

## EE Information 5-16-18

### Educator Effectiveness End of Year for **All Teachers**

1. If you did not meet your SLO but came close you can use other forms of data to show that you met your goal and include that as part of your SLO. You must have other data to support your indication that you feel you met your goal even if your original data doesn't quite show it.
2. If you use Google Docs as some of your artifacts/evidence and you use the URL when uploading please remember that you need to share that document with viewing rights otherwise your administrator won't be able to open it.
3. As part of the end of the year check out process you will need to print out of your My Learning Plan landing page showing that there are no items in your Action Required section.
4. There are some steps that must be completed to finish out the year for Educator Effectiveness and to be able to roll over My Learning Plan.

The following should be done by Friday, May 25 (unless you have made arrangements with your administrator):

- Complete and score SLO
- Complete PPG
- Upload any other artifacts for this year.
- Make sure all your forms are moved out of *Action Required to In Progress or Complete*.
- Between May 15 and May 25: Submit Effectiveness Cycle Evidence Summary (Year 1 and 2 Supporting teachers need to do this – all you need to do is “Submit”)

### **5. Summary Year Teachers Only**

- Must have artifacts/evidence uploaded for Domains 1 and 4
- Complete End of Cycle Reflection and submit
- Your administrator will be setting up a time to meet with you to go over end of year summary; you must have reflection done prior to meeting with them.

I've scheduled EE Drop In sessions to answer questions you may have about the end of the year requirements for Educator Effectiveness and My Learning Plan.

**The EE Drop In Schedule is:**

EE Drop in for End of the Year Requirements in My Learning Plan			
Tuesday, May 22, 2018	7:30 a.m.	CWS	Teacher Work Room
Tuesday, May 22, 2018	3:30 p.m.	MS/HS	Rm 10 Computer Lab
Wednesday, May 23, 2018	7:30 a.m.	MS/HS	Rm 10 Computer Lab
Thursday, May 24, 2018	7:30 a.m.	CWS	Teacher Work Room
Thursday, May 24, 2018	3:30 p.m.	CWS	Teacher Work Room
Tuesday, May 29, 2018	3:30 p.m.	MS/HS	Rm 10 Computer Lab

How To's and Screen Shots available on our website under the Staff tab:

- ✓ Google Share: View Only Screenshots
- ✓ How to Upload Artifacts Screen Shots
- ✓ How to Add Artifact Evidence Statements Screen Shots
- ✓ Wrapping Up the EE Year in My Learning Plan

If you have other questions please let me know and I will try to help you