



## STATE MODEL FRONTLINE SET-UP GUIDE FOR 2024-25

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

### 2024-25 CONFIGURATION OF UPDATED TEACHER FORMS

Frontline Education has been and continues to complete configurations in local platform sites, changing to forms that use the newly required 2022 *Danielson Framework for Teaching*.

Prior to the site changes, state model districts and independent charters need to complete:

- an [online specifications sign-up form](#)  
AND
- [rollover](#) in the platform prior to Frontline doing the configuration work.

**If both tasks are not completed by August 1, 2024**, DPI cannot ensure that completion of the configuration will occur in time for local access by staff for the start of the school year.

DPI ([DPIEducator.Effectiveness@dpi.wi.gov](mailto:DPIEducator.Effectiveness@dpi.wi.gov)) will notify the local contact indicated in the submitted online specifications form by email when the local configuration is finished and ready for district access.

- Local platform administrators can complete the user setup steps outlined in this document at any time. These tasks will not interfere with or impede the configuration work.
- Teachers should not enter data in forms unless the district/charter has been notified that configuration is complete. Entries cannot be transferred into the new forms.

### Configuration & Form Changes

**All site-wide changes to the process components in evaluation types or form changes need to be submitted to the DPI team, and NOT made in the platform locally or by CESA.**

Modifications to DPI-created state model forms or configurations in the Frontline platform may result in data loss, functionality errors, and/or a setup that falls outside the coverage of DPI's contract for services with Frontline Education.

**The services required to complete or support modifications outside of DPI's contracted services may result in costs/charges to the district or charter, to be paid directly to Frontline.**

Submit inquiries regarding configuration or form changes to [the DPI Help Center for Support of Frontline](#). We will work with you and Frontline on setup options to meet your needs.

# 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, 2024.
- **DOCUMENTATION OF EE PROCESSES:** Local leaders should ensure that EE processes at least meet minimum state requirements. (Review the [state model user guides for teachers and principals](#) for minimum EE process requirements.)
  - Districts and independent charters need to [have, maintain, and be able to produce upon DPI request, documentation of the completion of required EE processes](#) for teacher, principal, and asst/assoc. principal evaluation. This includes:
    - Educators' self-review during each evaluation cycle
    - Educators' development and completion of at least one SLO goal and professional practice improvement efforts annually
    - Evaluators conducting required EE conferences (including Planning, Mid-Year, and End-of-Cycle)
    - Evaluators conducting required observations of professional practice each year
    - Evaluators' provision of feedback on practices and goal setting

## 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.

**IMPORTANT:** All forms must be **finalized** BEFORE inactivating a user.

- Use “**Finalize Only**” option in the Rollover Tool for those individuals.
- If you have already rolled the user into the next year's evaluation type, re-set the assigned evaluation type to “**Unassigned**” in **Evaluations > Config > Evaluation Assignments**.

How-To Articles:

[Inactivate a User](#)

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

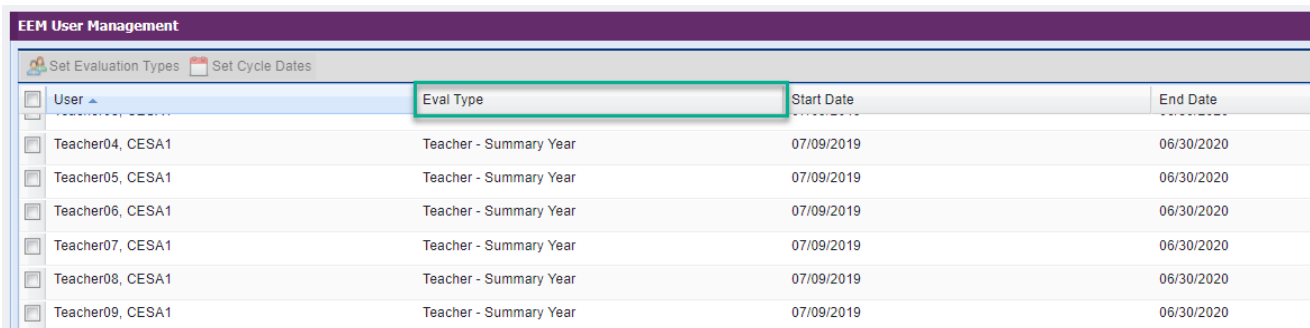
## STEP 2: REVIEW ASSIGNED EVALUATION TYPES AND MAKE ADJUSTMENTS (as needed)

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.

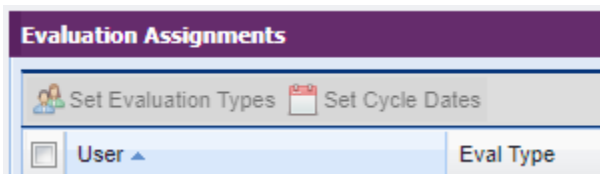
**HELPFUL TIP:** Use the **Export to Excel** at the bottom of the **Evaluation Assignments** section to facilitate the review. The list can then be filtered and shared with building principals to speed up the process.



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” number at the bottom to include the total number of users in your district/charter (in the bottom right).
- 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.

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### STEP 3: REVIEW RIGHTS FOR NEW ADMINISTRATORS

If you have a new administrator(s) to the district/charter:

#### *Admin Rights*

There are two admin rights recommended for building administrators/evaluators: **View Historical Data** and **Report Writer**. It is also recommended to look through the **Admin Rights** and delete users who are no longer with the district.

- 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](#)

#### *PG Roles & Permissions*

To indicate to the system that a user is an "observer" and allow them to display in assignment dropdown screens in other parts of the platform:

- Follow path: Administration > PG Permissions
- Click the down arrow button to the far right in the "Approvers/EEM Observers" row.
- Select "Add Users".
- Enter user information in the fields.
- Click "Search"
- Click the checkbox to the left of the user name that populated in the screen.
- Click "Add Selected Users"

*(Already completed this? Skip to STEP 4)*

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### 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
- Select the "Manage" button to the far right of the building requiring an administrator change and update.

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

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## STEP 5: REVIEW COMPONENTS/FORMS IN CYCLE YEARS FOR THE DISTRICT/CHARTER

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

**All site-wide changes to the process components in teacher and principal evaluation types or form changes need to be submitted to the DPI team, and NOT made in the platform locally or by CESA.**

Modifications to DPI-created state model forms or configurations in the Frontline platform may result in data loss, functionality errors, and/or a setup that falls outside the coverage of DPI's contract for services with Frontline Education.

**The services required to complete or support modifications outside of DPI's contracted services may result in costs/charges to the district or charter, to be paid directly to Frontline.**

Submit inquiries regarding configuration or form changes to [the DPI Help Center for Support of Frontline](#). We will work with you and Frontline on setup options to meet your needs.

### NOTE:

Changes cannot be made to components and forms until Rollover has been completed.

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## 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 and access the educators for whom they are to observe or conduct evaluations.
  - Use the [Delete or Move a User's Evaluation Rights](#) functions at the bottom of the page to make updates efficiently.
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## 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 is 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 or component. Assigning forms is more about "accountability" than "rights".

*TO ASSIGN FORMS:*

- Follow path: Evaluations > ADMINISTRATION > Detail View.
- Use the filters to generate the desired list below. 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:**

[Add/Delete a Building](#)

[Inactivate a User](#)

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

[Assign Admin Rights](#)

[Assign / Remove 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.)