FRONTLINE PLATFORM STRUCTURE

Need Help? Find helpful documents or submit a request through *DPI Help Center for Support of Frontline EEM Platform*.

How to navigate the evaluation structure within the platform to support your local implementation of the Educator Effectiveness System processes.

FORMS, COMPONENTS, EVALUATION TYPES

Forms

- Individual "documents" to support processes throughout the year
- Provide consistent, reliable structure
- DPI templates allow for different configuration and requirement setting options for district-wide and individual educator flexible use

Components

"Folders" that can contain multiple forms used to document a process

Evaluation Types

Selection of components set up to support the processes of a specific year in an evaluation or effectiveness cycle

Asst Principal - Summary Year
Asst Principal - Supporting Y...
Asst Principal - Supporting Y...
Coach - Summary Year
Coach - Supporting Year 1
Coach - Supporting Year 2
Social Worker - Supporting Y...
Social Worker Summary Year...
Teacher - Summary Year
Teacher - Supporting Year 1
Teacher - Supporting Year 2

HOW DO I GET AROUND? WHERE DO I GO?

[My Evaluation](#)

[I Evaluator Others](#)

[I Manage the Platform](#)

My Evaluation (Educator / Person being evaluated)

Left Icons:

Insights = "My Growth Journey" dashboard"

My Info = current & past evaluations, and artifacts files

Screenshot shows "My Info" section of platform. Each year's evaluation forms can be accessed here.

"Artifacts" link is used as one way to add supporting evaluation evidence documentation to the artifact files.

Articles in the [WI DPI Help Center to Support Frontline](#):

Getting Started User Guide

My Growth Journey dashboard

Upload an Artifact or Evidence Statement

Upload URL/Weblink as an Artifact

I Evaluate Others (Evaluator)

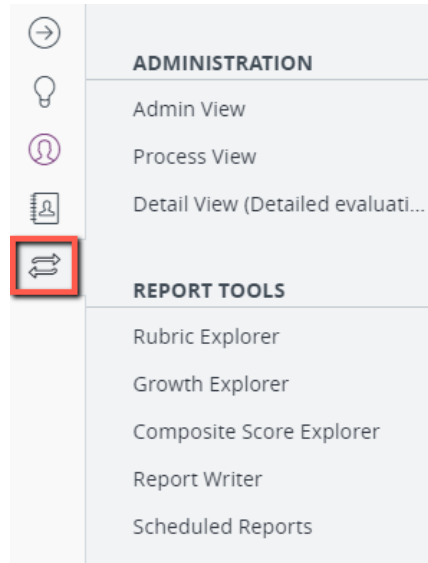*Note that your screen may have more or less icons based on your level of platform access.*

Left Icons:

Insights

My Info

Learning Plan

Evaluations *(you will use this section most often)*

ADMINISTRATION

Admin View

Process View

Detail View (Detailed evaluati...

REPORT TOOLS

Rubric Explorer

Growth Explorer

Composite Score Explorer

Report Writer

Scheduled Reports

Evaluations Navigation

ADMINISTRATION –
Dashboards and tools to help you track and manage evaluations for the users/staff you have access to.

REPORT TOOLS –
Reports that provide a customized view of entered information.

Some of the articles for completing evaluator tasks in the [WI DPI Help Center to Support Frontline](#):

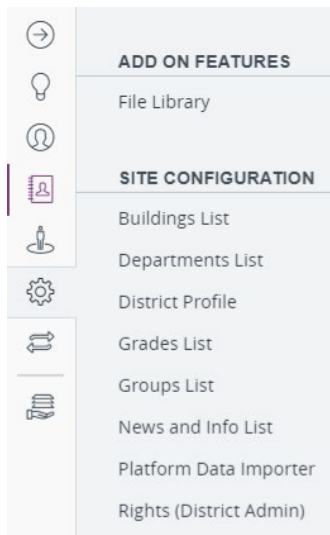Admin View

Evidence Collection Tool

Assign Forms Using Detail View

I Manage the Platform (System Administrator)

Note that your screen may have more or less icons based on your level of platform access.

Insights – displays "My Growth Journey" if the user is being evaluated

My Info – displays links current and past evaluation forms, as well as the Artifact Portfolio

Learning Plan – this year's evaluation forms if user is being evaluated (This section will eventually be discontinued as it is replaced by My Growth Journey.)

Administration – Add and edit all users' account profiles in the Frontline platform

Configuration Tools – manage organizational settings that can be used to organize users, as well as set reminders and district-wide banner messages with "News and Info List"

Evaluations – access to all functions for managing evaluation processes, evaluator/staff assignments, and report tools

Configuration Tools Navigation

ADD ON FEATURES

File Library

SITE CONFIGURATION

Buildings List

Departments List

District Profile

Grades List

Groups List

News and Info List

Platform Data Importer

Rights (District Admin)

File Library – add/manage local documents

Buildings List – manage building names, codes, and assigned administrators

Departments List – add/manage names of departments in your local organization (e.g., special education, sciences, languages, etc.)

District Profile – district settings including local platform contacts/managers

Grades List – add/edit list of grade levels that can be assigned to users' profiles

Groups List – add/edit list of group types that can be assigned to users' profiles

News and Info List – create and manage announcements to users that appear as a banner to users when they login. Can be used to remind of EE process completion deadlines, etc.

Platform Data Importer – generally not used

Rights (District Admin) – only used to add Super User rights ("configuration" and "add/edit user") to local platform managers. (*It's recommended that only 1-2 people locally have these rights.*)

Evaluations Navigation

ADMINISTRATION	
Admin View	Process View
Detail View (Detailed evaluatio...	Import Manager
Past Cycle View	Rollover Tool
Super Admin View	

REPORT TOOLS	
Rubric Explorer	Growth Explorer
System Reports	Composite Score Explorer
Report Writer	Scheduled Reports

COMPONENTS	
Component Manager	Evaluation Rights

DESIGN TOOLS	
Form Designer	Rubric Designer

CONFIG	
Admin Rights	Artifact Categories
Artifact Types	Diagnostics
District Settings	Evaluation Assignments
Evaluation Types	

ADMINISTRATION
Dashboards and tools to help track and manage evaluations.

Most useful to System Admins:

    Detail View   Super Admin View   Rollover Tool

REPORT TOOLS
Reports that provide a customized view of entered information.

Most useful to System Admins:

    Report Writer   System Reports   Rubric Explorer

COMPONENTS
    Component Manager – "User Components" tab can manage individual's forms. "District Components" *should not be altered locally* without training. Modifications can result in platform errors.

    Evaluation Rights – assign staff to the administrator who will be their evaluator of record

DESIGN TOOLS – *Should not be utilized* without training.

CONFIG
    "Folders" of default settings: Artifact Types, Artifact Categories, District Settings, Evaluation Types

Most useful to System Admins:

    Admin Rights   Evaluation Assignments