eTPES SGM IMPORT INSTRUCTIONS

updated 1/29/2014

INTRODUCTION

This document will focus on the Superintendent, Superintendent Designee and Principal roles. The Superintendent and Superintendent Designee roles have the same access, therefore any time Superintendent is mentioned, it also applies to the Superintendent Designee. Note that Assistant Principals do not have access to the SGM Import function.

Superintendents, Superintendent Designees and Principals have the ability to utilize the SGM Import to enter and edit Teacher and Assistant Principal SGM data.

Superintendents and Superintendent Designees have the ability to utilize the SGM Import to enter and edit Principal SGM data.

SGM IMPORT ICON

To begin your SGM import, you will need to go to the Student Growth Tab on your eTPES Dashboard.

> *Please note: before you access the SGM import, the superintendent or designee must have verified the LEA Default Percentages.*

Click on the SGM Import icon. This screen has very similar functionality to the Staff Import feature of eTPES.

Please note: you must be on a desktop or a laptop rather than your iPad, to complete the SGM Import function.

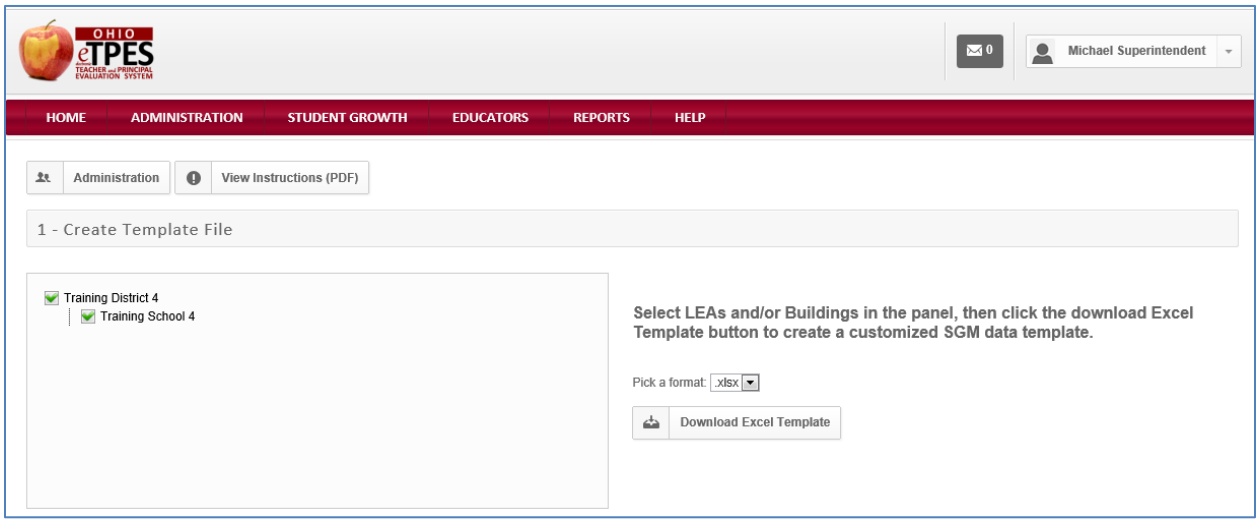
STEP 1 – CREATE THE TEMPLATE

The SGM Import has three sections. The first section will allow you to download the template.

Important:

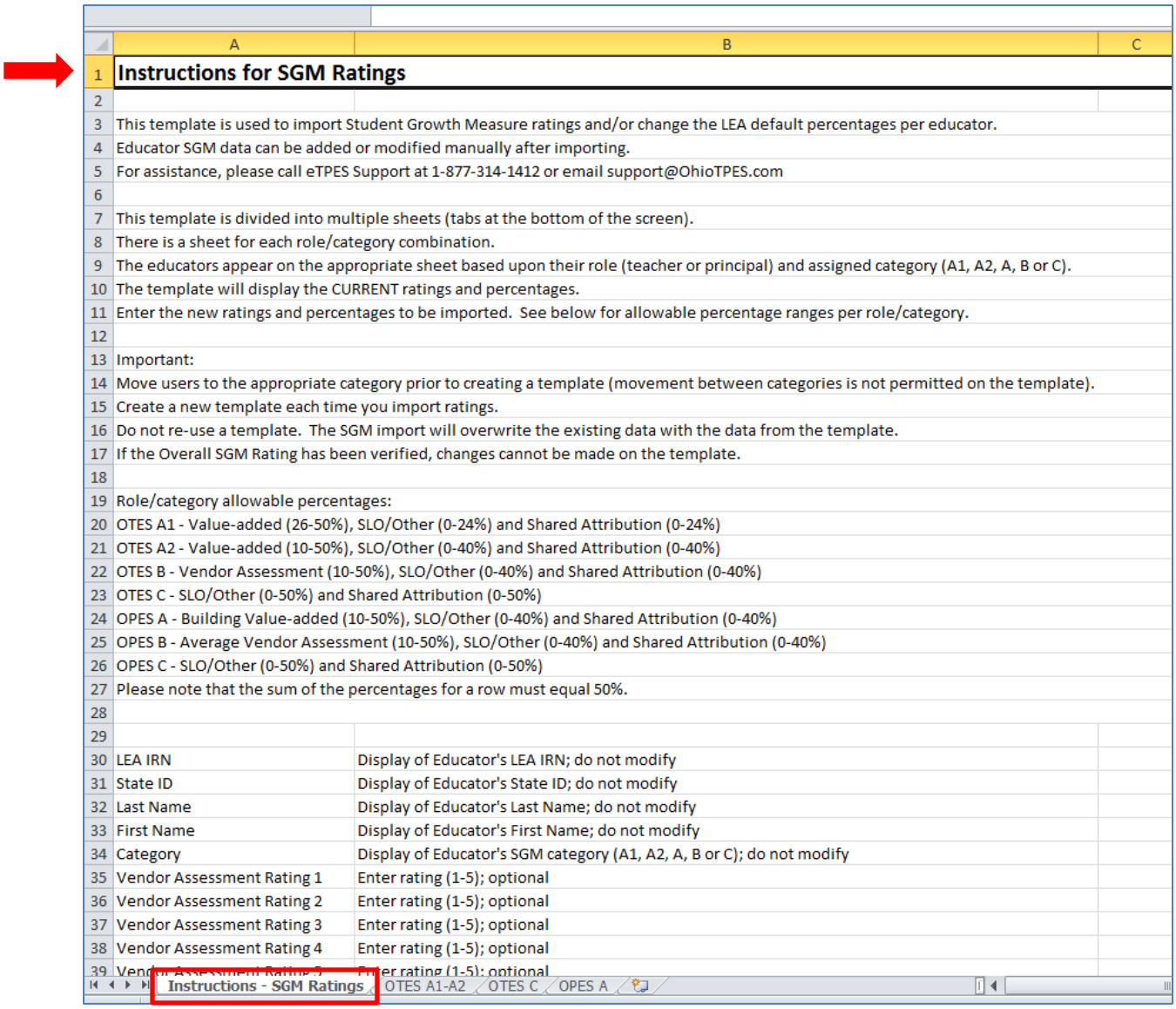
- Move users to the appropriate category prior to creating the template. Movement between categories is not permitted on the template.
- Create a new template each time you import ratings.
- DO NOT RE-USE A TEMPLATE. THE SGM IMPORT WILL OVERWRITE THE EXISTING DATA WITH THE DATA FROM THE TEMPLATE.
- If the Overall SGM Rating has been verified, changes cannot be made on the template.

To download the template, click on the LEA or building for which you will be importing , select a format, and then click on the Download Excel Template button on the right side of the page. See screen below:



When you click to download, you will have access to your SGM Template.

When you open the template, it will open to the instructions tab. Please read through these instructions prior to filling out the template as these instructions are extremely important. See screen below.



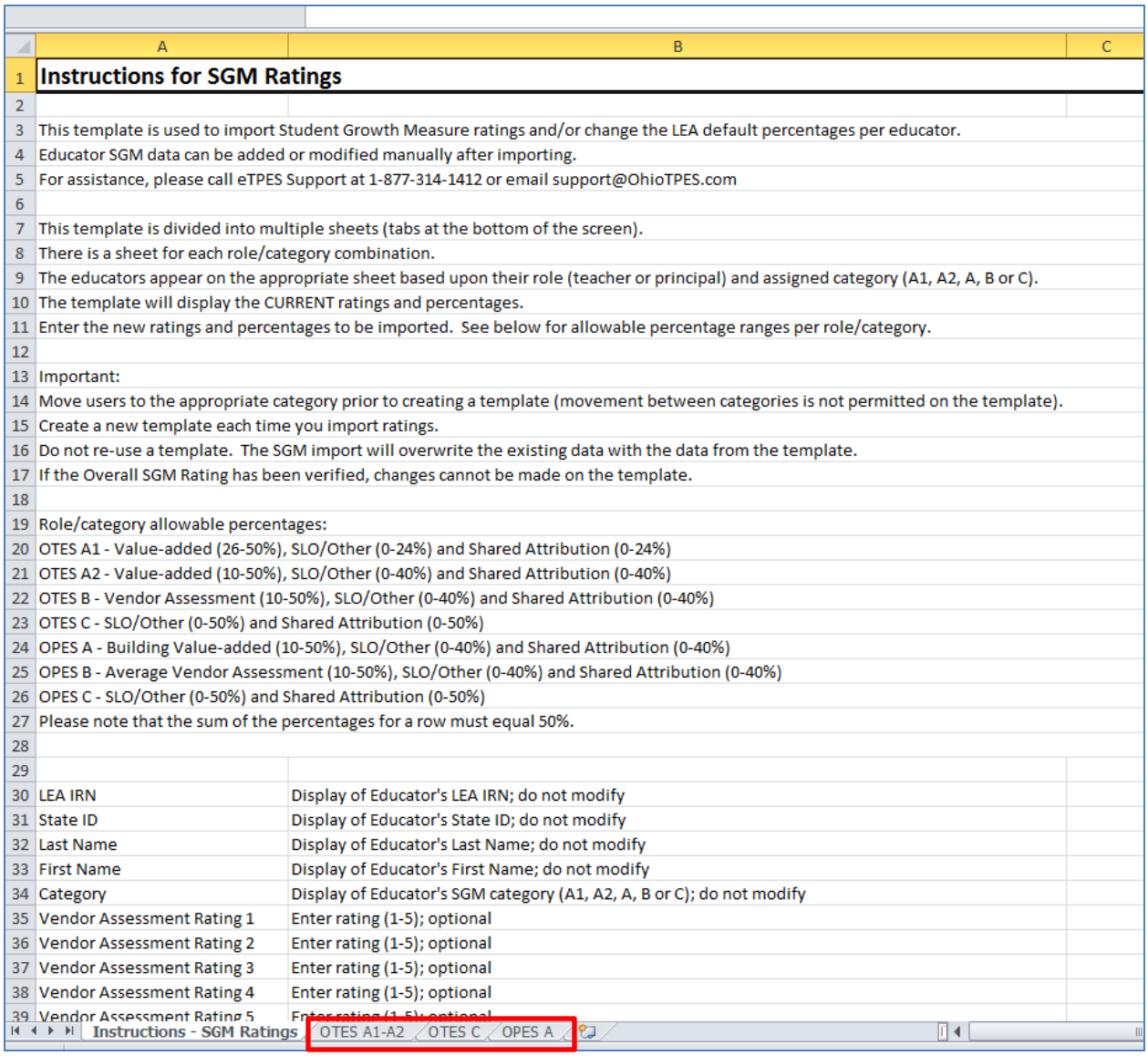
	A	B	C
1	**Instructions for SGM Ratings**		
2			
3	This template is used to import Student Growth Measure ratings and/or change the LEA default percentages per educator.		
4	Educator SGM data can be added or modified manually after importing.		
5	For assistance, please call eTPES Support at 1-877-314-1412 or email support@OhioTPES.com		
6			
7	This template is divided into multiple sheets (tabs at the bottom of the screen).		
8	There is a sheet for each role/category combination.		
9	The educators appear on the appropriate sheet based upon their role (teacher or principal) and assigned category (A1, A2, A, B or C).		
10	The template will display the CURRENT ratings and percentages.		
11	Enter the new ratings and percentages to be imported. See below for allowable percentage ranges per role/category.		
12			
13	Important:		
14	Move users to the appropriate category prior to creating a template (movement between categories is not permitted on the template).		
15	Create a new template each time you import ratings.		
16	Do not re-use a template. The SGM import will overwrite the existing data with the data from the template.		
17	If the Overall SGM Rating has been verified, changes cannot be made on the template.		
18			
19	Role/category allowable percentages:		
20	OTES A1 - Value-added (26-50%), SLO/Other (0-24%) and Shared Attribution (0-24%)		
21	OTES A2 - Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
22	OTES B - Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
23	OTES C - SLO/Other (0-50%) and Shared Attribution (0-50%)		
24	OPES A - Building Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
25	OPES B - Average Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
26	OPES C - SLO/Other (0-50%) and Shared Attribution (0-50%)		
27	Please note that the sum of the percentages for a row must equal 50%.		
28			
29			
30	LEA IRN	Display of Educator's LEA IRN; do not modify	
31	State ID	Display of Educator's State ID; do not modify	
32	Last Name	Display of Educator's Last Name; do not modify	
33	First Name	Display of Educator's First Name; do not modify	
34	Category	Display of Educator's SGM category (A1, A2, A, B or C); do not modify	
35	Vendor Assessment Rating 1	Enter rating (1-5); optional	
36	Vendor Assessment Rating 2	Enter rating (1-5); optional	
37	Vendor Assessment Rating 3	Enter rating (1-5); optional	
38	Vendor Assessment Rating 4	Enter rating (1-5); optional	
39	Vendor Assessment Rating 5	Enter rating (1-5); optional	

Instructions - SGM Ratings | OTES A1-A2 | OTES C | OPES A

The template can be used to import the ratings and/or change the LEA default percentages per educator.

The SGM data can be added or modified manually after importing.

The template is divided into multiple sheets (or tabs) which can be seen at the bottom of the screen. There will be a sheet for each role/category combination currently present for the educators. See the screen below which shows the tabs for OTES A1-A2, OTES C and OPES A.



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7	This template is divided into multiple sheets (tabs at the bottom of the screen).		
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9	The educators appear on the appropriate sheet based upon their role (teacher or principal) and assigned category (A1, A2, A, B or C).		
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11	Enter the new ratings and percentages to be imported. See below for allowable percentage ranges per role/category.		
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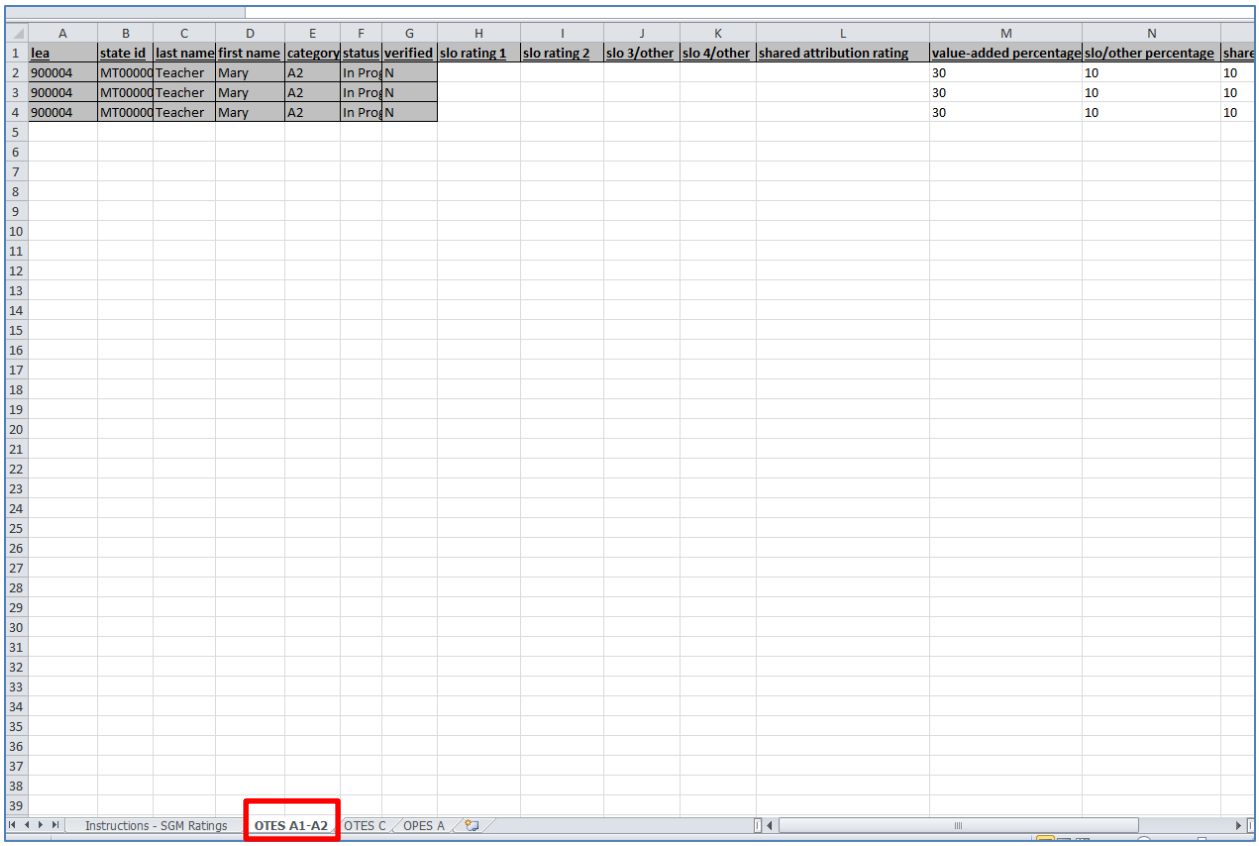
19	Role/category allowable percentages:		
20	OTES A1 - Value-added (26-50%), SLO/Other (0-24%) and Shared Attribution (0-24%)		
21	OTES A2 - Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
22	OTES B - Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
23	OTES C - SLO/Other (0-50%) and Shared Attribution (0-50%)		
24	OPES A - Building Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
25	OPES B - Average Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)		
26	OPES C - SLO/Other (0-50%) and Shared Attribution (0-50%)		
27	Please note that the sum of the percentages for a row must equal 50%.		
28			
29			
30	LEA IRN	Display of Educator's LEA IRN; do not modify	
31	State ID	Display of Educator's State ID; do not modify	
32	Last Name	Display of Educator's Last Name; do not modify	
33	First Name	Display of Educator's First Name; do not modify	
34	Category	Display of Educator's SGM category (A1, A2, A, B or C); do not modify	
35	Vendor Assessment Rating 1	Enter rating (1-5); optional	
36	Vendor Assessment Rating 2	Enter rating (1-5); optional	
37	Vendor Assessment Rating 3	Enter rating (1-5); optional	
38	Vendor Assessment Rating 4	Enter rating (1-5); optional	
39	Vendor Assessment Rating 5	Enter rating (1-5); optional	

Instructions - SGM Ratings | OTES A1-A2 | OTES C | OPES A

The educators appear on the appropriate sheet based upon their role (teacher or principal) and assigned category (A1-A2, A, B, or C).

The template will display the <u>current</u> ratings and percentages per educator. The screen below shows the Teachers assigned to A1 and A2 categories, their current ratings (there are none presently), and their current percentages assigned.



lea	state id	last name	first name	category	status	verified	slo rating 1	slo rating 2	slo 3/other	slo 4/other	shared attribution rating	value-added percentage	slo/other percentage	share
900004	MT00000	Teacher	Mary	A2	In Prog	N						30	10	10
900004	MT00000	Teacher	Mary	A2	In Prog	N						30	10	10
900004	MT00000	Teacher	Mary	A2	In Prog	N						30	10	10

Instructions - SGM Ratings | OTES A1-A2 | OTES C | OPES A

Enter the new ratings and percentages to be imported. The percentages must fall within the allowable percentages ranges per role/category. They are listed below:

Teacher A1:	Value-added (26-50%), SLO/Other (0-24%) and Shared Attribution (0-24%)
Teacher A2:	Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)
Teacher B:	Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)
Teacher C:	SLO/Other (0-50%) and Shared Attribution (0-50%)
Principal A:	Building Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)
Principal B:	Average Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)
Principal C:	SLO/Other (0-50%) and Shared Attribution (0-50%)

Note: the sum of the percentages for a row must equal 50%.

You will not be able to change the grayed out data and you cannot add educators to categories. If you want to move an educator to another category, this must be done prior to creating the template.

Upon completion of entering data in the template, save the file on your desktop.

Once you have saved your template, go back to the eTPES site.

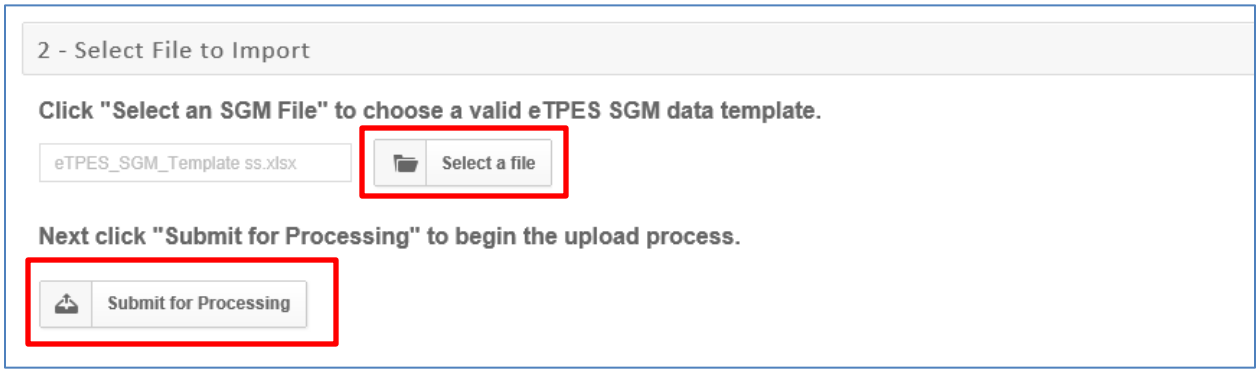
STEP 2 – SELECT FILE TO IMPORT

Now that you have successfully created the template, go to the second section, named "2 – Select File to Import

Click on the Select a file button.

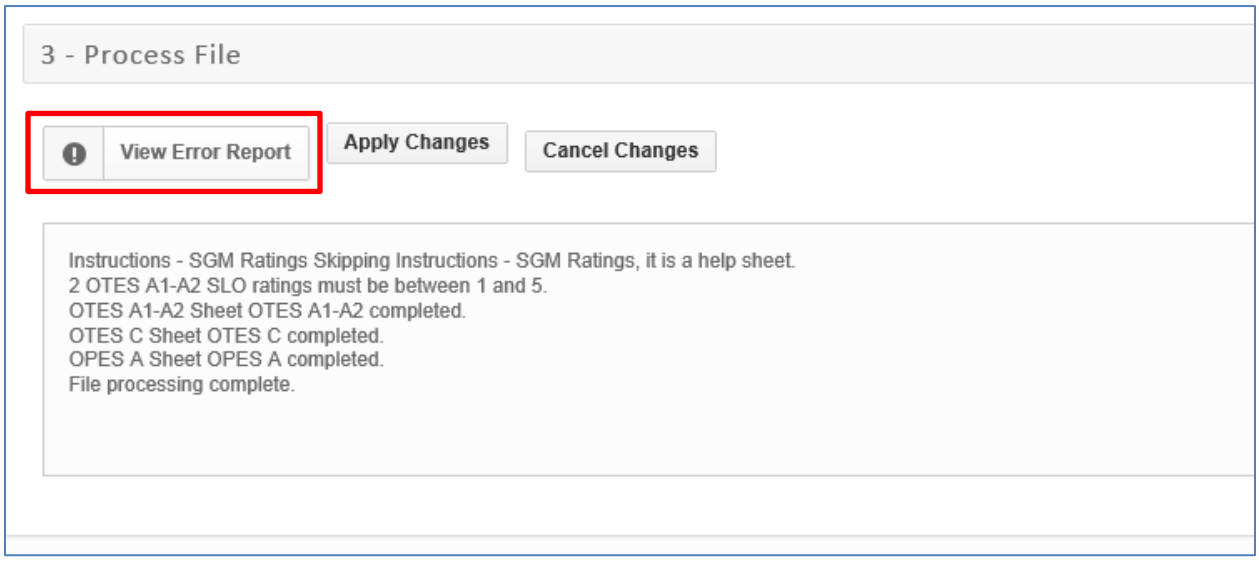
Find the file you just saved on your desktop, and double click on it to open it in the system.

Click on the Submit for Processing button. See the screen below.

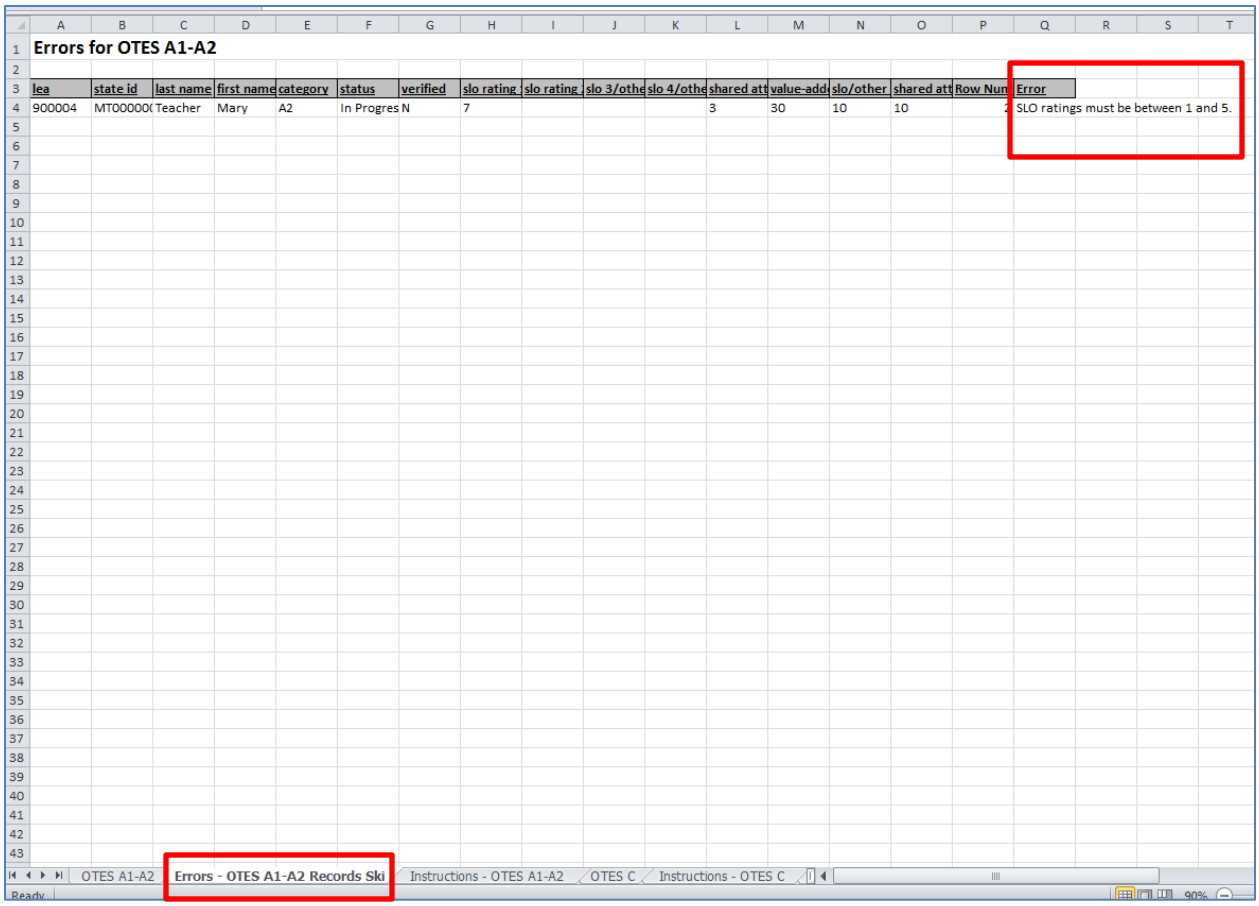


STEP 3 – PROCESS FILE

The eTPES system will process the file and check for errors. Click on the View Error Report button under "Step 3 – Process File" and open the file. See screen below.



This file will contain the information you imported and any errors. Look at the bottom of the screen for tabs labeled "Errors". There will be an error tab for each role/category. See screen below.



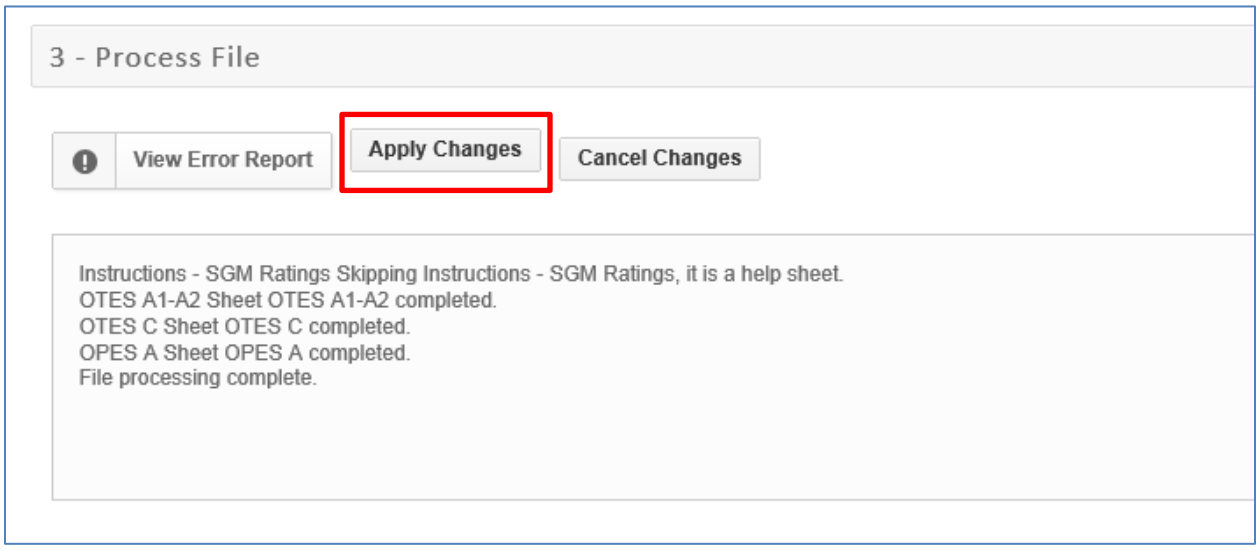
Errors for OTES A1-A2

lea	state id	last name	first name	category	status	verified	slo rating	slo rating	slo 3/othe	slo 4/othe	shared att	value-add	slo/other	shared att	Row Num	Error
900004	MT00000(	Teacher	Mary	A2	In Progres	N	7				3	30	10	10	2	SLO ratings must be between 1 and 5.

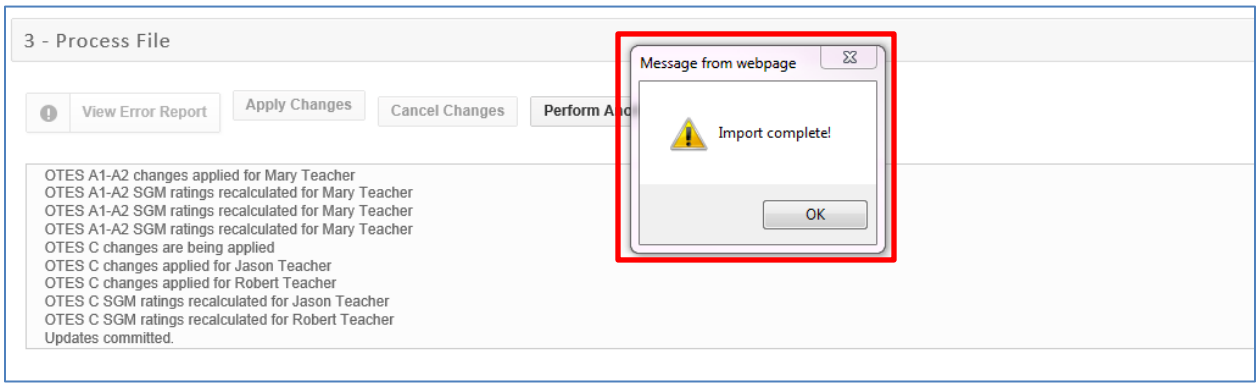
Review the errors, correct them in the template file and save the file. Note: If you load the template file with the errors, the rows with errors will not be loaded.

If you had errors and fixed them, you will need to reload the template. Go back into eTPES and click on the Cancel Changes button. After you have corrected the errors and saved the file, click on the Select a File button and chose the corrected file. Click on the Submit for Processing button and check the error report when the file has processed.

When you do not have any errors, click on the Apply Changes button. See screen below.



When the changes have been processed, you will get a popup message that indicates your Import has completed. Click on the Ok button.



Now that your changes have been applied, go to your Educator Management screen under the Student Growth tab and verify the expected results within the worksheets of your educators.