

Frontline Evaluation and Evaluation Process

for the West Linn-Wilsonville SD Administrators

Probationary/Temporary Evaluation Timeline

- Probationary/Temporary Educators
 - By October 15 – Goals are entered in Frontline Evaluation Goal Setting Form
 - By December 1 – Two short focused observations and One formal observation completed
 - By February 1 – Third short focused observation, Summative Evaluation, and Professional Growth Summary Form completed

Contract Evaluation Timeline

- Contract A or B Educators*
 - By October 30 – Goals are entered and submitted in Frontline Evaluation Goal Setting Form
 - By December 1 – One short focused observation and Ongoing walkthroughs with feedback
 - By May 1 – One additional short focused observations, One Formal Observation, Summative Evaluation, and Professional Growth Summary Form completed

***Tip - Contract A are evaluated in odd years and
Contract B are evaluated in even years**

Questions

- Who is receiving a Summative Evaluation for the 2019-2020 School Year?
 - Contract B Teachers
 - Probationary Teachers
 - Temporary Teachers
- Who receives a Professional Growth Summary Form for the 2019-2020 School Year?
 - All Licensed Staff

Questions

- When is the Summative Evaluation and Professional Growth Summary Form due?
 - Probationary – By March 1, 2020
 - Contract A – (PGS Form) – By May 15, 2020
 - Contract B - By May 1, 2020
- Is there a quick way to view specific staff information?
 - Detail View, allows you to search for all Probationary staff, Temporary or Contract A or B staff.
 - Process View, lists all of your building staff and you can view each educators progress in their individual folders.

Questions

- Is there an efficient way to see what is awaiting finalization, without having to open each teacher's file?
 - Yes, as long as you are assigned to your staff members before they submit their goal setting form, you will receive an email notifying you to go in and finalize.
- When I complete an observation but do not use the form embedded in the system, what should I be putting into system?
 - Ideally, we recommend sending the observation to the teacher and have them upload the observation into their artifact file.

How to Navigate Frontline Evaluation

- Process View

This is the screen when you first login to Frontline PD and Evaluation. There are menu options on the left of the page to navigate around the system.

Frontline Education

https://www.mylearningplan.com/LearningPlan/LearningPlan.asp

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NAVIGATION

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Additional Resources

Hello all,

EXCITING NEWS!

We are thrilled to announce that we are moving access to online courses to the Resource Library! This creates a single, easy-to-use access point for all your online learning resources.

Please be aware of the following impacts of this transition:

- Courses that are in-progress today via an Activity and are not completed by 7/17 will lose progress and need to be restarted.
- Courses that are completed via an Activity prior to 7/17 will be recorded as complete as part of the Activity in PLM.

For more information about all the exciting changes and big additions coming in this year's Back-to-School release, visit [this article in the Learning Center!](#)

My Requests

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (1 Record(s))				
Manage	Shyla Training	01/18/2019	01/18/2019	Certified PDF Request
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				
Awaiting Final Credit (0 Record(s))				
-- no records --				
Denied (0 Record(s))				
-- no records --				
Recently Completed (5 Record(s))				
Manage	Organizational Experience	09/29/2014	12/12/2014	Certified Tuition Request
Manage	Strategic Planning/Employment Law	03/31/2014	06/14/2014	Certified Tuition Request
Manage	Admin Ethics/Managing Employee Performance	01/06/2014	03/22/2014	Classified Tuition Request

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To enter the Evaluation module, where you will view employee's goal setting forms and complete their evaluations, click on the "Evaluations" link.

Frontline Education x +

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NAVIGATION

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For more information about all the exciting changes and big additions coming in this year* Back-to-School release, visit [this article](#) in the Resource Library.

My Requests

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (1 Record(s))				
Manage	Shyla Training	01/18/2019	01/18/2019	Certified PD
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				
Awaiting Final Credit (0 Record(s))				
-- no records --				
Denied (0 Record(s))				
-- no records --				

Once on the Evaluation option click on the “Process View” menu option on the right of the menu that appears under the Administration heading. This takes you to your staff list and their evaluation documents.

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ADMINISTRATION

- Admin View  Process View
- Detail View (Detailed evaluation... Import Manager
- Past Cycle View Rollover Tool
- Super Admin View

REPORT TOOLS

- Rubric Explorer Growth Explorer
- System Reports Composite Score Explorer
- Report Writer Scheduled Reports

COMPONENTS

- Component Manager Evaluation Rights

DESIGN TOOLS

- Form Designer Rubric Designer

CONFIG

- Admin Rights Artifact Categories
- Artifact Types Diagnostics
- District Settings Evaluation Types
- User Management

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via an Activity prior to 7/17 will be recorded as complete as part of the Activity in PLM.

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Title	Start Date	End Date	FormName
Training	01/18/2019	01/18/2019	Certified PDF Request
Record(s))			
Training			
Record(s))			
Organizational Experience	09/29/2014	12/12/2014	Certified Tuition Request
Organizational Planning/Employment Law	03/31/2014	06/14/2014	Certified Tuition Request

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In the process view, each building staff list is presented in alphabetical order followed by their Evaluation Type, Evaluation Period, and Progress on the current evaluation cycle. When you highlight one of the teachers their evaluation documents appear on the bottom half of the screen.

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https://www.mylearningplan.com/oasys/ProcessView

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Shyla Wald

NAVIGATION

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Evaluation Administration - Process View

Status: Any Status ▾ Type: Any Type ▾ Building: Any Building ▾ Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
	Contract Teacher B	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Probationary Teacher	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Contract Teacher A	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
Admin, Demo	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress
Admin, MLP	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress

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Admin.Demo (Contract Teacher A)

Building: None

Manage 0 instance components

Component Name	Progress	Status
Goal Setting and Observation Forms	0 of 7	Incomplete
Teacher Self-Evaluation Rubric	0 of 1	Incomplete
Teacher Evaluation Rubric	0 of 1	In Progress
Professional Growth Summary Form	0 of 1	Incomplete

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https://www.mylearningplan.com/oasys/ProcessView#

To view the Goal Setting Form you would first click on the “+” plus sign to the left of the folder name. When the folder opens you click on the table icon to view the form.

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https://www.mylearningplan.com/oasys/ProcessView

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Evaluation Administration - Process View

Status: Any Status | Type: Any Type | Building: Any Building | Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
	Contract Teacher B	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Probationary Teacher	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Contract Teacher A	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
Admin, Demo	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress
Admin, MLP	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress

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Admin.Demo (Contract Teacher A) Building: None

Manage D Instance components

Component Name	Progress	Status	
Goal Setting and Observation Forms	0 of 7	Incomplete	
Element Name	Schedule/Assigned Admin	Status	
Professional Goal Setting Form	Unassigned	Incomplete	
Short Focused Observation #1	Not Scheduled	Not Scheduled	
Short Focused Observation #2	Not Scheduled	Not Scheduled	
Short Focused Observation #3	Not Scheduled	Not Scheduled	
Observation #1	Not Scheduled	Not Scheduled	
Observation #2	Not Scheduled	Not Scheduled	
Observation #3	Not Scheduled	Not Scheduled	
Teacher Self-Evaluation Rubric	0 of 1	Incomplete	
Teacher Evaluation Rubric	0 of 1	In Progress	
Professional Growth Summary Form	0 of 1	Incomplete	

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To view the Evaluation Rubric you would first click on the “+” plus sign to the left of the folder name. When the folder opens you click on the table icon to view the form.

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Evaluation Administration - Process View

Status: Any Status ▾ Type: Any Type ▾ Building: Any Building ▾ Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
Admin, Demo	Contract Teacher B	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Probationary Teacher	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Contract Teacher A	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
Admin, Demo	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress
Admin, MLP	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress

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Admin, Demo (Contract Teacher A) Building: None

Manage O instance components

Component Name	Progress	Status	
Goal Setting and Observation Forms	0 of 7	Incomplete	
Teacher Self-Evaluation Rubric	0 of 1	Incomplete	
Teacher Evaluation Rubric	0 of 1	In Progress	
Element Name	Schedule/Assigned Admin	Status	
Teacher Evaluation Rubric	Waldern, Shyla	Awaiting Acknowledgment	
Professional Growth Summary Form	0 of 1	Incomplete	

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Once inside the Evaluation Rubric, the administrator is able to highlight fields for each dimension and subdimension.

Frontline Education Teacher Evaluation Rubric - Demo

https://www.mylearningplan.com/oasys/Form/Index/1426457/3/1378332/0/0/

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Form Viewer

Show Submission History

West Linn - Wilsonville School District

Teacher Evaluation Rubric

User Information

Name: Demo Admin Title:
Building: None Department: None
Grade: None Evaluation Type: Contract Teacher A
Assigned Administrator: Waldern, Shyla Evaluation Cycle: 08/13/2018 - 08/12/2019
Submitted By: Waldern, Shyla Date Submitted: 03/19/2019 1:42 pm PDT
Acknowledged By: N/A Date Acknowledged: Unacknowledged
Finalized By: N/A Date Finalized: Unfinalized

Teacher Dimension 1: Purpose

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 1				

Teacher Dimension 2: Student Engagement

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 2				

Teacher Dimension 3: Curriculum and Pedagogy

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 3				

Teacher Dimension 4: Assessment for Student Learning

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 4				

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When the evaluation is complete, click the “Submit” button on the bottom of the form.

Frontline Education x Teacher Evaluation Rubric - Dem x +

https://www.mylearningplan.com/oasys/Form/Index/1426457/1/1378332/0

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Teacher Dimension 2: Student Engagement

Dimension 2

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 2				

Enter Notes

Teacher Dimension 3: Curriculum and Pedagogy

Dimension 3

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 3				

Enter Notes

Teacher Dimension 4: Assessment for Student Learning

Dimension 4

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 4				

Enter Notes

Teacher Dimension 5: Classroom Environment and Culture

Dimension 5

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 5				

Enter Notes

Teacher Dimension 6: Professional Collaboration and Communication

Dimension 6

Criteria	Unsatisfactory	Basic	Proficient	Distinguished
Dimension 6				

Enter Notes

Clicking the Acknowledgement button at the bottom of this form is equivalent to a signature. Your signature does not necessarily indicate agreement with the above, only that you have had the opportunity to review this information with your supervisor.

Submit Save Save & Notify Reset Print Comment

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After the evaluation rubric is submitted, it will say “Awaiting Acknowledgement.” This means the educator needs to login to Frontline and acknowledge the evaluation rubric. The same process will occur with the Professional Growth Summary Form. Please do not finalize (the Thumbs Up icon) until the forms are acknowledged.

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Evaluation Administration - Process View

Status: Any Status Type: Any Type Building: Any Building Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
	Contract Teacher B	08/13/2018-08/12/2019	4 of 4	Awaiting Finalize
	Probationary Teacher	08/13/2018-08/12/2019	4 of 4	Awaiting Finalize
	Contract Teacher A	08/13/2018-08/12/2019	4 of 4	Awaiting Finalize
Admin, Demo	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress
Admin, MLP	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress

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Admin.Demo (Contract Teacher A) Building: None


Manage 0 instance components

Component Name	Progress	Status
Goal Setting and Observation Forms	0 of 7	Incomplete
Teacher Self-Evaluation Rubric	0 of 1	Incomplete
Teacher Evaluation Rubric	0 of 1	In Progress

Element Name	Schedule/Assigned Admin	Status
Teacher Evaluation Rubric	Waldern, Shyla	Awaiting Ackow...

Professional Growth Summary Form

0 of 1 Incomplete



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To view or upload documents to a teachers artifact file, click on the paper icon at the far right of the teacher's listing. It is called the Evaluation Portfolio.

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Evaluation Administration - Process View

Status: Any StatusType: Any TypeBuilding: Any BuildingLast Name:

Name	Evaluation Type	Evaluation Period	Progress	Status
	Contract Teacher B	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Probationary Teacher	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
	Contract Teacher A	08/13/2018-08/12/2019	4 of 4	Awaiting Finalization
Admin, Demo	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress
Admin, MLP	Contract Teacher A	08/13/2018-08/12/2019	0 of 4	In Progress

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Building: None

Displaying users 1 - 100 of 666

Manage 0 instance components

Component Name	Progress	Status	
Goal Setting and Observation Forms	0 of 7	Incomplete	
Teacher Self-Evaluation Rubric	0 of 1	Incomplete	
Teacher Evaluation Rubric	0 of 1	In Progress	
Professional Growth Summary Form	0 of 1	Incomplete	

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In the Evaluation Portfolio, you are able to view prior year evaluations and any documents uploaded into the Artifact files. To access either tool click on the “+” plus sign on the far right.

The screenshot displays the Frontline Education web application interface. At the top, the browser address bar shows the URL <https://www.mylearningplan.com/oasys/EvalProfile/Index/1378332>. The application header includes the text "Professional Growth" and "West Linn-Wilsonville Schools", along with a user profile for "Shyla Waldern". A left-hand navigation menu lists various options: My Info, Learning Plan, Activity Catalogs, Activities, Forms, Administration, Configuration Tools, Reports, Evaluations, and Additional Resources. The main content area is titled "Evaluation 08/13/2018 - 08/12/2019" and contains a section labeled "Artifacts". In the top right corner of the "Artifacts" section, there is a small icon with a plus sign, which is highlighted by a red arrow, indicating where to click to access additional tools or documents.

Frontline Education

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After selecting the plus sign for the Artifact Files this screen open. To add an Artifact to a teacher's file you will click on the green plus sign that says "Upload."

The screenshot shows the Frontline Education web application interface. The browser address bar displays the URL: <https://www.mylarningplan.com/oasys/EvalProfile/Index/1378332>. The page header includes the text "Professional Growth" and "West Linn-Wilsonville Schools". The user's name, "Shyla Waldern", is visible in the top right corner.

The left sidebar contains a "NAVIGATION" menu with the following items: My Info, Learning Plan, Activity Catalogs, Activities, Forms, Administration, Configuration Tools, Reports, Evaluations, and Additional Resources. A red arrow points to the "Upload" button in the "Files" section of the main content area.

The main content area is titled "Evaluation 08/13/2018 - 08/12/2019" and "Artifacts". It features a "Files" section with a table that has columns for "Name", "Upload Date", "Upload User", and "Evaluation Period". The table is currently empty. Below the table is a "Details" section, which is also empty.

The Frontline Education logo and copyright notice "© 2019 | All rights reserved" are located in the bottom left corner.

After selecting the green plus sign to “Upload” this screen pops up. You can enter a title for the document, align it to the rubric for the teacher evaluation and then upload the file. The system will automatically date and time stamp the file.

Frontline Education x Demo Admin x +

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Evaluation 08/13/2018 - 08/12/2019

Artifacts

Files

+ Upload Group By: Click to Select Clear Grouping Search All Evaluation Cycles

Name

Upload File

Name: Enter a name...

Description: Enter a description...

Types: Choose the Artifact Types...

Categories: Choose the Artifact Categories...

Alignment: Choose a Rubric... Choose a Criteria + Add Criteria

Rubric	Criteria
--------	----------

File Type: ☒ File ☐ Url

File (50 MB Max): Select a file

Notify Admin: Select an administrator

Save Clear Form

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https://www.mylearningplan.com/oasys/EvalProfile/Index/1378332#

Frontline Evaluation

- If you experience any issues or have questions on the Evaluation system, please contact Shyla Waldern at walderns@wlwv.k12.or.us or 503.673.7095