HELP FILE for

Principals Teacher Eval and Professional Development Solution
Version 1.0 (Update 12/15/2002)
Updates available at http://www.cccoe.net/solutions/
Questions, comments, bugs, or suggestions for future updates can be emailed to
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Double click the “principalAid” file to launch the solution.

The Teacher Layout is the first layout you are taken to when you launch the Principal Solution.

There are three main areas to the Principal Solution

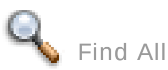
(1) Teacher Database (list and keep track of Teacher information)
(2) Professional Development DB (keep track of teacher prof dev)
(3) Evaluation Database (keep track of teacher evaluations)
……(3a) Evaluation Event Database (keep track of evaluation events such as pre and post conference and evaluation meetings)

Areas 1, 2 and 3 all have identical buttons:

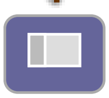
New: Creates a new record

Delete: Deletes the current record

Find: Takes you to a find layout to search for specific records

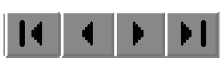


Find All: Stays on current layout but shows all records as found set


Form Tab: First rectangular tab on upper right that takes you to single record form view.


List Tab: Second rectangular tab on upper right that takes you to List Vew.

Navigation Buttons:


Arrows Row: Right and left arrows that take you to first record, next record, previous record, and last record of found set.

Bluish Purple Navigation Bar:

Contains three buttons (Teacher, ProfDev, and Evaluations) Clicking on one of these names will take you to that respective database area, except for the current database you are in which will show an arrow above pointing down at its button name.

TEACHER Area....
is where you add, edit, and delete teacher records.

You do not have to fill in all the fields for each Teacher Record. Some of the fields have drop down menus or check boxes where you are limited to choosing one or more of the available choices. At the bottom of some of the drop down menus, you will see the word "edit". If you choose "edit" another area opens up where you can edit the list of words for that drop down menu. Insert a new word by adding it after or before any existing word in the list. Place only one word or phrase per line in the list.

After you have populated your Teacher Database with teacher records you have the ability to:

(1) Print out labels by clicking on the yellow "Labels" button at the top of the window. If you want to print out a specific set of labels, first click on the "find" button to do a search and constrict your found list....then click on the "Labels" button.

(2) Print out a phone list by clicking on the yellow "PhoneList" button at the top of the window. If you want to print out a specific list of teacher number, first click on the "find" button to do a search and constrict your found list....then click on the "PhoneList" button.

(3) Get a list of all pending teacher evaluations (this list is based on all teacher evaluation records you have created that do not have a date in their evaluations completed field.). Click on the yellow "AllEvalsDue" button at the top of the window. You will be taken to a list of all pending evaluations for all teachers.

(4) You can see the next pending evaluation due date for the teacher record you are on near the top right side of the Teacher Form View window.

(5) Clicking on the List View Tab takes you to the list view. The column headings in the list view are dynamic, meaning you can click on any column heading and change the heading dynamically. After you click on a column heading you are presented with a drop down menu to choose another heading. After you click on one or more column headings you must click the "List" tab to bring you back to a list of records, which would then show your new column headings and new data. This allows you to make custom lists of information or reports. **To build a report of specific information you can do a find before entering list view.**

Example: *Find all teachers with the correct credential to teach that next unit in Algebra.* Enter find mode and select a specific “Credential” to search on. Then click the “Continue” Button. You have just queried the database for all Teacher records that have that credential. If more than one record exists, you will be taken to a list view of the found records, which you can use as your report. Sort them, change column headings and then click the Printer Icon to print a list report.

You can click on the Up or Down arrow next to each column heading to sort each column in ascending or descending order.

(6) Print out a list view by clicking on the "Printer" icon button near the top right of the list window.

Professional Development Area....
is where you add, edit, and delete Professional Development records.

The Professional Development area is where you log professional development experiences of your teachers. When a new professional development record is created you can select any existing teacher from the Teacher drop down menu.

WARNING! When creating a Professional Development record (after clicking “OK” to the prompt asking you if you are sure you want to create a PD Record) you are forced to fill in the following fields: Type of PD, Date of PD, and No. of Hours. If you try to click anywhere else (including the QUIT button) you are told to go back and fill in these fields before you can continue! If you made a mistake and want to delete the record, you must first fill in the required fields and then delete the record.

You must fill in the date of the Professional Development and the number of hours the PD training covered. If you want to create the PD record and you do not have this information yet, you can put your best guess in these fields and then edit them days or weeks later when you have more accurate data. But you must fill them in when you first create a record. You also must select a type of professional development for each record you create. Types include: “class” and “workshop” but you can edit the “type” drop down menu by selecting ‘edit’ and typing in other professional development type(s).

“Content Areas Covered” by the professional development class, workshop or other type can also be recorded. The content areas covered cannot be edited but you can select more than one content area by clicking in multiple content area check boxes. Notice that each content area is preceded by a numeric value. This number identifies the content area when you see them in a report in list view.

“School Goals Covered” is another field you can record for each Professional Development record. Goals are generically named Goal#01, etc. We assume your school plan has goals …..we hope you match the databases numbered goals with your actual school goals.

At the bottom of your Professional Development layout (form view) you will see a list of professional development records for that teacher. You can delete any of the PD records in this list by clicking on the trashcan for that respective row.

Clicking on any one of the PD records in this list will make it the active record in Form View. Another way to move between Professional Development records is to click on the right and left arrows in the top right corner of the Form View. To the left of the arrow navigation bar you will see a sentence that states the number of found records out of the total number of Professional Development records in your solution. To see all PD records in the found set you can click on the “FIND ALL” button.

Clicking on the List View Tab takes you to the list view. The column headings in the list view are dynamic, meaning you can click on any column heading and change the heading dynamically. After you click on a column heading you are presented with a drop down menu to choose another heading. After you click on one or more column headings you must click the "List" tab to bring you back to a list of records, which would then show your new column headings and new data. This allows you to make custom lists of information or reports. **To build a report of specific information you can do a find by clicking on the FIND Button in Form View.**

Example: Enter find mode and select a specific “Funding Source” then place the “>” sign and the date 1/1/2002 in the “Date of PD” field. Then click the “Continue” Button. You have just queried the database for all PD records that have that funding source and a PD date after (or greater than) 1/1/2002. If more than one record exists you will be taken to a list view of the found records, which you can use as your report. Sort them, change column headings and then click the Printer Icon to print a list report.

You can click on the Up or Down arrow next to each column heading to sort each column in ascending or descending order.

The last column of the Professional Development List View is not dynamic (you cannot change the column heading which is set as Professional Development Hours). At the bottom of each list is a summary row. This summary row has two summaries: The average and total number of Professional Development records for the found set.

Print out a list view by clicking on the "Printer" icon button near the top right of the list window.

Evaluation Area....
is where you add, edit, and delete Teacher Evaluation records.

The Evaluation area is where you record Evaluations for your teachers. The form view is divided into three areas.

The top third of the Form View contains the details of the Teacher Evaluation Record you are on. When you create a new Teacher Evaluation record, you must fill in the Teacher ID if not already filled in for you and fill in the Due Date for the evaluation.

The completion date field can be filled in at a later date when the evaluation is completed. Until the evaluation completion date is filled in, that evaluation record is considered PENDING and will appear in the Pending Evaluation List for all Evaluation Records.

On the right side of the top third is a scrollable list of Evaluation Dates for the teacher record you are currently on. Clicking on any of these rows takes you that evaluation record.

Clicking on the List View Tab, at the top right of the window, takes you to the list view. The column headings in the list view are STATIC. There are only four column headings: Teacher, Due Date, Completion Date and Number of Events. **To build a report of specific information you can do a find by clicking on the FIND Button in Form View.** You can click on the Up or Down arrow next to each column heading to sort each column in ascending or descending order.

The Create, Delete, Find and Find All buttons work in the same way as in other windows.

The middle third of the Evaluation window contains a list of evaluation events for this evaluation. An evaluation event could be a pre evaluation meeting, pre or post conference meeting or whatever you call an event that leads up to and provides content for an evaluation report. You create (record) an evaluation event by clicking on the “Click Here to Create an Event Below” in the top third. When you click on this button your curser will be taken to last row of the list in of Evaluation events where you must enter the Date of the Event you are creating, then tab and enter the "type" of event, hours of event and location of event. Then use your mouse to click on the next field in the row called "Event Notes". This will take you to the "Event Notes" in the bottom third of this window.

At any time you can click on any event record row in the list of events to edit the details of that event at a later date. You can also delete any event record by clicking on the Trash Can of the event record row in question.

The bottom third of the Evaluation window contains the evaluation event notes field. The contents of this field depend on what row in the middle third of this window you have last clicked on.

Below the "Event Notes" field on the right half bottom of the window is a button that starts with a red arrow. This button will take you to another layout where you can view, edit and print an evaluation report. This layout has one navigation button at the top ("Return to Evaluation Record") which will bring you back to the previous window.

This new window has two large text fields, one on the left and one on the right. The field on the left contains all the evaluation event notes for this evaluation in chronological order, starting with the most recent event at the top. You cannot type into this field, but you can copy and paste any of its contents into the field on the right which contains your Evaluation Report. The window on the right is where you compose your evaluation report. You can then copy and paste its contents into a word processor of your choice or a District Form for evaluations.

There are printer icons at the top of each text field. Clicking on these icons let you preview and/or print the contents of the window below it.

There is a button called “glossary” at the top of this window. Clicking on the “glossary” button opens up a floating window that you can use as a memo pad. Our suggestion is that you type favorite evaluation phrases or standards for later use in other evaluations that you compose. This same glossary window is available in all evaluation report windows.

Questions, comments, bugs, or suggestions for future updates can be emailed to
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