Ohio | Department of Education

Frequently Asked Questions

electronic Teacher and Principal Evaluation System (eTPES)

Updated October 7, 2013

For *technical support* questions regarding the eTPES product (www.OhioTPES.com), please contact: support@OhioTPES.com

For *policy* questions regarding eTPES and Teacher and Principal evaluation, please contact: eTPES@education.ohio.gov

Access to eTPES

Q: How do I obtain access to eTPES?

A: Initial access to the system is determined by appropriate identity authentication of users.

1. Superintendents and Superintendent Designees are required to be listed in ODE's OEDS-R system. If you need to update your LEA information in OEDS-R, please contact your local OEDS Administrator, and they can make the changes for you. A Superintendent Designee is not a requirement for eTPES system access, but it is an option for Superintendents who wish to delegate the eTPES Superintendent tasks to an appropriate staff member in their LEA. Check your LEA OEDS-R data here: http://webapp2.ode.state.oh.us/oeds-r/query/ If you have questions regarding how to access and use OEDS-R, please download the OEDS-R User Guide available on the OEDS-R Website, click "Help" on the left menu.

2. State Staff ID required. If your LEA Superintendent or Superintendent Designee does not have a State Staff ID, one can be requested and created quickly and free of charge. For more information regarding how to request a State Staff ID online, please see the link on this page: http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/District-Educator-Evaluation-Systems/eTPES-Help

3. After successful login to eTPES, the LEA Superintendent or Superintendent Designee will be required to complete setup tasks, which includes a Principal roster review and verification. When these tasks are complete, the Superintendent or Superintendent designee can enable access to the appropriate staff in Principal roles for the LEA. Principals with then have access to conduct a Teacher (staff) roster and review and verification in eTPES.

Q: Will my SAFE Account in STARS allow me access to eTPES?

A: No, this will not allow users access. Please use the steps as outlined above.

Q: Can I give my login and password to another person instead of waiting for them to be set-up?

A: Never share your eTPES password or username information. This information is unique to each user and provides you access to many eTPES system functions, determined by your role of Superintendent, Superintendent Designee, Principal, Teacher, Evaluator. Please do not try to log into eTPES before you receive the unique password and username enabled by your supervisor. Your password is your personal access to the eTPES system.

Credentialed Evaluators

Q: Do evaluators of teachers and principals need to be credentialed?

A: Yes, all evaluators of teachers and principals must be credentialed. Each of these credentialing processes is separate. In order to be credentialed, the evaluator must attend an ODE-sponsored training and pass an online assessment. eTPES will receive updates regarding those evaluators who have successfully completed the online assessment and are credentialed.

Q: If we are implementing in 2013-2014, do our evaluators need to be credentialed?

A: Yes, evaluators must be credentialed to evaluate their teachers during the implementation year. Superintendents, or designees (those evaluating principals) will need to be credentialed following the ODE sponsored training, and online assessment. Principals evaluating their assistant principals will need to attend the OPES training and be credentialed.

Q: We have several administrators that have passed their NIET online assessment and are credentialed, but are not showing up in eTPES. Where are they?

It requires about a week from the time the NIET credential is earned until it appears in eTPES. ODE and NIET are working to quickly correct any data issues if they occur.

Evaluation Process

Q: What is the evaluation process for teachers, principals and assistant principals?

A: The Framework for the evaluation of teachers, principals and assistant principals is based on teacher/ principal performance- 50%, and based on student growth measures- 50%. An annual evaluation is required, including observations and walkthroughs, and a written report. eTPES will enable evaluators to view and edit, collect and store information from the evaluations. It will include student growth measure data and calculate a final summative rating for each person evaluated. eTPES can be used for the OTES and OPES models as well as district developed evaluation system models and rubrics. Please see the **ODE eTPES help page** and user guides for more evaluation process information.

Q: What is the data submission deadline for eTPES?

A: For the 2013-2014 school year, the eTPES data submission deadline is June 15, 2014, 11:59 PM. eTPES will be closed at 12:00 AM, June 16, 2014 and users will not have access to it until the new eTPES school year begins in July, 2014, for the 2014-2015 school year.

General Use of eTPES

Q: Why should LEAs use eTPES?

A: 1) Automatically meets all the OPES and OTES Framework requirements for your district
2) Easily accessible from the Internet
3) Information is secure and routinely backed up
4) Calculates the final SGM rating based on data entered
5) Calculates a final summative rating for each person evaluated from educator performance and SGM
6) Electronically streamlines the process and steps to assist evaluators
7) eTPES is the system of record for aggregated educator ratings required by the US Dept. of Education

Q: Is eTPES the only method used to report ratings to ODE?

A: Yes, eTPES is the method by which LEAs report their teacher and principal final summative (aggregated) ratings to the State of Ohio. LEAs must report to ODE the number of teachers for whom an evaluation was conducted and the number of teachers assigned each rating.

Q: Can teachers/principals and evaluators print paper copies of the forms?

A: Yes, those who have access to specific files can print copies of the forms.

Q: Can teachers/principals upload artifacts into eTPES?

A: Yes, artifacts and evidence can be uploaded during the year (multiple files) into the system for the sharing and documenting of evidence.

Q: Is it necessary to personalize the forms by LEA?

A: No, the forms will be stored in a secure web-based environment, and will be specific to the district. However, forms may be personalized with LEA information.

Q: Is eTPES a public record?

A: Yes, documentation in eTPES is subject to public record requests just like those paper copies in personnel files at the district level. This follows the same guidelines for records requests that currently exist.

Q: How do we know if we should we use eTPES this year (2013-2014)?

A: If your LEA is fully implementing teacher and principal evaluation this school year, you are required to use eTPES. LEAs that are not fully implementing OTES or OPES may use the system to pilot.

Q: Why isn't the entire eTPES product complete today?

A: Because of customer feedback, ODE made a number of major eTPES product upgrades in 2013. The eTPES Project uses a "just in time" feature delivery method. eTPES features, such as the Student Growth Module, Final Summative Evaluation form and local reports, are scheduled to be delivered as planned in January 2014.

Q: What if my Superintendent is also a Principal for buildings?

A: The Superintendent role has full rights to view/edit the evaluations under them depending on the primary evaluator assignment. In this specific case, (if the individual is not being evaluated as a Principal) the most effective change is to remove the Principal role from the evaluator, who also has the Superintendent role. In order to accommodate the largest percentage of users, eTPES is designed to use the most common evaluator strategies (Superintendents evaluate Principals and Principals evaluate teachers). The local district then has the option to customize eTPES if the default settings don't meet their organizational needs. If you have questions regarding how to set up users in multiple roles, please contact eTPES technical customer support at: support@OhioTPES.com

Q: I have a teacher employed by my district who teaches at a Catholic school. Why isn't there any eTPES information available for her?

A: Teachers hired by public districts, but not working in public districts, are not included in eTPES. Teachers must be employed and working in the public district to be part of the new evaluation system.

Q: Why do I need to enter a 4-digit PIN in the eTPES evaluation forms?

A: Teachers, Principals and Evaluators enter their Personal Identification Number (PIN) in eTPES forms to indicate completion of the form(s). Upon form completion, various automated eTPES processes occur – email notifications to evaluators and administrators are generated, and eTPES calculates the "percent complete" of the entire evaluation process for the teacher or principal.

Q: I've run into issues trying to upload my staff roster data in the Excel spreadsheets. Why can't the IRN column be in TEXT format?

A: In response to user requests, the preformatted Excel staff roster spreadsheets generated by eTPES were updated to change the IRN column to TEXT format October 3, 2013.

Q: Why are certain evaluation forms in "locked" status to the evaluator?

A: The form locking rules are a system-wide feature in eTPES. Some forms must be initiated by the evaluator and therefore are "locked" until that step happens. Some must be initiated by the teacher or principal being evaluated. Locking the forms provides assurance that the appropriate user has control over certain aspects of the process. For example, professional growth plans are started by the teacher (and in OPES by the principal). This allows accomplished teachers to have autonomy over their growth plans and it allows improvement plans to only be initiated by evaluators. Self-Assessment, Professional Growth, Pre-Conference and Project forms are all initiated by the teacher. All others are initiated by the evaluator.

Q: We have set up eTPES to use a combination of the forms—district and state. Can we use the forms right in the system, instead of uploading individual district forms.

A: Your district chose option #2 during setup. The system upgrade you describe to upload PDF forms (templates), or custom electronic forms district-wide was considered, but not included in the scope of the eTPES project because the cost of that feature exceeded the funding for the project.

Q: Moving staff around. This is done by principals….does this mean one principal is waiting on the other to delete a teacher that has moved locations?

A: A principal has direct control over their building staff roster data. In the 2013-2014 school year, there is no eTPES limit on the number of buildings or districts to which a teacher can belong.

Q: The choice by the Superintendent of eTPES setup Options 1, 2 or 3 in regard to the forms used was not clearly explained before training. Where can I find more information regarding the eTPES setup tasks?

A: This is a common misunderstanding and a source of frustration for eTPES users. We apologize for the confusion and are doing our best to communicate this to users. The training sessions, training manual and the eTPES User Manual provide detailed information regarding the three choices.

If the Superintendent or Superintendent Designee finds their choice is inconsistent with the district policy during the setup process, they should contact eTPES support for assistance. ***Important note: Any evaluation forms completed or updated after the initial setup will be lost if eTPES setup configurations are changed.*** This may be unavoidable but we want people to understand this before making the decision to change the option they have selected.

Q: Which Teacher evaluation forms can be skipped?

A: The following teacher evaluation forms have a "skip" option:

- **Self-assessment**
- **Professional growth plan / Improvement Plan**
  (one of these forms must be completed, the other can be skipped)
- **Pre-conference**
- **Post-conference**

Q: Who can restore forms that have been marked "skipped"?

A: The eTPES roles of Superintendent and Superintendent Designee, or the role of evaluator can always restore skipped forms. The educator can restore any forms where they are assigned to complete the form first.

Q: How does the "percent complete" calculation work in eTPES?

A: The eTPES "percent complete" calculation and bar graph display the progression of the evaluation process throughout the annual cycle for an individual, entire building or school district. ***Important note:*** in order for the calculation to occur, the PIN must be entered into the evaluation form by the teacher (or principal) and the evaluator. As the PINs are entered during the various steps in the evaluation process, the "percent complete" calculation will automatically be updated appropriately.

Q: How do I change a name in eTPES?

A: Educator name and State Staff ID data in eTPES comes from the Ohio Department of Education. Superintendent and Superintendent Designee name changes are handled through ODE OEDS, and transmitted to eTPES on a routine schedule. For other eTPES roles, in order to change a name, the educator must make the change in ODE's SAFE system. Once the name is updated in the ODE (CORE Educator Profile and SAFE) systems, the eTPES user can contact eTPES customer support to execute the name change in the eTPES system. For more information regarding SAFE and OEDS, please see the ODE Website at: http://education.ohio.gov/

Rubric

Q: Can LEAs use their own locally developed rubrics?

A: Yes, but the rubric used must be aligned to the Ohio Teacher and Principal Performance Rubrics, and contain the four rating categories with similar indicators of performance. In eTPES, a teacher rubric Alignment Tool is the first step in the process, and must be used for those districts who have modified the Ohio Rubrics, or who are using their own locally developed rubric. In eTPES, the Superintendent must also sign-off on the Principal Evaluation Rubric Alignment.

Q: Why must LEA rubrics be aligned to the Ohio Teacher and Principal Rating Rubrics?

A: Legislation has delineated four rating categories: Ineffective, Developing, Skilled and Accomplished. Both the Teacher and Principal Performance Rubrics use descriptive indicators to establish performance expectations at each level based on the Standards for the Teaching Profession. In order for ratings to be reliable and consistent throughout the state, all rubrics must align to the OTES and OPES Teacher and Principal Performance Rubrics.

Student Growth Measures

Q: Will all Student Growth Measures be downloaded into eTPES?

A: No, only Value-Added data will be uploaded from ODE into eTPES. There are three categories of data that can be used: value-added, ODE-approved vendor assessments, and locally determined measures. Vendor assessments and LEA determined measures will be specific to the LEA. As part of the district set-up, LEAs will be asked to assign a percentage to each measure that will be used for Teachers in A1, A2, B, and C categories. Data from these measures and the assigned percentages will be calculated at the end of the annual evaluation in eTPES.

Q: How do I enter Student Growth Measures in eTPES this year? (2013-2014)

A: There will be eTPES training, beginning in January 2014, on how to enter student growth measures into the system. The categories for A1 and A2 teachers will be added to the system. There will also be a SGM excel template import available for LEAs to use.

System stats

Q: How many people and districts are using eTPES in the 2012-2013 school year?

A: System stats as of 10/1/2013:

- Total eTPES users logged in: **34,935**
- 1,224 participating organizations / **838 (68%) completed eTPES setup**
- Percentage of active eTPES users requesting customer support : **5%**
- Busiest eTPES system day – Monday, September 30, 2013 with **8,526 logins**
- eTPES evaluation forms started or completed = **30,289**

Training

Q: How do I find eTPES training?

A: eTPES training includes:

1. ESC Trainers receive training on new eTPES features
2. ESC Trainers then schedule training for their local districts and publish events on the ODE STARS system
3. Superintendents and Principals sign up for training through STARS
4. Web training videos, FAQs, user guides and other helpful resources are available on the **ODE eTPES help page**