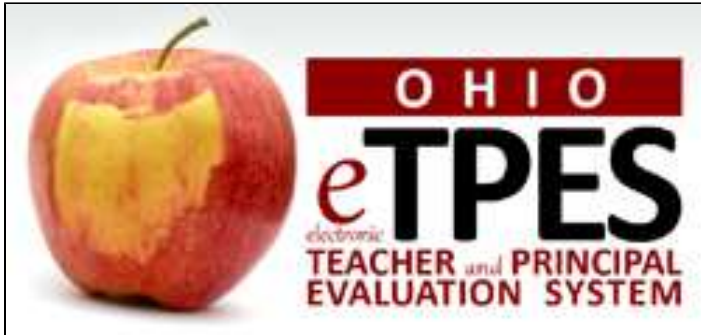


Ohio eTPES Counselor User Guide



Ohio Electronic Teacher and Principal Evaluation System

Software Version 4

(2016-2017 Academic Year)

August 2016

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Counselor: Introduction to eTPES

In May 2009, the Ohio Principal Evaluation System framework was approved by the State Board of Education, and in November 2011, the framework for the Ohio Teacher Evaluation System was approved. Ohio's electronic Teacher and Principal Evaluation System (eTPES) was named as a project in Ohio's Race to the Top Grant (2010), and made possible through RtT funds. Work began on the design and development of the project with the vendor, RANDA Solutions, in November 2011.

The goal of the eTPES project is to automate the Teacher and Principal evaluation frameworks using Web-based technology. Ohio eTPES will follow the adopted framework components. The electronic system will allow Evaluators and Educators secure access to document, store evidence and complete the evaluation process in a standard Web browser. Steps will lead Evaluators through the process and determine Educator performance based on performance rubrics. A final summative rating (based on the components) for Principals and Teachers will be generated through the system.

The School Counselor Evaluation System became part of eTPES beginning in August of 2016.

Counselor: Access to eTPES

Activation Email

Initially, teachers and counselors are sent an activation email from their principal.



Existing users of eTPES will not need an activation email every year. They will use their username and password from the previous year.

If this is the first time accessing eTPES, use the activation email to set up your account. The activation email will be from no-reply@ohiotpes.com. The email contains a link to activate the eTPES account and set up the password. In addition, the activation email will contain your eTPES username.

If you did not receive an activation email, contact your Principal. Activation emails may take 10-15 minutes before the email arrives. Be sure to check your junk or spam folders.

Below is an example of the activation email.

Welcome to eTPES,

The electronic Teacher and Principal Evaluation System (eTPES) is now available for your account activation and password creation at <LINK>.

Please use <https://www.ohiotpes.com/> for site access after your initial account activation is complete. Navigate to the secure website listed above, enter your new username, setup your password and begin the evaluation process.

Once you log into eTPES, click on the HELP tab to access links to videos, user guides and customer support. Additional help resources are posted on ODE's website at the following link: <http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/District-Educator-Evaluation-Systems/eTPES-Help>

eTPES is a product developed through funding from the Race To The Top Grant by the Ohio Department of Education. eTPES is hosted and maintained outside of ODE's computing environment. It was designed to streamline the teacher and principal evaluation process, and it is available to your district at no cost.

If you have eTPES technical questions, please contact us at: support@OhioTPES.com

If you have policy questions regarding OTES and OPES in the eTPES system, please contact us at: eTPES@education.ohio.gov

Thank you

Name Changes

In order to change a first or last name in eTPES, the teacher or counselor must make the change in ODE's SAFE system. Once the name is updated in the ODE (CORE Educator Profile and SAFE) systems, the name will automatically change in the eTPES system the following day. Email eTPES support at support@ohiotpes.com if you would like to have your username updated.

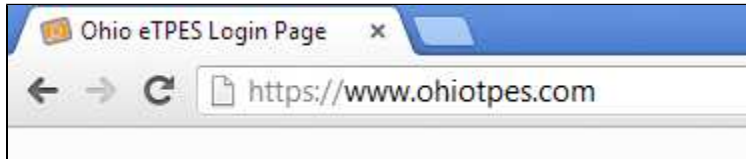
Logging In

To login to the electronic Teacher and Principal Electronic System (eTPES), access the browser from the desktop and go to the eTPES site, www.ohiotpes.com.



eTPES is currently supported on the following browsers:

- **Google Chrome - most current version - auto updated by provider unless disabled**
- **Firefox - most current version - auto updated by provider unless disabled**
- **Safari 6 (or higher)**
- **Microsoft Internet Explorer 10 (or higher)**



The login page below will appear.

A screenshot of the Ohio eTPES login page. At the top right is the logo for "OHIO eTPES TEACHER and PRINCIPAL EVALUATION SYSTEM" featuring an apple. Below the logo are two input fields: "Username" and "Password". A red "Sign In" button is positioned below the password field. At the bottom left, there are links for "Forgot your username?", "Forgot your password?", and "Help". At the bottom right, it says "Viewing with Firefox (version 39)".

Enter username and password and click **Sign In** to proceed.

Trouble Logging In

	TEACHER INSTRUCTIONS
Do I need an Activation Email?	<p>Existing eTPES users do not need an activation email each year. They will use their username and password from the previous year even when assigned to a different district or building.</p>
	<p>New eTPES users will be sent an activation email by their Principal. The activation email will allow an account and password to be set up.</p>
	<p>I did not receive an activation email. What should I do? It may take 10-15 minutes before the email arrives. Be sure to check your junk or spam folders. The email will be from no-reply@ohiotpes.com.</p> <p>If allotted time has passed, contact your Principal.</p>
I Forgot my Username and/or Password?	<p>Use the Forgot your username? or Forgot your password? links on the login screen to retrieve your username or reset your password. You will need to enter your state id and email address.</p>
	<p>What email address should I enter? Enter the email address stored for you in eTPES. Typically this is your work email address. If you do not know what email address to enter, check with your principal.</p>
	<p>What is my state id? Use the following link to search for your state id: https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx (link displayed on Forgot Username/Password screen).</p>
	<p>I didn't receive the email. What should I do? It may take 10-15 minutes before the email arrives. Be sure to check your junk or spam folders. The email will be from no-reply@ohiotpes.com.</p> <p>If allotted time has passed, contact your Principal.</p>

FORGOT USERNAME

Use the **Forgot your username?** link on the login page to retrieve your username.

Enter your State ID to locate your eTPES account. If you do not know your State ID, you can click on the following link:

<https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx>.

Account Recovery

i If you forget your username, you can retrieve it in an e-mail message.

Please enter your State ID to help us locate your account.
 If you don't know your State ID, you can find it here:
<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>

State ID:

The name and date of birth associated with the State ID entered will be displayed. If this is not your name and date of birth, please use the link above to find your correct State ID.

Below is the name and date of birth associated with the state id entered. If this is not your name and date of birth, verify your state id using the link above and re-enter.

Name:

Date of Birth:

Please enter the email address associated with your eTPES account (typically this is your work email address).

Email:

Next, enter the email address associated with your eTPES account (typically this is your work email address) and click on **Request Email**.

Below is the name and date of birth associated with the state id entered. If this is not your name and date of birth, verify your state id using the link above and re-enter.

Name:

Date of Birth:

Please enter the email address associated with your eTPES account (typically this is your work email address).

Email:

If the email address entered is not associated with your eTPES account you will receive an error message. Enter a different email address, or contact your Principal to confirm your email address in eTPES. Note: The eTPES Helpdesk cannot change your email address or provide the email address to you.

Below is the name and date of birth associated with the state id entered. If this is not your name and date of birth, verify your state id using the link above and re-enter.

Name:

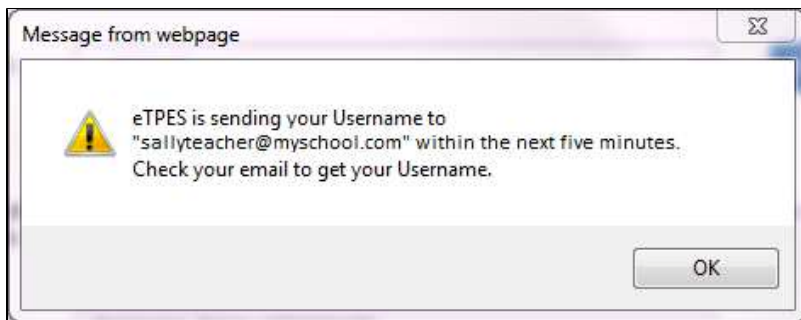
Date of Birth:

Please enter the email address associated with your eTPES account (typically this is your work email address).

Email:

The email address provided does not match the email address for this State ID as configured in eTPES. Please try a different email address, or contact your Administration or Principal to confirm your email address in eTPES. The eTPES Helpdesk cannot change your email address or provide the email address to you.

You will receive the following message when the email containing your username has been sent.



If you did not receive the email, be sure to check your junk or spam folders. The email will be from no-reply@ohiotpes.com. In addition, it may take 10-15 minutes before the email arrives. If the allotted time has passed, contact your principal.

FORGOT PASSWORD

Use the **Forgot your password?** link on the login page to reset your password.

Enter your State ID to locate your eTPES account. If you do not know your State ID, you can click on the following link:
<https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx>

Account Recovery

i If you forget your password, you can reset it using a website link that we provide in an e-mail message.

Please enter your State ID to help us locate your account.
 If you don't know your State ID, you can find it here:
<https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>

State ID:

The name and date of birth associated with the State ID entered will be displayed. If this is not your name and date of birth, please use the link above to find your correct State ID.

Below is the name and date of birth associated with the state id entered. If this is not your name and date of birth, verify your state id using the link above and re-enter.

Name:

Date of Birth:

Please enter the email address associated with your eTPES account (typically this is your work email address).

Email:

Next, enter the email address associated with your eTPES account (typically this is your work email address) and click on **Request Email**.

Below is the name and date of birth associated with the state id entered. If this is not your name and date of birth, verify your state id using the link above and re-enter.

Name:

Date of Birth:

Please enter the email address associated with your eTPES account (typically this is your work email address).

Email:

If the email address entered is not associated with your eTPES account you will receive an error message. Enter a different email address, or contact your Principal to confirm your email address in eTPES. Note: The eTPES Helpdesk cannot change your email address or provide the email address to you.

Below is the name and date of birth associated with the state id entered. If this is not your name and date of birth, verify your state id using the link above and re-enter.

Name:

Date of Birth:

Please enter the email address associated with your eTPES account (typically this is your work email address).

Email:

The email address provided does not match the email address for this State ID as configured in eTPES. Please try a different email address, or contact your Administration or Principal to confirm your email address in eTPES. The eTPES Helpdesk cannot change your email address or provide the email address to you.

You will receive the following message indicating the email containing your password reset link has been sent. You should receive the email within ten to fifteen minutes. The email will be from no-reply@ohiotpes.com. If you do not see it, check your junk or spam folders.



If you did not receive the email, be sure to check your junk or spam folders. The email will be from no-reply@ohiotpes.com. In addition, it may take 10-15 minutes before the email arrives. If the allotted time has passed, contact your principal.

Logging Off

To log off of eTPES, click the name in the top right hand corner of any screen.



A drop-down menu will populate. Click **Log Off**.



Counselor: Home Tab

The **Home** tab is the landing page for eTPES upon logging into the system. Each of the highlighted items shown in the image below are explained in the following section.

The screenshot shows the eTPES Home Tab dashboard. At the top left is the eTPES logo. At the top right is a notification icon and a user profile dropdown for 'Kristen Counselor'. Below the navigation bar, the dashboard is divided into several sections:

- Announcements:** A box stating 'There are no announcements at this time.'
- Quick Help:** A list of links including 'Ohio Department of Education eTPES Web Page', 'eTPES Teacher User Guide [PDF]', 'eTPES Principal User Guide [PDF]', 'eTPES Superintendent/Designee User Guide [PDF]', 'OTES Model [PDF]', and 'OPES Model [PDF]'.
- Evaluator Credentials:** A table with columns for 'Credential Date' and 'Expiration Date'. It lists 'OPES Credential', 'OTES Credential', and 'OSCES Credential', all with the note 'No credential history could be found.' There is an 'add' button next to the OSCES entry and a 'Re-Calibration Details' button.
- Current Staff Assignments:** A table with columns for 'LEA', 'Building', 'Role', and 'Reset'. It shows an assignment for 'Training District 14 (900069)' at 'Training School 14 (700069)' with the role of 'School Counselor'. There is a 'View Details' button.

At the top right corner of the screen will be the user-specific notification inbox and user's name.

This close-up shows the top right corner of the eTPES interface. It features the eTPES logo on the left, a notification icon in the center, and a user profile dropdown menu on the right displaying the name 'Kristen Counselor'.

The name will have an arrow that will, when selected, populate a drop-down list.

Three options will appear when the drop-down arrow is selected:

- **User Profile**
- **Forgot My PIN**
- **Log off**

This screenshot shows the user profile dropdown menu. At the top, it displays a user icon and the name 'Mary Teacher' with a downward arrow. Below this, a white box contains three menu items: 'User Profile', 'Forgot my PIN', and 'Log Off'.

Announcements

This section will assist ODE and the LEA in communicating to all eTPES users of release dates, special announcements and deadlines that may be approaching. You will also be notified when an LEA Setup is incomplete, as well as completed.

Quick Help

The Quick Help section will allow quick access to links with important resources that are available within the eTPES site.

Evaluator Credentials

The Evaluator Credentials section displays the status of the Teacher and Principal Evaluator Credentialing, which is imported from NIET. The School Counselor credentials entered in eTPES are also displayed. There is a link in the top right corner to view re-calibration details. If it is believed that the Teacher or Principal Evaluator credentialing information is incorrect, log in to the NIET website and verify the credentialing information. If the NIET website is correct and eTPES is incorrect, contact the eTPES Support Team.

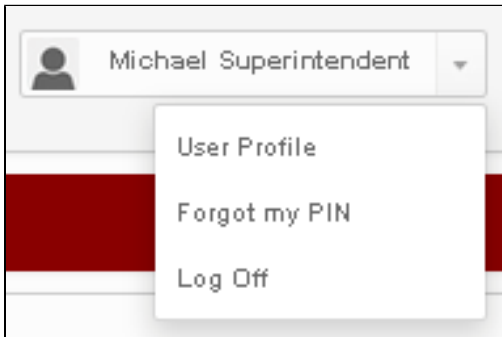
Current Staff Assignments

Current Staff Assignments will give a listing of the active locations and roles that have been assigned to by an Administrator. Clicking on the **View Details** link on this item will open the user-specific **User Profile: Staff Assignments** page.

Counselor: User Profile

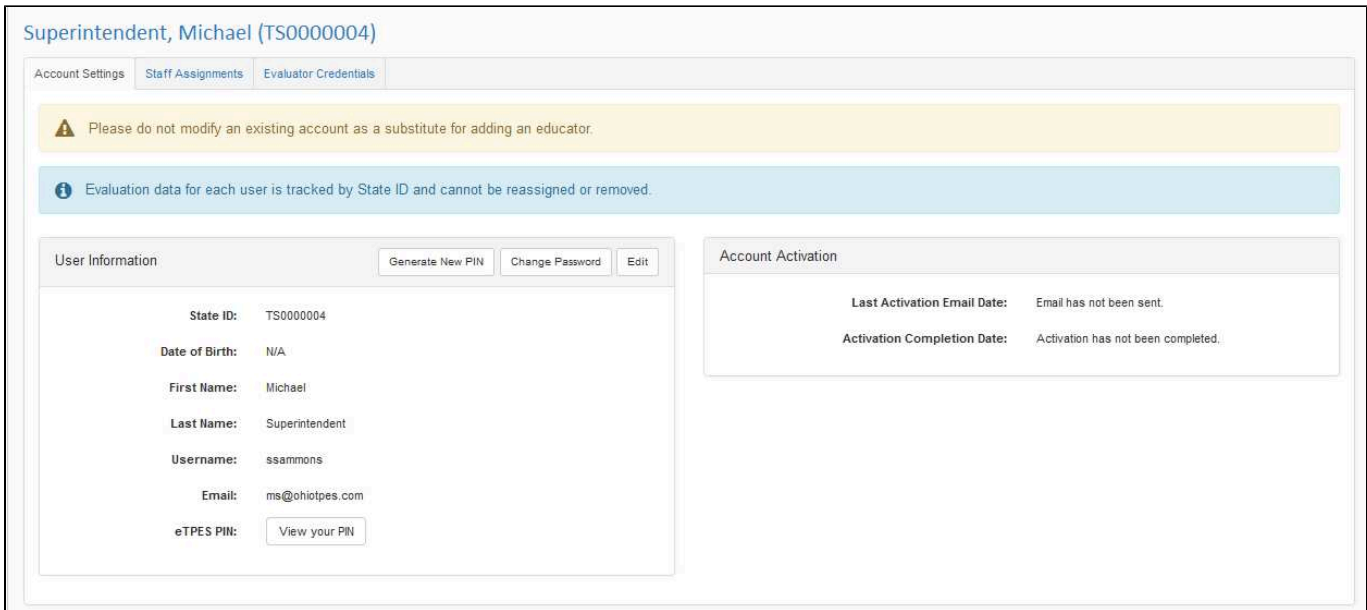
The **User Profile** feature allows users to review personal settings in eTPES and apply changes to an account.

To access, click the drop-down arrow next to the user's name and select **User Profile**.



Common tasks that can be completed within this feature are:

- Generate new PIN
- Change password
- Change email address
- View personal eTPES 4-digit PIN for completion of evaluation forms
- View personal staff assignments by year, location and role
- View personal OTES and OPES Evaluator credentialing information
- Add/view personal OSCES Evaluator credentialing information
- Request removal from a current staff assignment (not available for Superintendent/Designee roles)



View your PIN

A PIN will be used to signify completion of a form. To view the PIN, access the **User Profile: Account Settings** screen.

Click on **View PIN** link, as shown below.

Superintendent, Michael (TS0000004)

Account Settings | Staff Assignments | Evaluator Credentials

Please do not modify an existing account as a substitute for adding an educator.

Evaluation data for each user is tracked by State ID and cannot be reassigned or removed.

User Information: Generate New PIN Change Password Edit

State ID: TS0000004

Date of Birth: N/A

First Name: Michael

Last Name: Superintendent

Username: ssammons

Email: ms@ohiotpes.com

eTPES PIN: View your PIN

Account Activation

Last Activation Email Date: Email has not been sent.

Activation Completion Date: Activation has not been completed.

The pop-up shown below will appear. Click on **Show PIN** to view the PIN.

PIN

Show PIN

Close

Generate New PIN

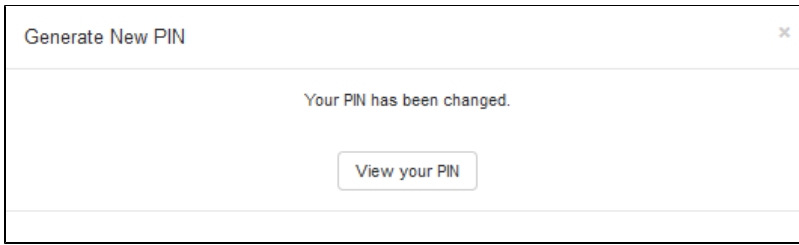
To generate a new PIN, access the **User Profile: Account Settings** page and click on the **Generate New PIN** button. The pop-up shown below will appear.

Generate New PIN

Click the "Generate New PIN" button below to create a new PIN for your user profile.

Generate New PIN

Click on **Generate New PIN**. The pop-up shown below will appear indicating your PIN has been changed.



Click on **View your PIN** to view your new PIN.

Change password

To change the password, access the **User Profile: Account Settings** page and click on **Change Password**. The pop-up shown below will appear.

Enter the old password. Enter the new password twice. Click **Submit** to apply the new password.

Change email address

The email address in eTPES is used to send completion notifications and the Forgot Username and/or Password emails.

Click on **Edit** to change your email address.

User Information

Generate New PIN Change Password **Edit**

State ID: MT0000004

Date of Birth: 02/10/1970

First Name: Mary

Last Name: Teacher

Username: mt4

Email: mary.teacher@myschool.com

eTPES PIN: View your PIN

Enter the correct email address and click on **Submit** to save the change.

Edit Teacher, Mary (MT0000004) ×

Email: mary.teacher@school.com

✓ email is available

Submit Cancel

Staff Assignments

To view the history, current location, and role assignments recorded in eTPES, open the **Staff Assignments** tab in the **User Profile** screen as shown below.

Account Settings Staff Assignments Evaluator Credentials

The table below lists all staff assignments for the eTPES account by selected academic year. You cannot make changes to previous academic year information.

Academic Year: 2015-2016

Staff Roster Assignments

LEA	Building	Role	Status	Last Modified	Action
Training District 4 (900004)	Training School 4 (700004)	Principal	Active	8/7/2015	request removal

Showing 1 record(s)

The **User Profile: Staff Assignments** information will be displayed. The table shows the list of all staff assignments for the current academic year regardless of the status. A status of **Active** will be displayed for staff assignments that have been set up by an Administrator. To view previous years' staff assignments, click on the **Academic Year** dropdown and change the year. Please note that all data for prior academic year assignments is read only and cannot be modified.



Only one active assignment is permitted for a single location. Two roles cannot be held at the LEA level or for a specific building. It is possible to have different roles for different locations.

Staff Assignment Removal

Click the **request removal** link under the **Action** column to report to the LEA or Building Administrator that employment is no longer accurate at a location or if an incorrect assignment is listed. The staff assignment will then change to **Pending Removal** status for follow up by the Superintendent, Superintendent Designee, HR Administrator, or Principal. If the request has been confirmed and needs to be canceled, click the **cancel request** link that appears for any pending removal requests.

If a staff assignment has been removed by the Administrator, the **Status** column will display **Removed** to indicate an inactive assignment.



Superintendent and Superintendent Designee assignments will not include the request removal link. Changes to these assignments must be made in the OEDS system.

Account Settings | Staff Assignments | Evaluator Credentials

i The table below lists all staff assignments for the eTPES account by selected academic year. You cannot make changes to previous academic year information.

Academic Year: 2015-2016

Staff Roster Assignments

LEA	Building	Role	Status	Last Modified	Action
Training District 4 (900004)	Training School 4 (700004)	Principal	Active	8/7/2015	request removal

Showing 1 record(s)

Evaluator Credentials

The **Evaluator Credentials** tab allows you to view the credential details and gives you a link to the Re-Calibration Details. This link will explain the re-calibration process.

You may also add you OSCES credential here. The evaluator of school counselors **MUST** enter the date of training and upload a copy of the certificate so that the superintendent or superintendent designee can approve them as an evaluator of school counselors.

Superintendent, Jane (TS0000001)

Account Settings | Staff Assignments | Evaluator Credentials

Evaluator Credentials Re-Calibration Details

	Credential Date	Expiration Date
OPES Credential	7/12/2013	
OPES Re-calibration	3/26/2015	3/26/2017
OTES Credential	7/12/2013	
OTES Re-calibration	3/26/2015	3/26/2017
OSCES Credential	add No credential history could be found.	

Counselor: Evaluations Tab

To access your evaluation data, click on the **Evaluations** tab on the menu at the top of the screen.



Evaluation Screen Information

The evaluation screen displays the steps of your evaluation and the forms within each step.

2016-2017

- [Counselor \(Option 1 - all electronic forms\)](#)
- [Training District 14 \(900069\)](#)
- [Training School 14 \(700069\)](#)

[View History](#)

[Download Completed PDFs](#)

EVALUATORS

Primary: Donna Huber (TR0000069)

Secondary: Unassigned

COMPLETION STATUS

- Growth or Improvement Plan
- Formal Observation/Performance Rubric 1
- Formal Observation/Performance Rubric 2
- Not applicable
- Final Summative

EVALUATION FORMS | EVIDENCE & ARTIFACTS

OPTIONAL SELF-ASSESSMENT	EDUCATOR	EVALUATOR	STATUS	
School Counselor Self-Assessment Summary Tool <small>Completion Process: Educator Only (Private)</small>	-	N/A	Not Started	🔄 📄

STEP 1: PROFESSIONAL GROWTH AND IMPROVEMENT PLANS	EDUCATOR	EVALUATOR	STATUS	
Optional Form to Demonstrate Positive Student Outcome Using Student Metrics <small>Completion Process: Educator First, Evaluator Closes</small>	-	-	Not Started	🔄 📄
Professional Growth Plan <small>Completion Process: Educator First, Evaluator Closes</small>	-	-	Not Started	🔄 📄
Improvement Plan <small>Completion Process: Evaluator First, Educator Closes</small>	-	-	Not Started	
Improvement Plan: Evaluation of Plan <small>Completion Process: Evaluator First, Educator Closes</small>	-	-	Not Started	

There are three informational boxes at the top of the screen.

General Information Box:

The first box displays general information regarding your Evaluation.

- The academic year being viewed is displayed at the top of the box.
- Next, the type of evaluation and the type of setup is displayed. Click on the blue hyperlink to view which forms are required by the Ohio Revised Code and eTPES.
- Your assigned district and building is also displayed.
- The **View History** blue hyperlink allows access to view previous years' evaluations.
- The **Download Completed PDFs** blue hyperlink allows downloading/printing of all completed forms.

2016-2017

- [Counselor \(Option 1 - all electronic forms\)](#)
- [Training District 14 \(900069\)](#)
- [Training School 14 \(700069\)](#)

[View History](#)

[Download Completed PDFs](#)

EVALUATORS

Primary: Donna Huber (TR0000069)

Secondary: Unassigned

COMPLETION STATUS

- Growth or Improvement Plan
- Formal Observation/Performance Rubric 1
- Formal Observation/Performance Rubric 2
- Not applicable
- Final Summative

Evaluator Information Box:

The second box displays your Evaluator information.

Your Primary and Secondary Evaluators are displayed.

Completion Status Box:

The third box displays the Completion Status information.

The **completion status circles** are filled in when the form is completed. Some of the circles may be gray if one of the following conditions apply:

- the LEA is set up to use Option 3 (not using the electronic forms).
- the final summative rating is being carried forward from the previous year if applicable.

View Previous Years' Evaluations

To view previous years' evaluations, if applicable, click on the **View History** blue hyperlink.

Click on the **Evaluation** link for the appropriate academic year when appropriate. This example is for a teacher.

My Evaluations

Click on the **View Evaluation** link(s) below to view evaluation forms for a specific LEA and evaluation type for the selected academic year.

Academic Year	LEA	Building(s)	Evaluation Type	Completion Status	
2015-2016	Training District 4 (900004)	Training School 4 (700004)	OTES (online forms)	<input type="radio"/> GIP <input type="radio"/> O1 <input type="radio"/> O2 <input type="radio"/> SGM <input type="radio"/> FS	Evaluation
2014-2015	Training District 4 (900004)	Training School 4 (700004)	OTES (online forms)	<input type="radio"/> GIP <input type="radio"/> O1 <input type="radio"/> O2 <input checked="" type="radio"/> SGM <input checked="" type="radio"/> FS	Evaluation
2013-2014	Training District 4 (900004)	Training School 4 (700004)	OTES (summative only)	<input type="radio"/> N/A <input type="radio"/> N/A <input type="radio"/> N/A <input checked="" type="radio"/> SGM <input checked="" type="radio"/> FS	Evaluation
2012-2013	Training District 4 (900004)	Training School 4 (700004)		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	N/A

Your evaluation for that year will display.

Download/Print All Completed Forms

To download and/or print all completed forms for a specific academic year, go to the appropriate academic year and click on **Download Completed PDFs**.

To change the academic year, follow the instructions above in the section titled **View Previous Years' Evaluations**.

Teacher, Mary (MT0000004)

2015-2016

- Teacher (Option 1 - all electronic forms)
- Training District 4 (900004)
 - Training School 4 (700004)

[View History](#)

[Download Completed PDFs](#)

EVALUATORS

Primary: Sandy Sammons (TR0000004)

Secondary: Unassigned

COMPLETION STATUS

- Growth or Improvement Plan
- Formal Observation/Performance Rubric 1
- Formal Observation/Performance Rubric 2
- Student Growth Measures
- Final Summative (carried forward from prior year)

You will receive the following popup message indicating the PDF files are being created. An email will be sent to you when the download of the files is available in eTPES in the Downloads section of the Reports tab. The email will be from no-reply@ohiotpes.com.

*Note: Ensure your email address is correct in eTPES by checking your User Profile. See the section titled **User Profile** for instruction.*

Batch Request Confirmation ✕

Your batch request has been received and an email will be sent to you when the download is available in eTPES in the Downloads section on the Reports tab.

It is highly recommended that downloaded files and personnel information be kept secure according to your LEA's data handling policies. Files will be available in eTPES for 7 calendar days from the date of request in order to avoid referencing out of date information. Please generate a new request, if necessary, for updates to previously retrieved information.

Close

When you receive the email, go to the **Reports** tab. The **Status** will indicate the process has completed.

Click on **Zip** to unzip the completed files.

The files will be available in eTPES for seven calendar days in order to avoid referencing out of date information.

Mary Teacher ▾

[HOME](#) [EVALUATIONS](#) [REPORTS](#) [HELP](#)

Home / Reports

Reports



















Reports are not available based on your active staff assignments.

My Downloads

Request Date	Academic Year	Educator Type	Location(s) / Educator	Type	Status	Download	Expiration Date	
10/30/2015 1:00:56 PM	2014-2015		Teacher, Mary (MT0000004)	Completed Educator Forms	Completed	Zip	11/6/2015 1:00:56 PM	

There will be a file for each completed form and a **Readme** file that will give information about the files downloaded.

Evaluation Forms

EVALUATION FORMS		EVIDENCE & ARTIFACTS				
OPTIONAL SELF-ASSESSMENT		EDUCATOR	EVALUATOR			
	School Counselor Self-Assessment Summary Tool Completion Process: Educator Only (Private)	-	N/A	Not Started		
STEP 1: PROFESSIONAL GROWTH AND IMPROVEMENT PLANS		EDUCATOR	EVALUATOR			
	Optional Form to Demonstrate Positive Student Outcome Using Student Metrics Completion Process: Educator First, Evaluator Closes	-	-	Not Started		
	Professional Growth Plan Completion Process: Educator First, Evaluator Closes	-	-	Not Started		
	Improvement Plan Completion Process: Evaluator First, Educator Closes	-	-	Not Started		
	Improvement Plan: Evaluation of Plan Completion Process: Evaluator First, Educator Closes	-	-	Not Started		
STEP 2: FORMATIVE ASSESSMENT		EDUCATOR	EVALUATOR			
Observation & Examination of Artifacts (1)						
	Pre-Conference Completion Process: Educator First, Evaluator Closes	-	-	Not Started		
	Informal Observation Completion Process: Evaluator First, Educator Closes	-	-	Not Started		
	Formal Observation / Performance Rubric Completion Process: Evaluator First, Educator Closes	-	-	Not Started		
	Post-Conference Planning Completion Process: Evaluator Only (Private)	N/A	-	Not Started		
STEP 3: SUMMATIVE EVALUATION		EDUCATOR	ADMINISTRATOR			
	Final Summative Rating of Counselor Effectiveness Completion Process: Evaluator First, Educator Closes	-	-	Not Started		

Form Completion Process: beneath each form name, the form completion process is listed.

Professional Growth Plan Completion Process: Educator First, Evaluator Closes

Educator and Evaluator Completion Dates: the date the educator and evaluator completed the form is displayed in the Educator and Evaluator columns.

EDUCATOR	EVALUATOR
Pending	7/24/2015

Form Status: the status of the form is displayed (not started, in process, completed) next to the Evaluation completion date column.

In addition, the following icons are displayed:



Form not started or in progress



Form completed

Accessing electronic Forms: click on the form's title in blue text to open the form. This is referred to as the hyperlink. If the form's title is in black text, it is not ready for you to access.

Uploading PDF in place of electronic form: If your LEA is set up using option 2, you will have access to upload a PDF file in place of an electronic form. Click on the paperclip icon (displayed below) to utilize this feature. Uploading a PDF file will automatically complete the form.



Viewing/Printing Forms: PDF versions of the forms are available by clicking the PDF button on the far right of the form's row, as well as clicking on the form's title (icon displayed below). Forms can be printed at any time.



Skipping Forms: some forms are optional and can be skipped. Click on the icon (displayed below) to skip the form.



Restoring Skipped Forms: a form that is skipped can be restored. Click on the arrow icon (displayed below) to restore the form for use.



Evidence and Artifacts

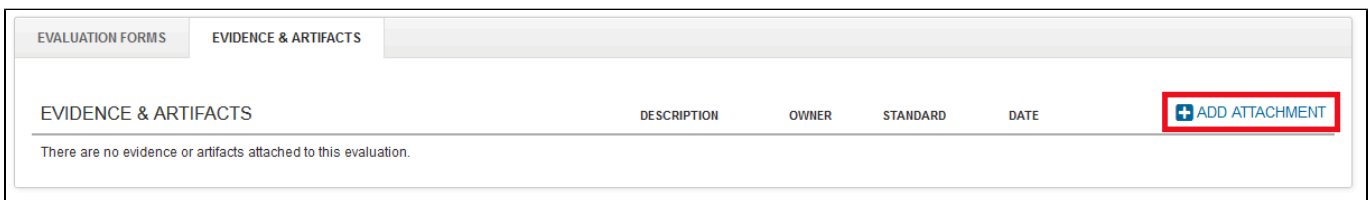
The evidence and artifacts section allows the Educator and Evaluator to upload evidence and artifacts they would like to have on record regarding the evaluation. These files must be in PDF format.

Click on the Evidence and Artifacts tab to access the feature.



The screenshot shows a web interface for an evaluation form. At the top, there are three main sections: '2016-2017' (containing form details like 'Counselor (Option 1 - all electronic forms)', 'Training District 14 (900069)', and 'Training School 14 (700069)'), 'EVALUATORS' (listing 'Primary: Donna Huber (TR0000069)' and 'Secondary: Unassigned'), and 'COMPLETION STATUS' (with radio buttons for 'Growth or Improvement Plan', 'Formal Observation/Performance Rubric 1', 'Formal Observation/Performance Rubric 2', 'Not applicable', and 'Final Summative'). Below these is a horizontal tab bar with 'EVALUATION FORMS' and 'EVIDENCE & ARTIFACTS' (the latter is highlighted with a red box). Underneath is an 'OPTIONAL SELF-ASSESSMENT' section with a table. The table has columns for 'EDUCATOR', 'EVALUATOR', and 'Status'. One row is visible: 'School Counselor Self-Assessment Summary Tool' (Completion Process: Educator Only (Private)) with 'EDUCATOR' as '-', 'EVALUATOR' as 'N/A', and 'Status' as 'Not Started'. A red box highlights the 'EVIDENCE & ARTIFACTS' tab and the 'ADD ATTACHMENT' button in the next screenshot.

Click on **Add Attachment**. Select the file, enter a description and select the attachment type (standard). Click on the **Attach** button.



The screenshot shows the 'EVIDENCE & ARTIFACTS' section of the interface. It features a header with 'EVALUATION FORMS' and 'EVIDENCE & ARTIFACTS' tabs. Below the header is a table with columns: 'EVIDENCE & ARTIFACTS', 'DESCRIPTION', 'OWNER', 'STANDARD', and 'DATE'. The table is currently empty, with the text 'There are no evidence or artifacts attached to this evaluation.' displayed below it. A red box highlights the 'ADD ATTACHMENT' button in the top right corner of the table area.

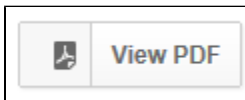
The attachment can be removed by the owner (the individual who uploaded the document) by clicking on the red circle on the right of the screen.

Evaluation Form General Information

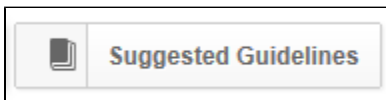
This section will detail the common features of all forms. The screen displayed below is the School Counselor Formal Observation/Performance Rubric. We will use this form as an example to explain the common features of the forms.

The screenshot shows the 'School Counselor Formal Evaluation/Rubric' form. At the top, there are two buttons: 'View PDF' and 'Suggested Guidelines'. Below these are two red-bordered boxes containing instructions and a note. The 'Formal Observation' section includes fields for 'Date of Observation: (Required)', 'Beginning Time: (Required)', and 'Ending Time: (Required)', each with a 'Now' button. There is also an 'Activity:' field and a 'Observation Notes: (Required)' text area with a rich text editor toolbar. At the bottom, there is a section for 'Standard 1: Comprehensive School Counseling Program Plan' with a description and a progress bar with four stages: 'Ineffective', 'Developing', 'Skilled', and 'Accomplished'.

View/Print: Each form can be printed by clicking on **View PDF**. This will bring up a new screen displaying the document in a PDF format.



Suggested Guidelines: Click on **Suggested Guidelines** to view the guidelines from the framework.



Instructions: this section will explain how to complete the form.

Notes: this section will explain the flow of the form, who has access and when.

Saving: When an answer is entered, whether by typing text or clicking on a button/box, the answer is automatically saved. The form will save all items entered, therefore users can enter and exit the form as necessary without losing data.

Required Answers: Questions that must have an answer entered are noted.

Character Limitation in Text Boxes: All text boxes have the capability of accepting an unlimited number of characters.

Completing Forms: After the questions have been answered on the form, go to the bottom of the screen, enter your PIN and click on the **Complete Form** button. If you do not remember your PIN, click on the **Forgot your PIN** hyperlink. When your PIN is entered notifications will be sent to both parties indicating the form has been completed and, if applicable, viewing or editing will be enabled for the other party. See the notes on each specific form regarding who will be able to view/edit the form.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

[Forgot your PIN?](#)

Collaborative Completion of Forms - Forms that require both Evaluator and Educator signatures support collaborative meetings. The Evaluator and Educator can both enter their PIN from the Evaluator's screen when conducting a collaborative meeting.

Reopening Forms: Forms can be reopened for additional editing. The forms can be reopened by the person who created the form. To reopen a form, go to the bottom of the form and click on the **Reopen for Editing** button. If there is no button, then access to reopen is not available.

Counselor: Optional Self-Assessment

Counselor Self-Assessment Summary Tool

The first form on the Counselor Evaluation screen is the **Self-Assessment**.

This form is for the **Counselor Only (Private)**, meaning it can only be accessed by the counselor.

This form is optional in eTPES. Your administration will inform you if they would like you to complete this form.

To access the form, click on the form title or hyperlink to open the form.

Consider each of the essential questions below and choose the response that most accurately represents performance. Each standard will be in the same format.

Standard One: Comprehensive School Counseling Program Plan

School counselors collaboratively envision a plan for a comprehensive school counseling program that is developmental, preventative, responsive and in alignment with the school's goals and mission.

ESSENTIAL QUESTION(s): *Have I engaged in collaborative planning within my school for a comprehensive school counseling program plan?*

1.1 I possess the knowledge and skills to design a comprehensive and proactive school counseling program.

N/A Not at all Partially Somewhat Almost Fully Completely [clear selection](#)

1.2 I collaborate to design the school counseling program.

N/A Not at all Partially Somewhat Almost Fully Completely [clear selection](#)

1.3 I take leadership in identifying resources for the school counseling program.

N/A Not at all Partially Somewhat Almost Fully Completely [clear selection](#)

1.4 The school counseling program aligns with the school's goals and mission.

N/A Not at all Partially Somewhat Almost Fully Completely [clear selection](#)

To complete the form, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.





Upon completion, the evaluator will be notified the form is completed but will not be able to view or edit the form. Once the counselor has completed the form, click on the **Back to Evaluation** button to be directed back to the **Evaluation** page.

Counselor: Step 1: Professional Growth and Improvement Plans

Optional Form to Demonstrate Positive Student Outcome Using Student Metrics

This form is optional in eTPES.

This form can be used by the school counselor and evaluator at the **beginning** of the evaluation cycle to collaboratively pre-determine metrics that will be used for a portion of the evaluation rubric. The school counselor **must** clearly demonstrate the ability to positively impact student outcomes.

STEP 1: PROFESSIONAL GROWTH AND IMPROVEMENT PLANS		EDUCATOR	EVALUATOR		
	Optional Form to Demonstrate Positive Student Outcome Using Student Metrics Completion Process: Educator First, Evaluator Closes	-	-	Not Started	 
	Professional Growth Plan Completion Process: Educator First, Evaluator Closes	-	-	Not Started	 
	Improvement Plan Completion Process: Evaluator First, Educator Closes	-	-	Not Started	
	Improvement Plan: Evaluation of Plan Completion Process: Evaluator First, Educator Closes	-	-	Not Started	




The School Counselor must complete the form first. Upon School Counselor completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the School Counselor will be notified.

To access the form, click on the form title or hyperlink to open the form.

A blank **Form to Demonstrate Positive Student Outcome Using Student Metrics** is displayed below.

Optional Form to Demonstrate Positive Student Outcome Using Student Metrics

 View PDF

 Suggested Guidelines

Instructions: This form can be used by the school counselor and evaluator at the beginning of the evaluation cycle to collaboratively pre-determine metrics that will be used for a portion of the evaluation rubric. The school counselor must clearly demonstrate the ability to positively impact student outcomes.

NOTE: This form is editable by the School Counselor and Evaluator. The School Counselor must complete the form first. Upon School Counselor completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the School Counselor will be notified.

Step One: Identify Domain Focus Area(s)

Identify the student domain area(s) in the district, building, cohort, or grade level(s) based on needs.

Example: School Counselor data from 2015-16 showed that the incoming seventh grade cohort had on average the highest number of interpersonal student conflicts. Domain: Social/Emotional.

↶ ↷ ✂ 📄 📁 **B** *I* U ~~S~~ x_2 x^2 **A** ▾ I_x

Step Two: Identify Desired Student Outcome(s)

Based on identified focus areas of need (step one), develop student outcome goal(s).

Example: In 2016-2017, Smart Middle School data will show a reduction in the average number of interpersonal student conflicts among the seventh grade cohort by April 2017.

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Step Three: Determine the Metric(s) of Student Outcomes

Determine the measurement data to be used to demonstrate a change in student knowledge, skills or behavior.

Example: Office Referrals (disaggregated to show the number of incidents of interpersonal conflict among seventh grade students). Peer Mediation Log Data (disaggregated to show the number of interpersonal conflicts mediated among seventh grade students). Survey data to show the number of students using mediation techniques to solve conflicts.

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Step Four: Relevant School Counselor activities/interventions

Describe activities, lessons or interventions the school counselor will implement and monitor to achieve the desired student outcome(s).

Example: The school counselor will train peer mediators and hold weekly sessions to support positive peer relations among seventh grade students. The school counselor will design and distribute an online survey to seventh grade students to assess their knowledge and use of conflict resolution techniques at the beginning of the school year 2016-2017 and again in the spring.

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Step Five: Monitoring

Over the course of the school year, monitor progress made on each metric of student outcomes.

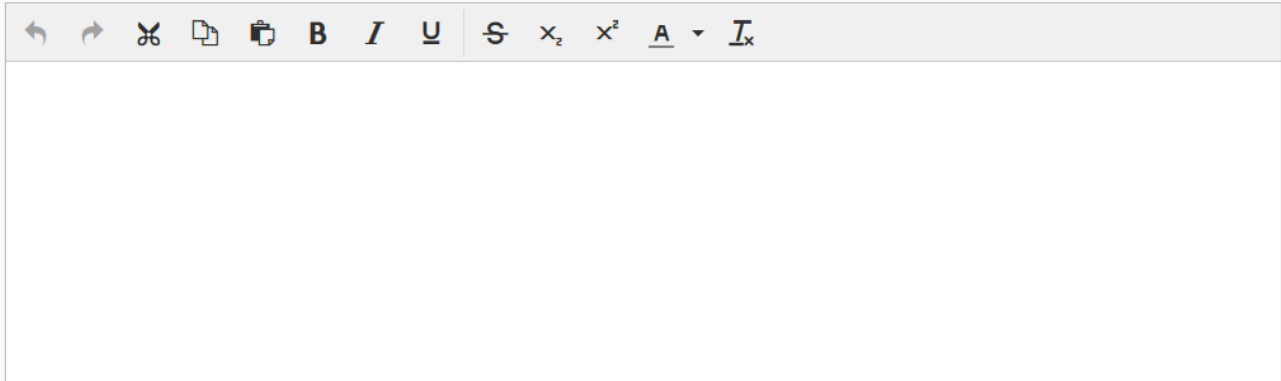
Example: The school counselor reviews data in November 2016 and February 2017 to note changes. Additionally, school counselor collects informal data from the peer mediation weekly sessions in November 2016 and February 2017, and he or she reviews the peer mediation logs for trends and patterns.

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Step Six: Analyze Results and Report Results

At the end of the evaluation process, determine the impact for each student outcome.

Example: 2015-2016 school counselor data revealed that on average the incoming seventh grade cohort had 12 interpersonal student conflicts per month; in April 2017 data revealed that the seventh grade cohort had seven interpersonal student conflicts per month. Informal data from the peer mediation weekly sessions revealed that students reported using peer mediation to solve interpersonal student conflicts more frequently. Survey data showed that seventh grade students increased both their knowledge and use of conflict resolution strategies during the year.



A rich text editor toolbar with the following icons from left to right: undo, redo, cut, copy, paste, bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), text color (A), and link (I_x). Below the toolbar is a large empty text area for entering content.

Evaluator Comments (Optional)

Comments:

(Read Only) This item has not been answered

Note

This form is editable by the School Counselor and Evaluator. The School Counselor must complete the form first. Upon School Counselor completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the School Counselor will be notified.

PIN Completion

Enter School Counselor PIN below and click "Complete Form" to confirm.

School Counselor PIN:

Complete Form


[Forgot your PIN?](#)

School Counselor must complete form first









[Back to Evaluation](#)

To complete the form, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.


Step 1 of the evaluation process is the Professional Growth Plan and Improvement Plan. One of these plans is required and must be completed for Step 1.

 If the **Improvement Plan** requirement was indicated at the end of the previous academic year, the **Professional Growth Plan** will not be available to the Counselor.

The **Professional Growth Plan** is completed by the counselor and the **Improvement Plan** is completed by the Evaluator.

STEP 1: PROFESSIONAL GROWTH AND IMPROVEMENT PLANS		EDUCATOR	EVALUATOR			
	Optional Form to Demonstrate Positive Student Outcome Using Student Metrics Completion Process: Educator First, Evaluator Closes	-	-	Not Started		
	Professional Growth Plan Completion Process: Educator First, Evaluator Closes	-	-	Not Started		
	Improvement Plan Completion Process: Evaluator First, Educator Closes	-	-	Not Started		
	Improvement Plan: Evaluation of Plan Completion Process: Evaluator First, Educator Closes	-	-	Not Started		

Professional Growth Plan

 The **Professional Growth Plan** is first completed by the counselor. Upon counselor PIN entry, the evaluator will be sent a notification and have access to review and edit the form. Upon evaluator completion, the counselor will be sent a notification.

To complete the **Professional Growth Plan**, click on the form title (or hyperlink) to open the form.

A blank **Professional Growth Plan** is displayed below.

1. Type of Growth Plan

1.1 Select the type of Growth Plan: (Required)

Self-Directed Collaborative [clear selection](#)

2. Goal One

2.1 Choose the Standard(s) aligned to the goal. These are addressed by the Evaluator as appropriate for this School Counselor. (Required)

- Comprehensive School Counseling Program Plan
- Direct Services for Academic, Career, and Social/Emotional Development
- Indirect Services
- Evaluation and Data
- Leadership and Advocacy
- Professional Responsibility, Knowledge and Growth

2.2 Goal Statement Demonstrating Performance on Standards (Required)

← → ✂ 📄 📄 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*

2.3 Action Steps and Resources to Achieve Goal (Required)

← → ✂ 📄 🗑 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*_x

2.4 Evidence Indicators (Required)

← → ✂ 📄 🗑 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*_x

2.5 Dates Discussed

← → ✂ 📄 🗑 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*_x

3. Goal Two

3.1 Choose the domain(s) aligned to the Metric of Student Outcomes goal. **(Required)**

- Academic
- College/Career
- Social/Emotional

3.2 Goal Statement Demonstrating Ability to Product Positive Student Outcomes **(Required)**

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ I

3.3 Action Steps and Resources to Achieve Goal **(Required)**

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ I

3.4 Evidence Indicators (Required)

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*_x

3.5 Dates Discussed

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*_x

Comments

4.1 School Counselor Comments:

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ *I*_x

4.2 Evaluator Comments:

(Read Only) This item has not been answered

Note

This form is editable by the School Counselor and Evaluator. The School Counselor must complete the form first. Upon School Counselor completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the School Counselor will be notified.

PIN Completion

Enter School Counselor PIN below and click "Complete Form" to confirm.

School Counselor PIN:

Complete Form

[Forgot your PIN?](#)

School Counselor must complete form first

[Back to Evaluation](#)

To complete the form, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking

on the **Forgot your PIN?** link.

Improvement Plan

 For those counselors on an Improvement plan, the **Improvement Plan** and **Evaluation of Plan** forms will be locked to the counselor until the evaluator has completed the forms.

To view the **Improvement Plan**, click on the form title (or hyperlink). A blank **Improvement Plan** form is displayed below.

School Counselor Improvement Plan

 View PDF  Suggested Guidelines

Instructions: School counselors with a final summative rating of ineffective* will develop an improvement plan with their evaluator. The administration will approve the improvement plan. The purpose of the improvement plan is to help the school counselor focus on area(s) in which they need intensive support to improve practice.

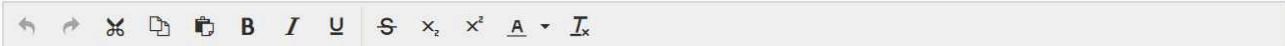
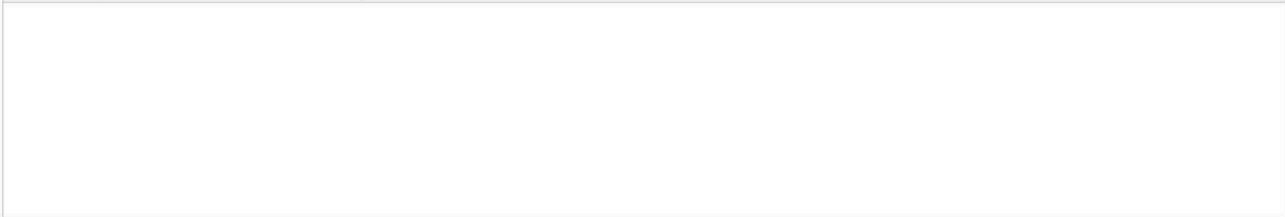
*Districts have discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the School Counselor will be notified and have access to view the form. After the School Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

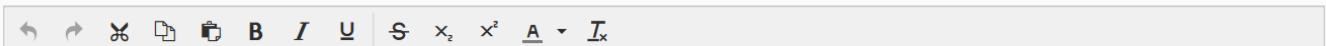

1. Improvement Statement

List specific areas for improvement as related to the Ohio Standards for School Counselors. Attach documentation.

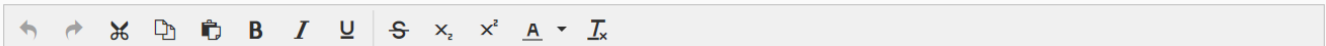
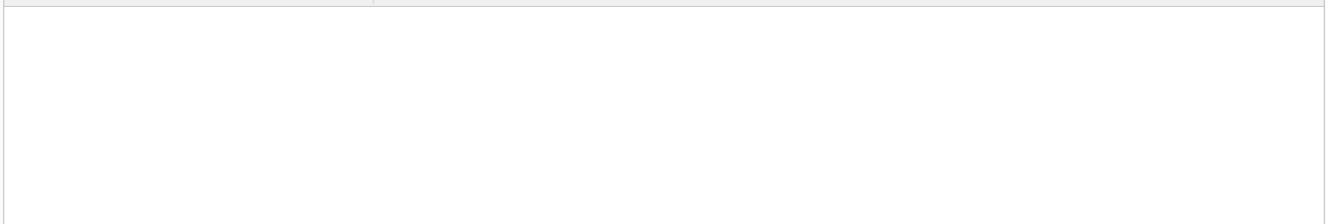
1.1 Performance standard(s) addressed in this plan: (Required)

1.2 Date(s) improvement area or concern observed: (Required)

1.3 Specific statement of the concern: Areas of improvement: (Required)

2. Desired Level of Performance

List specific measurable goals to improve performance. Indicate what will be measured for each goal.

2.1 List Goals: (Required)

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2.2 Level of Performance: Specifically describe successful improvement target(s): (Required)

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ I_x

2.3 Beginning Dates: (Required)

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ I_x

↑
↓

2.4 Ending Dates: (Required)

← → ✂ 📄 📌 **B** *I* U ~~S~~ x_2 x^2 A ▾ I_x

↑
↓

3. Specific Plan of Action

Describe in detail specific plans of action that the School Counselor must take to improve his or her performance. Indicate the sources of evidence that the Evaluator will use to document completion of the Improvement Plan.

3.1 Actions to be taken: (Required)

Rich text editor toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, strikethrough, subscript, superscript, text color, and link. Below the toolbar is a large empty text area for entering actions to be taken.

3.2 Sources of evidence that will be examined: (Required)

Rich text editor toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, strikethrough, subscript, superscript, text color, and link. Below the toolbar is a large empty text area for entering sources of evidence.

4. Assistance and Professional Development

4.1 Describe in detail specific supports that will be provided as well as opportunities for Professional Development: (Required)

Rich text editor toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, strikethrough, subscript, superscript, text color, and link. Below the toolbar is a large empty text area for describing supports and professional development opportunities.

5. Dates

5.1 Date of Improvement Plan conference: (Required)

Text input field with a calendar icon on the right for selecting the date of the conference.

5.2 Date for this Improvement Plan to be evaluated: (Required)

Text input field with a calendar icon on the right for selecting the evaluation date.

Note

This form is editable by the Evaluator only. Upon Evaluator completion, the School Counselor will be notified and have access to view the form. After the School Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

I have reviewed this evaluation and discussed it with my evaluator. Entering my PIN # below indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

The evaluator's PIN # on this form verifies that the proper procedures, as detailed in the local contract, have been followed.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

[Forgot your PIN?](#)

[Back to Evaluation](#)

After reviewing the information, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.

Note: Entering your PIN indicates you have been advised of your performance status; it does not necessarily imply that you agree with the information.

Improvement Plan: Evaluation of Plan



For those counselors on an Improvement plan, the **Improvement Plan** and **Evaluation of Plan** forms will be locked to the counselor until the evaluator has completed the forms.

To view the **Improvement Plan: Evaluation of Plan**, click on the form title (or hyperlink).

School Counselor Improvement Plan: Evaluation of Plan

 View PDF

 Suggested Guidelines

Instructions: This form will be completed by the evaluator at the end of the time specified in the improvement plan. The evaluator will review the improvement plan with the school counselor and determine which action is appropriate. The evaluator should provide justification for his/her recommendation for action and attach evidence in the space provided.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the School Counselor will be notified and have access to view the form. After the School Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

1. The improvement plan will be evaluated at the end of the time specified in the plan and will result in one of the following actions: **(Required)**

- Improvement is demonstrated and performance standards are met to a satisfactory level of performance.*
- Continue with the Improvement Plan for a specified amount of time.
- Recommend dismissal.

[clear selection](#)

*The level of performance varies depending on school counselor's years of experience.

2. If Improvement Plan is to be continued for a specific time, enter dates below:

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⬆
⬇

3. Provide justification for the recommendation indicated below and attach evidence to support the recommended course of action. **(Required)**

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Note

This form is editable by the Evaluator only. Upon Evaluator completion, the School Counselor will be notified and have access to view the form. After the School Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

I have reviewed this evaluation and discussed it with my evaluator. Entering my PIN # below indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

The evaluator's PIN # on this form verifies that the proper procedures, as detailed in the local contract, have been followed.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

[Forgot your PIN?](#)

[Back to Evaluation](#)

After reviewing the information, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.

Note: Entering your PIN indicates you have been advised of your performance status; it does not necessarily imply that you agree with the information.

Counselor: Step 2: Formative Assessment

Step 2: Formative Assessment is made up of the observation cycle forms.

The observation cycle forms include the following:

- **Pre-conference**
- **Informal Observation**
- **Formal Observation/Performance Rubric**
- **Post-conference Planning**

You may have multiple observation cycles on your evaluation screen. This is set up by your Evaluator.

Counselor: Observation Cycle Forms

Pre-Conference

Click on the form title, or hyperlink, to open the form.

The counselor will complete the form first. Upon Counselor completion, the Evaluator will be notified and have access to review/respond to the form. Upon Evaluator completion, the Counselor will be notified.

Use of the form will depend on district directives.

The questions provided are to guide thinking and conversation. Not every question needs to be answered. The purpose is to give your Evaluator information about the observation.

School Counselor Pre-Conference Planning

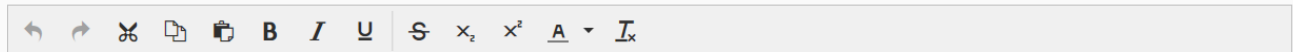
 View PDF

Instructions: The questions provided are intended to guide thinking and conversation. All questions will not apply to all observations. The purpose of the pre-observation conference is to promote communication, understanding and reflection of professional practices. School Counselors may choose to write responses or discuss their responses. Evaluators may want to enter notes as a record of their conversation with the School Counselor.

NOTE: This form is editable by the School Counselor and Evaluator. The School Counselor will review/complete the form first. Upon School Counselor completion, the Evaluator will be notified and have access to review/respond to the form. Upon Evaluator completion, the School Counselor will be notified.

- What are your goals for the school counseling program?
- What do you want to accomplish for the observation?
- How will you know if you accomplish your goals for the observation?
- How will your actions support the overall plan for the school counseling program?

School Counselor Responses:



Evaluator Comments:

(Read Only) This item has not been answered

What could I observe you doing on a typical day?
What is the rationale and context for what I will observe?
What made you choose this particular activity?
How will you prepare for the activity?
What prior knowledge does the participant need to have for this activity?

School Counselor Responses:

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Evaluator Comments:

(Read Only) This item has not been answered

How can you get immediate feedback to make sure the participants understand the most important parts of your presentation?
Discuss ways you meet the needs of students through individual planning.
How will you help students develop skills for personal or social success?

School Counselor Responses:

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Evaluator Comments:

(Read Only) This item has not been answered

What collaboration might you have with colleagues in preparation for the observation?
What might be some strategies for collaboration with colleagues inside and outside of your department?
What outcome are you focused on?

School Counselor Responses:

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Evaluator Comments:

(Read Only) This item has not been answered

How do you plan to help students develop skills for academic success, career development, personal or social success?
What data do you plan to collect that monitor's student progress?
How will you know that students demonstrate positive outcomes as a result of your work with them?

School Counselor Responses:

Rich text editor toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, strikethrough, subscript, superscript, text color, and link. Below the toolbar is a large empty text area for the School Counselor to provide responses.

Evaluator Comments:

(Read Only) This item has not been answered

Note

This form is editable by the School Counselor and Evaluator. The School Counselor will review/complete the form first. Upon School Counselor completion, the Evaluator will be notified and have access to review/respond to the form. Upon Evaluator completion, the School Counselor will be notified.

PIN Completion

Enter School Counselor PIN below and click "Complete Form" to confirm.

School Counselor PIN:

Complete Form

[Forgot your PIN?](#)

School Counselor must complete form first

[Back to Evaluation](#)

To complete the form, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.

Informal Observation

Click on the form title, or hyperlink, to open the form.

The **Informal Observation** form is locked to the counselor until completed by the evaluator. Upon Evaluator completion, the Counselor will be notified and have access to view the form. After the Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

School Counselor Informal Observation

[View PDF](#) [Suggested Guidelines](#)

Instructions: This form serves as a record of an informal observation by the evaluator. The evaluator will likely not observe all the School Counselor standards in one informal observation. Use the open-ended text box below to document the informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the School Counselor will be notified and have access to view the form and enter optional comments. After the School Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

1. Observation Information

1.1 Date of informal observation: **(Required)**

1.2 Beginning time: **(Required)**

1.3 Ending time: **(Required)**

1.4 Activity observed

2. Observations and Times

Observations and times: **(Required)**

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, Source Code, Full Screen, Print, Help.

Observations and times: (Required)

3. Evaluator Summary Comments

Comments: **(Required)**

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, Source Code, Full Screen, Print, Help.

Comments: (Required)

4. School Counselor Comments (Optional)

Comments:

(Read Only) This item has not been answered

Note

This form is editable by the Evaluator only. Upon Evaluator completion, the School Counselor will be notified and have access to view the form and enter optional comments. After the School Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

PIN Completion

<input type="text" value="Evaluator must complete form first"/>	Enter Evaluator PIN below and click "Complete Form" to confirm.
	Evaluator PIN:
	<input type="text"/>
	<input type="button" value="Complete Form"/>
	Forgot your PIN?

[Back to Evaluation](#)

To complete the form, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.

Formal Observation /Performance Rubric

Click on the form title, or hyperlink, to open the form.

The **Formal Observation/Performance Rubric** form is locked to the Counselor until completed by the Evaluator. Upon Evaluator completion, the Counselor will be notified and have access to view the form. After the Counselor enters the PIN and clicks on the completion button, the Evaluator will be notified.

Standard 1: Comprehensive School Counseling Program Plan				
<i>School counselors collaboratively envision a plan for a comprehensive school counseling program that is developmental, preventative, responsive and in alignment with the school's goals and mission.</i>				
	Ineffective	Developing	Skilled	Accomplished
1.1	The school counselor cannot articulate components of a comprehensive school counseling program.	The school counselor articulates all components of a comprehensive school counseling program.	The school counselor articulates all components of a comprehensive school counseling program, reflects on future program needs and works to design a plan of implementation.	The school counselor implements all components of a comprehensive school counseling program and frequently reflects on future program development.
1.2	The school counselor does not collaborate with key stakeholders to set the goals, priorities and implementation strategies when a comprehensive school counseling program is being designed.	The school counselor collaborates with key stakeholders on a limited basis to set goals, priorities and implementation strategies that partially align to the school's goals and mission when a comprehensive school counseling program is being designed.	The school counselor collaborates with key stakeholders to set the goals, priorities and implementation strategies that align to the school's goals and mission when a comprehensive school counseling program is being designed.	The school counselor collaborates with key stakeholders to set the goals, priorities and implementation strategies that align to the school's goals and mission when a comprehensive school counseling program is being designed and suggests enhancements and adjustments for program based on needs and results.
1.3	The school counselor identifies no resources to implement the program.	The school counselor identifies resources needed to partially implement the program.	The school counselor identifies resources to fully implement the program.	The school counselor utilizes resources to fully implement the program from an innovative or diverse set of partners.
1.4 Evidence	B I U Ix	B I U Ix	B I U Ix	B I U Ix

This shows only the **Standard 1: Comprehensive School Counseling Program Plan** section of the **School Counselor Rubric**. The view will also include **Standard 2: Direct Services for Academic, Career and Social/Emotional Development**, **Standard 3: Indirect Services: Partnerships and Referrals**, **Standard 4: Evaluation and Data**, **Standard 5: Leadership and Advocacy** and **Standard 6: Professional Responsibility, Knowledge and Growth** sections as well.



At the end of the **Formal Observation/Performance Rubric**, a rating will be given for each standard. All evidence will be used on the rubric to support the rating. The ratings from Cycle 1 and Cycle 2 (and any additional observations) will populate the Final Summative Rating section. At that time, the evaluator will determine the Final Performance Rating.

To complete the form, enter your PIN and click on the **Complete Form** button. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link.

Post Conference Planning

The **Post Conference Planning** form is locked to the counselor and only viewable by the evaluator. This form is used by the evaluator to plan for the post-conference and document areas for reinforcement and areas for refinement. This information will be shared with the counselor during the post-conference.

Counselor: Step 3: Summative Evaluation

Step 3 of the Evaluation process will direct the Counselor to his/her Final Summative Rating. The Final Summative Rating can be viewed after the Principal has entered the PIN to indicate completion.

To view the Final Summative Rating, click on the blue text **Final Summative Rating of Counselor Effectiveness**.

STEP 4: SUMMATIVE EVALUATION		EDUCATOR	ADMINISTRATOR	
	Final Summative Rating of Counselor Effectiveness <small>Completion Process: Evaluator First, Educator Closes</small>	-	6/15/2016	Completed 

The completed Final Summative Rating form will display.

Enter the PIN to complete the Final Summative Rating form. Your PIN can be found on the **User Settings** page or by clicking on the **Forgot you PIN?** link.

Counselor: Reports Tab



To print/download all completed forms for an academic year or one specific evaluation form, refer to the Evaluations Tab section.

Counselor: Help Tab

To access the **Help** page, click on the **Help** tab on the tool bar.

The **Help** page, displayed below, includes how to contact support, obtain documents regarding the OPES/OTES/OSCES framework, and the electronic system and a link to the Ohio Department of Education eTPES web page. Also included are the User Manuals and Training Videos.

Help

Ohio Department of Education Links

- eTPES Help
- Student Growth Measures for Teachers
- Student Growth Measures for Principals

Support Contact Information

[Release Notes](#)

If you have OTES or OPES policy questions, please contact us at: etpes@education.ohio.gov

If you have OSCES school counselor policy questions, please contact us at: school.counselors@education.ohio.gov

If you have SLO or Student Growth Measure policy questions, please contact us at: sgm@education.ohio.gov

If you have eTPES technical questions, please contact us at: [Online Support Request](#)

If you have NIET evaluator credentialing questions, please contact us at: support@niet.orgsupport@OhioTPES.com or call 1-877-314-1412

Teacher Evaluation System - Resources	School Counselor Evaluation System - Resources
<ul style="list-style-type: none">eTPES Teacher User Guide [PDF]OTES Model [PDF]OTES Resources [PDF]Ohio Standards for Teachers [PDF]OTES Understanding and Using the Standards [PDF]Sample Professional Growth Plan [PDF]OTES Forms List / Options 1 and 2 [PDF]OTES Forms List / Option 3 [PDF]	<ul style="list-style-type: none">OSCES Model [PDF]Ohio Standards for School Counselors [PDF]OSCES Forms List / Options 1 and 2 [PDF]OSCES Forms List / Option 3 [PDF]

Principal Evaluation System - Resources	Superintendent/Designee - Resources
<ul style="list-style-type: none">eTPES Principal User Guide [PDF]OPES Model [PDF]OPES Resources [PDF]Ohio Standards for Principals [PDF]OPES Understanding and Using the Standards [PDF]OPES Forms List / Options 1 and 2 [PDF]OPES Forms List / Option 3 [PDF]	<ul style="list-style-type: none">eTPES Superintendent/Designee User Guide [PDF]LEA Setup Help [PDF]Quick guide for setting Primary Evaluators [PDF]Option 3 Process and Access [PDF]

Training Videos [YouTube/Vimeo]

- eTPES Upgrades including Legislative Changes 2015-16 (5 videos)
 - 1 – Login, LEA Setup, who should be evaluated
 - 2 – LEA Setup continued, use of forms, evaluation intervals, SGM requirements, framework
 - 3 – Alternative components HB 64, completion of LEA setup/overnight processing, staff and evaluator management
 - 4 – Evaluation completion status, Professional Project form, growth v. improvement plan, SGM, calculation
 - 5 – SGM categories, value-added changes HB 64, teachers without SGM, identify validation, forgot pin, timeline, eTPES help

Support Contact Information

To receive the quickest response to support questions, it is important to contact the correct support team. The options are listed on the Help tab and below.

Release Notes are now available to view for details pertaining to new features in the eTPES System,

Support Contact Information	
Release Notes	
If you have OTES or OPES policy questions, please contact us at:	etpes@education.ohio.gov
If you have OSCES school counselor policy questions, please contact us at:	school.counselors@education.ohio.gov
If you have SLO or Student Growth Measure policy questions, please contact us at:	sgm@education.ohio.gov
If you have eTPES technical questions, please contact us at:	Online Support Request support@OhioTPES.com or call 1-877-314-1412
If you have NIET evaluator credentialing questions, please contact us at:	support@niet.org

For policy questions, contact etpes@education.ohio.gov.

For technical questions regarding the eTPES website, click on the **Online Support Request** link, email support@ohiotpes.com, or call 1-877-314-1412. For the fastest most efficient response, fill out the Online Request form by clicking the link provided.

For questions regarding evaluator credentialing, email support@niet.org.

Resources and Training Videos

There are a number of help documents, user guides and other resources, including training videos, available to review.

Click on any link to access the related resource.

<p>Teacher Evaluation System - Resources</p> <p>eTPES Teacher User Guide [PDF] OTES Model [PDF] OTES Resources [PDF] Ohio Standards for Teachers [PDF] OTES Understanding and Using the Standards [PDF] Sample Professional Growth Plan [PDF] OTES Forms List / Options 1 and 2 [PDF] OTES Forms List / Option 3 [PDF]</p>	<p>School Counselor Evaluation System - Resources</p> <p>OSCES Model [PDF] Ohio Standards for School Counselors [PDF] OSCES Forms List / Options 1 and 2 [PDF] OSCES Forms List / Option 3 [PDF]</p>
<p>Principal Evaluation System - Resources</p> <p>eTPES Principal User Guide [PDF] OPES Model [PDF] OPES Resources [PDF] Ohio Standards for Principals [PDF] OPES Understanding and Using the Standards [PDF] OPES Forms List / Options 1 and 2 [PDF] OPES Forms List / Option 3 [PDF]</p>	<p>Superintendent/Designee - Resources</p> <p>eTPES Superintendent/Designee User Guide [PDF] LEA Setup Help [PDF] Quick guide for setting Primary Evaluators [PDF] Option 3 Process and Access [PDF]</p>
<p>Training Videos [YouTube/Vimeo]</p> <p>eTPES Upgrades including Legislative Changes 2015-16 (5 videos)</p> <p>1 – Login, LEA Setup, who should be evaluated</p> <p>2 – LEA Setup continued, use of forms, evaluation intervals, SGM requirements, framework</p>	