StaffTrac User Guide 2012 – 2013

Logging in:

1. Go to the StaffTrac link on the District homepage under District → Staff Resources (the same place where you login for your email, ScottieNet, schooltool etc.).
2. If you have a DataMate account (many teachers in Grades 3-5 do), your user name and password is the same for StaffTrac. Otherwise, for people logging in for the first time, **your username is your email address and your password is also your email address. Please make sure you use all lowercase for both!**
3. After logging in, immediately click on the "Prefs" Tab at the top of the page and change your password.

Home Screen:

The Home Screen is a snapshot of a weekly calendar, and shortcuts to different information that has been entered into the system. It is also the place where you will load evidence to your Professional Portfolio (My Professional Portfolio), and you can see the SLO's that you have already entered (My SLO's). You will also see if you have any upcoming appointments scheduled regarding the observation process.

Calendar Tab:

The Calendar screen is a weekly or monthly view of your calendar regarding observations/events, and district wide holidays etc. You can click on events in the **Calendar** to enter pre/post-observation information.

Evaluations Tab:

This is where you can link to the components of the evaluation process and where you will enter your SLO(s).

Entering an SLO:

1. Mouse over the Evaluations tab at the top of the page, and click on **Individual SLO Builder**
   a. Give your SLO a name – make sure it specifies GROWTH or LOCAL (e.g.: Jane's 1st Grade ELA Growth SLO)
   b. We are not using **Group SLO's**, so this menu is empty.
   c. There are several **Templates** already entered depending on what you teach. To pre-fill most of your SLO from a **Template**, select the appropriate **Template** from the menu.
   d. The **Course Code** is intentionally inactive; you have to enter a course number in the adjacent field. What you enter doesn't matter at this stage of implementation; feel free to use 123

e. **Population:** Specifically describe all students that will be included in your SLO (e.g.: General Education Kindergarten; 21 students—10 boys, 11 girls, 3 students with an IEP etc.; more detail might be necessary based on the students in your SLO etc.). See the SLO's posted by our staff teachers on EngageNY for additional examples of describing population.
f. Enter the **Interval** (September 2011 – June 2012 if you teach a full year course etc.)
g. Select **State or Local**; State is the same as Growth. If you are using the SLO for your Growth component, select **State**.
h. If you chose a **Template**, the **Learning Content**, **Evidence, Target(s), HEDI and Rationale fields are completed for you.** If you did not, **all of these fields** must be filled in based on the nature of your SLO and associated assessment. Again, for examples, please see the work of our teachers as posted on EngageNY.
i. Enter your **Baseline** data for ALL students
j. Save the SLO by using the **Save** button at the bottom of the page. **If you don't save and navigate away from the page, what you entered will be lost.** You can save the SLO as often as you would like, however, **all SLO's must be certified by close of business on Friday, October 26. Use the certify button to do this when you are ready.**
k. Repeat the same process for additional SLO's as required (remember, it varies depending on what you teach and regulatory requirements).

Completing the Pre/Post-Observation Form:

Under the **Evaluations** tab, the **Evaluation Scheduler** link will display if you have any upcoming evaluation appointments. If you click on the appointment, and then on the details, this is where you can enter information for your pre/post-observation, if that is the type of appointment it is. This can also be accessed by clicking on the appointment in **Calendar** view.

For example, if you have a pre-observation scheduled, you can click on that event in **Evaluation Scheduler or in Calendar view** to fill out your pre-observation form etc.

After you receive email notification and confirm a scheduled pre/post-observation, you will be able to complete the Pre/Post-Observation form:

1. Go to your **Calendar** and click on the Pre/Post-Evaluation Conference on the scheduled date, or click on the Pre/Post-Evaluation Conference under Observation Scheduler.
2. Click on Pre/Post-Evaluation Conference in the Pop-Up box
3. Complete the Pre/Post-Evaluation Conference form. You can save as you go along by using the **Save Button** at the bottom of the page, and you can return to complete the

form(s) as often as you like. Also, you can upload any documents you would like to include (handouts, worksheets…)

4. When your form is complete, you must click the **Certify** button at the bottom of the page. **You must certify your pre-observation at least 2 days prior to your pre-observation meeting; you must certify your post-observation at least 1 day prior to your pre-observation meeting;**

Adding Evidence to Your Portfolio:

1. On the Home Screen, click on **Add** next to **My Professional Portfolio** on the right side of the screen.
2. Chose the Domain/Component you would like to associate with the evidence you want to upload.
3. Click select to chose the file you want to upload
4. Click upload to add the file to your portfolio.
5. The list of added files appears on your home screen, and under **Additional Components** under your pre/post observation screen (see above to get to that location).

Other Immediate Considerations:

Please know that other tabs, fields etc. are intentionally inactive, or will not currently impact the above processes. For example, although you can click on review scores, worksheet, reports etc., all of this means nothing, and any information in there should be disregarded; it is simply irrelevant with what we are trying to accomplish with this phase of the rollout. Ultimately, they will all be active, but staging the tools and the implementation allows us to progress monitor and resolve any potential issues by prioritizing the work based on what is necessary at certain points in the process.

Reminders:

- **Always save information you enter as you go along. If you do not save what you are entering and navigate away from the page (just like with anything that is web based), what you entered will be lost.**
- **All SLO's need to be entered and certified by COB on October 26**
- **If you can't login, Email stafftrac@bscsd.org**
- **See MLP for a variety of help session regarding StaffTrac and SLO's.**