

# STATE MODEL FRONTLINE SET-UP GUIDE FOR 2023-24

Need Help? Find helpful documents or submit a request through [DPI Help Center for Support of Frontline EEM Platform](#).

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## GET RID OF THAT OUTDATED FORM SETUP FROM 2016!

### GROWTH-FOCUSED FORM OPTIONS (first made available for 2021-22)

**STILL AVAILABLE FOR ADOPTION:** Improved forms and flexible setup options were made available for adoption starting in the 21-22 school year. The available form options streamline processes, better support professional growth conversations, and align to the implementation of [EE process flexibilities](#).

- Review the resources linked on the [Growth-Focused Form Options webpage](#) to support local decision making regarding your desired setup.
- Frontline will complete the setup for you after you complete an online specifications form and your 2022-23 rollover.
- *If your district or charter has not yet adopted the new form options and desire to do so, submit a request to the [DPI Help Center](#).*

## OTHER OPTIONS AVAILABLE BY REQUEST

- **FORM TEMPLATES FOR THE 2022 REVISED WI COACH EVALUATION RUBRIC** (in **GROWTH-FOCUSED** setup only): The WI Coach Evaluation Rubric was revised in 2021-22 to align to the previous year's revisions of the Coaching Competency Practice Profile (CCPP). [These tools](#) provide a stronger framework for coaching practices for equitable educational opportunities.
- **FORM TEMPLATES FOR OT/PT EVALUATION IN GROWTH-FOCUSED SETUP:** If you utilize the growth-focused setup for teachers and principals, and use the WI OT/PT Evaluation, contact us to have that evaluation updated to align to your EE setup.

To request these setup options, contact the [DPI Help Center](#).

## VIRTUAL SETUP SUPPORT SESSIONS AVAILABLE IN AUGUST

Connect with DPI and Frontline during a 20-minute virtual session to ask questions specific to your setup. [Register now!](#)

Sessions will be available:

- Thurs., Aug 10 afternoon
- Tues., Aug 15 afternoon
- Tues., Aug 22 morning
- Wed., Aug 30 morning

# PREPARE FOR SET-UP

## IMPORTANT NOTES PRIOR TO SET-UP:

- Be sure the district or charter site is **ROLLED OVER PRIOR** to the next **Evaluation Cycle Start Date**. [Rollover should be completed by August 1, 2023](#).
- **COMPONENT & ELEMENT INCLUSIONS:** Based on local EE processes and the form template options used, local leaders should determine component inclusions best support your local EE process record-keeping needs. See the [state model user guides for teachers and principals](#) regarding minimum EE *process* requirements.

## CHECK YOUR BUILDING CODES:

Has your district gone through some building changes? Or need to verify your Building Code is correct? If yes, see [Add/Delete a Building](#)

# SETUP STEPS

## STEP 1: REVIEW USERS IN YOUR SITE - (ADD, EDIT, OR INACTIVATE USERS)

Before beginning the school year, it is important to inactivate anyone who has left or retired from the district/charter and to add any new educators or evaluators to the site.

### How-To Articles:

[Inactivate a User](#)

[Add a New User / Edit an Existing User](#)

## STEP 2: REVIEW ASSIGNED EVALUATION TYPES AND MAKE ADJUSTMENTS (as needed)

Before beginning the year, it is important to make sure your educators are assigned to the correct evaluation types before they begin to add data.

*To review assigned evaluation types for educators:*

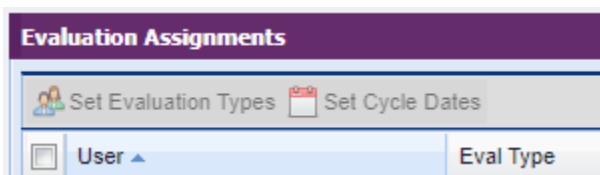
Follow path: **Evaluations > CONFIG > Evaluation Assignments**. Using the column headers to sort or filter by type, make adjustments as needed.

**HELPFUL TIP:** Use the **Export to Excel** at the bottom of the **Evaluation Assignments** section to facilitate the review. The list can then be filtered and shared with building principals to speed up the process.

EEM User Management				
Set Evaluation Types		Set Cycle Dates		
User	Eval Type	Start Date	End Date	
Teacher04, CESA1	Teacher - Summary Year	07/09/2019	06/30/2020	
Teacher05, CESA1	Teacher - Summary Year	07/09/2019	06/30/2020	
Teacher06, CESA1	Teacher - Summary Year	07/09/2019	06/30/2020	
Teacher07, CESA1	Teacher - Summary Year	07/09/2019	06/30/2020	
Teacher08, CESA1	Teacher - Summary Year	07/09/2019	06/30/2020	
Teacher09, CESA1	Teacher - Summary Year	07/09/2019	06/30/2020	

To mass update the evaluation cycle dates:

- Follow path **Evaluations > CONFIG > Evaluation Assignments**.
- Increase the per page at the bottom to include the total number of users in your district/charter.
- Then select the box to the left of “**User**” at the top of the page (see below).



- Select “**Set Cycle Dates**” and choose the correct **Start and End Date** of the cycle.

#### REMINDERS:

- Educators will not be able to access their forms until the start date.
- If your next eval cycle starts on 08/01, rollover must be completed **PRIOR** to 08/01.
- The start date for the evaluation cycle must be at least 1 day **AFTER** the end date of the previous cycle
- All evaluation cycles are recommended to end on **6/30**.
- Any changes to the required components of evaluation processes for all users in an evaluation type must be made prior to the start date. Once users are working on forms in the current cycle, evaluation types should not be changed or data entered could be lost.
- Click on **Submit** to save the dates.

#### NOTE:

It is strongly recommended that all evaluators check the **Process View** to review and confirm they can see all educators they have evaluator rights for and all users are in the correct evaluation type. This should be done before the evaluation cycle begins.

### STEP 3: REVIEW ADMIN RIGHTS FOR NEW ADMINISTRATORS

If you have a new administrator(s) to the district/charter, a couple admin rights that are recommended are **View Historical Data** and **Report Writer**. It is also recommended to look through the **Admin Rights** and delete those users who are no longer with the district.

(Already completed this? [Skip to STEP 4](#))

- Follow path: Evaluations > CONFIG > Admin Rights.
- Click on "**Add Admin Rights**" and complete the **Admin Rights Wizard** process to assign any selected rights to new evaluators as appropriate.

Helpful article: [Assign Admin Rights](#)

#### STEP 4: REVIEW ADMINISTRATOR ASSIGNMENTS TO BUILDINGS

(No need to update admins assigned to buildings? [Skip to Step 5](#))

- Follow path: Configuration Tools > Site Configuration > Buildings List.
- Select the building requiring an administrator change and update.

Helpful article: [Assign / Delete an Administrator to a Building](#)

#### STEP 5: REVIEW COMPONENTS/FORMS FOR EVAL TYPES FOR THE DISTRICT/CHARTER

Do the components and their corresponding forms (for each evaluation type) align to the desired local record-keeping requirements to best leverage the [EE System processes](#)?

**NOTE:** If your district/charter has not adopted the highly flexible Growth-Focused form templates, see [the information at the beginning of this document](#).

- Changes cannot be made to components and forms until Rollover has been completed.
- Changes to the number of instances of a component (e.g., adding or removing the number of mini-observations) for an evaluation type should NOT be completed by someone locally unless that person has specific training. Such changes may negatively impact the functionality of other forms, the evidence collection tool, the ability to align artifacts to components, etc.

**IMPORTANT:** If your district/charter wants to add/delete components from an evaluation type or make setting changes to forms (e.g., turning off the requirement setting on a form field(s) for the 2023-24 school year), **PLEASE SUBMIT A REQUEST** to the [DPI Help Center](#).

#### STEP 6: REVIEW/EDIT EVALUATION RIGHTS

Confirm all **Evaluation Rights** are up to date prior to the start of the year.

- Follow path: Evaluations > COMPONENTS > Evaluation Rights.
- Remember to assign new evaluators to educators they evaluate.

Helpful article: [Assign Evaluation Rights](#)

- Review evaluation rights for evaluators to ensure evaluators can see the educators they are assigned to.
- Use the [Delete or Move a User's Evaluation Rights](#) functions at the bottom of the page to make updates efficiently.

## STEP 7: ASSIGN USER FORMS TO RESPONSIBLE EVALUATOR

### THIS IS AN ANNUAL STEP

Technically, forms do not need to be assigned. Assigning scheduled and non-scheduled forms to the responsible evaluator at the beginning of the school year will give the evaluator the most up-to-date **Admin View** (a dashboard of what needs to be done, what is complete, etc). The evaluator would also receive an email alerting them when a form is ready to view after it has been submitted by a user.

Assigning forms is sometimes confused with Evaluator Rights. There is a clear purpose for **Evaluation Rights vs. Assigning Forms**.

- **Evaluator Rights** allows multiple evaluators to view/access the processes for one individual user.
- **Assigning Forms** tells the system which of the possible multiple administrators with **Evaluator Rights** is ultimately responsible for completing a form/component. Assigning forms is more about "accountability" than "rights".

TO ASSIGN FORMS:

- Follow path: Evaluations > ADMINISTRATION > Detail View.
- Filter using the **DETAIL VIEW** and assign forms to evaluators who are responsible for completing the specific form(s) for users.

See article: [Assign Forms Using Detail View](#) for more detailed directions.

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## LINKED [HELP CENTER](#) RESOURCES IN ORDER OF APPEARANCE:

[Growth-Focused Form Options webpage](#)

[Add/Delete a Building](#)

[Inactivate a User](#)

[Add a New User / Edit an Existing User](#)

[Assign Admin Rights](#)

[Assign / Delete an Administrator to a Building](#)

[Assign Evaluation Rights](#)

[Delete or Move a User's Evaluation Rights](#)

[Assign Forms in Detail View](#)

## **GLOSSARY OF IMPORTANT LEFT NAVIGATION BAR FEATURES:**

- **Evaluation Assignments:** This is where you can change the evaluation type of an educator as well as the evaluation start date and end date.
- **Evaluation Rights:** This is where you assign evaluation rights so your administrators can see the evaluation process of the educators the administrator is assigned to for the evaluation cycle.
- **Process View:** Where administrators will go to schedule and assign components/forms, fill out forms, and finalize forms.
- **Detail View:** This area provides administrators with a comprehensive list of all of the forms and users for which they have evaluation rights. Various detail views may be customized, so that you can quickly access the information that is most important to you.
- **Admin View:** This view is used by the evaluator to provide quick and easy access to the information they use most frequently. (To get a full picture, forms must be assigned to the evaluator.)