

# eTPES.LEA Setup



eTPES is a secure web-based educator evaluation system created for the Ohio Teacher and Principal Evaluation Systems. It is designed for statewide use by Ohio LEAs based on Ohio's adopted Framework for the evaluation of teachers and principals. eTPES electronically streamlines the process to assist evaluators with the management of documentation associated with teacher and principal evaluations including both performance and student growth measures. The final summative rating is then calculated in eTPES. Districts may use eTPES following the OTES and OPES models or may customize the system for their district.

eTPES begins with LEA setup steps which provide specific information from the superintendent or designee for LEA use of the system. Please review the information in each step and check for correctness before PIN is entered. Once the superintendent or designee signs off on the LEA setup (by entering their PIN) NO CHANGES CAN BE MADE.

## Selecting the LEA to Setup

From the **Administration** dashboard, the system will be directed to a list of LEAs. If there is only one LEA, only one will be listed. For multiple LEAs, click on **Edit** link to begin the set up for that LEA. The **Academic Year** drop-down list is also available to view previous years' set up for reference. Once the set up of the LEA is complete, the **Edit** link will change to **View** in order to view the previous entries.

LEA Setup

Academic Year: 2015-2016

LEAs

Show 10 Search:

First Previous 1 Next Last

LEA Name	LEA IRN	Status	Teacher Framework Status	Verification Date	Verified By	
Training District 19	900074	Not Started	Not Started			<a href="#">Edit</a>

Show 10



Each section of the LEA Setup has a **Save** button in the top right corner. As each section is completed, it can be saved and revisited.

## Teacher Rubric Alignment

The first section is the Teacher Rubric Alignment. All LEAs are required to align their teacher evaluation performance rubric to the Ohio Teacher Evaluation System (OTES) Performance Rubric. Check which option applies. For detailed instructions on the Teacher Rubric Alignment Tool, please see the Teacher Rubric Alignment Section of this User Guide.

Home > Administration > LEA Setup > Training District 1

### Training District 1 (2014-2015)

eTPES is a secure web-based educator evaluation system created for the Ohio Teacher and Principal Evaluation Systems. It is designed for statewide use by Ohio LEAs based on Ohio's adopted Framework for the evaluation of teachers and principals. eTPES electronically streamlines the process to assist evaluators with the management of documentation associated with teacher and principal evaluations including both performance and student growth measures. The final summative rating is then calculated in eTPES. Districts may use eTPES following the OTES and OPES models or may customize the system for their district.

eTPES begins with LEA setup steps which provide specific information from the superintendent or designee for LEA use of the system. Please review the information in each step and check for correctness before PIN is entered. Once the superintendent or designee signs off on the LEA setup (by entering their PIN) NO CHANGES CAN BE MADE.

[SAVE](#)

**TEACHER RUBRIC ALIGNMENT**

All LEAs are required to align their teacher evaluation performance rubric to the Ohio Teacher Evaluation System (OTES) Performance Rubric. Please select which statement applies:

Our LEA is using the complete, unmodified OTES Performance Rubric.

Our LEA completed the alignment tool last year and will continue to use the same aligned teacher evaluation rubric this year.  
This option is not available because the Alignment Tool was not used last year.

Our LEA is using an alternative rubric (select one):
 

- Modified OTES Rubric
- Locally Developed Rubric
- Danielson Rubric
- Marzano Rubric
- TAP Rubric
- Other

As Superintendent or Superintendent Designee, I confirm that the above selection regarding teacher rubric alignment is accurate.

Name:

State ID:   
example: OH1234567

A **Name** and **State ID** are required in order to confirm the information.

## Principal Rubric Alignment

Select which option applies for the Principal Rubric Alignment.

[SAVE](#)

**PRINCIPAL RUBRIC ALIGNMENT**

Please select which statement applies:

Our LEA is using the complete, unmodified OPES Performance Rubric.

Our LEA is using a modification of the OPES Performance Rubric or a locally developed Principal Performance Rating Rubric. The rubric we are using is aligned to the OPES Rubric and reflects all of the Ohio Standards for Principals.  
Attach Aligned Principal Rubric  
 No file chosen

As Superintendent or Superintendent Designee, I confirm that the above selection regarding principal rubric alignment is accurate.

Name:

State ID:   
example: OH1234567

A **Name** and **State ID** are required in order to confirm the information and move on in the LEA setup.

## School Counselor Rubric Alignment

Select which option applies for the School Counselor Rubric Alignment.

SCHOOL COUNSELOR RUBRIC ALIGNMENT SAVE

All LEAs are required to align their school counselor rubric to the Ohio School Counselor Evaluation System (OSCES) Rubric. If LEA does not have School Counselors, select the last box.

Please select which statement applies:

Our LEA is using the complete, unmodified Ohio School Counselor Evaluation System (OSCES) Rubric.

Our LEA completed the alignment tool last year and will continue to use the same aligned OSCES Rubric this year.  
This option is not available because the Alignment Tool was not used last year.

Our LEA is using an alternative rubric (select one):  
 Modified OSCES Rubric  
 Locally Developed Rubric  
 Other Rubric

Our LEA does not have School Counselors.

As Superintendent or Superintendent Designee, I confirm that the above selection regarding counselor rubric alignment is accurate.

Name:

State ID:   
example: OH1234567

A **Name** and **State ID** are required in order to confirm the information and move on in the LEA setup.

## Implementation

Beginning with the 2015-16 academic year, all LEAs using eTPES are required to implement and report teacher and principal ratings to the Ohio Department of Education, therefore no selection is available.

LEAs with Collective Bargaining Agreements entered into prior to 9/29/15 and still remain in effect may elect to pilot the School Counselor evaluations. This information is required to indicate whether or not the system will report ratings to ODE this school year. This selection should be based on local board policy and the Ohio Revised Code (3319.113). For most LEAs, 2016-17 is the first full year of implementation.

For those selecting **Implementation Year**, aggregated ratings will be reported to ODE this school year.

For those selecting **Pilot Year**, aggregated ratings will not be reported to ODE.

IMPLEMENTATION SAVE

**Teacher Evaluations**  
The use of eTPES fulfills the requirement for reporting teacher evaluation data to the state (ORC 3319.02, 3319.111, 3319.112).

**Principal Evaluations**  
The use of eTPES fulfills the requirement for reporting principal evaluation data to the state (ORC 3319.02, 3319.111, 3319.112).

**School Counselor Evaluations**  
This information is required to indicate whether or not the system will report ratings to ODE this school year. This selection should be based on local board policy and the Ohio Revised Code (3319.113). For most LEAs, 2016-17 is the first full year of implementation.

LEAs with Collective Bargaining Agreements entered into prior to 9/29/15 and still remain in effect may elect to Pilot the School Counselor evaluations.

For those selecting **Implementation Year**, aggregated ratings will be reported to ODE this school year.

For those selecting **Pilot Year**, aggregated ratings will not be reported to ODE.

Pilot Year

Implementation Year

## Workflow Selection

This information enables the LEA to select which method will be used to document evaluations and report ratings using:

1. Option 1: the entire system including model forms provided electronically
2. Option 2: the entire system but include a feature for locally developed forms (by uploading PDFs in place of electronic forms), or
3. Option 3: For **principals and teachers**, the system to record and calculate student growth measures and cumulative performance

ratings which have been manually entered. The system then calculates the Final Summative rating. For **school counselors**, manually enter ratings for each area of the rubric and final summative rating.

WORKFLOW SELECTION SAVE

This information enables the LEA to select which method will be used to document evaluations and report ratings using

1. Option 1: the entire system including model forms provided electronically
2. Option 2: the entire system but include a feature for locally developed forms (by uploading PDFs in place of electronic forms), or
3. Option 3: the system to record and calculate student growth measures and cumulative performance ratings which have been manually entered. The system then calculates the Final Summative rating.

### Teacher Evaluations

<input checked="" type="checkbox"/> <b>Option 1</b> All electronic forms (OTES Model Only)	<input type="checkbox"/> <b>Option 2</b> Combination of electronic forms and LEA specific forms (PDF attachment)	<input type="checkbox"/> <b>Option 3</b> Manually enter performance ratings and all student growth measure data to calculate Final Summative rating. May use eTPES template function to import.
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### Principal Evaluations

<input checked="" type="checkbox"/> <b>Option 1</b> All electronic forms (OPES Model Only)	<input type="checkbox"/> <b>Option 2</b> Combination of electronic forms and LEA specific forms (PDF attachment)	<input type="checkbox"/> <b>Option 3</b> Manually enter performance ratings and all student growth measure data to calculate Final Summative rating. May use eTPES template function to import.
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### School Counselor Evaluations

<input checked="" type="checkbox"/> <b>Option 1</b> All electronic forms (OSCES Model Only)	<input type="checkbox"/> <b>Option 2</b> Combination of electronic forms and LEA specific forms (PDF attachment)	<input type="checkbox"/> <b>Option 3</b> Manually enter ratings for each area of the Rubric and Final Summative rating. May use eTPES template function to import.
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## Teacher Evaluation Interval

Teachers are to be evaluated annually however, there are options available for a less frequent evaluation cycle for those teachers who have received an accomplished or skilled rating the previous year.

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**TEACHER EVALUATION INTERVAL**

For teachers who received an Accomplished rating in the previous year:

Full evaluation for the current year

Evaluate every two years  
**REQUIREMENTS**

- Board must have approved policy and collective bargaining agreement before 5/10/2014. Sustainable for the duration of that agreement.
- Growth or improvement plan is required annually.

The accomplished rating will be carried forward to the Final Summative this year. Growth or improvement plan is required. No observations, conferences or SGM are required. Option available to complete selected evaluation components, if desired.

Attach Board Policy (\*PDF Only)

 No file selected.

Evaluate every three years  
**ANNUAL REQUIREMENTS**

- Growth or improvement plan.
- One observation and at least one conference with the teacher.
- Student Growth Measures must be calculated in eTPES and remain average or higher. Cannot exempt SGM. If no SGM available, teacher must be fully evaluated.

The accomplished rating will be carried forward to the Final Summative to complete the rating for this academic year if the requirements above are met. Option available to complete full evaluation, if desired.

For teachers who received a Skilled rating in the previous year:

Full evaluation for the current year

Evaluate every two years  
**ANNUAL REQUIREMENTS**

- Growth or improvement plan.
- One observation and at least one conference with the teacher.
- Student Growth Measures must be calculated in eTPES and remain average or higher. Cannot exempt SGM. If no SGM available, teacher must be fully evaluated.

The skilled rating will be carried forward to the Final Summative to complete the rating for this academic year, if the requirements above are met. Option available to complete full evaluation, if desired.

## Teacher Framework

Select the appropriate framework for your LEA.

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**TEACHER FRAMEWORK SELECTION**

Select a framework for Teacher Evaluations:

**Original Framework**  
 50% Performance  
 50% Student Growth

**Alternative Framework**  
 50% Performance  
 35% Student Growth  
 15% Alternative Component

**Prior Alternative Framework (Sliding Scale)**  
 Alternative Component  


- Teacher Self Evaluation
- Peer Review Evaluation
- Student Portfolios
- Student Surveys
- District-Determined Component (additional M.O.U. required)

**REQUIREMENTS:**  
 District is required to have a negotiated agreement dated prior to 09/29/15 which includes the 2015-16 school year stating the prior alternative framework (sliding scale) will be utilized for teacher evaluations.

Attach collective bargaining agreement including dates (\*PDF only)

 No file selected.

## PIN Completion

Upon completion of the LEA setup, a PIN must be entered. If there is any missing information, a warning similar to the one shown below will appear.

PIN COMPLETION

**WARNING! The following corrections must be made before the form can be completed.**

- The Alignment Tool must be completed.
- Missing the confirmation State ID in the Teacher Rubric Alignment section.
- Missing the Aligned Principal Rubric attachment.
- Missing the confirmation State ID in the Principal Rubric Alignment section.

Upon completion of all information, a section to enter a PIN will be provided.

PIN COMPLETION

**WARNING! By clicking "Complete Form" your selections will be locked in. No changes will be permitted following this action.**

Enter Superintendent or Designee PIN below and click "Complete Form" to confirm.

  
  
[Forgot your PIN?](#)

Once a PIN is entered, the following notification will appear.

PIN COMPLETION

**DONE! This LEA's settings have been completed.**

A notification will display at the top of the screen indicating that the evaluations will be created overnight based on your selections. Administrative features, including **Staff Management** and **Evaluator Management** will be disabled until this process is completed. This information will be displayed at the top of the LEA Setup screen.

 eTPES will create the evaluations overnight based on your LEA Setup selections. Administrative features, including **Staff Management** and **Evaluator Management** will be disabled until this process is completed.