

**2016-2017**

**Measures of Student Learning  
Teacher-Level Selections Guide**

**March 7, 2017**

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For **Steps 1–8**, see the [2016-17 Measures of Student Learning \(MOSL\) School-Level Selections Guide](#). Principals and School-based MOSL Committees should read the School-Level Selections Guide, to familiarize themselves with key terms, as well as finalize and enter all School-Level Measures selections in the [Advance Web Application](#) before implementing **Steps 9-12** in this Teacher-Level Selections Guide.



Use this guide electronically to locate relevant information and print the page(s) you need. Click on the headers in this table to navigate to the corresponding sections of this Guide.

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# OVERVIEW

## Teacher-Level MOSL Selections

In Step 8 of the MOSL School-Level Selections Guide, schools entered their final MOSL selections for all grades and subjects offered at their school. Making selections at the school-level ensures that Measures of Student Learning are applied consistently and fairly across all teachers of similar programs at a school and that students in the same grade/subject at the school are assessed in comparable ways. **As in the past, individual teachers may teach multiple grade/subjects, so it is possible for teachers to have multiple measures.** The process of determining which of these grade/subjects should be included in their measures is called **Teacher-Level MOSL Selections**.

## Purpose of this Document

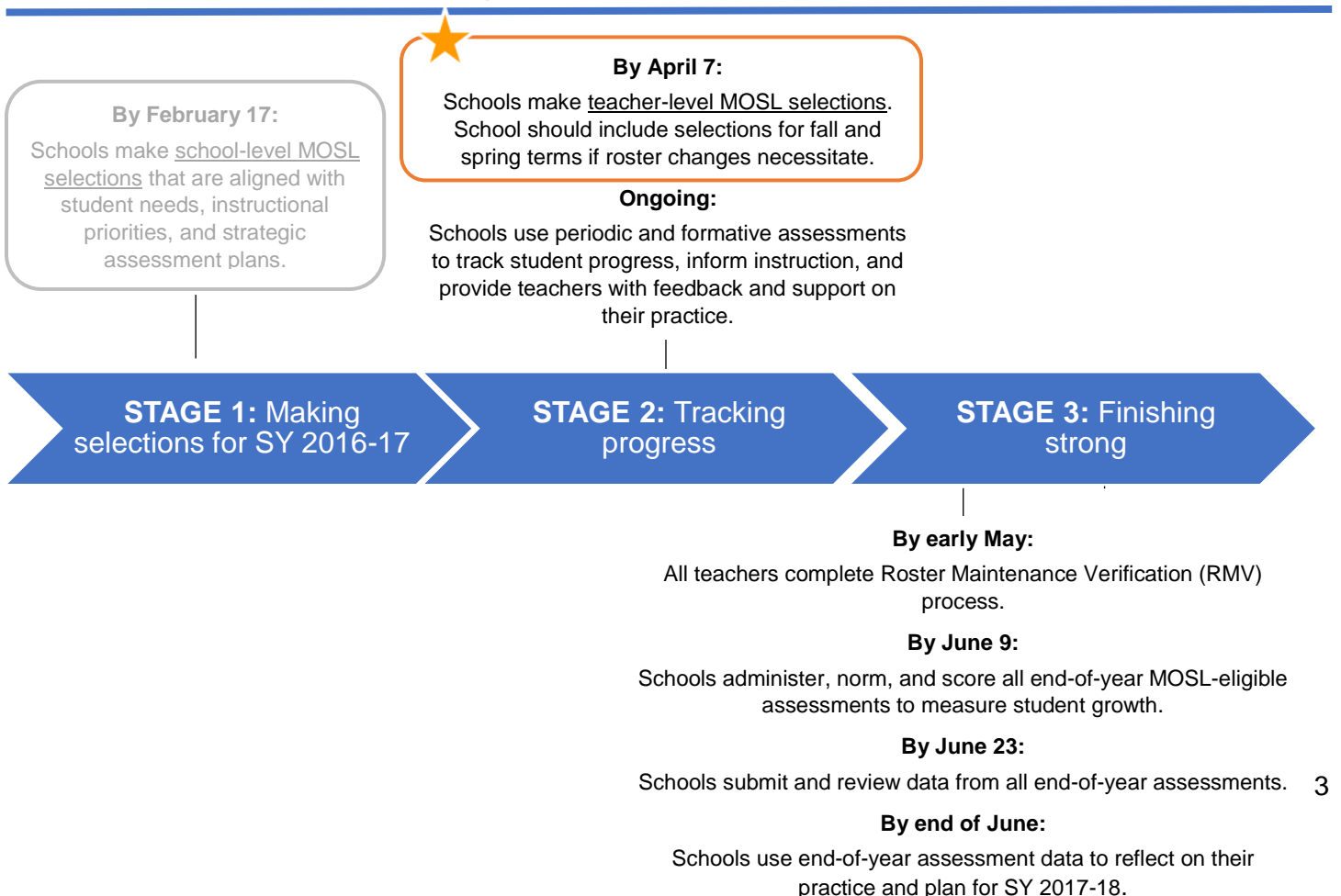
After reviewing this document, the **principal** or principal designee will be able to:

- ✓ Understand how student-teacher-course information entered into STARS relates to teacher-level MOSL selections.
- ✓ Review and confirm teacher-level Measures of Student Learning in the *Advance* Web Application, based on accepting or rejecting the School-based MOSL Committee's recommended selections.
- ✓ Inform teachers when and how they can access their final Measures of Student Learning in the *Advance* Web Application.

After reviewing this document, the **School-based MOSL Committee** will be able to:

- ✓ Recommend which grade/subjects will be included in each teacher's teacher-level MOSL selection, based on results of the 50% rule and additional grade/subject measures, if any.

## Measures of Student Learning (MOSL) Implementation Timeline for 2016-17



## TEACHER-LEVEL MOSL SELECTIONS ACTION STEPS

The [2016-17 MOSL School-Level Selections Guide](#) outlines the steps needed to make meaningful MOSL selections for each grade/subject in your school. This guide is designed to support principals and School-based MOSL Committees to assign these measures to individual teachers. Principals and School-based MOSL Committees may follow the action steps outlined below, using this document as a resource throughout the process.

<b>STEP 9</b> Ongoing	PRINCIPAL (or designee)	<b>MAINTAIN STUDENT-TEACHER-COURSE INFORMATION IN STARS &amp; REVIEW APPLICATION OF 50% RULE</b>
<b>STEP 10</b> By April 7	<b>SCHOOL-BASED MOSL COMMITTEE</b>	<b>MAKE ADDITIONAL TEACHER-LEVEL MEASURE RECOMMENDATIONS TO PRINCIPAL, IF ANY</b>
<b>STEP 11</b> By April 7	PRINCIPAL (or designee)	<b>ENTER TEACHER-LEVEL SELECTIONS IN ADVANCE WEB APPLICATION</b>
<b>STEP 12</b> Ongoing	PRINCIPAL (or designee)	<b>INFORM TEACHERS OF FINAL MOSL SELECTIONS</b>

## STEP 9

# MAINTAIN STUDENT-TEACHER-COURSE INFORMATION IN STARS & REVIEW APPLICATION OF 50% RULE

**KEY OUTCOMES:** **Principal** or principal designee confirms that the student-teacher-course information in STARS is accurate and reviews Measure(s) of Student Learning that are included in a teacher's selection.

**NOTES:** The *Advance* Web Application pulls STARS course and enrollment data to assign grade/subjects for teacher-level Measure(s) of Student Learning selections. The grade/subjects that are included in a teacher's MOSL are determined through the application of the 50% rule<sup>1</sup>. (A *detailed explanation of the [50% rule](#) can be found on page 7*).



### PRINCIPAL CHECKLIST:

#### *Maintaining student-teacher-course information in STARS*

##### **Elementary Schools:**

Elementary schools use STARS Classroom to turn on academic subjects for each class and indicate the teacher(s) instructing each subject. Detailed information about this process is provided in the [Elementary School Policy Guide](#) and on the [STARS wiki](#). Once the programming process is complete, the principal or principal designee should:

- Confirm the subjects indicated in STARS Classroom accurately reflect the instruction students are receiving
- Confirm teachers are accurately assigned to the classes and subjects they teach in STARS Classroom
- Ask teachers to regularly review and request changes to [class rosters and student enrollment dates](#) using STARS Classroom

<sup>1</sup> Schools may revise teacher-level MOSL selections if teacher roster changes necessitate.



## PRINCIPAL CHECKLIST CONTINUED:

### Middle and High Schools:

Middle and high schools use STARS to create courses and a master schedule, as well as schedule students. Once the programming process is complete, the principal or principal designee should:

- Confirm course [section properties](#) are updated to reflect additional teachers and/or special class attributes
- Fully complete the [teacher reference](#) screen in STARS Admin
- Confirm students' [STARS schedules](#) accurately reflect the courses they are taking
- Ask teachers to regularly review and request changes to [class rosters and student enrollment dates](#) using STARS Classroom

### *Reviewing application of the 50% rule*

- Log on to the [Advance Web Application](#).
- *[Recommended]* Review all pre-populated teacher-level Measure selections offline to ensure the correct grade/subject are listed for each teacher. To do so, download and print the “Teacher-Level MOSL Selections Report” from the “Reports” screen in the *Advance Web Application*.
  - You may also review each teacher’s selections online by navigating to the “Teacher Level MOSL Selections” screen and selecting a teacher individually.
- If the grade/subjects assigned to a teacher are inaccurate, then correct student-teacher-course information in **STARS**. All changes to the grade/subjects listed must be made in STARS and are not made on the Teacher-Level MOSL Selections screen. **Updates made to STARS data will be reflected in the Teacher-Level MOSL Selections screen within 48 hours.**
- If grade/subjects listed do not accurately reflect the teacher’s programming, and cannot be corrected in STARS, make necessary corrections to the grade/subjects selected in the *Advance Web Application*.

## Teacher-Level Measure Selections: The 50% Rule

For teachers of multiple grade/subjects, the 50% rule is used to determine which grade/subject(s) is/are included in the teachers' Measures of Student Learning. The 50% rule is a State rule that at least a simple majority of a teacher's grade/subject course load (as determined by student count) is represented in the teacher's MOSL.

If a teacher teaches any of Grades 4-8 ELA and math grade/subjects, these are selected first by the 50% rule. Then, grade/subjects with the highest enrollment are included one by one until at least 50% of students are included.

**In general, principals cannot deviate from grade/subject selections as determined by the 50% rule unless:**

1. The principal has confirmed that STARS scheduling is accurate but does not completely reflect the teaching load of a teacher; **AND / OR**
2. The teacher falls into one of the [special circumstance](#) categories outlined in this guide (common branch teacher of K-5; ESL and ELA teachers of English language learners; teachers of alternate assessment students; and teachers whose course programming changes over the year).

See box below for a description of how the Advance Web application applies the 50% rule.

### WHAT IS THE 50% RULE?

The Advance Web Application will automatically apply the 50% rule to determine which grade/subjects will be included in a teacher's Measures.\* For each teacher, the Advance Web Application will:

- 1 Categorize all sections of all of the teacher's courses into grade/subjects. These are the same grade/subjects for which schools made school-level MOSL selections.
- 2 Determine if the teacher is responsible for teaching a **required grade/subject (which are any 4-8 ELA and math grade/subjects)\***. These will be included in the teacher's Measures.

IF YES, PROCEED TO STEP 3

IF NO, SKIP TO STEP 4

- 3 Determine if these grade/subjects cover **50% or more** of the teacher's students.

IF YES, STOP

IF NO, PROCEED TO STEP 4

- 4 Add grade/subjects one at a time, starting with the grade/subject with the highest enrollment, until at least 50% of students across the teacher's full course load are covered.

**\*Note:** While the 50% rule determines which grade/subjects will be included in a teacher's Measures, the **school-level MOSL selections** made for those grade/subjects **will determine the assessments, target populations, and growth measure** that will apply. The students included in the measure are determined by the grade/subjects' selected target population – individual, grade, school, or linked. See the [2016-17 MOSL School-Level Selections Guide](#) for more information.



## REVIEW APPLICATION OF 50% RULE

To review each teacher's pre-populated teacher-level Measure selections in the *Advance* Web Application, first navigate to the Teacher-Level MOSL Selections screen.

After signing in to the *Advance* Web Application and accepting the NYCDOE Security Policy, the application will load the *Advance* Home screen. This is the main screen from which users can navigate to all other *Advance* functions.

The colored Quick Link buttons highlight the key functions that users will most frequently use. Principals can click the “**Teacher Level MOSL Selections**” Quick Link to navigate to the Teacher-Level MOSL Selections screen.

Click the “**Teacher-Level MOSL Selections**” Quick Link



## SELECT A TEACHER

The principal or principal designee will navigate to the Teacher-Level MOSL Selections screen and select a teacher from the dropdown menu.

Search for or select a teacher from the dropdown menu






## REVIEW GRADE/SUBJECTS AND PREDETERMINED MEASURES

The screen will populate with a list of all of the grade/subjects the teacher is responsible for teaching, along with the corresponding MOSL selections made during the **School-Level** selection process. Grade/subjects are listed alphabetically.

### CONFIRM THE CORRECT GRADE/SUBJECTS ARE LISTED

First the **principal** or principal designee should confirm that the correct grade/subjects are listed for this teacher. If the grade/subjects assigned to the teacher are inaccurate, then the **principal** must correct student-teacher-course information in STARS. All changes must be made in STARS and not on the Teacher-Level MOSL Selections screen. **Updates made to STARS data will be reflected in the Teacher-Level MOSL Selections screen within 48 hours.**



MEASURES OF STUDENT LEARNING							
Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Math-AP (High School)	3rd Party-Perf. Series (9, Math)	Individual	Goal-Setting	118	118	<input checked="" type="checkbox"/>	Yes
Math-Non-Regents-Other (High School)	No Selection	No Selection	No Selection	32	30	<input type="checkbox"/>	Yes

**NOTE:** As a reminder, to review teacher-level Measure selections for all teachers offline before entering final MOSL selections, you can click on the green **“Export to Excel”** button on the top right hand side of the Teacher-Level MOSL Selections screen. This will generate an Excel report that lists all *Advance*-eligible teachers, the grade/subjects they are responsible for teaching, and the corresponding grade/subject-level MOSL Selections. You can use this report to ensure teachers’ Measures are correct. **If corrections need to be made to grade/subjects listed, these must be completed in STARS first.**

The principal or principal designee will then review which grade/subjects have been selected for inclusion through application of the 50% rule by reviewing the checkbox next to the relevant grade/subject in the “Used for MOSL” column.

**In general, principals cannot deviate from the grade/subjects selections as determined by the 50% Rule unless:**

1. The principal has confirmed that STARS scheduling is accurate but does not completely reflect the true teaching load of a teacher; **AND / OR**
2. The teacher falls into one of the [special circumstance categories](#) outlined in this guide (common branch teacher of K-5; ESL and ELA teachers of English language learners; teachers of alternate assessment students; and teachers whose course programming changes over the year).

If the grade/subjects do not accurately reflect the teacher’s programming, but adjustments could not be made in STARS to correct for these, then the principal shall make these corrections to the teacher’s selections. The principal or principal designee should update the checkbox in the “Used for MOSL” column accordingly.

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Social Studies--AP (High School)	State--Regents (HS, US History)	Grade	Goal-Setting	167	167	<input checked="" type="checkbox"/>	Yes
Social Studies--Non-Regents--Global History (High School)	No Selection	No Selection	No Selection			<input type="checkbox"/>	Yes

If the assessment, target population, or growth measurement selection listed says “No Selection” or does not accurately reflect the selections made for that grade/subject, then the **principal** must correct this in the School-Level MOSL Selections screen in the *Advance Web Application*. **Updates made to School Level MOSL selections screen will be reflected immediately in the Teacher-Level MOSL Selections screen.**

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Math--AP (High School)	3rd Party--Perf. Series (S, Math)	Individual	Goal-Setting	118	118	<input checked="" type="checkbox"/>	Yes
Math (High School)	No Selection	No Selection	No Selection	2	30	<input type="checkbox"/>	Yes

The *Advance* Web Application will not auto-save any changes made. The principal or principal designee must click “**Confirm Teacher**” to save any changes made to grade/subjects selected in order to accurately reflect a teacher’s programming and the application of the 50% rule.

Click the “**Confirm Teacher**” button to save the changes

Confirm All Teachers Export To Excel

Search Staff by First Name or Last Name:

**Confirm Teacher**

**MEASURES OF STUDENT LEARNING**

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Health (High School)	NYC-Perf. Task (Economics)	Grade	Goal-Setting	68		<input type="checkbox"/>	Yes
PE (High School)	State-Regents (HS, ELA)	Grade	NYC Growth Model	185		<input checked="" type="checkbox"/>	Yes

The *Advance* Web Application will indicate that the changes have saved successfully.

Confirm All Teachers Export To Excel

Search Staff by First Name or Last Name:

**Record(s) saved successfully**

**Confirm Teacher**

**MEASURES OF STUDENT LEARNING**

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Health (High School)	NYC-Perf. Task (Economics)	Grade	Goal-Setting	68		<input type="checkbox"/>	Yes
PE (High School)	State-Regents (HS, ELA)	Grade	NYC Growth Model	185		<input checked="" type="checkbox"/>	Yes

In order to successfully save the selection(s) for a teacher, the "Used for MOSL" box must be checked **at least once**.

## STEP 10

# MAKE ADDITIONAL TEACHER-LEVEL MEASURE RECOMMENDATIONS TO PRINCIPAL, IF ANY

**KEY OUTCOMES:** The **School-based MOSL Committee** recommends which additional grade/subjects, if any, will be included in each teacher's Measure(s) of Student Learning<sup>2</sup>.

**Note:** For the 2016-17 school year, School-based MOSL Committees are allowed to recommend that additional grade/subjects be included for teachers, above and beyond what is necessary to meet the 50% rule. The principal can choose to accept all School-based MOSL Committee's recommendations or reject all of the School-based MOSL Committee's recommendations. If the principal rejects the recommendations, measures will be included per the 50% rule.



### SCHOOL-BASED MOSL COMMITTEE CHECKLIST:

- Download or request Teacher-Level MOSL Selections Report from the principal or principal designee.
- Review teacher's selections so far (based on results of the 50% rule) and determine if any additional grade/subjects will be recommended to be included in each teacher's Measure(s).
- Present recommendations to the principal.

<sup>2</sup> NOTE: If no adjustments (additional grade/subjects) are needed to teacher-level measures, a teacher's MOSL will include the grade/subject(s) as determined by the 50% rule.

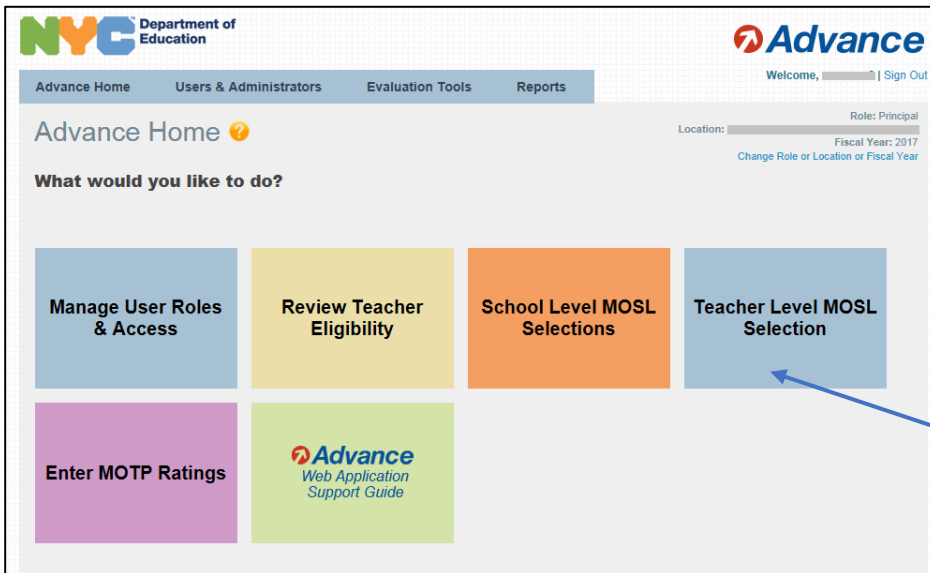


## DOWNLOAD OR REQUEST TEACHER-LEVEL MOSL SELECTIONS REPORT

In order for School-based MOSL Committees to review the pre-populated application of the 50% rule, they will need a copy of the Teacher-Level MOSL Selections Report from the *Advance* Web Application. If a member of the School-based MOSL Committee has been designated as a MOSL designee in the *Advance* Web Application<sup>3</sup>, he or she can download the Teacher-Level MOSL Selections Report. If a member of the School-based MOSL Committee cannot access this report in the *Advance* Web Application, to the Committee should request the report from the principal or principal designee.

To download this report, sign in to the *Advance* Web Application and accept the NYCDOE Security Policy. The application will load the *Advance* Home screen. This is the main screen from which users can navigate to all other *Advance* functions.

Click the “[Teacher-Level MOSL Selection](#)” Quick Link to navigate to the Teacher-Level MOSL Selections screen.



Click the  
“[Teacher-Level MOSL Selections](#)” Quick Link


Once the Teacher-Level MOSL Selections screen has loaded click on the “[Export to Excel](#)” button on the right hand side of the Teacher-Level MOSL Selections screen.




<sup>3</sup> Principals can designate a member of the School-based MOSL Committee as a MOSL designee in the *Advance* Web Application using the manage users and roles page. For more information on how to designate a MOSL designee see the Manage Users and Roles section of the [2016-17 Advance Web Application Support Guide](#).

This will generate an excel report that lists all *Advance*-eligible teachers (columns C and D), the grade/subjects they are responsible for teaching (column E), and the corresponding school-level MOSL Selections (columns F-H).

This excel report will also indicate which of these grade/subjects are already included in the teacher’s Measures with a “Yes” in the **Used for MOSL column** (column K). These are the grade/subjects that were pre-populated by application of the 50% rule<sup>4</sup> and reviewed by the principal.



**NYC**  
Department of  
Education  
Carmen Fariña, Chancellor



**Teacher Level MOSL Selections Report (2016 - 2017)**

**Confidentiality Notice:** This report may contain data that is confidential, private or sensitive. Please ensure the appropriate use and security of this report.

FSC	School DBN	Last Name	First Name	Grade/ Subject	Assessment	Target Population	Measurement	Student Count as of 10/5	Student Count as of 2/27	Used for MOSL	Confirmed (Yes/No)	Last Update Date	Last Updated By
				Social Studies--Regents--US History (High School)	State--Regents (HS, US History)	Individual	NYC Growth Model	101	101	Yes	Yes	01/26/17 01:44:51 PM	
				Social Studies--AP (High School)	State--Regents (HS, US History)	Grade	Goal-Setting	167	167	Yes	Yes	01/26/17 01:44:51 PM	
				Social Studies--Non-Regents--Global History (High School)	No Selection	No Selection	No Selection	-	-	No	Yes	01/26/17 01:44:51 PM	
				Math--AP (High School)	3rd Party--Perf. Series (9, Math)	Individual	Goal-Setting	-	-	Yes	Yes	01/26/17 01:44:51 PM	
				Math--Regents--Geometry (High School)	State--Regents (HS, Geometry)	Individual	NYC Growth Model	63	64	Yes	No		
								-	-				
				Math--AP (High School)	3rd Party--Perf. Series (9, Math)	Individual	Goal-Setting	118	118	Yes	Yes	01/26/17 01:44:51 PM	
				Math--Non-Regents--Other (High School)	No Selection	No Selection	No Selection	32	30	No	Yes	01/26/17 01:44:51 PM	
				Social Studies--AP	State--Regents (HS,	Grade	Goal-Setting	169	169	Yes	Yes	01/26/17 01:44:51 PM	

**Confidentiality Notice:** This report may contain data that is confidential, private or sensitive. Please ensure the appropriate use and security of this report.

The School-based MOSL Committee can use this list to determine if they will recommend additional grade/subject(s) for inclusion in each teacher’s Measure.

<sup>4</sup> The principal can use this list to determine if the grade/subjects listed accurately reflect the teacher’s programming, and if the 50% rule was applied correctly based on this programming.



## DETERMINE IF THE COMMITTEE WILL RECOMMEND ADDITIONAL GRADE/SUBJECTS FOR INCLUSION IN THE TEACHER'S MEASURES

In 2016-17, School-based MOSL Committees made one MOSL selection for each grade/subject offered at the school. However, as in past years, individual teachers may teach multiple grade/subjects, so it is possible for teachers to have multiple measures. **School-based MOSL Committees will review the results of the 50% rule (i.e., the checkbox “Yes; Used for MOSL”) for each teacher’s selection to determine if they will recommend additional grade/subjects for inclusion in a teacher’s Measure. Then, the Committee will make its final recommendations to the principal.**

*When making this decision, the School-based MOSL Committee should consider the following:*

- The results of the 50% rule and the grade/subjects that are already included in the teacher’s Measure selection.
- Review of [Appendix: Teachers with Special Circumstances](#). This appendix gives further information on teacher-level selections for common branch teacher of K-5, ESL and ELA teachers of English language learners, teachers of alternate assessment students, and teachers whose course programming changes over the year.
- How best to provide teachers with multiple, different measures, when applicable, to offer a more robust picture of teacher performance and provide teachers with multiple sources of feedback.
- How to prioritize the grade/subjects in which the teacher has an impact on the greatest number of students.
- How to ensure that selections support fairness and comparability across teacher types.

**If no adjustments are suggested to the teacher-level measures by the School-based MOSL Committee, a teacher’s MOSL will include the grade/subject(s) as determined by the 50% rule.**

## EXAMPLE: MR. HERNANDEZ

### ALL GRADE/SUBJECTS TAUGHT

Grade/subject: Math – Regents – Alg II  
Total number of students: 29

Grade/subject: Math – Regents – Algebra I  
Total number of students: 24

Grade/subject: Science – Regents – Physics  
Total number of students: 26

Grade/subject: Other Subjects (High School)  
Total number of students: 10

### GRADE/SUBJECTS INCLUDED IN HIS MEASURES

✓ Grade/subject: Math – Regents – Alg II  
Total number of students: 29

Grade/subject: Math – Regents – Algebra I  
Total number of students: 24

✓ Grade/subject: Science – Regents – Physics  
Total number of students: 26

Grade/subject: Other Subjects (High School)  
Total number of students: 10

Mr. Hernandez does not teach any Grade 4-8 ELA or any Grade 4-8 math (which are required grade/subjects). Therefore, to apply the 50% rule in the case of Mr. Hernandez, the *Advance Web Application* identifies grade/subjects based on BEDS day (October 5) student enrollment numbers, and includes these in his measure, until at least 50% of the students are covered. To do so, the *Advance Web Application* adds his grade/subjects one at a time, starting with the Math – Regents – Algebra II grade/subject given this course has the highest enrollment. Next, his Science – Regents – Physics grade/subject is included. Combined, these account for 50% of Mr. Hernandez's students, and the *Advance Web Application* will not select further measures to be included. In this example, the School-based MOSL Committee decided not to suggest any further measures to include in Mr. Hernandez's selections.

## EXAMPLE: MS. SHAW

### ALL GRADE/SUBJECTS TAUGHT

Grade/subject: ELA (6<sup>th</sup> Grade)  
Total number of students: 25

Grade/subject: ELA (7<sup>th</sup> Grade)  
Total number of students: 24

Grade/subject: ELA (8<sup>th</sup> Grade)  
Total number of students: 26

Grade/subject: Other Subjects (6<sup>th</sup>-8<sup>th</sup>)  
Total number of students: 16

### GRADE/SUBJECTS INCLUDED IN HER MEASURES

✓ Grade/subject: ELA (6<sup>th</sup> Grade)  
Total number of students: 25

✓ Grade/subject: ELA (7<sup>th</sup> Grade)  
Total number of students: 24

✓ Grade/subject: ELA (8<sup>th</sup> Grade)  
Total number of students: 26

Grade/subject: Other Subjects (6<sup>th</sup>-8<sup>th</sup>)  
Total number of students: 16

Ms. Shaw teaches grade/subjects required to be included in her Measure. For Ms. Shaw, these are: Grade 6 ELA, Grade 7 ELA, and Grade 8 ELA. To apply the 50% rule in her case, the *Advance Web Application* begins by selecting these measures based on BEDS day (October 5) student enrollment numbers, and includes these



in her measure, until at least 50% of the students are covered. Since 50% of Ms. Shaw’s students are included by adding each ELA grade/subject to her Measures, the *Advance* Web Application will not select further measures to be included. For Ms. Shaw, the School-based MOSL Committee chose not to recommend the “Other Subjects (6<sup>th</sup> – 8<sup>th</sup>)” measure to be included in her selection.

### EXAMPLE: MRS. WILLIAMS

<u>ALL GRADE/SUBJECTS TAUGHT</u>	<u>GRADE/SUBJECTS INCLUDED IN HER MEASURES</u>
Grade/subject: ELA (4 <sup>th</sup> Grade) Total number of students: 27	✓ Grade/subject: ELA (4 <sup>th</sup> Grade) Total number of students: 27
Grade/subject: Math (4 <sup>th</sup> Grade) Total number of students: 27	✓ Grade/subject: Math (4 <sup>th</sup> Grade) Total number of students: 27
Grade/subject: Science (4 <sup>th</sup> Grade) Total number of students: 27	✓ Grade/subject: Science (4 <sup>th</sup> Grade) Total number of students: 27
Grade/subject: Social Studies (K-5 <sup>th</sup> Grade) Total number of students: 27	Grade/subject: Social Studies (K-5 <sup>th</sup> Grade) Total number of students: 27

In this example of Mrs. Williams, she is a 4<sup>th</sup> Grade Common Branch teacher so her ELA and math (4<sup>th</sup> Grade) grade/subjects are required to be included in her Measures (*for more information see [Teachers with Special Circumstances](#)*). The School-based MOSL Committee had the choice to recommend leaving these selections as-is, as this meets the application of at least 50% of Mrs. Williams’ students included in her Measure. In this case, the Committee chose to recommend Science (4<sup>th</sup> Grade) for inclusion in her Measures to offer a more robust picture of her performance and provide her with multiple sources of feedback, which is shown above in orange. The Committee then submits this recommendation (including any other recommendations made) to the principal.



## PRESENT RECOMMENDATIONS TO THE PRINCIPAL

The School-based MOSL Committee will present their recommendations for additional grade/subjects, if any, to be included in each teacher’s MOSL, and the rationale for each recommendation to the principal. As with school-level MOSL selections, the principal may choose to either accept ALL or NONE of the School-based MOSL Committee’s recommendations. If the principal rejects the School-based MOSL Committee’s recommendations, then **every** teacher’s Measure(s) will include grade/subject(s) as determined by the 50% rule.

## STEP 11

# ENTER TEACHER-LEVEL MEASURE SELECTIONS IN THE *ADVANCE* WEB APPLICATION

**KEY OUTCOMES:** The **principal** chooses to either accept or reject the School-based MOSL Committee's recommendations for all teachers. In the *Advance* Web Application, **the principal** or principal designee enters, reviews, and confirms that the correct grade/subjects have been included in each teacher's Measure(s) by **April 7<sup>5</sup>**.



### PRINCIPAL CHECKLIST:

- Review the School-based MOSL Committee recommendations and either:
  - Accept the teacher-level Measures recommendations for all teachers
  - OR**
  - Reject the teacher-level Measures recommendations for all teachers
- Enter final teacher-level Measures selections in the *Advance* Web Application
- Confirm all teacher-level MOSL selections
- Export finalized teacher-level MOSL selections to Excel to keep a record at your school

<sup>5</sup> Schools should revise teacher-level MOSL selections if teacher roster changes necessitate, and ensure the 50% rule has been accurately applied across the entire school year.



## REVIEW SCHOOL-BASED MOSL COMMITTEE RECOMMENDATIONS

As with grade/subject-level MOSL selections, the principal may choose to either accept ALL or NONE of the School-based MOSL Committee's recommendations. If the principal accepts the School-based MOSL Committee's recommendations, follow the next steps to review, enter, and confirm teacher-level Measure selections.

If the principal rejects the School-based MOSL Committee's recommendations, then **every** teacher's Measure(s) will include grade/subject(s) as determined by the 50% rule. Proceed to section "[If the Principal Rejects the School-based MOSL Committee Recommendations](#)" to confirm all teacher-level Measure selections in the *Advance* Web Application.

### IF THE PRINCIPAL ACCEPTS THE SCHOOL-BASED MOSL COMMITTEE RECOMMENDATIONS:



## NAVIGATE TO THE TEACHER-LEVEL MOSL SELECTIONS SCREEN

To review, enter, and confirm each teacher's teacher-level Measure selections in the *Advance* Web Application, first navigate to the Teacher-Level MOSL Selections screen.

After signing in to the *Advance* Web Application and accepting the NYCDOE Security Policy, the application will load the *Advance* Home screen. This is the main screen from which users can navigate to all other *Advance* functions.

The colored Quick Link buttons highlight the key functions that users will most frequently use. Principals can click the "[Teacher Level MOSL Selections](#)" Quick Link to navigate to the Teacher-Level MOSL Selections screen.

The screenshot shows the 'Advance Home' interface. At the top left is the NYC Department of Education logo. At the top right is the 'Advance' logo and a 'Sign Out' link. Below the logo is a navigation bar with 'Advance Home', 'Users & Administrators', 'Evaluation Tools', and 'Reports'. The main content area is titled 'Advance Home' and includes a 'What would you like to do?' section with several quick link buttons: 'Manage User Roles & Access', 'Review Teacher Eligibility', 'School Level MOSL Selections', 'Teacher Level MOSL Selections', and 'Enter MOTP Ratings'. A blue arrow points to the 'Teacher Level MOSL Selections' button. In the top right corner, there are fields for 'Role: Principal', 'Location:', and 'Fiscal Year: 2017', along with a 'Change Role or Location or Fiscal Year' link. A 'Web Application Support Guide' link is also visible at the bottom.

Click the "Teacher-Level MOSL Selections" Quick Link



## SELECT A TEACHER

The principal or principal designee will navigate to the Teacher-Level MOSL Selections screen and select a teacher from the dropdown menu.

Confirm All Teachers Export To Excel

Search Staff by First Name or Last Name: \*

Search for or select a teacher from the dropdown menu



## REVIEW GRADE/SUBJECTS AND SELECTED MEASURES

The screen will populate with a list of all of the grade/subjects the teacher is responsible for teaching, along with the corresponding MOSL selections made during the School-Level selection process. Grade/subjects are listed alphabetically.

If the grade/subjects assigned to the teacher are inaccurate or do not accurately reflect the teacher's programming, then the **principal** must return to [Step 9](#) and make necessary corrections. The School-based MOSL Committee should repeat [Step 10](#), as needed.

If the School-based MOSL Committee recommended additional grade/subject(s) to be included in the teacher's measure(s), the principal or principal designee should update the checkbox in the "Used for MOSL" column accordingly. **In the example below**, part of the School-based MOSL Committee recommendations to the principal included the Health grade/subject be included in this teacher's measure. Since the principal accepted all recommendations, s/he or her/his designee will then update the "Used for MOSL" column to select the additional measure for this teacher.

Confirm All Teachers Export To Excel

Search Staff by First Name or Last Name: \*

Confirm Teacher

**MEASURES OF STUDENT LEARNING**

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Health (High School)	NYC-Perf. Task (Economics)	Grade	Goal-Setting	68		<input checked="" type="checkbox"/>	Yes
PE (High School)	State-Regents (HS, ELA)	Grade	NYC Growth Model	185		<input checked="" type="checkbox"/>	Yes

As a reminder, the *Advance* Web Application will **not** auto-save any changes made. The principal or principal designee **must** click “**Confirm Teacher**” to save the changes.

Click the “**Confirm Teacher**” button to save the changes

The screenshot shows the 'Confirm Teacher' button highlighted with a blue arrow. Below it is a table titled 'MEASURES OF STUDENT LEARNING' with the following data:

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Health (High School)	NYC-Perf. Task (Economics)	Grade	Goal-Setting	68		<input checked="" type="checkbox"/>	Yes
PE (High School)	State-Regents (HS, ELA)	Grade	NYC Growth Model	185		<input checked="" type="checkbox"/>	Yes

The *Advance* Web Application will indicate that the changes have saved successfully.



The screenshot shows a notification box with the text 'Record(s) saved successfully' highlighted in orange. Below the notification is the same 'MEASURES OF STUDENT LEARNING' table as in the previous screenshot.

Grade/Subject	Assessment	Target Population	Measurement	Student Count as of 10/05/2016	Student Count as of 2/27/2017	Used for MOSL	Confirmed (Yes/No)
Health (High School)	NYC-Perf. Task (Economics)	Grade	Goal-Setting	68		<input checked="" type="checkbox"/>	Yes
PE (High School)	State-Regents (HS, ELA)	Grade	NYC Growth Model	185		<input checked="" type="checkbox"/>	Yes

In order to successfully confirm and save the selections for a teacher, the "Used for MOSL" box must be checked **at least once**. **For this reason, you and your School-based MOSL Committee must complete Steps 9 and 10 for any teachers whose Measures of Student Learning selections require changes to accurately reflect the 50% rule and/or additional grade/subject recommendations.** As noted, School-based MOSL Committees should pay particular attention to the [teachers with special circumstances](#).



## CONFIRM ALL TEACHER-LEVEL MOSL SELECTIONS

Finally the principal or principal designee will click “[Confirm All Teachers](#)” to finalize teacher-level MOSL selections. All teacher-level MOSL selections should be finalized **by April 7.**

Confirm All Teachers

Export To Excel

Search Staff by First Name or Last Name: \*



## EXPORT CONFIRMED TEACHER-LEVEL MOSL SELECTIONS TO EXCEL

The principal or principal designee can download and save or print a summary of confirmed teacher-level MOSL selections by clicking on the “[Export to Excel](#)” button on the top right hand side of the Teacher-Level MOSL Selections screen.

Confirm All Teachers

Export To Excel

Search Staff by First Name or Last Name: \*

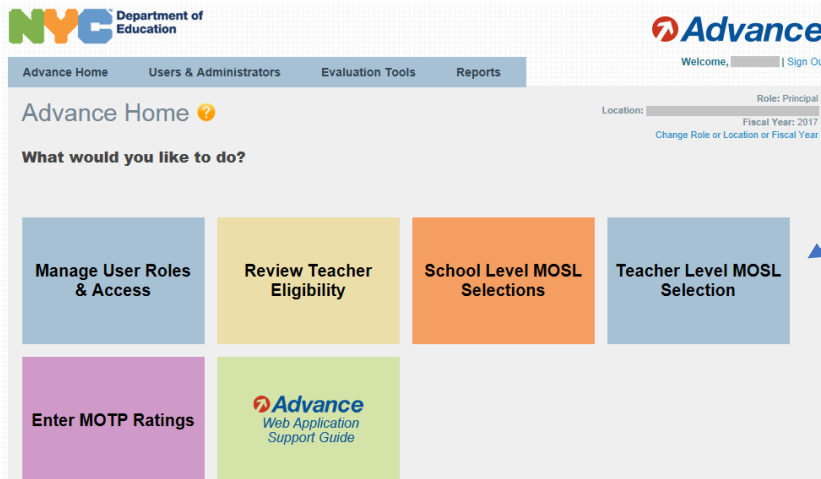
Principals should keep a record of final teacher-level MOSL selections on file at their school and provide a copy to the School-based MOSL Committee.

## IF THE PRINCIPAL REJECTS THE SCHOOL-BASED MOSL COMMITTEE RECOMMENDATIONS:



### NAVIGATE TO THE TEACHER-LEVEL MOSL SELECTIONS SCREEN

After signing in to the *Advance* Web Application and accepting the NYCDOE Security Policy, the application will load the *Advance* Home screen. This is the main screen from which users can navigate to all other *Advance* functions. The colored Quick Link buttons highlight the key functions that users will most frequently use. Principals can click the “**Teacher Level MOSL Selections**” Quick Link to navigate to the Teacher-Level MOSL Selections screen.



Click the “**Teacher-Level MOSL Selections**”



### CONFIRM THE CORRECT GRADE/SUBJECTS ARE LISTED

Review teacher-level Measure selections for all teachers offline to ensure the accurate grade/subject(s) are populating for each teacher, and before confirming final MOSL selections, per [Step 9](#). To do so, click on the green “**Export to Excel**” button on the top right hand side of the Teacher-Level MOSL Selections screen. This will generate an Excel report that lists all *Advance*-eligible teachers, the grade/subjects they are responsible for teaching, and the corresponding grade/subject-level MOSL Selections. Principals or their designees can use this report to ensure teachers’ Measures are correct. **If corrections need to be made to grade/subjects listed, these must be completed in STARS first.**





## CONFIRM ALL TEACHER-LEVEL MOSL SELECTIONS

If teachers' grade/subjects are listed correctly, and given that the principal rejected all of the School-based Committee's teacher-level recommendations, no further adjustments need to be made. The principal or principal designee will click "[Confirm All Teachers](#)" to finalize teacher-level MOSL selections. All teacher-level MOSL selections should be finalized **by April 7.**

Confirm All Teachers

Export To Excel

Search Staff by First Name or Last Name: \*



## EXPORT CONFIRMED TEACHER-LEVEL MOSL SELECTIONS TO EXCEL

The principal or principal designee should re-download and save or print a summary of confirmed teacher-level MOSL selections by clicking on the "[Export to Excel](#)" button on the top right hand side of the Teacher-Level MOSL Selections screen.

Confirm All Teachers

Export To Excel

Search Staff by First Name or Last Name: \*

Principals should keep a record of final teacher-level MOSL selections on file at their school and provide a copy to the School-based MOSL Committee.



## STEP 12

# INFORM TEACHERS OF FINAL MOSL SELECTIONS

**KEY OUTCOMES:** **Principal** or principal designee informs teachers that all teacher-level Measures of Student Learning selections have been confirmed. **Teachers** can view their Measures of Student Learning, as well as confirmed Measures of Teacher Practice Evaluator Forms in the *Advance Web Application* by using the [2016-17 Advance Web Application Support Guide \(Appendix A: Teacher's Guide to the AWA\)](#).



### PRINCIPAL CHECKLIST:

- Inform teachers when final teacher-level MOSL selections have been confirmed.
- (*Recommended*) Print and share guidance for teachers from the [2016-17 Advance Web Application Support Guide \(Appendix A: Teacher's Guide to the AWA\)](#).



### TEACHER CHECKLIST:

- Log on to the [Advance Web Application](#) using your NYCDOE username and password
- Select the "Reports" tab
- Select the "Teacher Level MOSL Selections Report"
- View your Measures of Student Learning selections
- Save a copy of your Teacher Level MOSL Selections Report for your records

For directions on how to complete these action steps see printable guidance the [2016-17 Advance Web Application Support Guide \(Appendix A: Teacher's Guide to the AWA\)](#).

## APPENDICES



## TEACHERS WITH SPECIAL CIRCUMSTANCES

The following State regulations and NYCDOE policy apply to teachers with special circumstances:

### COMMON BRANCH (K-5) AND DEPARTMENTALIZED TEACHERS

During school-level MOSL selections, schools made selections for both the math grade/subjects and the ELA grade/subjects. Per the allowable selections in the [Elementary School Supplement Guide](#), schools may or may not have selected a content-specific assessment that matched the content of the grade/subject, as there were fewer restrictions on which assessment schools could select. For example, the State Test – Science (4th Grade) could be selected as the assessment for the “Math (4th Grade)” grade/subject or a 3rd Party ELA assessment (e.g. Running Records) could be selected as the assessment for the “ELA (4th Grade)” grade/subject.

During the teacher-level MOSL selections process, schools determine which grade/subjects will be included for each teacher.

Common Branch teachers’ (i.e., teachers who teach all content areas) Measures must include the grade/subjects of ELA and math, but are not required to include any other subjects. However, the grade/subject-level Measure may be the same for ELA and math.

Departmentalized teachers’ Measure should include the subject that they teach (math or ELA).

The School-based MOSL Committee can recommend that additional grade/subjects be included in each teachers’ MOSL selections.

### ESL TEACHERS AND ELA TEACHERS OF ENGLISH LANGUAGE LEARNERS

The ESL grade/subject (i.e., the mandated NYSESLAT assessment) must be included in all ESL teachers’ Measures, except in situations where the student is an Alternate Assessment student, and is eligible to take the NYSAA assessment.

Additionally, for ELA teachers of English Language Learners (ELLs), if fewer than 50% of their students are included in the Grade 4-8 ELA or Grade 4-8 math grade/subjects *and* 10 or more of their ELA students take the NYSESLAT, the ESL grade/subject will be included in their Measures. Note that the ESL grade/subject may not be reflected in ELA teachers’ teacher-level MOSL selections in the *Advance* Web Application but will be added by the NYCDOE when calculating *Advance* Overall Ratings.

### TEACHERS OF ALTERNATE ASSESSMENT STUDENTS

The required Measure for the “Alternate Assessment Students” grade/subject is NYSAA (Individual). In grades where NYSAA is not offered (K-2, 9, 10, and 12), NYCDOE has worked with District 75 and assessment experts to provide two alternate assessment options (SANDI/FAST for grades K-2, 9, 10, and 12, and WebABLLS-R for grades K-2). For all three alternate assessment options, schools must select goal-setting. The use of a growth model is not allowed.

The “Alternate Assessment Students...” grade/subjects will appear in Teacher-Level MOSL Selections for teachers who:

1. Teach at a District 75 location; **OR**
2. Teach a course-section with a Special Education Model indicated in STARS using Section Properties; **OR**
3. Have at least one student scheduled in their courses who is indicated eligible for Alternate Assessment in SESIS; **AND**
4. Have a selection made for the “Alternate Assessment Students...” grade/subject in School-Level MOSL Selections screen.

However, the “Alternate Assessment Students...” grade/subject will not be pre-selected for a teacher’s Measures. Principals may choose to edit a teacher’s Measures to include this grade/subject when deemed appropriate for that teacher (e.g., if the teacher is predominantly a special education teacher). The School-based MOSL Committee may also choose to recommend that the grade/subject is added to a teacher’s Measures.

**For all teachers of alternate assessment students, if:**

- The teacher does not teach Grades 4-8 ELA and/or Grades 4-8 math to standard assessment students or these grade/subjects cover fewer than 50% of their students  
**-- AND --**
- At least 6 of their students take the NYSAA

Then a measure based on NYSAA **must be used for the teacher’s Measures** and other appropriate assessments in the subject(s) they teach. Note that even if the Alternate Assessment Students grade/subject is not reflected in the teacher’s teacher-level MOSL selections in the *Advance* Web Application, it will be added by the NYCDOE when calculating *Advance* Overall Ratings.

**MINIMUM NUMBER OF STUDENTS WHEN USING AN INDIVIDUAL TARGET POPULATION**

For the 2016-17 school year, there is a minimum number of six (6) students for Measures regardless of measurement option used (growth model or goal-setting).

For all assessments [except NYSESLAT and Alternate Assessments (NYSAA, SANDI/FAST, and WebABLLs) – see below for more information] the NYCDOE will calculate measures of student learning for teachers if they have at least six (6) students within a grade/subject that took the same assessment. The NYCDOE will not calculate growth scores (using growth model or goal-setting, as applicable) for teachers if they have fewer than six (6) student scores.

**TEACHERS WITH NYSESLAT AND ALTERNATE ASSESSMENTS**

For these assessments – NYSESLAT, NYSAA, SANDI/FAST, and WebABLLS – the NYCDOE will calculate growth scores (using the growth model or goal-setting, as applicable) for teachers if they have at least six (6) students that took the same assessment, regardless of grade.

**SETTS, AIS, AND PUSH-IN/PULL-OUT TEACHERS**

There are no grade/subjects specific for SETSS, AIS, or Push-in/Pull-out (PIPO) teachers. During Teacher-Level MOSL Selections, these teachers will be connected to grade/subjects according to their courses’ STARS programming. Thus, teachers will be connected to the assessments selected in the grade/subjects they teach.

If some of their students take the NYSAA, see information above for guidance on how the “Alternate Assessment Students” grade/subject will be included in their Measures.

### **FOR ALL TEACHERS WITH CHANGES TO COURSE PROGRAMMING**

All teachers’ Measure(s) selections, including those of non-annualized courses, are to be **determined based upon the teacher’s entire school year schedule**. Therefore, the principal and School-based MOSL Committee should consider this when making selections for any teacher.

If a teacher’s programming is not represented by their grade/subject assignments on BEDS Day (October 5) and/or if the teacher’s roster changes over the course of the year, the principal should revise (if necessary) the teacher-level Measure selections to reflect accurate application of the 50% rule, across the full year and the teacher’s entire course load, including all required measures (grades 4-8 ELA/math).

The School-based MOSL Committee may also reconvene to consider if additional/different grade/subjects should be included in the teacher’s Measure(s), and present this recommendation to the principal.