# StaffTrac
# User Guide
# 2013 – 2014

**UPDATED: September 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.). This is the url: https://apps.edvistas.com/stafftrac/login.aspx?nodocs=1
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. 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.
   c. **Course Code: For this section, you need a Course OR a Course Code to save your SLO.** Some of the fields are populated under the **Select Course** menu. If you drop down the **Select Course** menu and the **Course** for your SLO is there,

feel free to use it.  If you do, **you do not have to enter a Course number. Otherwise, you need to enter a name/number in this field.**

d. **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.**).  Please see the SLO guidance posted on EngageNY for additional information.
e. Enter the **Interval** (September 2013 – June 2014 if you teach a full year course etc.)
f. Select **State or Local**; State is the same as Growth.  If you are using the SLO for your Growth component, select **State**.
g. 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 EngageNY.
h. Enter your **Baseline** data for ALL students.
i. Ignore the **Scoring Type, Score Calculation Type and Target Percent** fields; they do not have to be completed as of September 2013.
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 saved and locked by close of business on Friday, October 25.**
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**.
5. There is a word document that contains the questions in the pre/post observation from on ScottieNet. If you so desire, you can use this as a template to cut and paste your responses into the form on StaffTrac.

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).

**Reminders:** - **Always save information you enter as you go along; don't run the risk of losing what you have already entered.**

- **All SLO's need to be saved and locked by COB on October 25**

- **If you have technical questions, please email stafftrac@bscsd.org If you have process or SLO questions, please contact your building principal or lead evaluator.**

- **See MLP, ScottieNet and EngageNY for a variety of resources regarding SLO's.**