

2018-2019

Advance Web Application (AWA):

Support Guide

Updated March 5, 2019



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INTRODUCTION

Welcome to the *Advance Web Application Support Guide*, which provides instructions for how to access and use the [Advance Web Application](#).

Students learn to think for themselves when teachers continuously learn and develop their classroom practices. *Advance*, New York City's teacher development and evaluation system, engages teachers in reflecting on both student learning data and meaningful feedback from school leaders, so they can learn, grow, and thrive as professionals. The *Advance Web Application* (AWA) is the online tool that supports superintendents, school leaders, and teachers to enter, access and review their *Advance* data.

The AWA is available to all schools at the following address: <http://www.nycenet.edu/Advance>. It is recommended that users bookmark the AWA on their browser to allow for easy, on-going access. Many of the functions available through the AWA are required as part of the administration of *Advance*, while others can help both teachers and school leaders maximize their efficiency throughout the year. For example, school leaders can use the AWA to enter observation reports, update Teacher Improvement Plans (TIPs), track their observation progress and access teachers' overall ratings. Similarly, teachers can use the AWA to access their observation reports and ratings. Therefore it is **highly recommended** that all schools utilize the AWA regularly throughout the school year.

In addition to the examples listed above, the AWA has numerous helpful features for educators, school leaders, and superintendents. This document provides step-by-step instructions for each of these features, as well as links to resources for understanding *Advance* policies and processes.

Throughout the school year, the AWA will be updated with new functions. Users will be notified through regular email updates from Central (e.g., *Principals' Weekly*) when these functions are introduced, and this guide will be updated as necessary.






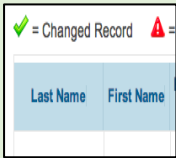
If you have questions not answered in this Support Guide, you may consult other resources available on the [Advance InfoHub](#), contact your [Teacher Development and Evaluation Coach](#), or email AdvanceSupport@schools.nyc.gov.

Sincerely,

The *Advance* Support Team

NOTE: The AWA is for recording information related to teacher development and evaluation of NYCDOE teachers only. The development and evaluation system for principals is called Principal Performance Review (PPR) and has a separate web application.

HELPFUL TIPS BEFORE YOU GET STARTED

	Browser Recommendation	Internet Explorer is recommended for optimal use of all application functions.
	Save Button	Users are encouraged to SAVE their work often, even while remaining on the same page. Please note that SAVE buttons do not appear on all screens, depending on the screen's function.
	Confirm Button	Once users have completed their work on any particular screen and want to officially submit their work into the AWA, they must click CONFIRM . If users would like to change something on a screen, they must click CONFIRM again to save the edited information.
	On-Screen Help	This icon button brings up a Help pop-up window that will provide you with additional information and tips for navigating the screen you are currently viewing.
	Export to Excel	When a user clicks the Export to Excel icon a new window will prompt the user to OPEN the data in Excel immediately or SAVE the data to the computer to be opened later.
	Sorting Tables	<p>All tables in the application can be sorted by clicking on the column titles.</p> <ul style="list-style-type: none"> • 1 Click: Will sort the table (A to Z) by that column • 2 Clicks: Will sort the table reverse-alphabetically (Z to A) • 3 Clicks: Will return to their original positions

ADVANCE SUPPORT TEAM

For technical, policy or administrative questions about *Advance* or the *Advance* Web Application (AWA), you may contact the *Advance* Support Help Desk at AdvanceSupport@schools.nyc.gov.

To help us better address your question or issue, please include the following information:

If you are contacting the Help Desk from a NYC school:

- ☐ Your school DBN (e.g., 11X567).
- ☐ Your role at the school (e.g., Assistant Principal).
- ☐ The screen you are on / function you are trying to perform (e.g., Review Teacher Eligibility).

Additionally, we also ask for the following information to help address your issue:

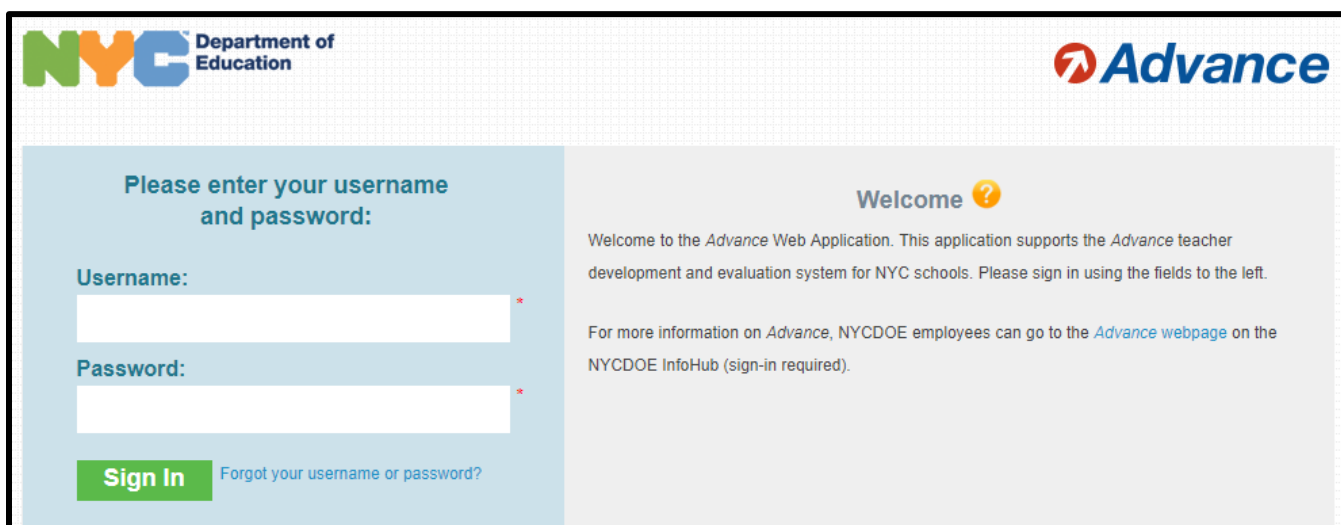
- ☐ The type of computer you are using (e.g., PC, Mac).
- ☐ The browser you are using to access the Internet and version number (e.g., Internet Explorer 11, Safari 8, Chrome 44, etc.).
- ☐ Any other additional details regarding the issue, such as a screenshot of the error message you are receiving.

WELCOME, SECURITY POLICY, ROLE & LOCATION, AND ADVANCE HOME



To access the AWA, follow this link: <http://www.nycenet.edu/Advance>.

WELCOME SCREEN



The screenshot shows the 'Welcome' screen of the Advance Web Application. On the left, there is a light blue box with the text 'Please enter your username and password:'. Below this text are two input fields: 'Username:' and 'Password:'. Each field has a small red asterisk to its right. Below the 'Password:' field is a green 'Sign In' button. To the right of the 'Sign In' button is a link that says 'Forgot your username or password?'. On the right side of the screen, there is a grey box with the heading 'Welcome ?'. Below the heading is a paragraph of text: 'Welcome to the Advance Web Application. This application supports the Advance teacher development and evaluation system for NYC schools. Please sign in using the fields to the left.' Below this paragraph is another paragraph: 'For more information on Advance, NYCDOE employees can go to the Advance webpage on the NYCDOE InfoHub (sign-in required)'.

What is my username and password?

The NYCDOE username is the portion of a person's NYCDOE email address before the '@' symbol (e.g., if John Smith's email address is jsmith5@schools.nyc.gov, then his username is 'jsmith5').



1. Enter your username in the *Username* field.
2. Enter your password in the *Password* field.
3. Click **Sign In**.

What if I don't know my NYCDOE username and/or password?

If you do not know your NYCDOE username and/or password, you can click the "Forgot your username or password?" link to retrieve or reset your information. You will need your last name, employee ID number, and the last 4 digits of your social security number.

TERMS AND CONDITIONS OF USE SCREEN

When users have successfully signed in, the application will present the *Terms and Conditions of Use* screen:



1. After reading the *Terms and Conditions of Use*, click **Accept** to proceed to the rest of the application (Note: You must accept the NYCDOE Terms and Conditions of Use in order to proceed to the home screen).
2. If you click **Cancel**, the application will automatically sign you out and return you to the *Welcome* screen.

ROLE & LOCATION SCREEN

The AWA allows for a variety of users. Most users have only **one role** (e.g., principal, teacher, principal designee, etc.) and **one location** (i.e., one assigned school). However, some users (e.g., Superintendents) will have access to **multiple roles** and **multiple locations**.

1. Select your **user role** for this session.

2. Select the **school** for which you want to take action during this session.

3. Click **Confirm** to continue.

For users with multiple roles and/or locations:



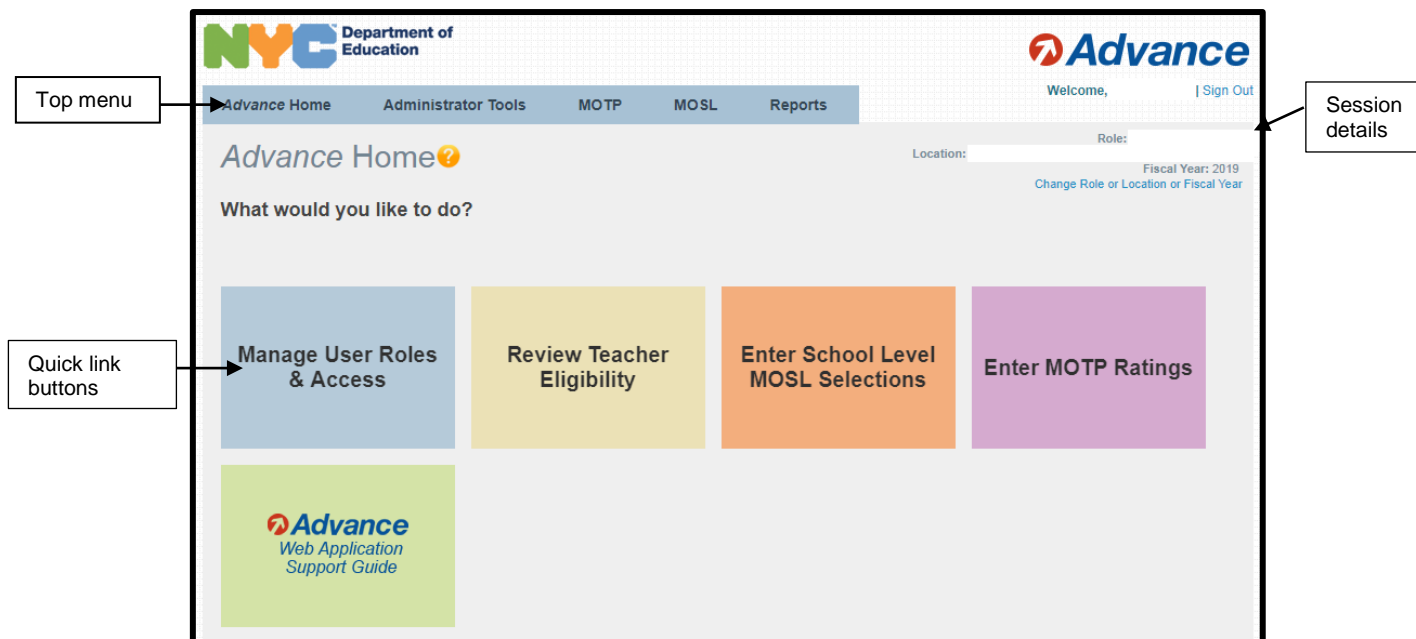
1. Under “Your User Role” select your user role for this session.
2. Under “Your School” select the school at which you want to take action for this session.
3. Click **Confirm** to continue.

ADVANCE HOME SCREEN

After signing in, accepting the NYCDOE Terms and Conditions of Use, and selecting your role and/or location for the session (if necessary), the AWA will take you to the Home screen. This is the main screen from which you can navigate to all other AWA screens.

There are several areas of the **Advance Home** screen that may be useful to you:

1. **Top Menu** – The Top Menu is the horizontal bar near the top of the main screen and contains four listings. If you hover your mouse cursor over one of the listings, a drop-down menu of related features will appear that allows you to easily navigate directly to all features in the AWA. *The Top Menu appears on all screens of the application.*
2. **Quick Link Buttons** – The Quick Link buttons highlight the key functions that users will most frequently use. You may click any of the Quick Link buttons and go directly to that screen or navigate to them by using the Top Menu drop-downs.
3. **Session Details** – In the upper-right corner of the screen, the session details provide your username, your user role, and the school location in which you are operating.



As the AWA is updated with new features, the **Top Menu** will show these features under the relevant listing.

MANAGE USER ROLES & ACCESS

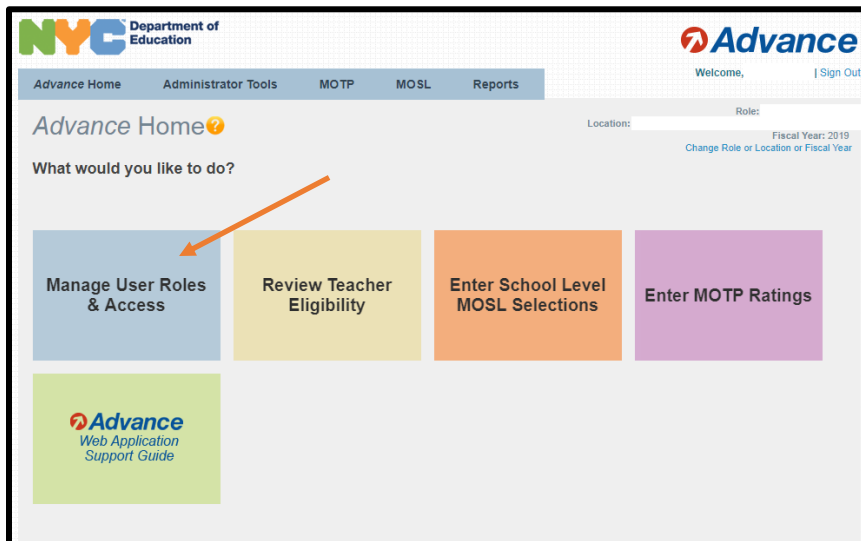


Principals, Superintendents, and FSC Directors can follow the step-by-step directions in this section to assign user roles and access to different school administrators in the AWA.

MANAGE USER ROLES & ACCESS SCREEN

Principals will generally be the first user at a school to sign in to the AWA. Principals may opt to perform all actions in the application throughout the year. However, principals also have the option of assigning additional users designated to perform various actions.

To do this, begin by selecting the “**Manage User Roles & Access**” Quick Link button from the *Advance* Home screen.



NOTE: Teachers should **NOT** be assigned as a Secondary Evaluator, Principal Designee or MOTP Designee.


To assign someone to a role:



1. Select which role you would like to assign using the “Select a role” drop-down menu.
2. Select a staff member to assign the role to by using the “Select staff” drop-down menu. You may type into the bar to narrow your search.
3. Click **Assign**.

To unassign someone from a role:



1. Click the  icon next to the user you would like to unassign from the role.
2. On the “Unassign Staff from the Role” pop-up window, click **OK**.

NYC Department of Education **Advance**

Welcome, | Sign Out

Advance Home Administrator Tools MOTP MOSL Reports

Manage User Roles & Access ?

Location Role: Fiscal Year: 2019
Change Role or Location or Fiscal Year

This screen allows you to assign staff members to help you document your work within the *Advance* Web Application.

NOTE: The drop-down menu only populates with people who are on your Galaxy Table of Organization (TO) and on budget. For detailed instructions on using this function, click the help icon above.

Select a Role:

Search Staff by First Name or Last Name:

Assign

Select a role

Assign



Quick Tip: User Roles that were manually assigned for SY16-17 will carry through to SY17-18. If you wish to remove a role from an individual, you should follow the steps for **unassigning** a person from a role.

USER ROLES SUPPORTED BY THE ADVANCE WEB APPLICATION

PRE-ASSIGNED USER ROLES

Principal – Principals are the lead evaluators for all eligible teachers in their schools. They may perform all functions within the AWA. (Principals must be listed as “acting principal” on their school’s Galaxy T.O.)

Teacher – All teachers **confirmed eligible for Advance by their principal** for the current school year are able to sign in and access a variety of reports throughout the school year.

Superintendent – Superintendents have access to schools in their district.

Field Support Center (FSC) Executive Director – FSC Executive Directors have access to schools in their borough.

AVAILABLE USER ROLES: Designated users may assign as needed*

Secondary Evaluator – Secondary Evaluators can perform actions on MOTP screens (such as entering MOTP ratings data determined by evaluators).

Principal Designee – Principal Designees can perform many of the same actions as a principal, and serves on a Principal's behalf.

MOSL Designee – MOSL Designees can perform actions on the “MOSL Selection” screen on a principal's behalf.

MOTP Designee – MOTP Designees can perform actions on MOTP screens (such as entering rating data determined by evaluators) on a principal's behalf.

Field Support Center Designee – FSC Designees can perform all the same actions as a FSC Director, and act on their FSC Director's behalf.

Superintendent Designee – Superintendent Designees can perform all the same actions as a superintendent, and act on their superintendent's behalf.

* For more detailed permissions associated with each role please see the [appendix](#).



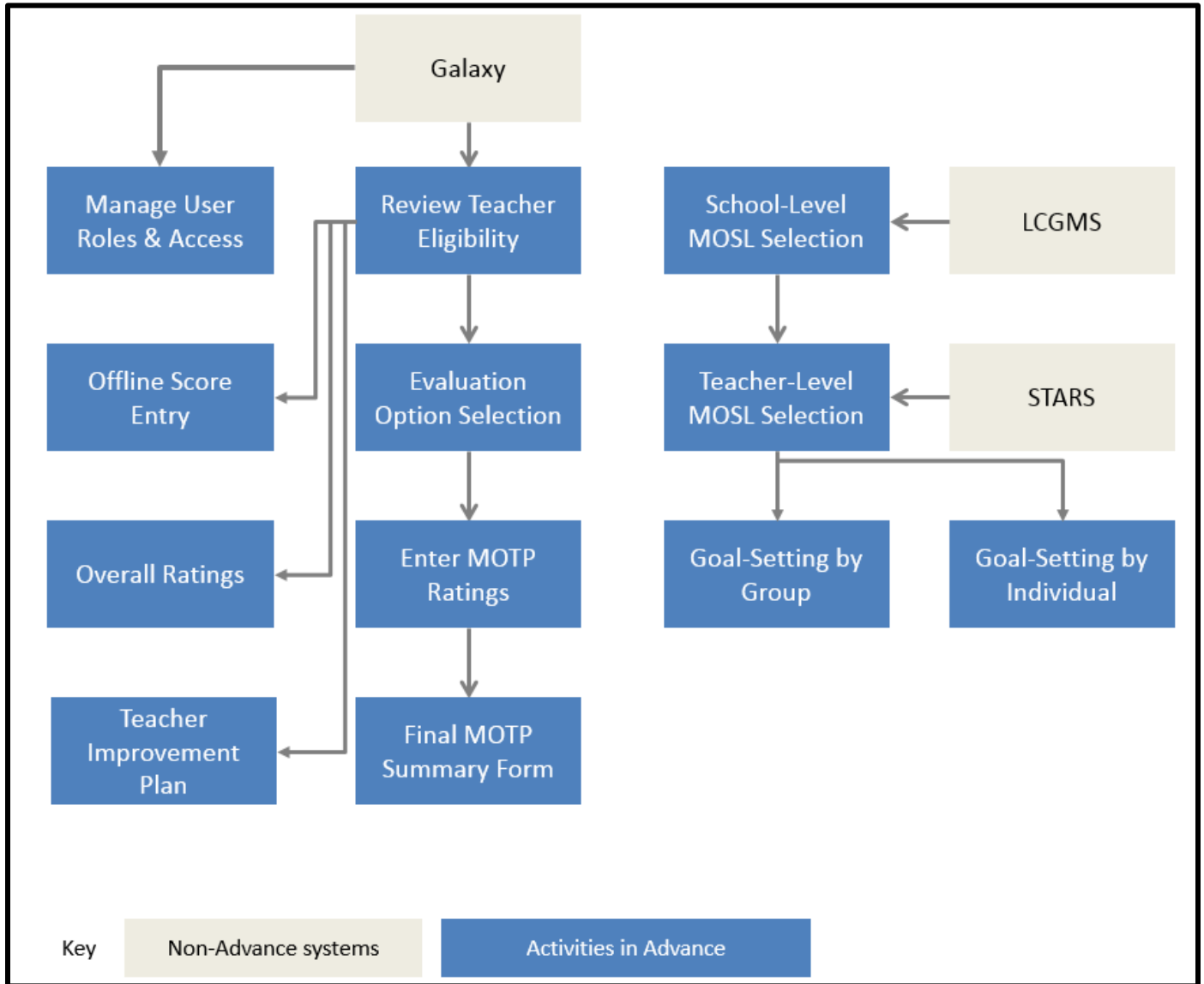
Quick Tip: Teachers should **NOT** be assigned as **Secondary Evaluators, Principal Designees** or **MOTP Designees**.

DEPENDENCIES WITHIN THE ADVANCE WEB APPLICATION

As you begin your work in the AWA you will notice that certain screens or functionalities can only be accessed while on a certain page. The diagram below demonstrates these “functional dependencies” to help you better understand how to navigate through the AWA in order to arrive at the screen you need.

For example, to enter a teacher's *Evaluation Option Selection*, you would first need to *Review Teacher Eligibility*. Steps for doing this will also be included in the beginning of each section of this Guide.

In addition, certain outside programs such as **Galaxy**, **LCGMS**, and **STARS** also have functional dependencies that will affect your work in the AWA. For example, you will not be able to confirm *Teacher-Level MOSL Selections* until you review and confirm your *School-Level MOSL Selections* and STARS scheduling.



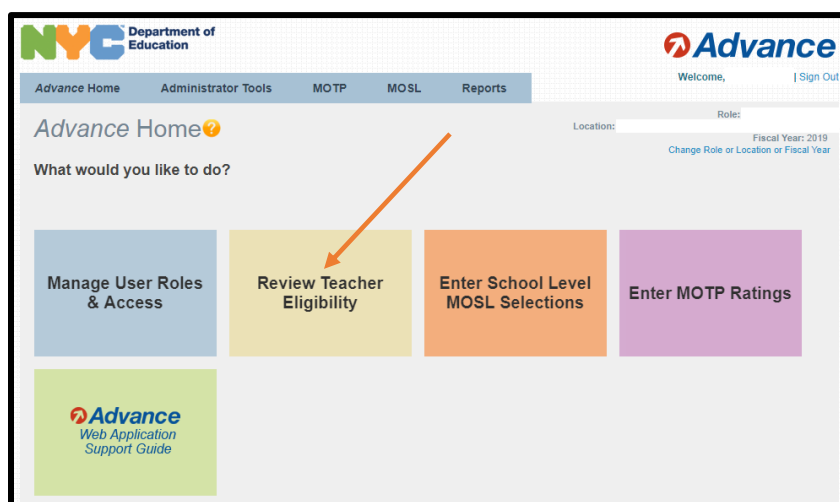
REVIEW TEACHER ELIGIBILITY



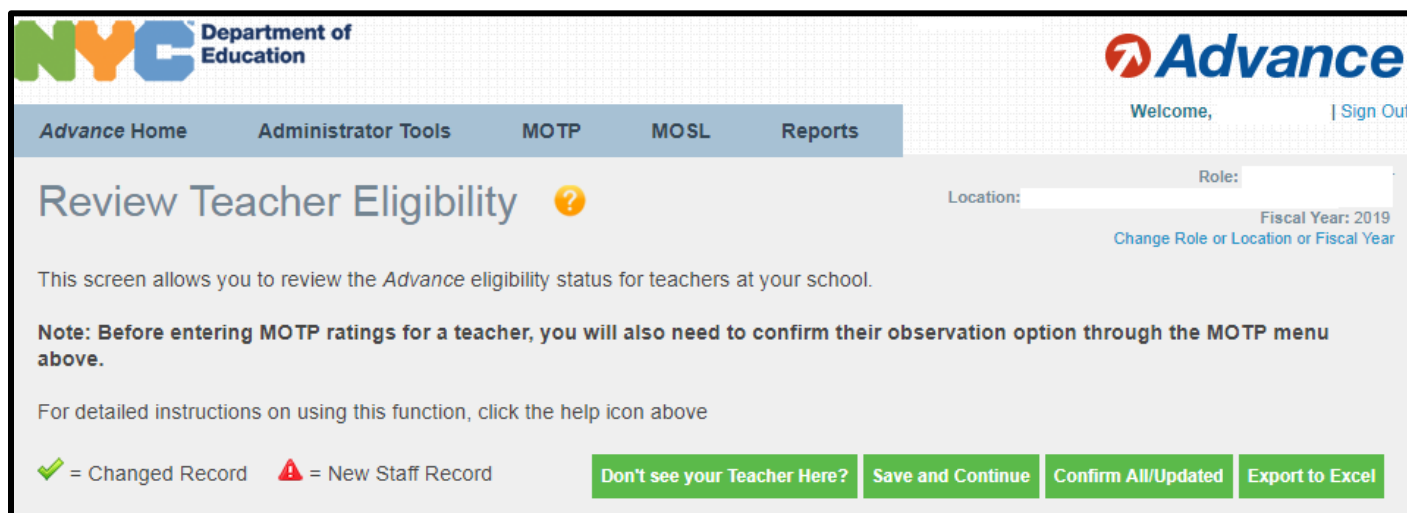
Principals: Principals can follow the step-by-step directions in this section to designate *Advance*-eligible teachers at their school in the AWA.

At the beginning of each school year, school leaders must confirm all of their *Advance*-eligible teachers in the AWA. This is a **required** first step before teachers' MOSL and MOTP information can be entered into the system.

Begin by selecting the “**Review Teacher Eligibility**” Quick Link button from the *Advance* Home screen.



The screen will display all teachers at your location who may be eligible for evaluation under *Advance*.



NOTE: Your *Galaxy* data must be complete and accurate before reviewing your teachers' eligibility in the AWA. If a teacher is **NOT** on your *Galaxy* Table of Organization (T.O.) and is NOT listed as “on-budget,” s/he will **NOT** initially appear in your eligibility list (see “Teachers Missing from List” entry below). If a teacher leaves your school, and is removed from your *Galaxy* T.O., s/he will no longer show in your eligibility list.

Review your list of teachers and indicate eligibility using the dropdown menu:


Name	Employee ID	Title	License	Eligibility	Explanation	Confirmed (Yes/No)	Action
		TEACHER	ENGLISH	Eligible		No	Confirm Cancel
		TEACHER	ENGLISH	Eligible		No	Confirm Cancel

TEACHER ELIGIBILITY OPTIONS

Eligible Teacher – If a teacher’s eligibility is accurate, administrators must simply click “Confirm”.

Ineligible Teacher – If a teacher is NOT eligible, select “**Ineligible**” and a corresponding reason from the drop-down menu. (**NOTE:** If you select “Ineligible – Other,” you will be prompted to type a reason in the accompanying “Explanation” field.)

Teacher Missing from List – If you do not see a teacher who SHOULD be included on this list, click the “Don’t see your Teacher Here?” button and follow the instructions in the pop-up window.

New Teacher – If a teacher enters your school after the initial review, s/he will be added with an  icon indicating a new staff record. You may then review the new staff record(s) and change their eligibility status if necessary.

Once you have finished reviewing and updating your teachers’ eligibility, please be sure to select **CONFIRM ALL** to save your changes. You will see the following screen:

☐ PLEASE CONFIRM CHANGES

You have changed the eligibility status on the following employees:

Changed to Eligible	Changed to InEligible
ANDREA	, ANNALEE
ANTONETTE	
BORIS	
BRENDAN	

Double-check that all status changes look correct and click **CONFIRM** again when you are ready to continue.



Quick Tip: The list of eligible teachers must be confirmed before Observation Options, Ratings for Measures of Teacher Practice, and/or Teacher-Level MOSL Selections can be entered for your teachers.

MEASURES OF STUDENT LEARNING

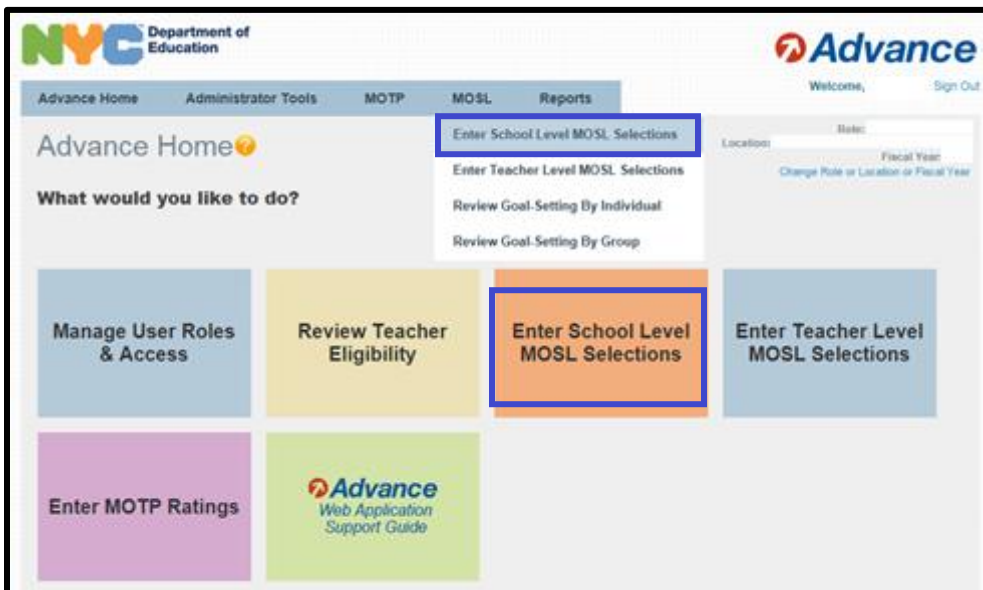
SCHOOL-LEVEL MOSL SELECTIONS



Principals (or their designees) can follow the step-by-step directions in this section to enter final School-Level MOSL Selections for each grade/subject into the AWA.

The “School MOSL Selections” Screen allows principals or their MOSL designee to enter MOSL selections for their schools. Details regarding how and when to make school-level MOSL selections are available in the [MOSL Selections Guide](#).

Begin by navigating to the “**School-Level MOSL Selections**” screen by either clicking the Quick Link button on the *Advance* Home screen or selecting the option under the “**Evaluation Tools**” button on the Top Menu.



Both of these options will bring you to the School Level MOSL Selections page.

NYC Department of Education

Advance

Advance Home Administrator Tools MOTP MOSL Reports

Welcome, [Name] | Sign Out

Enter School Level MOSL Selections ?

This screen allows users to enter Measures of Student Learning selections for the grade/subjects at their school.

Adjustments to School-Level MOSL selections affect Teacher-Level MOSL selections. If you adjust a School-Level MOSL selection, please review and confirm the corresponding Teacher-Level MOSL selections for relevant teachers.

NOTE: MOSL selections marked with an asterisk (*) are required.

For detailed instructions on using this function, click the help icon above.

To see a report of your school's current MOSL selections, [click here](#).

No Decision-All Grade/Subjects

Select Grade/Subject:

Select Target Population:

Select Assessment:

Select Baseline(if applicable):

Select Measurement:

Add Cancel

ENTER MOSL SELECTIONS FOR EACH GRADE/SUBJECT

Next the principal or principal designee will enter the measure selection for each grade/subject in their school.

Principals or designees should enter selections for grade/subjects that have individual, grade, or school target populations first. This will allow those same assessments to be selected for other grade/subjects with a linked target population.

In addition, in past years, the **grade and school target population** could only be selected for an assessment if that assessment was first selected with an **individual target population**; however, because there is a limit of one measure per grade/subject, **this is no longer a requirement.**

The Advance Web Application will not auto-save. You must go through all selections for the measure and select the **"Add"** button to save the measure for it to be added the MOSL Selections Summary at the bottom of the screen.

To add each measure, follow the steps below:

- Select the **Grade/Subject** for which you are adding a measure from the first dropdown menu:

➤ Select the **Target Population**:

Once you have selected a target population, the “**Assessment**” dropdown menu will populate with only the assessments that are available for the target population selected. If you selected linked for the target population then the dropdown menu will only populate with the assessments you have already selected. **For this reason, you should enter all selections with individual, grade, or school target populations first in the Advance Web Application.**

Note that the **linked target population** can only be selected for an assessment if that assessment is also selected for another grade/subject.

➤ Select the **Assessment**:

If the assessment selected by the School-based MOSL Committee for this grade/subject does not appear in the drop down menu, then:

1. Confirm that you have correctly selected the grade/subject and the target population.
2. If you have chosen a linked population, confirm that you have already selected this assessment as a measure for another grade/subject. If you have not yet entered this assessment with another target population, you must do this before you enter it as a linked measure.
3. Refer to the [MOSL Supplement Guide](#) for your school's grade level, and confirm that the assessment that you would like to select is allowable for the grade/subject you are entering.

No Decision-All Grade/Subjects

Select Grade/Subject:

ELA (3rd Grade)

▼

☐ No Decision

Select Target Population:

Individual

▼

Select Assessment:

▼

Select Baseline(if applicable):

3rd Party-Perf. Series (3, Reading)

▼

Select Measurement:

NYC-F&P (3, ELA)
 NYC-Perf. Task (3, ELA)
 NYC-TCRWP (3, ELA)

▼

Add

Cancel

- Select if **Baseline** assessment is being administered or not:

Note: Some assessments don't have fall baselines available.

No Decision-All Grade/Subjects

Select Grade/Subject:

ELA (3rd Grade)

▼

☐ No Decision

Select Target Population:

Individual

▼

Select Assessment:

3rd Party-Perf. Series (3, Reading)

▼

Select Baseline(if applicable):

▼

Select Measurement:

No
 Yes

▼

Add

Cancel

- Select the **Measurement**:

Note: Some assessments are available with goal-setting only.

No Decision-All Grade/Subjects

Select Grade/Subject:

ELA (3rd Grade)

▼

☐ No Decision

Select Target Population:

Individual

▼

Select Assessment:

3rd Party-Perf. Series (3, Reading)

▼

Select Baseline(if applicable):

Yes

▼

Select Measurement:

NYC Growth Model
 Goal-Setting

▼

Add

Cancel

- Click “**Add**” to save your selection. This will add the measure to your MOSL Selections Summary at the bottom of the screen.

The screenshot shows a web form for selecting MOSL measures. At the top right is a green button labeled "No Decision-All Grade/Subjects". The form contains several dropdown menus: "Select Grade/Subject:" (set to "ELA (3rd Grade)"), "Select Target Population:" (set to "Individual"), "Select Assessment:" (set to "3rd Party-Perf. Series (3, Reading)"), "Select Baseline(if applicable):" (set to "Yes"), and "Select Measurement:" (set to "NYC Growth Model"). Below these is a checkbox labeled "No Decision" which is currently unchecked. At the bottom are two green buttons: "Add" and "Cancel". A blue arrow points from the text below to the "Add" button. In the bottom right corner is a green button labeled "Export to Excel".

Select “**Add**” to add the measure to your final grade/subject MOSL selections

DEFAULT MEASURE

If the principal chose to reject the School-based MOSL Committee’s recommendations (in which case the **Default Measure** is applied, except where there is a required State assessment), or the School-based MOSL Committee recommended the Default Measure for all or some of grade/subjects, then the principal (or designee) can select the applicable **Grade/Subject(s)** and select the “**No Decision**” checkbox. The “No Decision” selection indicates that the Default Measure will be applied for these grade/subjects.

If the principal wants to indicate “No decision” for all remaining subjects in the Grade/Subject dropdown, then the principal (or designee) can click on the “**No Decision- All Grade/Subjects**” button.

This screenshot shows the same MOSL Selections Summary form, but with the "No Decision" checkbox selected (checked). The dropdown menus are now empty, showing placeholder text: "Select Grade/Subject:", "Select Target Population:", "Select Assessment:", "Select Baseline(if applicable):", and "Select Measurement:". The "Add" and "Cancel" buttons remain at the bottom, along with the "Export to Excel" button. The "No Decision-All Grade/Subjects" button is still visible at the top right.

Review MOSL Selections Summary

After the principal or principal designee has added each measure, the selections will populate in the **MOSL Selections Summary** at the bottom of the screen. The principal or principal designee should review this summary to ensure that the school's MOSL selections have been added correctly.

Grade/Subject	Target Population	Assessment	Baseline (if appl.)	Measurement		
ELA (3rd Grade)	Grade	NYC-F&P (3, ELA)	Yes	Goal-Setting	Edit	Delete
Alternate Assessment Students (3rd-5th Grades, NYSAAs) *	Individual	State-NYSAA	No	Goal-Setting	Edit	
ESL (K-5th Grades) *	Individual	State-NYSESLAT (K-5, ESL)	No	NYC Growth Model	Edit	
Science (4th Grade) *	Individual	State-Science Test (4, Science)	No	NYC Growth Model		

HOW TO EDIT A MEASURE OF STUDENT LEARNING (MOSL)

While reviewing the **MOSL Selections Summary**, if the principal or principal designee identifies that a measure has been added incorrectly they can click the **"Edit"** button to edit the Measure.

On clicking the button, the current selections will populate back into the top of the screen for editing. Besides **Grade/Subject**, all fields will be editable.

Grade/Subject	Target Population	Assessment	Baseline (if appl.)	Measurement		
ELA (3rd Grade)	Grade	NYC-F&P (3, ELA)	Yes	Goal-Setting	Edit	Delete
Alternate Assessment Students (3rd-5th Grades, NYSAAs) *	Individual	State-NYSAA	No	Goal-Setting	Edit	
ESL (K-5th Grades) *	Individual	State-NYSESLAT (K-5, ESL)	No	NYC Growth Model	Edit	
Science (4th Grade) *	Individual	State-Science Test (4, Science)	No	NYC Growth Model		

Click the **"Edit"** button to edit the measure

Note that required State assessments have been pre-populated – indicated with an asterisk (*) next to the grade/subject – with NYC Growth Model selected. Schools have the option to "Edit" these measures and change the Measurement to Goal-Setting if desired, but the measures cannot be deleted.

HOW TO DELETE A MEASURE OF STUDENT LEARNING (MOSL)

While reviewing the **MOSL Selections Summary**, if the principal or principal designee identifies that a measure, including the **Grade/Subject** or **Target Population**, has been added that should not have been added s/he can click the **"Delete"** button to delete the Measure.

Grade/Subject	Target Population	Assessment	Baseline (if appl.)	Measurement		
ELA (3rd Grade)	Grade	NYC-F&P (3, ELA)	Yes	Goal-Setting	Edit	Delete
Alternate Assessment Students (3rd-5th Grades, NYSAA) *	Individual	State-NYSAA	No	Goal-Setting	Edit	
ESL (K-5th Grades) *	Individual	State-NYSESLAT (K-5, ESL)	No	NYC Growth Model	Edit	
Science (4th Grade) *	Individual	State-Science Test (4, Science)	No	NYC Growth Model		

Click the “**Delete**” button to delete the measure

NOTE: If you delete a measure with an individual target population, then you will also delete any linked measure tied to that assessment. If you attempt to delete an individual measure that a linked measure is tied to, a pop-up box will display asking you to confirm the action.

HOW TO PRINT MOSL SELECTIONS SUMMARY

By clicking on the “Export to Excel” button on the top right hand side of the MOSL Selections Summary, the principal or principal designee can print the MOSL Selections Summary to review, keep a record of, and share Measures of Student Learning selections.

						Export to Excel
Grade/Subject	Target Population	Assessment		Measurement		
Language Other Than English (8th Grade)	Individual	NYC-Second Language Proficiency (8, LOTE)		Goal-Setting	Edit	Delete
CTE-All Subjects (High School)	School	State-Regents (HS, All Subjects)		NYC Growth Model	Edit	Delete
ELA-AP (High School)	Individual	NYC-Perf. Task (9-12, ELA)		NYC Growth Model	Edit	Delete
Social Studies (6th Grade)	Individual	NYC-Perf. Task (6, Social Studies)		NYC Growth Model	Edit	Delete

Click the “**Export to Excel**” button to generate a report

Alternatively, you may also generate the same report, in multiple formats, by accessing the MOSL Selection report by clicking on the link highlighted below.

Advance Home Administrator Tools MOTP MOSL Reports

Welcome, [User Name] | Sign Out

Enter School Level MOSL Selections ?

This screen allows users to enter Measures of Student Learning selections for the grade/subjects at their school.

Adjustments to School-Level MOSL selections affect Teacher-Level MOSL selections. If you adjust a School-Level MOSL selection, please review and confirm the corresponding Teacher-Level MOSL selections for relevant teachers.

NOTE: MOSL selections marked with an asterisk (*) are required.

For detailed instructions on using this function, click the help icon above.

To see a report of your school's current MOSL selections, [click here.](#)

No Decision-All Grade/Subjects

Select Grade/Subject:

Select Target Population:

Select Assessment:

Select Baseline(if applicable):

Select Measurement:



It is strongly recommended that the principal or principal designee save and print a copy of their MOSL Selections Summary to share Measures of Student Learning with the school community.

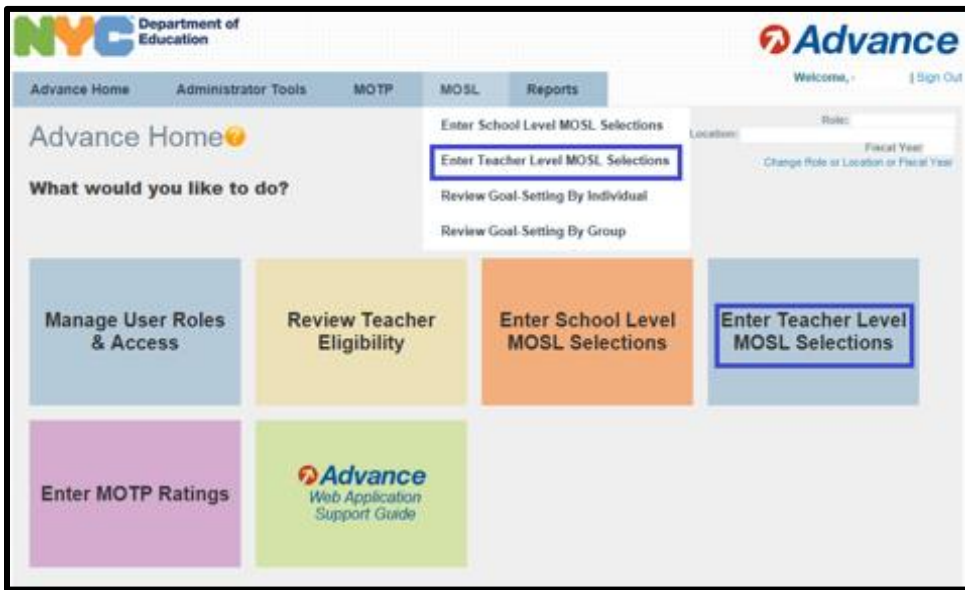
TEACHER-LEVEL MOSL SELECTIONS



Principals: Principals can follow the step-by-step directions in this section to enter Teacher-Level MOSL Selections into the AWA.

In many schools, individual teachers teach multiple grade/subjects throughout the day. This means that an individual teacher may be evaluated based on different Measures of Student Learning selections for each of the grade/subjects that he/she teaches. The process by which schools determine which grade/subjects will be included in an individual teacher's measures is called **Teacher-Level MOSL Selections**.

The "**Teacher Level MOSL Selections**" screen allows principals to enter and adjust MOSL selections for individual teachers. To access this screen, hold your cursor over the **MOSL** button in the Top Menu and then scroll down to select the "**Enter Teacher Level MOSL Selections**" option. Alternatively you may click the **Quick Button** on the *Advance Home* Screen labeled "**Enter Teacher Level MOSL Selections.**"



Once on the “**Teacher Level MOSL Selection**” screen, complete the following steps:



1. **Select a teacher from the drop-down menu.** The teacher’s grade/subject(s) and corresponding MOSLs will appear in the Measures of Student Learning table. The grade/subjects are automatically determined based on the teacher’s course codes in STARS. They are listed alphabetically. The corresponding MOSL selections are your School-Level MOSL Selections.

2. **Confirm the correct grade/subjects are listed for the 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.*

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. More details on this are provided below. **If corrections need to be made to grade/subjects listed, these must be completed in STARS first.**

The screenshot shows the 'Enter Teacher Level MOSL Selections' page in the Advance Web Application. The page header includes the NYC Department of Education logo, the 'Advance' logo, and navigation links: 'Advance Home', 'Administrator Tools', 'MOTP', 'MOSL', and 'Reports'. A user greeting 'Welcome, [Name]' and a 'Sign Out' link are in the top right. The main heading is 'Enter Teacher Level MOSL Selections' with a help icon. Below this, there are instructions: 'This screen allows users to enter Measures of Student Learning selections for the grade/subjects at their school.' and 'This screen allows users to review and adjust teachers' Measures of Student Learning.' A note states: 'NOTE: Teachers highlighted in green in the dropdown list have already been confirmed.' There are links for 'For detailed instructions on using this function, click the help icon above.' and 'To see a report of your school's current MOSL selections, click here.' Two buttons are visible: 'Confirm All Teachers' and 'Export To Excel'. A search bar is labeled 'Search Staff by First Name or Last Name: *'. Below the search bar is a 'Confirm Teacher' button. The main content area is titled 'MEASURES OF STUDENT LEARNING' and contains a table with the following data:

Grade/Subject	Assessment	Target Population	Measurement	Baseline(if appl.)	Student Count as of 10/04/2017	Student Count as of 2/26/2018	Used for MOSL	Confirmed (Yes/No)
ELA (5th Grade)	NYC-Perf. Task (5, ELA)	Individual	Goal-Setting	Yes	89	89	<input checked="" type="checkbox"/>	Yes
Other Subjects (K-5th Grades)	Default	Default	Default	Default	89	89	<input checked="" type="checkbox"/>	Yes

- Review and Select the checked boxes in the “Used For MOSL” column in the Measures of Student Learning table.** These checks are based on the application of the 50% rule for the teacher. If for any reason you feel these checks are incorrect, you will have the option to make edits. However, as these selections are based upon the 50% rule we recommend consulting the [2017-18 MOSL Selections Guide](#) prior to making any changes.

MEASURES OF STUDENT LEARNING								
Grade/Subject	Assessment	Target Population	Measurement	Baseline(if appl.)	Student Count as of 10/04/2017	Student Count as of 2/26/2018	Used for MOSL	Confirmed (Yes/No)
ELA (5th Grade)	NYC-Perf. Task (5, ELA)	Individual	Goal-Setting	Yes	89	89	<input checked="" type="checkbox"/>	Yes
Other Subjects (K-5th Grades)	Default	Default	Default	Default	89	89	<input checked="" type="checkbox"/>	Yes

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.

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.*

MEASURES OF STUDENT LEARNING								
Grade/Subject	Assessment	Target Population	Measurement	Baseline(if appl.)	Student Count as of 10/04/2017	Student Count as of 2/26/2018	Used for MOSL	Confirmed (Yes/No)
Other Subjects (6th-8th Grades)	No Selection	No Selection	No Selection	No Selection	6	6	<input type="checkbox"/>	No
Science (6th Grade)	No Selection	No Selection	No Selection	No Selection	24	24	<input checked="" type="checkbox"/>	No
Science (7th Grade)	No Selection	No Selection	No Selection	No Selection	27	27	<input checked="" type="checkbox"/>	No

4. **Click Confirm Teacher to save the teacher's selection.** 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. The *Advance* Web Application will indicate that the changes have saved successfully.

As a reminder, you cannot confirm a teacher's MOSL selections unless s/he has at least one grade/subject checked as "Used for MOSL".

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	Baseline(if appl.)	Student Count as of 10/04/2017	Student Count as of 2/26/2018	Used for MOSL	Confirmed (Yes/No)
ELA (5th Grade)	NYC-Perf. Task (5, ELA)	Individual	Goal-Setting	Yes	89	89	<input checked="" type="checkbox"/>	Yes
Other Subjects (K-5th Grades)	Default	Default	Default	Default	89	89	<input checked="" type="checkbox"/>	Yes

5. **Press Confirm All Teachers to confirm selections for all teachers at your school.**

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	Baseline(if appl.)	Student Count as of 10/04/2017	Student Count as of 2/26/2018	Used for MOSL	Confirmed (Yes/No)
ELA (5th Grade)	NYC-Perf. Task (5, ELA)	Individual	Goal-Setting	Yes	89	89	<input checked="" type="checkbox"/>	Yes
Other Subjects (K-5th Grades)	Default	Default	Default	Default	89	89	<input checked="" type="checkbox"/>	Yes

6. **To see a report of your selections, either access the report through the “click here” link on the screen or click the [Export to Excel](#) button**

NYC Department of Education

Advance

Advance Home

Administrator Tools

MOTP

MOSL

Reports

Welcome, | Sign Out

Enter Teacher Level MOSL Selections?

Location:
Role:
Fiscal Year
Change Role or Location or Fiscal Year

This screen allows users to enter Measures of Student Learning selections for the grade/subjects at their school.

This screen allows users to review and adjust teachers' Measures of Student Learning.

NOTE: Teachers highlighted in **green** in the dropdown list have already been confirmed.

For detailed instructions on using this function, click the help icon above.

To see a report of your school's current MOSL selections, [click here](#).

Confirm All Teachers

Export To Excel

Search Staff by First Name or Last Name: *

The MOSL Selections Report can be accessed from this page or from the [Reports page](#), and provides detailed information on School-level and Teacher-level MOSL selections. Sample screen shots of the reports are below.

[← Undo](#)
[→ Redo](#)
[↶ Revert](#)
[🔄 Refresh](#)
[⏸ Pause](#)

School Level MOSL
Teacher Level MOSL
Grade/Subjets by CourseCode
Export Report

School-Level MOSL Selection

Instruction: ⓘ

Fiscal Year

2017

Field Support Center

Superintendent Name

Location(s)

Go To:

[School-Level MOSL](#)
[Teacher-Level MOSL](#)
[Grade/Subjets by CourseCode](#)

FSC	Superintendent	School	Grade/Subject	# of MOSL	# No Decision	# Not Applicable
			Alternate Assessment Students (3rd-5th Grades)	1	0	0
			Alternate Assessment Students (K-2nd Grades)	1	0	0
			Art--Visual Art, Music, Dance, Theater (K-5th Grades)	1	0	0
			ELA (1st Grade)	1	0	0
			ELA (2nd Grade)	1	0	0
			ELA (3rd Grade)	1	0	0
			ELA (4th Grade)	1	0	0
			ELA (5th Grade)	1	0	0
			ELA (Kindergarten)	1	0	0
			ESL (K-5th Grades)	1	0	0

Grade/Subject

(All)

Target Population

(All)

Measurement

(All)

Assessment

(All)

Problematic MOSL

(All)

MOSL Details

School DBN - Name	Grade/Subject	Target Population	Assessment	Measurement	Baseline	Scheduled in STARS	Problematic MOSL
	Alternate Assessment Students (3rd-5th Grades)	Individual	State--NYSAA	Goal-Setting		No	No
	Alternate Assessment Students (K-2nd Grades)	Individual	No Selection			No	Yes
	Art--Visual Art, Music, Dance, Theater (K-5th Gr..	Linked	Bundle--All Assessments (All G..	(Inherited)		Yes	No
	ELA (1st Grade)	Individual	NYC-F&P (1, ELA)	Goal-Setting		Yes	No
	ELA (2nd Grade)	Individual	NYC-F&P (2, ELA)	Goal-Setting		Yes	No
	ELA (3rd Grade)	Individual	NYC-F&P (3, ELA)	Goal-Setting		Yes	No
	ELA (4th Grade)	Individual	NYC-F&P (4, ELA)	Goal-Setting		Yes	No
	ELA (5th Grade)	Individual	NYC-F&P (5, ELA)	Goal-Setting		Yes	No
	ELA (Kindergarten)	Individual	NYC-F&P (K, ELA)	Goal-Setting		Yes	No
	ESL (K-5th Grades)	Individual	State--NYSESLAT (K-5, ESL)	NYC Growth Model		Yes	No

School Level MOSL
Teacher Level MOSL
Grade/Subjects by CourseCode
Export Report

Teacher-Level MOSL Selection

Instruction: ⓘ

Fiscal Year: 2017
Field Support Center:
Superintendent Name:
School DBN - Name:

Go To:

[School-Level MOSL](#)
[Teacher-Level MOSL](#)
[Grade/Subjects by CourseCode](#)

MOSL Count by Teacher

FSC	Superintendent Name	School DBN - Name	Teacher Name (Employee ID)	# confirmed MOSL	# unconfirmed MOSL
				2	1
				2	1
				2	0
				2	0
				1	0
				2	1
				2	1
				2	0
				2	1


Teacher Name (Employee ID): (All)
Grade/Subject: (All)
Assessment: (All)
Measurement: (All)
Used for MOSL: (All)
Is Confirmed: (All)

MOSL Details


Teacher Name (Employee ID)	Grade/Subject	Assessment	Target Population	Measurement	Baseline	Used for MOSL	Student Count as of beginning of October	Student Count as of end of February	Is Confirmed
	Alternate Assessment Students (3rd-5th Grades)	State-NYSAA	Individual	Goal-Setting	No				No
	ELA (4th Grade)	NYC-F&P (4, ELA)	Individual	Goal-Setting	Yes	23	22	Yes	
	Math (4th Grade)	NYC-F&P (4, ELA)	Grade	Goal-Setting	Yes	23	22	Yes	

The green “Export to Excel” button generates a similar report as those shown above, but is downloaded in Excel format. It 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 and reviewed by the principal. See below for a sample Excel report.



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Advance

Teacher Level MOSL Selections Report

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	01/25/17 01:44:51 PM	
				Social Studies-AP (High School)	State-Regents (HS, US History)	Grade	Goal-Setting	167	167	Yes	Yes	01/25/17 01:44:51 PM	
				Social Studies-Non-Regents-Global History (High School)	No Selection	No Selection	No Selection	-	-	No	Yes	01/25/17 01:44:51 PM	
				Math-AP (High School)	3rd Party-Part Series (3, Math)	Individual	Goal-Setting	-	-	Yes	Yes	01/25/17 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-Part Series (3, Math)	Individual	Goal-Setting	118	118	Yes	Yes	01/25/17 01:44:51 PM	
				Math-Non-Regents-Other (High School)	No Selection	No Selection	No Selection	32	30	No	Yes	01/25/17 01:44:51 PM	
				Social Studies-AP	State-Regents (HS)	Grade	Goal-Setting	169	169	Yes	Yes	01/25/17 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.

If the principal accepts the school-based MOSL committee's recommendations, then steps 1 to 6 should be followed to ensure that the committee's recommendations are reflected for each teacher. 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 (step 3 on page 23).

If the principal rejects the school-based MOSL committee's recommendations, then follow step 1 on page 22 to review the grade/subject for each teacher. 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.

GOAL-SETTING WITH AN INDIVIDUAL TARGET POPULATION

For schools that selected "goal-setting with an individual target population" as their growth measurement and target population option for their teachers, principals will need to review and confirm goals at the student level. Teachers can access this screen in the AWA to assist them in viewing their goals.

At the end of the year, the NYCDOE will then calculate the percentage of students who meet or exceed their goal to determine the 0-20 HEDI score for each teacher.

For more information about the goal-setting process, see the [MOSL Selections Guide](#).

REVIEWING GOALS WITH AN INDIVIDUAL TARGET POPULATION INTO THE AWA



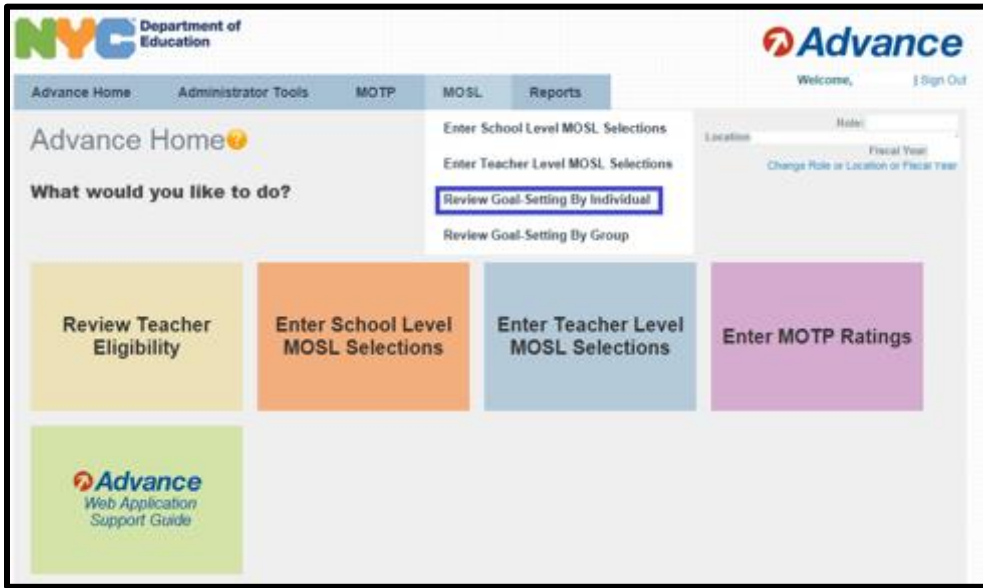
Principals: Principals (or their designees) can use the information in this section to review and confirm goals with an individual target population.



Quick Tip: Before entering goals in the AWA you must:

- Confirm teacher-level MOSL selections for each goal-setting teacher.
- Confirm student-teacher-course information in STARS is accurate for each goal-setting teacher.

Begin by navigating to the "Review Goal-Setting by Individual" Screen under the **MOSL** button.



From there, you will select the **teacher** for whom you are confirming final goals, the **grade/subject** for the given teacher and the **assessment** for which you are confirming final goals using the drop-down menus provided.

Search Goal Setting Teacher:

DEVON | TRTRQ-TEACHER

Select Course:

NON-CORE ELA 6 | EQNM6

Select Assessment:

NYC Perf. Task Spring (6, ELA)

Now you will review and confirm student goals for the teacher, grade/subject, and assessment you selected. The screen will auto-populate with a list of the **students** in the teacher's grade/subject and the **NYCDOE-provided goal** (where available) for each student. Students will be listed alphabetically by course section. Please note that principals cannot adjust goals for students with an NYCDOE-provided goal – in these cases, the “Entered Goal” column will be greyed out.

StudentName	Course Name: Course-Section(Term)	Assessment	NYCDOE-Provided Goal	Entered Goal	Confirmed Goal (Yes/No)
	SW AP COMPUTER COMPUTER SCIENCE JAVA.MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)	2786		No
	SW AP COMPUTER COMPUTER SCIENCE JAVA.MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)	2908		No
	SW AP COMPUTER COMPUTER SCIENCE JAVA.MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)	3001		No
	SW AP COMPUTER COMPUTER SCIENCE JAVA.MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)	2855		No
	SW AP COMPUTER COMPUTER SCIENCE JAVA.MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)	3001		No

NYCDOE-
provided goal
for each student

Once you have finished reviewing the student goals, select the **CONFIRM** button at the upper right hand side of the screen.

For assessments that are paired with an individual target population, **for which the NYCDOE has not provided goals**, if goal-setting is the growth measurement selected:

Teachers will:

- 1 Use any available information about students, including any historical achievement data or fall baseline assessment results (if administered), to set goals.
- 2 Submit student goals to principal.



Principals will:

- 3 Finalize, approve, and enter student goals into the AWA.

Entering goals in the AWA:

StudentName	Course Name: Course-Section(Term)	Assessment	NYCDOE-Provided Goal	Entered Goal	Confirmed Goal (Yes/No)
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		2786	No
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		2908	No
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		3001	No
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		2855	No
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		3001	No



Quick Tips: *If a student's goal on one assessment will be included in multiple teachers' Measures of Student Learning, only enter the student goal once for the teacher in whose course the assessment will be administered. This goal will be used to calculate the Measures of Student Learning for all relevant teachers. If a student is missing from the list, you should review class roster information in STARS and correct course start and end dates for students and teachers.*

Once you have finished reviewing and updating the student goals, select the **CONFIRM** button at the upper right hand side of the screen. This will save all changes.

✓ = Changed Record

Record(s) saved successfully.

Save Confirm Export Excel

StudentName	Course Name: Course-Section(Term)	Assessment	NYCDOE-Provided Goal	Entered Goal	Confirmed Goal (Yes/No)
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		2786	Yes
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		2908	Yes
	SW AP COMPUTER COMPUTER SCIENCE JAVA:MQS21XF-1(1)	Perf. Series Grade 9 Spring (Math)		3001	Yes

GOAL-SETTING WITH A GROUP TARGET POPULATION



Principals: Principals (or their designees) can use the information in this section to review and confirm goals with a group target population.

ENTERING GOALS WITH A GROUP (GRADE OR SCHOOL) TARGET POPULATION INTO THE AWA



Quick Tip: *Before entering goals in the AWA you must:*

- Confirm school-level MOSL selections for each grade/subject using group goal-setting.
- Confirm student-teacher-course information in STARS is accurate for each goal-setting teacher.

Begin by navigating to the “**Review Goal Setting by Group**” Screen under the **MOSL** button:

NYC Department of Education

Advance

Advance Home Administrator Tools MOTP MOSL Reports

Welcome, | Sign Out

Advance Home 🏠

What would you like to do?

Enter School Level MOSL Selections

Enter Teacher Level MOSL Selections

Review Goal-Setting By Individual

Review Goal-Setting By Group

Review Teacher Eligibility

Enter School Level MOSL Selections

Enter Teacher Level MOSL Selections

Enter MOTP Ratings

Advance Web Application Support Guide

From there, you will select the **grade/subject** for which you are confirming final goals using the drop-down menus provided.

Select Grade Subject:

ELA-AP (High School)

Now you will review and confirm group goals for each assessment associated with the grade/subject you selected. The screen will auto-populate with a list of the **assessments** in the grade/subject and the **NYCDOE-provided goal** (where available) for each assessment. Please note that principals cannot adjust goals for grade/subjects with an NYCDOE-provided goal – in these cases, the “Entered Goal” column will be greyed out.

Grade/Subject	Assessment ?	NYCDOE-Provided Goal ?	Entered Goal	Confirmed Goal(Yes/No)
ELA-AP (High School)	Regents Grades 9-12 (CC ELA)	91		No

Once you have finished reviewing the student goals, select the **CONFIRM** button at the upper right hand side of the screen.

For assessments that are paired with a group target population, **for which the NYCDOE has not provided goals**, if goal-setting is the growth measurement selected:

Determine who will set goals: For MOSL, the School-based MOSL Committee may recommend that the Committee set goals for any assessments paired with a grade or school target population. The School-based MOSL Committee will recommend this option to the principal at the same time they make the recommendations for School-Level MOSL selections. As with all other recommendations made by the School-based MOSL Committee, the principal may choose to accept or reject the Committee’s recommendation. If rejected, the Default Measure will be applied. For information about selecting the Default Measure see page 18 of this document.

If the School-based MOSL Committee is the responsible party, they will:

- 1 Suggest goals based on any available information about their students (including fall baseline assessment results, if administered).
- 2 Submit their student goals.
- 3 If the School-based MOSL Committee is unable to agree on these goals, then the principal will set the goals and submit them in the *Advance Web Application*.


If the Principal is the responsible party, he/she will:

- 1 Create goals based on any available information about their students (including fall baseline assessment results, if administered).
- 2 Finalize and submit student goals in the *Advance Web Application*.

Entering goals in the AWA:

Grade/Subject	Assessment ?	NYCDOE-Provided Goal ?	Entered Goal	Confirmed Goal(Yes/No)
ELA-AP (High School)	Regents Grades 9-12 (CC ELA)		<input type="text" value="91"/>	No

Once you have finished reviewing and updating the group goals, select the **CONFIRM** button at the upper right hand side of the screen. This will save all changes.

 = Changed Record

Save
 Confirm
 Export Excel

Goal(s) successfully confirmed for grade/subject(s).

Grade/Subject	Assessment ?	NYCDOE-Provided Goal ?	Entered Goal	Confirmed Goal (Yes/No)
ELA-AP (High School)	Regents Grades 9-12 (CC ELA)		<input type="text" value="91"/>	Yes

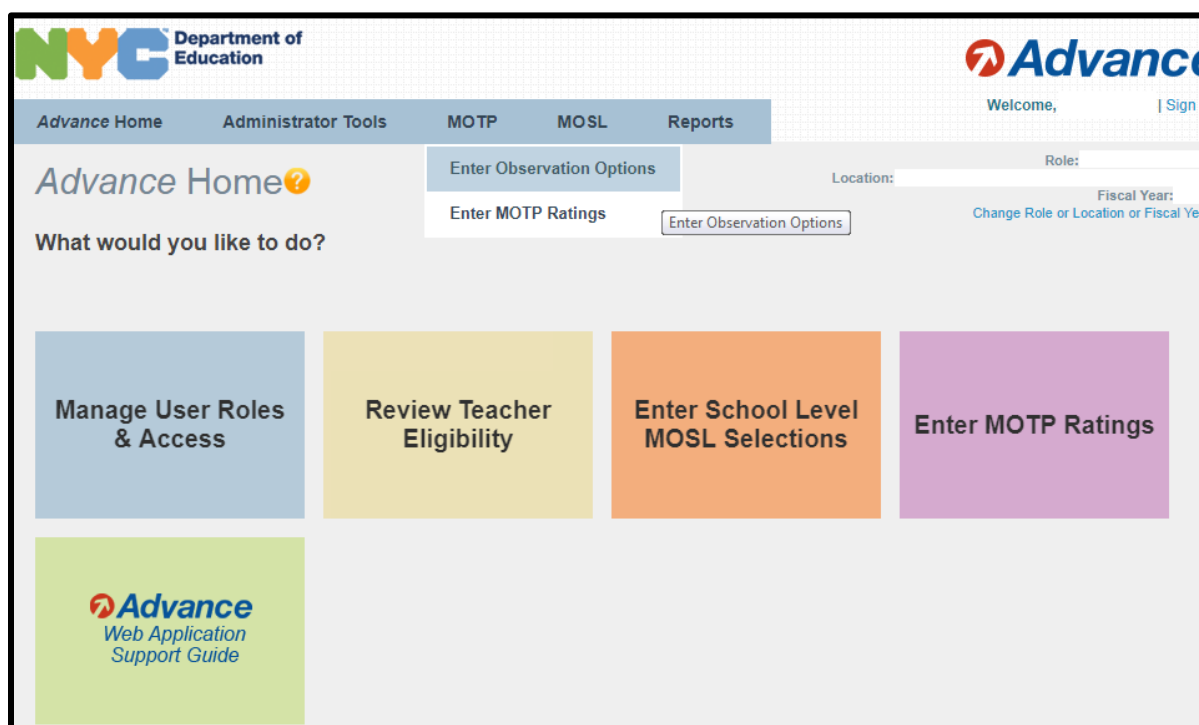
MEASURES OF TEACHER PRACTICE

ENTER OBSERVATION OPTIONS SCREEN



Principals: Principals can follow the step-by-step directions in this section to enter the evaluation options and video consent decisions their teachers made during their Initial Planning Conferences (IPC) into the AWA. As a reminder, IPCs are held with all *Advance*-eligible teachers at the beginning of the school year. For more information about IPCs, please read the [Initial Planning Conference \(IPC\) Toolkit](#).

To access the “Enter Observation Options” screen, navigate to the “MOTP” button on the **Top Menu** (see below).



Quick Tip: You CANNOT enter a teacher’s observation option until their eligibility has been confirmed in the AWA. If you do not see a teacher listed on this screen that you think should be here, or if you are unable to confirm changes for a particular teacher, please go to the “Review Teacher Eligibility” screen and ensure that the teacher is marked and confirmed as eligible.

During their **Initial Planning Conference**, each *Advance*-eligible teacher will select which of four observation options they would prefer for the 2017-18 school year. In addition, teachers will indicate whether they consent to observations being recorded by video. Once a teacher has made these selections you can enter them into the AWA by following the steps outlined on the following page.



1. Use the “**Observation Option**” drop-down menu to enter the teacher’s observation option selection
2. Use the “**Video Consent**” drop-down menu to indicate whether a teacher has provided their consent to be video-taped during observations
3. Click **CONFIRM** to save your work

As you begin entering and confirming your teachers’ observation and video consent selections, your screen should look like the example pictured below. Note the **green check marks** on the left side of the teacher’s Last Name. These check marks indicate that the teacher’s selections have been **CHANGED** in the system but have **yet to be confirmed**.

= Changed Record
 Confirm Export to Excel

Last Name	First Name	Employee ID	Observation Option	Video Consent
	ADAM		Option 1: 1 Formal, 3 informal c ▼	-----Select a Video Conse ▼
	CORY		<div> -----Select an Observation Option----- Option 1: 1 Formal, 3 informal observations Option 2: 6 informal observations Option 4: 3 informals; 3 Non-Evaluative Classroom Visits </div>	-----Select a Video Conse ▼

Confirm



Quick Tip: If a teacher switches his/her observation option, you must return to this screen, follow the above directions, and click **CONFIRM** to save changes.

ENTER MOTP RATINGS SCREEN



Principals: Principals can follow the step-by-step directions in this section to enter each of their teachers' MOTP Ratings into the AWA following each classroom observation.

Throughout the school year, evaluators will be conducting classroom observations using the Danielson *Framework for Teaching* to gather specific evidence regarding their teachers' practice. Following each classroom visit, a teacher will receive an **individual component rating** for each of the observation components for which there was sufficient evidence presented. Ratings are determined using a scale of 1 (Ineffective) to 4 (Highly Effective). For more information about the MOTP ratings and calculation process, please consult the [Advance Overall Ratings Guide](#).

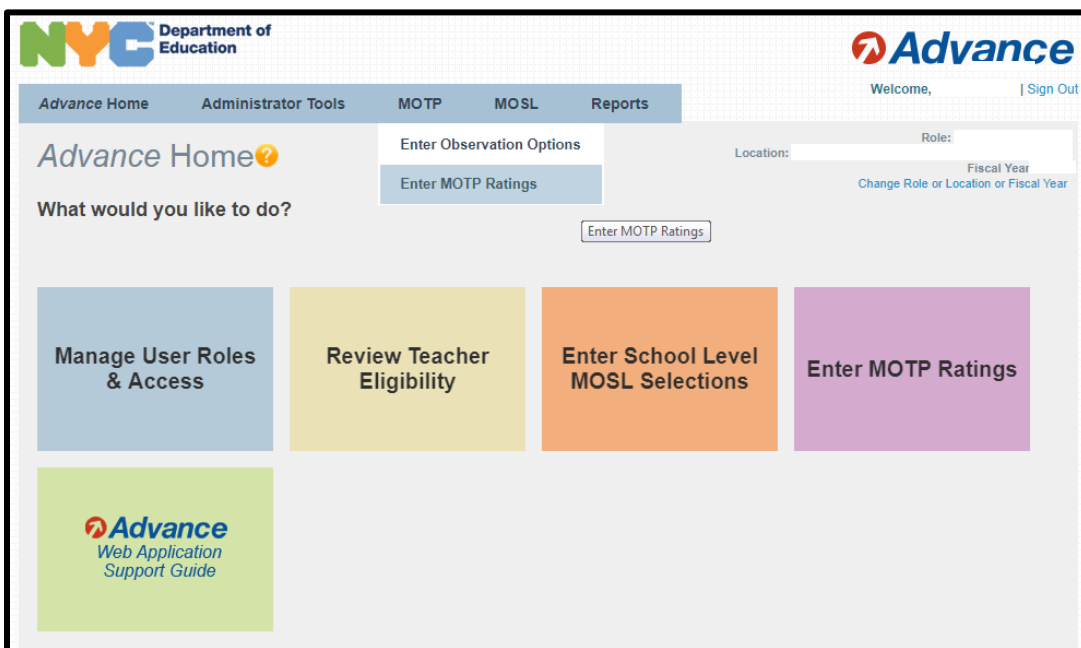
The “**Enter MOTP Ratings**” screen allows principals to enter and review MOTP ratings records for eligible teachers based on observations made throughout the school year.



Quick Tip: If you do not see a teacher in the drop-down that you believe should be present, please go back and make sure that:

- 1) The teacher's eligibility has been **confirmed** on the Review Teacher Eligibility screen, and
- 2) The teacher's **Evaluation Selection Option** has been **entered** and **CONFIRMED** on the Enter Evaluation Selection Options screen.

Begin by navigating to the “**Enter MOTP Ratings**” either by clicking on the **Quick Link** button on the *Advance* Home screen or by selecting the option under “**MOTP**” button on the **Top Menu**.






Once on the “**Enter MOTP Ratings**” screen, you will be prompted to select a teacher from the drop-down menu. Once the appropriate teacher is selected, you will be able to take any of the following actions:

- A. **Enter New Ratings for Teacher** and follow instructions on the following page to enter ratings.
- B. **View** a record in the official Teacher Observation Report. You can also print this record.
- C. **Edit** an existing ratings record for the selected teacher.
- D. **Unconfirm** a ratings record to change it from “Complete” to “Incomplete” and open the record for further editing.
- E. **Delete** an existing ratings record for the selected teacher.

NOTE: If you do not see a teacher in the drop-down that you believe should be present, please go back and make sure that
 1) the teacher's eligibility has been confirmed on the [Review Teacher Eligibility](#) screen, and
 2) the teacher's Evaluation Selection Option has been entered and confirmed on the [Enter Evaluation Selection Options](#) screen.

Search Staff by First Name or Last Name:

Last Name	First Name	Employee ID	Date Of Observation	MOTP Type	Completion Status	View	Action	Delete
			10/17/2013	Informal Classroom Observation (Option #2)	Incomplete	View	Edit	
			10/16/2013	Informal Classroom Observation (Option #2)	Incomplete	View	Edit	
			10/15/2013	Initial Planning Conference (Teacher-Submitted Artifact)	Completed	View	Unconfirm	

Annotations on the right side of the screenshot:

- Enter new ratings (points to the "Enter New Ratings For Teacher" button)
- View (points to the "View" button)
- Edit (points to the "Edit" link in the first row)
- Delete (points to the delete icon in the first row)
- Unconfirm (points to the "Unconfirm" link in the third row)



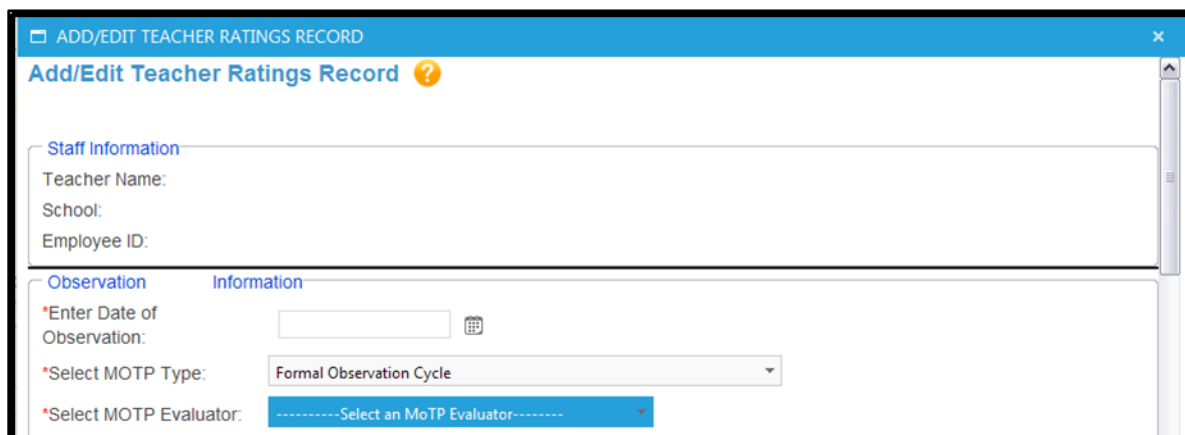
Quick Tip: “Incomplete” vs. “Complete” Records:

- **Incomplete records** will have a “DRAFT” watermark on them and are not considered ready to be placed into a teacher’s file. Teachers CANNOT see “Incomplete” records in the AWA.
- **Complete records** will have a “Last Revised” timestamp in the lower-right corner and no watermark. Complete records are considered ready to be placed into a teacher’s file. Teachers CAN see “Complete” records in the AWA.

ADD/EDIT A TEACHER'S RATINGS RECORD

The “Add/Edit Teacher Ratings Record” screen appears when a user either:

- Clicks **Enter New Ratings For Teacher** on the “Enter MOTP Ratings” screen, OR
- Clicks **Edit** for a teacher's existing ratings record on the “Enter MOTP Ratings” screen



You can use this screen to **Enter New MOTP Ratings for Teachers** by following these steps:



1. Enter the **Date of Observation**
2. Select **MOTP Type** for the ratings
 - In the event that you selected the incorrect MOTP Type, you can always return to this field and change your selection.
3. Select the **MOTP Evaluator** who assigned the ratings (this may be a different person than the person entering the ratings)



Quick Tip: If an evaluator does not appear in the drop-down menu, please go to the “**Manage User Roles & Access**” screen and assign the individual to the appropriate role (e.g., Secondary Evaluator). Please note, only Principals, Lead Evaluators, and Secondary Evaluators will appear in this drop-down menu.

4. Enter the **Time/Period**
5. Enter **Grade Level** and **Subject** (optional)
6. Enter the **Rating** (or Not Applicable) for each Individual Observation Component shown. Please note that the *Danielson Rubric Components* will automatically adjust according to the **MOTP Type** previously selected.
7. Enter **Comments**. Evaluators are required to provide clear and succinct evidence for every component that is rated. Evaluators can focus the evidence on those areas that they think are important for the teacher's development. (**NOTE:** Each comment box has a 3,000 character limit.)
8. Enter **Additional Evaluator Notes** (optional). (**NOTE:** This box has a 6,000 character limit.)



Quick Tip: You must select “**Enter New Ratings for Teacher**” every time you wish to create a new observation report. You cannot create a new report in an existing record.

ADD/EDIT TEACHER RATINGS RECORD

Add/Edit Teacher Ratings Record ?

Staff Information

Teacher Name: , ADAM

School:

Employee ID:

Observation

*Enter Date of Observation:

*Select MOTP Type:

*Select MOTP Evaluator:

*Time / Period:

Grade Level:

Subject:

Danielson Rubric Ratings

Domain 1: Planning and Preparation

Component	Rating	Comments
1a (p&p): Demonstrating knowledge of content and pedagogy ?	<input type="text" value="---Select Rating---"/>	<input type="text"/>

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

9. Click **Save Draft & Continue**, **Save Draft & Exit**, or **Confirm**:

- **Save Draft & Continue:** The record is saved and you remain on the screen in order to continue entering ratings and comments. The saved record's Completion Status will be **"Incomplete."** Incomplete records may be edited further and are viewable and printable as a DRAFT report.
- **Save Draft & Exit:** The record is saved and the application returns you to the main "Enter MOTP Ratings" screen. The saved record's Completion Status will be **"Incomplete."** Incomplete records may be edited further and are viewable and printable as a DRAFT report.
- **Confirm:** The record is saved and the application returns you to the main "Enter MOTP Ratings" screen. The saved record's Completion Status will be **"Complete."** Complete records may be edited further by clicking "Unconfirm" and are viewable and printable.



Quick Tip: Users may ONLY edit MOTP records which they initially created.

TEACHER IMPROVEMENT PLAN (TIP) SCREEN

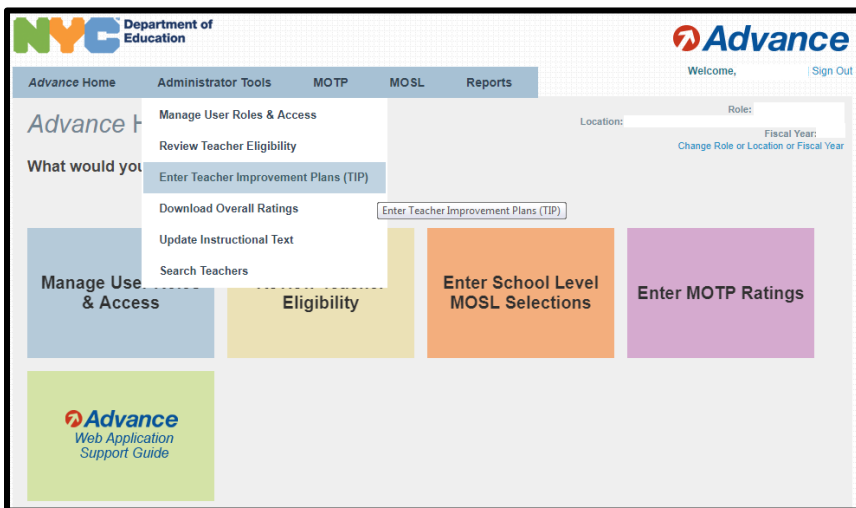


Principals: Principals can follow the step-by-step directions in this section to enter and update a teacher's Teacher Improvement Plan (TIP) in the AWA.

A **Teacher Improvement Plan (TIP)** is required for all teachers whose most recent *Advance* rating is "Ineffective" or "Developing". Principals should work collaboratively to craft a plan with each teacher and enter the plan details into the Teacher Improvement Plan (TIP) screen. For more information about the TIP process, please read the [Teacher Improvement Plan \(TIP\) Toolkit](#).

The TIP screen allows principals to enter meeting dates as well as plan notes and can be edited and updated throughout the year as principals and teachers meet to discuss goals, progress, and the assessment of selected activities.

To begin, navigate to the TIP screen by selecting the "**Teacher Improvement Plan (TIP)**" link from the **Administrator Tools** button on the Top Menu.



To enter a teacher's TIP, follow these steps:



1. Type-in a name or search in the drop-down menu to select the desired teacher
2. **Create, Review and/or Edit** the teacher's TIP in the large text box provided under "STEP 1"
3. **Enter TIP notes** in the corresponding drop-down menus, including:
 - Areas for Improvement
 - Action Steps/Activities
 - Timeline for Completion
 - Differentiation of Activities to Support Improvement
 - Assessment of Improvement
4. School leaders may enter all sections of the plan in one session or fill out the plan in multiple sessions. School leaders can click **SAVE** to keep their work, but will NOT be able to confirm and submit until all five sections are completed. Once all five sections are completed, be sure to click **CONFIRM**.

School leaders may continue to edit the TIP after clicking **CONFIRM**, but will need to remember to hit **CONFIRM** each time they enter new text.

Enter plan elements here.

Remember to **SAVE** often while you work.

STEP 1: Create, Review, and Edit Teacher Improvement Plan:

Plan Sections:

1) Areas for Improvement

Area of Improvement 1

Area for Improvement 2

Expand

5. **Record meeting dates** for the three required TIP meetings throughout the year. Meetings #4 and #5 are OPTIONAL.

6. Click to indicate, only if appropriate, if the TIP was ended due to an appeal.

Record the **THREE** required TIP meeting dates.

Upon entering a date the red "x" will be replaced by a green "✓"

STEP 2: Schedule and record meeting dates and update TIP:

Meeting # 1	Meeting # 2	Meeting # 3	Meeting # 4	Meeting # 5
(with IPC) Develop and review TIP Plan during IPC Identify timeline for next meeting dates.	(Jan. 2nd - April 30th) Meet and discuss progress of achieving action steps/activities set out in TIP. Assess improvement progress.	(with Summative EOY Conference) Review TIP plan and discuss progress towards achieving action steps/activities. Determine if TIP is complete.		
x	x	x	x	x
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TIP Ended due to appeal: <input type="checkbox"/>				
TIF: <input type="text"/>				
Save Confirm				

STEP 2: Schedule and record meeting dates and update TIP:

Meeting # 1	Meeting # 2	Meeting # 3	Meeting # 4	Meeting # 5
(with IPC) Develop and review TIP Plan during IPC Identify timeline for next meeting dates.	(Jan. 2nd - April 30th) Meet and discuss progress of achieving action steps/activities set out in TIP. Assess improvement progress.	(with Summative EOY Conference) Review TIP plan and discuss progress towards achieving action steps/activities. Determine if TIP is complete.		
✓	x	x	x	x
09/12/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

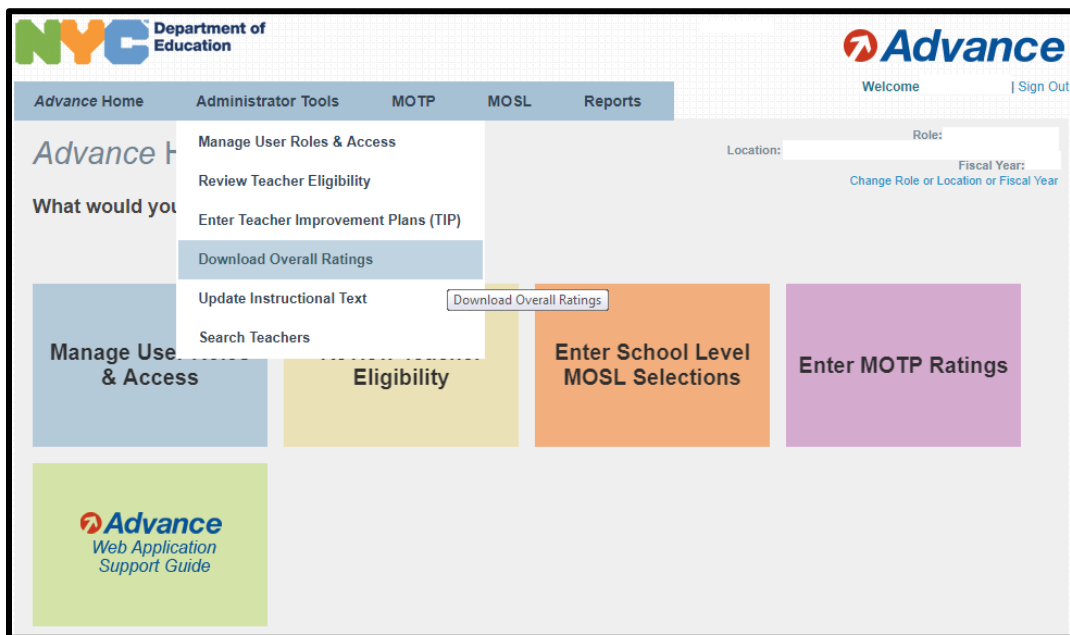


Principals: Principals can follow the step-by-step directions in this section to generate Overall Rating Reports from the AWA for teachers at their schools.

OVERALL RATING REPORT SCREEN

Principals will be able to use this screen to access reports for their teachers' *Advance* Overall Ratings for the most recent school year, as well as view reports from previous years. Teachers' *Advance* Overall Ratings will be shared via email by September 1.

Begin by navigating to the “**Download Overall Ratings**” Screen located under the **Administrator Tools** button:



To access *Advance* Overall Ratings for the **current school year**, click on the link at the top of the page.

Previous year reports can be run for **all teachers** OR **individual teachers** depending on a principal's preferences.

To generate previous year reports for *all* teachers:



1. Select the Fiscal Year
2. Click “**Download Overall Rating Reports**” buttons.

To generate previous year reports for *individual* teachers:



1. Select the Fiscal Year
2. Select a teacher from the “**Individual teacher option**” drop-down menu.
3. Click “**Download Overall Rating Report**”.

[Advance Home](#)
[Administrator Tools](#)
[MOTP](#)
[MOSL](#)
[Reports](#)

Welcome,
| [Sign Out](#)

Download Overall Ratings ?

Location:
Role:
Fiscal Year:
[Change Role or Location or Fiscal Year](#)

For an interactive version of the most recent rating reports, visit the [Advance Overall Rating Report application](#).

This page also allows you to download historical *Advance* Overall Rating Reports. To download a prior year's report, select the fiscal year below.

For detailed instructions on using this function, click the help icon above

*Select Fiscal Year: 2016

All teachers option:

All teachers

Download Overall Rating Reports

Individual teacher option:

Individual teachers

Select Teacher

Download Overall Rating Report

REPORTS



ALL USERS: Teachers, Principals, Superintendents, and Field Support Staff can follow the step-by-step directions in this section to generate a variety of reports at both the school- and teacher-level from the AWA.

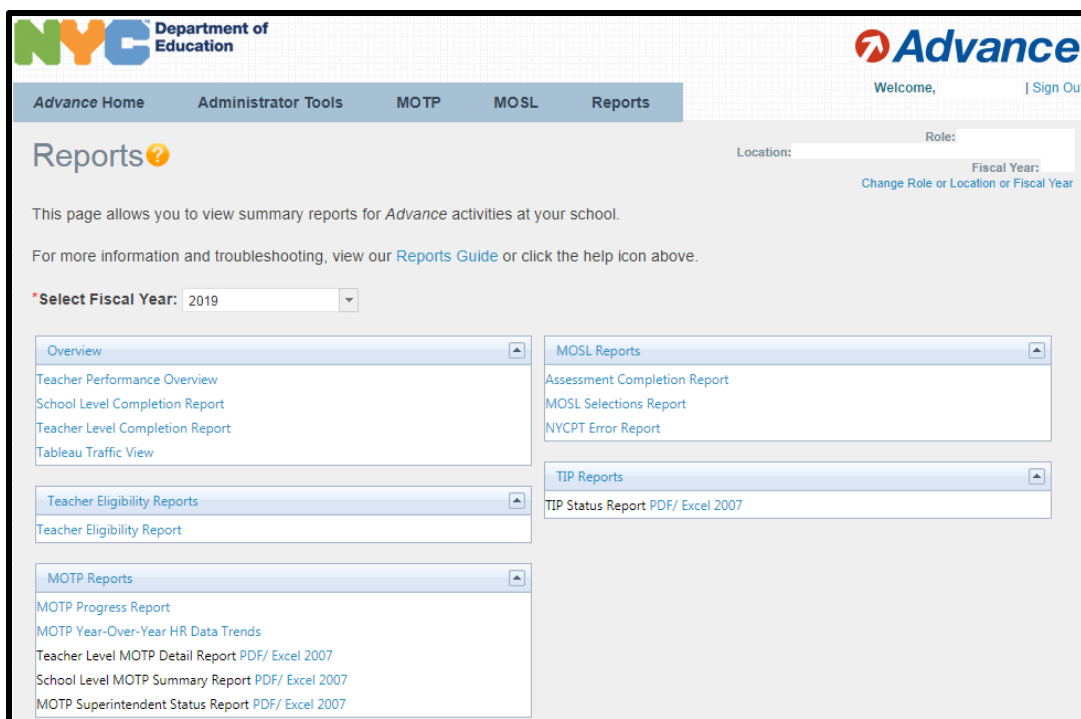
REPORTS SCREEN

The “**Reports**” screen is where users can go to generate a variety of summary reports to track school progress. The list below highlights three commonly used reports school leaders can run to track progress at their schools through the AWA. **For a complete list of reports and the user roles that can access them**, please refer to [Appendix C](#).

Sample List of Reports Available in the AWA:

- **MOTP Progress Report:** Shows a variety of familiar MOTP metrics at the school-, evaluator-, and teacher-level, and helps you track MOTP progress throughout the year. Teacher Details section allows you to see comments entered for each observation, as well as year-over-year component rating comparisons.
- **School-level Completion Report:** Shows completion percentages by school(s) for TIP creation, teacher eligibility, MOTP, MOSL, goal-setting, and assessment administration.
- **MOSL Selection Report:** Shows School-level MOSL selections and Teacher-level MOSL selections, and how they are aligned with STARS information.

The “**Reports**” Home Screen can be accessed by clicking on the “**Reports**” button on the Top Menu:



APPENDIX A: TEACHER'S GUIDE TO THE AWA

Advance, New York City's teacher development and evaluation system, includes multiple measures of teacher performance, including Measures of Teacher Practice (MOTP) and Measures of Student Learning (MOSL). Measures of teacher practice enable teachers to reflect on their own instruction and receive valuable feedback to help in their ongoing development. Measures of student learning allow teachers to better understand their students' strengths, areas for growth and how best to support them.

The information and directions below are intended to help you understand what MOTP and MOSL data is available to you, and how to access it using the [Advance Web Application](#).

Measures of Teacher Practice (MOTP)

Throughout the school year, evidence of your teaching practice is collected through classroom observations and aligned to the [2013 Danielson Framework for Teaching](#). Completed Teacher Observation Reports provide a record of what your evaluator saw, and reviewing these reports provides an opportunity for you to reflect on how the lesson went. Your evaluator is required to provide you with a completed Teacher Observation Report within 45 school days of an observation; this hard copy report should be signed by you and the evaluator before being placed in your file.

If you are confirmed *Advance*-eligible for the current school year, and have confirmed MOTP observation option and video consent selections, you are able to view confirmed Teacher Observation Reports from the current year, in addition to prior school years (if applicable), in the [Advance Web Application](#). The minimum number and type of observations you receive has been determined by the [Observation Option](#) you selected at the beginning of the school year. As you review confirmed Teacher Observation Reports, consider the following:

- *"Based on the observed evidence, what are the similarities and differences between what I planned and what actually happened in the lesson?"*
- *"To what extent did my students and I meet my instructional goals (or, if it was a partial lesson, were on their way to meeting the instructional goals)?"*
- *"What trends do I notice in the evidence and ratings included in the reports?"*
- *"What are some areas of strength demonstrated in this lesson/these lessons?"*
- *"What are some areas for growth and how will I work towards addressing them? What are some next steps?"*

Measures of Student Learning (MOSL)

Your principal and your School MOSL Committee worked together to select specific assessments, target populations and growth measurements for your school that are aligned to your school's student needs, instructional priorities, and strategic assessment plan. These decisions are intended to help develop a culture of collaborative professional learning and drive improvements in student learning.

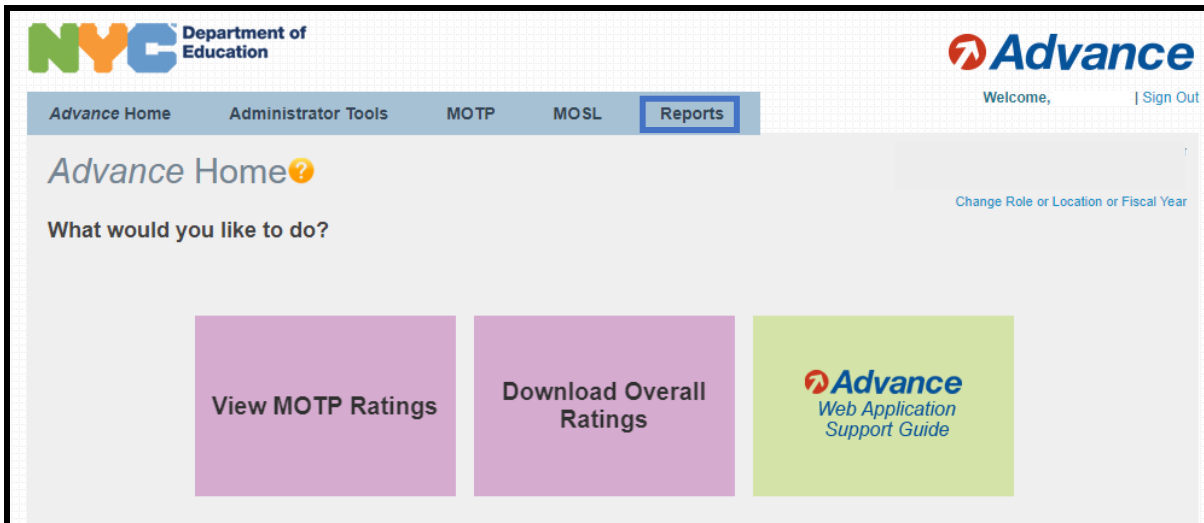
If you are confirmed *Advance*-eligible for the current school year and your principal has completed the teacher-level MOSL selections process (anticipated by the end of October), you are able to view your confirmed Measures of Student Learning in the [Advance Web Application](#). As you review confirmed Measures, consider the following:

- “What are the assessment(s), target population(s), and growth measurement(s) that will be used to calculate the MOSL component of my Advance Overall Rating?”
- “How might these selections impact my year in terms of my classroom’s instructional priorities, collaboration with colleagues, assessment plans, and operational needs/capacity?”
- “How can I use this information and aligned assessment materials to help inform and reflect on planning and instructional practice throughout the year?”

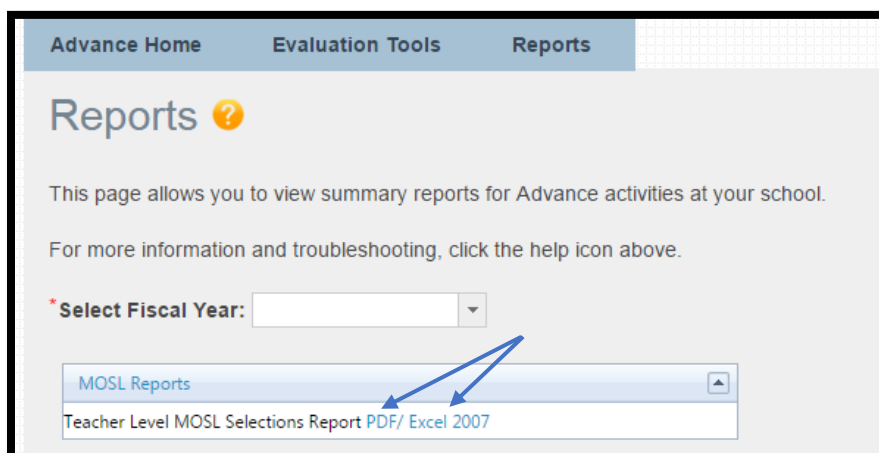
VIEW YOUR MOSL SELECTIONS

The instructions below will show you how to find and review your current year MOSL selections.

Begin by navigating to the “Reports” tab:



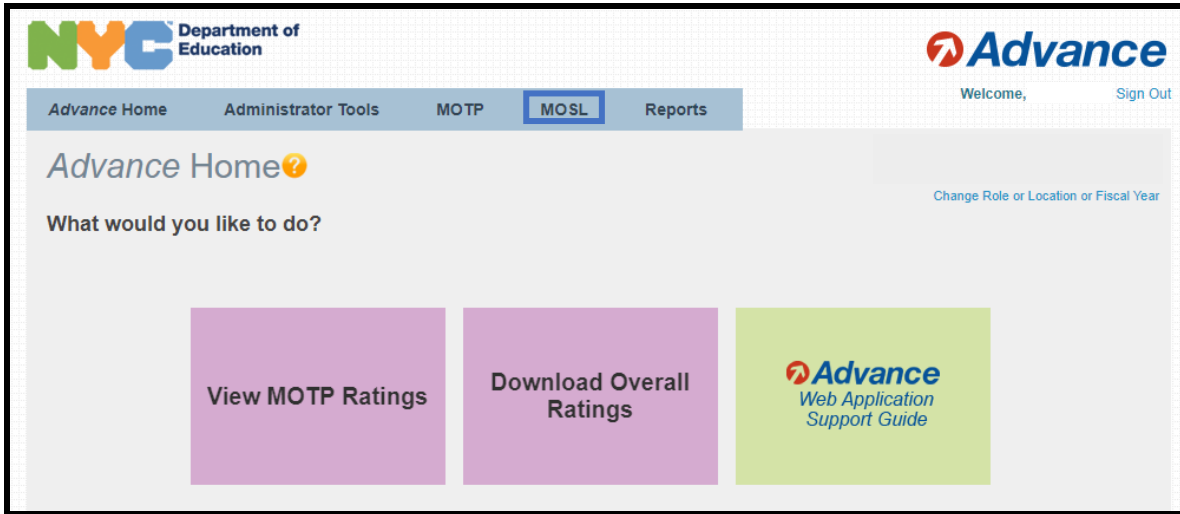
Your reports screen will only have one available report to choose from, which will provide you with a PDF or Excel file containing your current year MOSL selections.



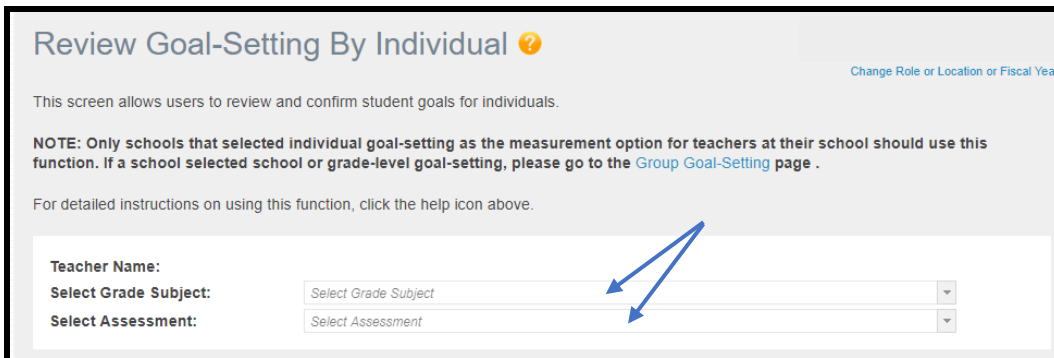
VIEW YOUR STUDENT GOALS (IF APPLICABLE)

The instructions below will show you how to find and review your student goals.

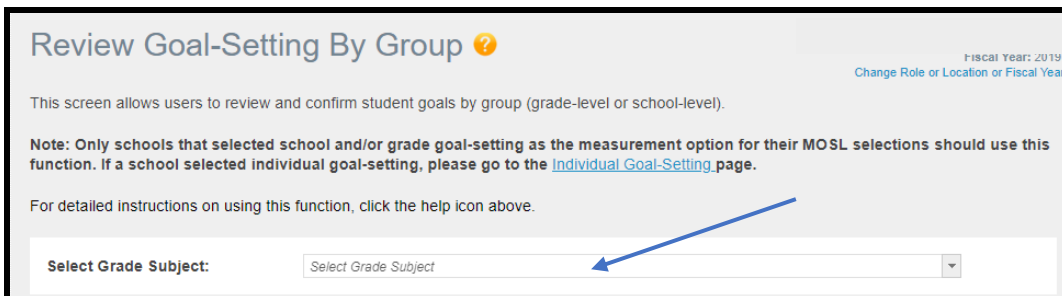
Begin by navigating to the MOSL tab and choosing either “Review Goal-Setting by Individual” or “Review Goal-Setting by Group” depending on the target population of your goal-setting measure.



For the Goal-Setting by Individual screen, you will have to select the grade/subject and assessment that align with your goal-setting measure.



For the Goal-Setting by Group screen, you will only need to select the relevant grade/subject.



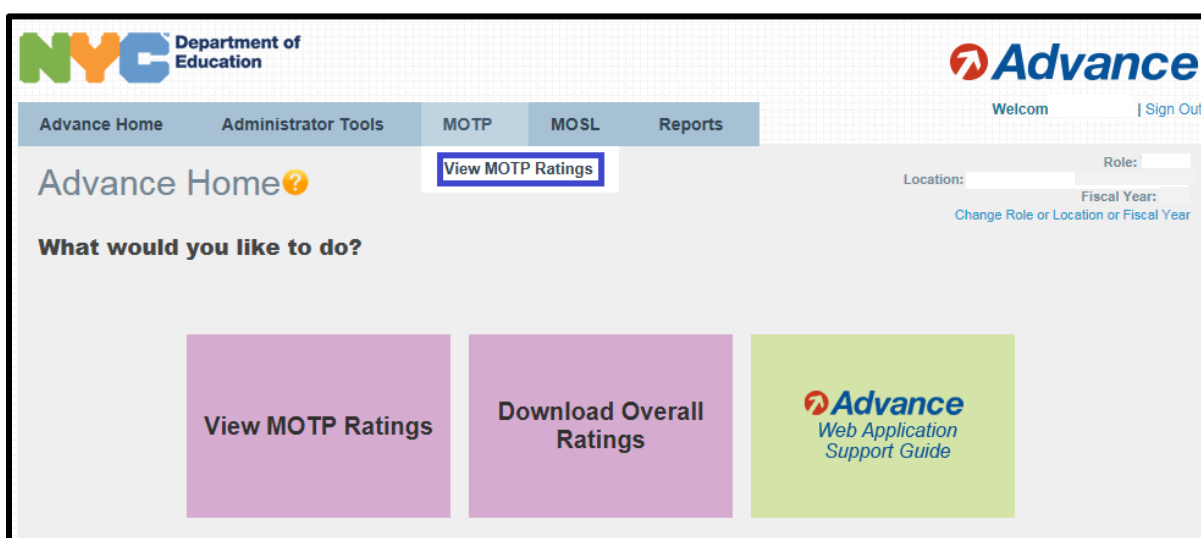
VIEW YOUR MOTP OBSERVATION REPORTS



Teachers: You can follow the step-by-step directions in this section to access completed MOTP Teacher Observation Reports in the AWA.

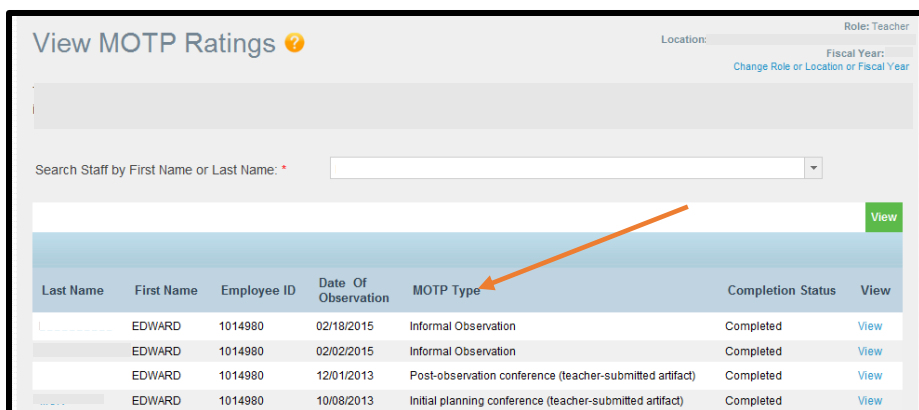
You and your principal will both have access to **Teacher Observation Reports** through the AWA. These reports must be uploaded to the AWA no more than 45 days after an evaluator completes his or her observation of a teacher. To access Teacher Observation Reports in the AWA, you should follow the instructions outlined below.

Begin by navigating to the “**View MOTP Ratings**” screen through the **MOTP** button:



The “**View MOTP Ratings**” screen contains a list of all of a teacher’s completed and confirmed Teacher Observation Reports. Reports are listed in chronological order beginning with the most recent. Should you wish to sort your reports differently, simply select the header by which you would like to sort. For example, if you would like to sort by the type of classroom observation, simply click the header “**MOTP Type**.”

NOTE: Teacher Observation Reports will not appear in this screen until they have been **confirmed** by your evaluator.



To view an individual Teacher Observation Report, do the following:



1. Locate the report you want to view
2. Select the “**View**” option in the third to last column

View MOTP Ratings ?

Search Staff by First Name or Last Name: * | TRTRQ-TEACHER

[View](#)

Last Name	First Name	Employee ID	Date Of Observation	MOTP Type	Completion Status	View
			02/18/2015	Informal Observation	Completed	View
			02/02/2015	Informal Observation	Completed	View
			12/01/2013	Post-observation conference (teacher-submitted artifact)	Completed	View
			10/08/2013	Initial planning conference (teacher-submitted artifact)	Completed	View
			10/01/2013	Informal Classroom Observation (Option #2)	Completed	View

NOTE: The Teacher Observation Reports accessible through this function are the same as those available in your official school file.

After clicking “**View**” a new window will appear with a PDF copy of your completed Teacher Observation Report.



Quick Tip: All individual MOTP Teacher Observation Reports contain the following components:

- **Type of observation**
- **Date of observation**
- **Class time/period**
- **Component name and rationale for score**
- **Component rating**

APPENDIX B: ADVANCE USER ROLES & PERMISSIONS

ADVANCE USER ROLES & PERMISSIONS			
Access	Roles	Assignment	Permissions
School	Principal	Pre-assigned user role	<ul style="list-style-type: none"> Principals are the lead evaluators for all the eligible teachers in their schools. They may perform all functions within the AWA.
	Lead Evaluator	May be assigned by central admin	<ul style="list-style-type: none"> Lead evaluators may also perform all functions within the AWA. Lead evaluators are not automatically assigned by system (e.g. interim acting principal).
	Principal Designee	May be assigned by a principal or central admin	<ul style="list-style-type: none"> Principal Designees may perform most of the same actions as a principal, and serves on a principal's behalf. Principal Designees cannot assign user roles and do not appear on the MOTP evaluator drop down menu. Principals may assign as many Principal Designees as necessary.
	Secondary Evaluator	May be assigned by a principal or central admin	<ul style="list-style-type: none"> Secondary Evaluators can perform actions on MOTP screens (such as entering observation data). Secondary Evaluators have limited access to view reports. Principals may assign as many secondary evaluators as necessary.
	MOSL Designee	May be assigned by a principal or central admin	<ul style="list-style-type: none"> MOSL Designee can perform actions on the MOSL Selection screens on a Principal's behalf. Principals may assign as many MOSL Designees as s/he thinks are necessary.
	MOTP Designee	May be assigned by a principal or central admin	<ul style="list-style-type: none"> MOTP Designee can perform actions on the MOTP screens (such as entering observation data) on a principal's behalf. Principals may assign as many MOTP Designees as s/he thinks are necessary.
	Teacher	Pre-assigned user role	<ul style="list-style-type: none"> All teachers eligible for <i>Advance</i> are able to sign in and access a variety of reports throughout the school year. As of November 4, 2013, teachers can access their own goal-setting reports (see REPORTS below).

<i>District</i>	Superintendent	Pre-assigned user role	<ul style="list-style-type: none"> Superintendents have view access to schools in their districts.
	Superintendent Designee	May be assigned by a superintendent	<ul style="list-style-type: none"> Can perform all the same actions as a superintendent.
	Field Support Center Director	Pre-assigned user role	<ul style="list-style-type: none"> FSC Directors have view access to schools in their borough.
	Field Support Center Designee	May be assigned by a FSC Director	<ul style="list-style-type: none"> Can perform all the same actions as a FSC Director.

NOTE: Teachers should **NOT** be assigned as *Secondary Evaluators*, *Principal Designees* or *MOTP Designees*.

APPENDIX C: COMPLETE LIST OF AWA REPORTS

Below is a listing of the reports available on the AWA. These reports help users track progress at schools.

NOTE: Only some user roles are permissioned to view the reports on this screen. Users will have different access levels to these reports depending on their permissions.

ADVANCE REPORTS		
OVERVIEW REPORTS		
Report	What Report Shows	Users with Access
Teacher Performance Overview	Provides an interactive summary of <i>Advance</i> ratings for teachers at your school, allowing you to view MOTP and MOSL performance at the school- and teacher-level	FSC Leader, FSC Designee, Superintendent, Superintendent Designee, Principal, Lead Evaluator
School Level Completion Report	Shows completion percentages by school(s) for TIP creation, teacher eligibility, MOTP, MOSL, goal setting, and assessment administration	FSC Leader, FSC Designee, Superintendent, Superintendent Designee, Principal, Principal Designee
Teacher Level Completion Report	Shows completion percentages for TIP creation, MOTP, MOSL, and goal setting for teachers in a school	FSC Leader, FSC Designee, Superintendent, Superintendent Designee, Principal, Principal Designee
MOSL REPORTS		
MOSL Selection Report	Shows School-level MOSL selections and Teacher-level MOSL selections, and how they are aligned with STARS information	Principal, Principal Designee, Lead Evaluator, MOSL Designee, Superintendent, Superintendent Designee, Field Support Staff
Assessment Completion Report	Shows the number of student assessment results scanned or entered for each assessment selected for MOSL	Superintendent, Superintendent Designee, Field Support Staff
MOTP REPORTS		
MOTP Progress Report	Shows a variety of familiar MOTP metrics at the school-, evaluator-, and teacher-level, and helps you track MOTP progress throughout the year. Teacher Details section allows you to see comments entered for each observation, as well as year-over-year component rating comparisons	Principal, Principal Designee, Lead Evaluator, Secondary Evaluator
Teacher-Level MOTP Detail Report	Shows the status and component rating(s) of every observation entered for teachers	Principal, Principal Designee, Lead Evaluator, Secondary Evaluator, MOTP Designee, Superintendent, Superintendent Designee, Field Support Staff

Report	What Report Shows	Users with Access
School-Level MOTP Summary Report	Shows every teacher with at least one complete observation record. Report displays observation option, count of formal/informal observations and shows the number of times each component has been rated for each teacher	Principal, Principal Designee, Lead Evaluator, Secondary Evaluator, Superintendent, Superintendent Designee, Field Support Staff
MOTP Year-Over-Year HR Data Trends	District-level summary of MOTP data trends across years, including information on teacher tenure and years of service	Superintendent, Superintendent Designee, Field Support Staff
MOTP Superintendent Status Report	District-level view of MOTP completion rates at each school, including number of observations remaining.	Superintendent, Superintendent Designee, Field Support Staff
TEACHER ELIGIBILITY REPORTS		
Teacher Eligibility Report	Shows the <i>Advance</i> eligibility status of all teachers at the school who were populated on school's list (from Galaxy). Identifies teachers who need to have eligibility status confirmed	Principal, Principal Designee, Lead Evaluator, Superintendent, Superintendent Designee, Field Support Staff
TIP REPORTS		
TIP Status Report	Provides information on the status of Teacher Improvement Plans, including meeting dates	Principal, Principal Designee, Lead Evaluator, Superintendent, Superintendent Designee, Field Support Staff