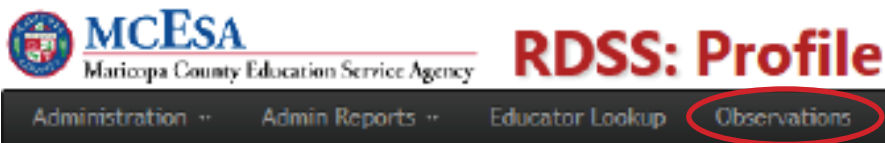


LdOI Single Page Entry

This quick guide provides instructions for DLAs to access the LdOI Single Page Entry Tool and review data.

Access

In RDSS: Profile, click "Observations" on the main navigation bar.



Review

Evaluatee List Page

All educators in an organization who are associated to a Leader role (Principal, Assistant Principal, or Support Specialist) to whom the Evaluator has been granted access (either automatically or manually) will appear on this page.

Click the Edit button to begin entering observation data for the leader.

Click the Multi-Site link to see all schools a multi-site leader is associated with.

A "Yes" or "No" in the Program Participant column reflects whether the educator is participating in the REIL Program according to the Educator Participation Page.

Educator Observations

Actions	school	stakeholder id	educator	position	instrument	Required Elements Rated	Last Modified by	Evaluator of record	Program participant	status
<input type="checkbox"/> Edit	Multi-Site	201805000000	Barker, Thomas	Principal	LdOI	11 of 74	Garcia, Marissa		Yes	In Progress
<input type="checkbox"/> Edit	sol cabo elementary	777777777777	Perez, Nathan	Principal	LdOI	15 of 74	Garcia, Marissa		Yes	In Progress

Add Evaluator(s) **Remove Evaluator(s)**

A user's role determines the Evaluatees to whom they will automatically have access. Access can also be manually granted or removed. Select one or more checkboxes and then click either the Add Evaluator(s) or the Remove Evaluator(s) button to edit access to Evaluatee Observations.

View the number of required elements that have been rated.

Status Column: Not Started, In Progress, or Complete.

Enter Ratings

Enter dates and ratings where indicated in Observation Settings.

Shared with Evaluator: OFF

Mark Complete Print

Observation Settings Filter to Settings: All Selected

Observation Setting Date: 11/02/15

Setting and Communicating Direction	Business or Parent Meeting	Leadership Team Meeting 1	Leadership Team Meeting 2	Professional Learning 1	Professional Learning 2	Instructional Conference	Site Visit 1
Shared Purpose	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Building Relationships	Business or Parent Meeting	Leadership Team Meeting 1	Leadership Team Meeting 2	Professional Learning 1	Professional Learning 2	Instructional Conference	Site Visit 1
Accessibility	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Mutual Trust & Respect	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Conflict Facilitation	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4
Developing the Organization	Business or Parent Meeting	Leadership Team Meeting 1	Leadership Team Meeting 2	Professional Learning 1	Professional Learning 2	Instructional Conference	Site Visit 1
Group Participation	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4

As scores are entered, note the Auto Save status message on the bottom right corner of the screen:

Saving
All Changes Saved
Last Save Failed

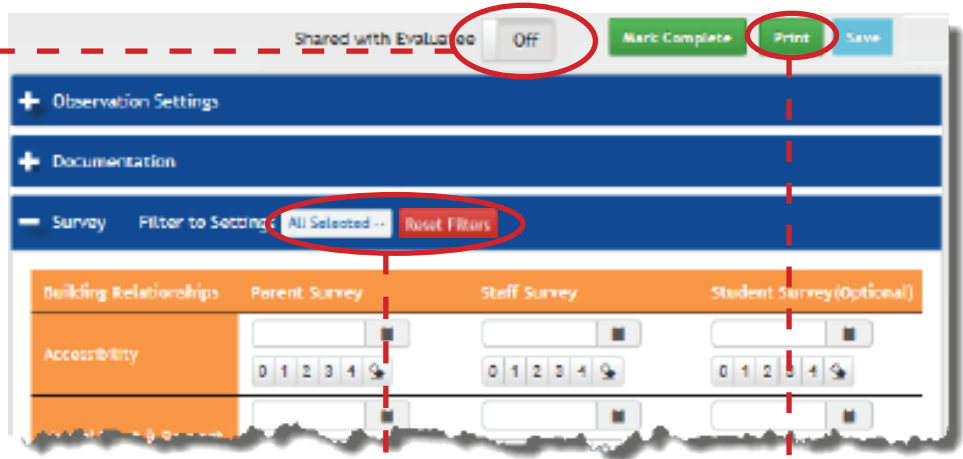
LdOI Single Page Entry

This quick guide provides instructions for DLAs to access the LdOI Single Page Entry Tool and review data.

Enter Ratings (continued)

Switch the Shared with Evaluator toggle to "On" when the Ratings and Reinforcement & Refinement are ready to be seen by the Evaluator in the LdOI Observation Report.

Click the blue section headers to expand the Observation Settings, Documentation, and/or Survey sections in order to enter dates and ratings.

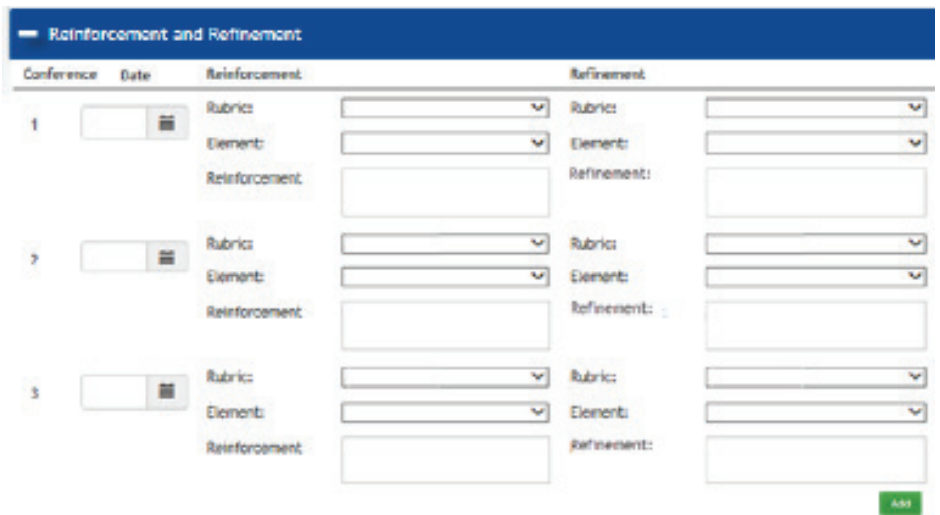


Use the filter dropdown to hide all elements that do not have a rating opportunity in the chosen setting(s).

Click the Print button to print the LdOI Observation Report with all scores that have been entered to date.

Enter Reinforcement and Refinement

For each of the three required conferences, enter the Reinforcement & Refinement information. Click the Add button to add another conference if more than three conferences are performed.



Mark Complete

The following fields must be populated in order to mark the observation complete:

- All dates in the Observation Settings section
- All required ratings (only the two Student Survey ratings are optional)
- All Reinforcement and Refinement fields in Conferences 1, 2, and 3.

Select the evaluator of record and click "Evaluation Complete."

