PD Hours:
 - a. Staff Development Days
 - b. PLC Meetings
 - c. GCN Online Tutorials
 - d. Faculty Meetings focused on professional learning
 - e. Teacher Induction Meetings
 - f. CPR Training
 - g. Outside Professional Development Sessions
- 2. Click on the download arrow at the top right of the screen.
- 3. Select 'With Your Changes.'
- 4. Enter into your Google Drive.
- 5. Your responses are now saved.

Step 3: Input Professional Development Plan (Attached Form)

- 1. Open your PDP plan that was approved in the fall.
- 2. Proceed to "Section 4: Summative Review of PDP Process."
- 3. Complete the chart based on your professional learning this school year.

Step 4: Upload Professional Development Plan, PD Hour Log, and Summative Evaluation Reflection Form for 2021-22

- 1. Select "Open PD Log and Artifacts Summative Evaluation Forms for submission"
- 2. Select "+Add an Artifact"
- 3. Enter File Name in Textbox: "PDP 2021-22" (Description Not Required)
- 4. Select "Professional Development Plan" from "Types" drop-down menu.
- 5. Select the blue arrow to located and upload PDP form from your computer.
- 6. Select "Save" once file is successfully uploaded.
- 7. Repeat Steps 2-5 for your PD Hour Log, Annual Summative Reflection Form and any other Summative Artifacts (Optional)
- 8. Select "Save" to return to task later or "Submit" to send to administrator.

Step 5: Review and/or Print Domain 4 and Score Report

- 1. Await notification from Administrator that Domain 4 & Summative Scores have been posted.
- 2. Select Action: "Acknowledge Domain 4 Observation and Scoring".
- 3. Scroll to bottom of screen and select "Print" if a paper copy is desired.
- 4. Select Action: "Acknowledge Teacher Score Report".
- 5. Scroll to bottom of screen and select "Print" if a paper copy is desired.