



**els**

**Educational Leadership Solutions**

# **EZ Evaluation**

## **User Manual**

## APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement (“Agreement”) is made between Educational Leadership Solutions, Inc., a Mississippi corporation (“ELS”) and (“School”).

ELS has developed and owns the ELS Product Suite (“Products”), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license (“License”) to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

1. **ELS Services Provided.** ELS will provide Products via the website [www.k12els.com](http://www.k12els.com), so that School users can utilize all Products’ features. Technical support will be provided via phone, 877-233-7833, and e-mail, [support@k12els.com](mailto:support@k12els.com).

2. **License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.

3. **Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.

4. **Term.** The term of this Agreement shall be for the remainder of the school year, commencing on the day of implementation and terminating on June 30, 2012. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.

5. **Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.

6. **Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.

7. **Assignments.** School may not assign this Agreement to any other School.

8. **Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

## **Introduction**

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective, it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

## **Support Information**

### **Support**

Please contact us by phone (1-877-233-7833) or e-mail ([support@k12els.com](mailto:support@k12els.com)) with any questions you may have regarding our products.

### **System Requirements**

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers, including Internet Explorer, Mozilla Firefox, and Safari.

### **Training**

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: [www.k12els.com](http://www.k12els.com).

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.  
Customer Support  
877-233-7833  
[support@k12els.com](mailto:support@k12els.com)

## EZ Evaluation Instructions

Log in (go to [www.k12els.com](http://www.k12els.com) and select *ELS Client Login*) and click *Open EZ Evaluation*.



## Application Overview

EZ Evaluation increases the efficiency and effectiveness of the teacher evaluation process. This application enables administrators to complete teacher observations online, via computer or mobile device, while providing teachers instant access to the results. Customized district observation forms and informal evaluations can be added/created.

## Observations Tab

EZ Evaluation will open to the *Observations* tab.

Status	Date	Teacher	Form	Observer
Unsigned	2012-03-28	Brown, Chris	RISE Evaluation Form - 4 Domains	Shelly, Paul
Draft	2012-03-21	Dave, Vandermark	CHS-Observation Form	Shelly, Paul
Signed	2012-03-16	Griggs, Mandy	Drop-In Observation	Shelly, Paul

At the *Observations* tab, administrators can filter for specific observations based on date range, teacher, form type, or observer. To complete a filter, click *Show Filters*, select the desired filter criteria, and click *Apply Filters*.

Current Filters : >> Dates After: 08/01/2011 and Before: 07/31/2012


Date: After: 08/01/2011 Before: 07/31/2012 Read: Select One

Teacher: Select One Form: Select One Observer: Select One

Delete, edit, print, or view an observation form by selecting the appropriate icon.

Status	Date	Teacher	Form	Observer
Unsigned	2012-03-28	Brown, Chris	RISE Evaluation Form - 4 Domains	Shelly, Paul
Draft	2012-03-21	Dave, Vandermark	CHS-Observation Form	Shelly, Paul
Signed	2012-03-16	Griggs, Mandy	Drop-In Observation	Shelly, Paul


Select the *Add* button to add a new observation form.



The screenshot shows the 'Teacher Evaluator EZ Eval' interface. At the top, there are tabs for 'Observations', 'Teacher Viewer', and 'Reports'. The 'Observations' tab is active. Below the tabs, there is a 'Show Filters' dropdown and 'Current Filters : >> Dates After: 08/01/2011 and Before: 07/31/2012'. A navigation bar contains 'List', 'Add', and 'Work Offline' buttons. The 'Add' button is circled in red. Below this is a table with the following columns: Status, Date, Teacher, Form, and Observer.

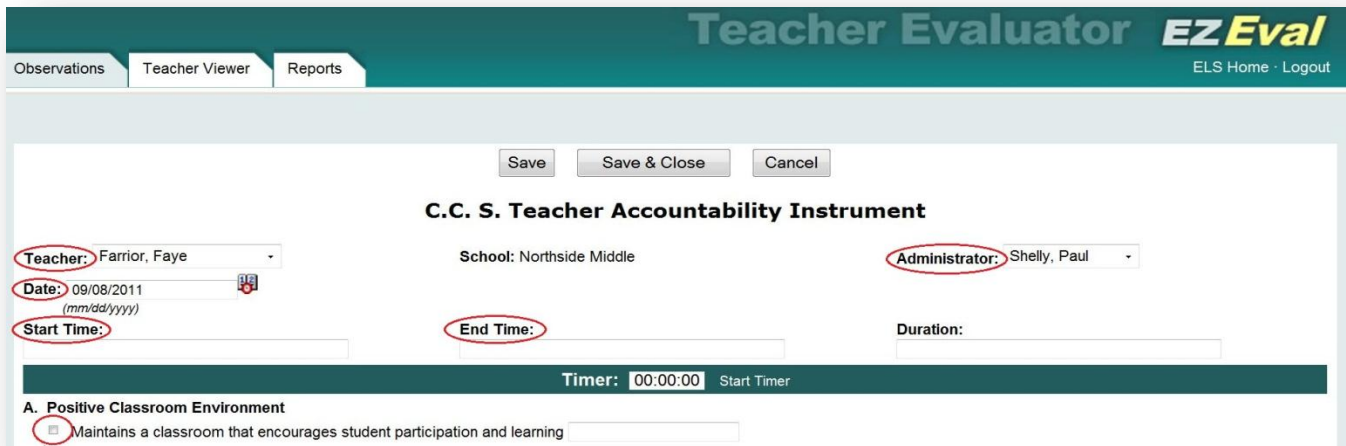
Status	Date	Teacher	Form	Observer
Unsigned	2012-03-28	Brown, Chris	RISE Evaluation Form - 4 Domains	Shelly, Paul
Draft	2012-03-21	Dave, Vandermark	CHS-Observation Form	Shelly, Paul
Signed	2012-03-16	Griggs, Mandy	Drop-In Observation	Shelly, Paul

Select the desired observation form and the teacher to whom it will be attributed from the drop down menus. Click *Add* to open the new form for completion.



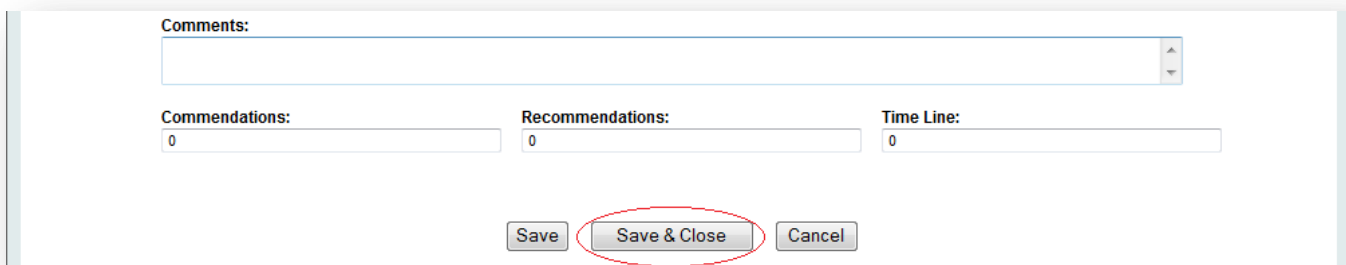
The screenshot shows the 'Add Observation' form. At the top, there are tabs for 'Observations', 'Teacher Viewer', and 'Reports'. The 'Observations' tab is active. Below the tabs, there is a 'List', 'Add', and 'Work Offline' navigation bar. The 'Add' button is circled in red. The form has two dropdown menus: 'Form: Observation' and 'Teacher: Farrior, Faye'. Both dropdown menus are circled in red. Below the dropdowns are 'Add' and 'Cancel' buttons. The 'Add' button is circled in red.

Confirm the teacher, date, start time, end time, and remaining fields and select the desired observation responses. Choose the observer completing the form. School names will appear automatically based upon login information.



The screenshot shows the 'C.C. S. Teacher Accountability Instrument' form. At the top, there are tabs for 'Observations', 'Teacher Viewer', and 'Reports'. The 'Observations' tab is active. Below the tabs, there are 'Save', 'Save & Close', and 'Cancel' buttons. The form has several fields: 'Teacher: Farrior, Faye', 'School: Northside Middle', and 'Administrator: Shelly, Paul'. The 'Teacher', 'Administrator', and 'Date' fields are circled in red. The 'Date' field is '09/08/2011 (mm/dd/yyyy)'. There are 'Start Time:', 'End Time:', and 'Duration:' fields. Below these is a 'Timer: 00:00:00 Start Timer' section. The form has a section 'A. Positive Classroom Environment' with a checkbox 'Maintains a classroom that encourages student participation and learning' which is circled in red.

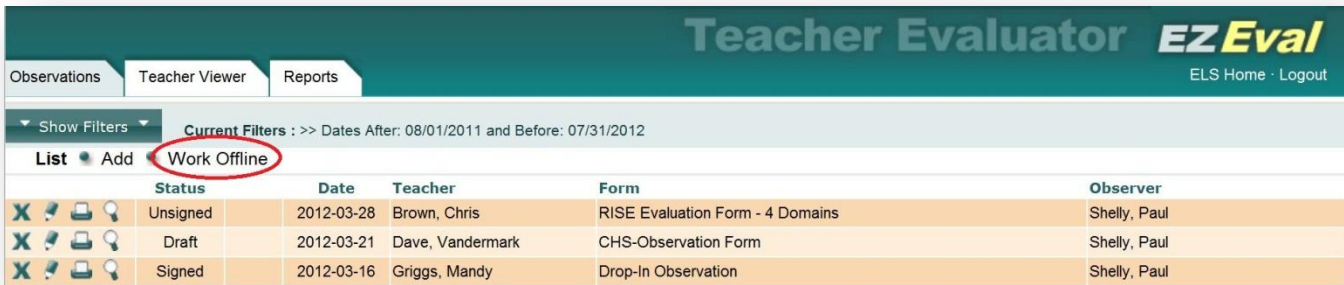
Enter additional comments if desired. Click *Save & Close*, to save the completed form.



The screenshot shows the 'Comments' and 'Recommendations' section. At the top, there is a 'Comments:' label and a text area. Below this are three input fields: 'Commendations: 0', 'Recommendations: 0', and 'Time Line: 0'. At the bottom are 'Save', 'Save & Close', and 'Cancel' buttons. The 'Save & Close' button is circled in red.

## Work Offline

EZ Evaluation's *Work Offline* feature allows observers to complete and save evaluations while not connected to the internet.



Teacher Evaluator **EZEval**  
ELS Home · Logout

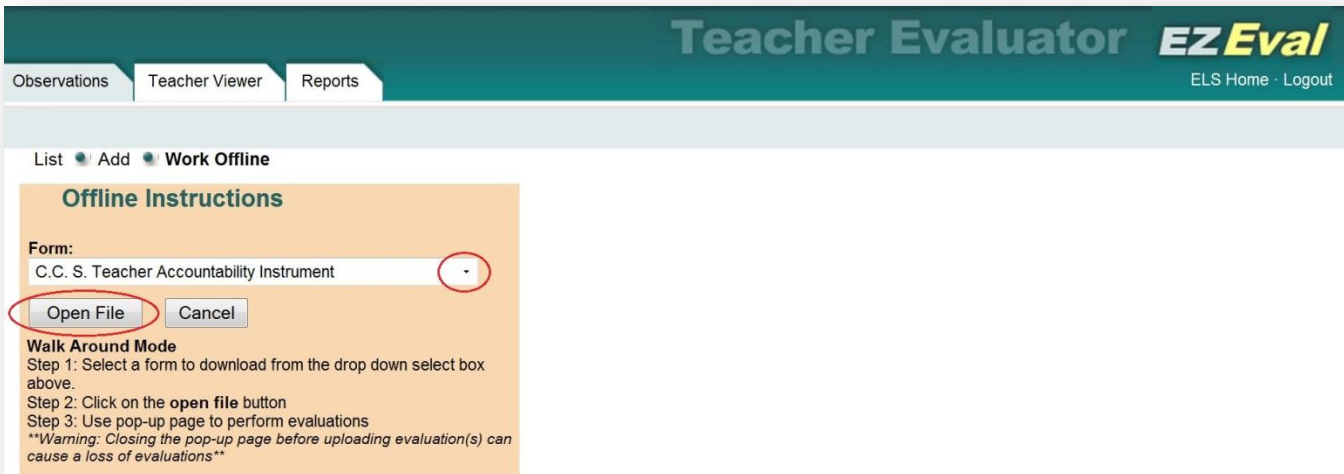
Observations Teacher Viewer Reports

Show Filters Current Filters : >> Dates After: 08/01/2011 and Before: 07/31/2012

List Add **Work Offline**

	Status	Date	Teacher	Form	Observer
X [edit] [print] [refresh]	Unsigned	2012-03-28	Brown, Chris	RISE Evaluation Form - 4 Domains	Shelly, Paul
X [edit] [print] [refresh]	Draft	2012-03-21	Dave, Vandermark	CHS-Observation Form	Shelly, Paul
X [edit] [print] [refresh]	Signed	2012-03-16	Griggs, Mandy	Drop-In Observation	Shelly, Paul

Select the desired form from the drop-down box and click *Open File* to save this file to your computer or handheld device.



Teacher Evaluator **EZEval**  
ELS Home · Logout

Observations Teacher Viewer Reports

List Add **Work Offline**

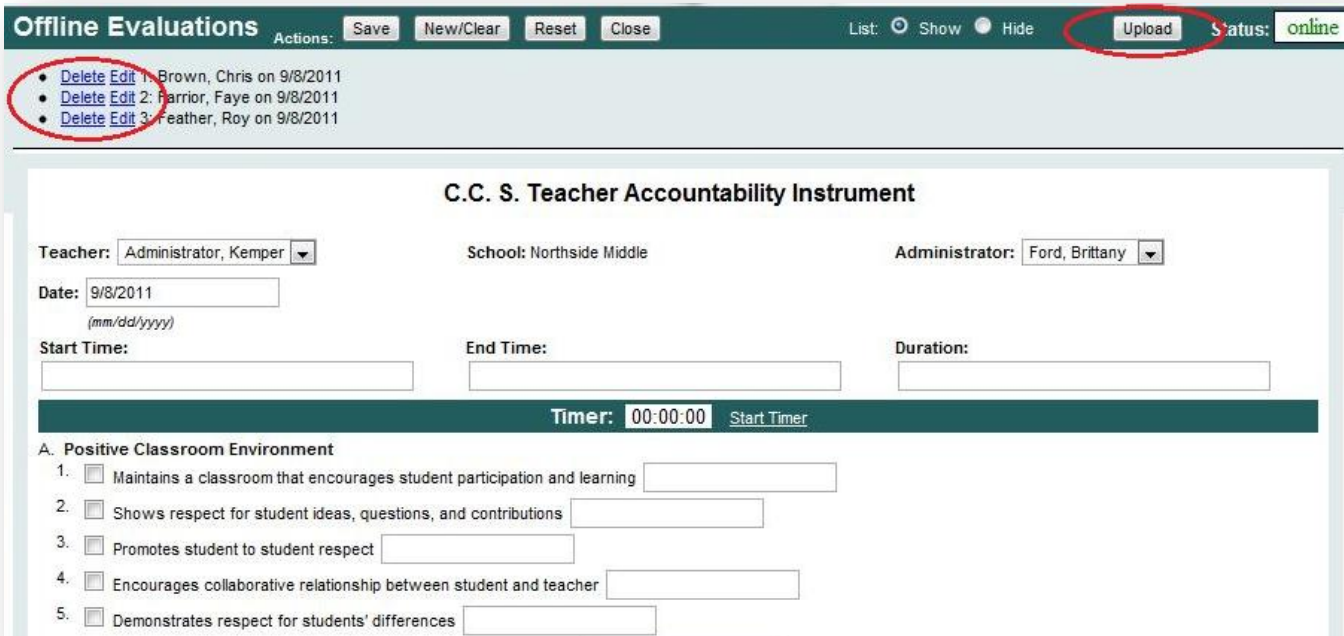
**Offline Instructions**

Form:  
C.C. S. Teacher Accountability Instrument

**Open File** Cancel

**Walk Around Mode**  
Step 1: Select a form to download from the drop down select box above.  
Step 2: Click on the **open file** button  
Step 3: Use pop-up page to perform evaluations  
\*\*Warning: Closing the pop-up page before uploading evaluation(s) can cause a loss of evaluations\*\*

Once this form is saved, it can be accessed, even when not connected to the internet. Completed observations, when saved, will appear at the top of the form. They can be uploaded to the site when connected to the internet again by clicking the *Upload* button.



**Offline Evaluations** Actions: Save New/Clear Reset Close List: Show Hide **Upload** Status: online

- Delete Edit 1: Brown, Chris on 9/8/2011
- Delete Edit 2: Harrior, Faye on 9/8/2011
- Delete Edit 3: Feather, Roy on 9/8/2011

**C.C. S. Teacher Accountability Instrument**

Teacher: Administrator, Kemper School: Northside Middle Administrator: Ford, Brittany

Date: 9/8/2011 (mm/dd/yyyy)

Start Time: End Time: Duration:

Timer: 00:00:00 Start Timer

**A. Positive Classroom Environment**

- Maintains a classroom that encourages student participation and learning
- Shows respect for student ideas, questions, and contributions
- Promotes student to student respect
- Encourages collaborative relationship between student and teacher
- Demonstrates respect for students' differences

## Comments Thread

EZ Evaluation allows an on-going conversation between teachers and administrators by means of a comment thread. To post a comment, type in the box and click *Post*.



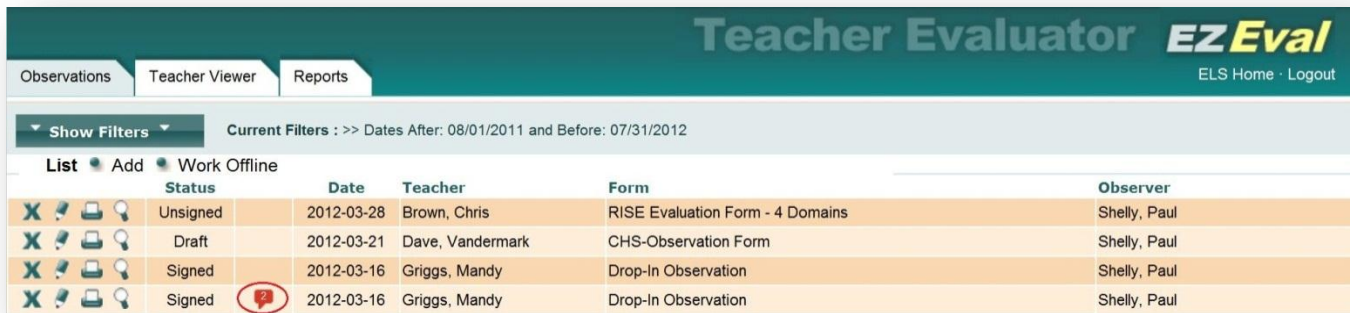
▼ Comments Thread

Post

Mandy Griggs 04/03/12 1:07 pm

Also, do you have suggestions improving student engagement?

The teacher and other administrators will be able to see the comments you post. New comments will be indicated by an alert in your observation record.



Teacher Evaluator **EZ Eval**  
Observations Teacher Viewer Reports ELS Home · Logout

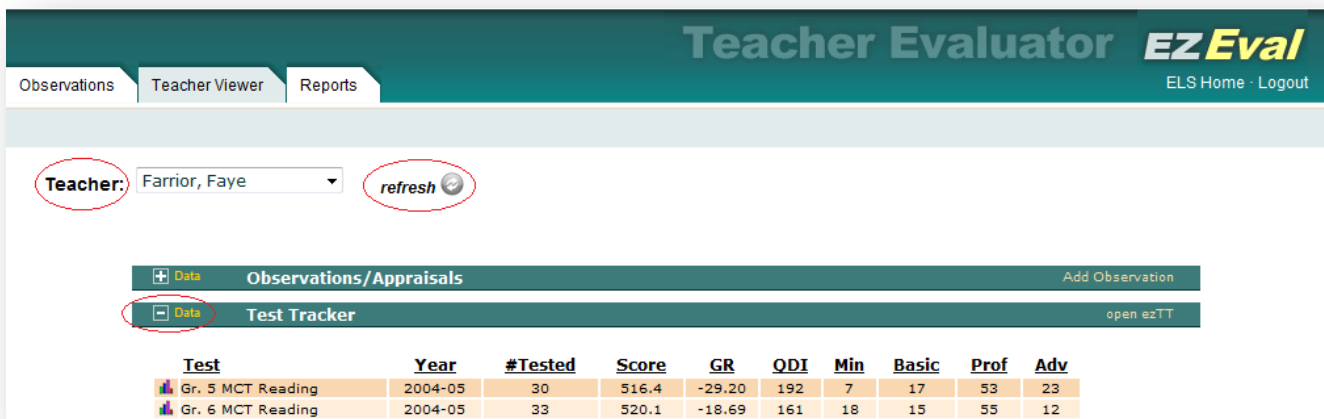
Show Filters Current Filters : >> Dates After: 08/01/2011 and Before: 07/31/2012

List Add Work Offline

	Status	Date	Teacher	Form	Observer
X [edit] [print] [help]	Unsigned	2012-03-28	Brown, Chris	RISE Evaluation Form - 4 Domains	Shelly, Paul
X [edit] [print] [help]	Draft	2012-03-21	Dave, Vandermark	CHS-Observation Form	Shelly, Paul
X [edit] [print] [help]	Signed	2012-03-16	Griggs, Mandy	Drop-In Observation	Shelly, Paul
X [edit] [print] [help]	Signed	2012-03-16	Griggs, Mandy	Drop-In Observation	Shelly, Paul

## Teacher Viewer

To view meaningful data for a teacher in any of the ELS, Inc. Product Suite, select a Teacher, click the *refresh* button, and then expand the application you would like to view. This gives the administrator instant access to all of the teacher's evaluations, test scores, lesson plans, or student referrals.



Teacher Evaluator **EZ Eval**  
Observations Teacher Viewer Reports ELS Home · Logout

Teacher: Farrior, Faye refresh

+ Data Observations/Appraisals Add Observation

+ Data Test Tracker open ezTT

Test	Year	#Tested	Score	GR	ODI	Min	Basic	Prof	Adv
Gr. 5 MCT Reading	2004-05	30	516.4	-29.20	192	7	17	53	23
Gr. 6 MCT Reading	2004-05	33	520.1	-18.69	161	18	15	55	12

## Reports Tab

To generate a report, select the desired report from the drop down menu. Choose the criteria for your report and select *View Report*.

The screenshot shows the 'Reports' tab in the 'Teacher Evaluator EZ Eval' system. The interface includes a navigation bar with 'Observations', 'Teacher Viewer', and 'Reports' tabs. The main content area is a form for generating reports. It features several sections: 'Choose a Report:' with a dropdown menu set to 'Drop-In Report'; 'Choose a Date Range:' with 'After:' and 'And Before:' fields set to '08/01/2009' and '07/31/2010' respectively; 'Choose a Teacher/Group:' with radio buttons for 'All Teachers', 'Selected Teacher:' (set to 'Farrior, Faye'), and 'Selected Group:' (set to 'Kindergarten'); and 'Choose Observer:' with a dropdown menu set to 'All Observers'. A 'View Report' button is highlighted with a red circle.

To print a report, select the view (defaults to Portrait Layout, click *Landscape View* to print in Landscape Layout) and click the *Print* button.

### Drop-In Report

Summary of observations between 08/01/2009 and 07/31/2010

**Teacher/Group:** All Teachers  
**Visits:** 32  
**School:** Northside Middle  
**Observer:** ALL

**Legend:**  
**E** = Excellent      **S** = Satisfactory   **U** = Unsatisfactory  
**N/O** = Not Observed

	# Ratings	E %	S %	U %	N/O %
1	0	0	0	100	
1. Objective is written on the board.	30	40	53	3	3
2. Students are engaged in learning.	30	56	36	3	3
3. Teacher is actively checking for understanding.	30	36	40	10	13
4. No classroom disruptions, or disruptions are dealt with in a constructive manner.	29	20	44	17	17
5. Classroom climate is conducive to learning.	30	33	30	16	20

Notes:

**Support Information:**

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