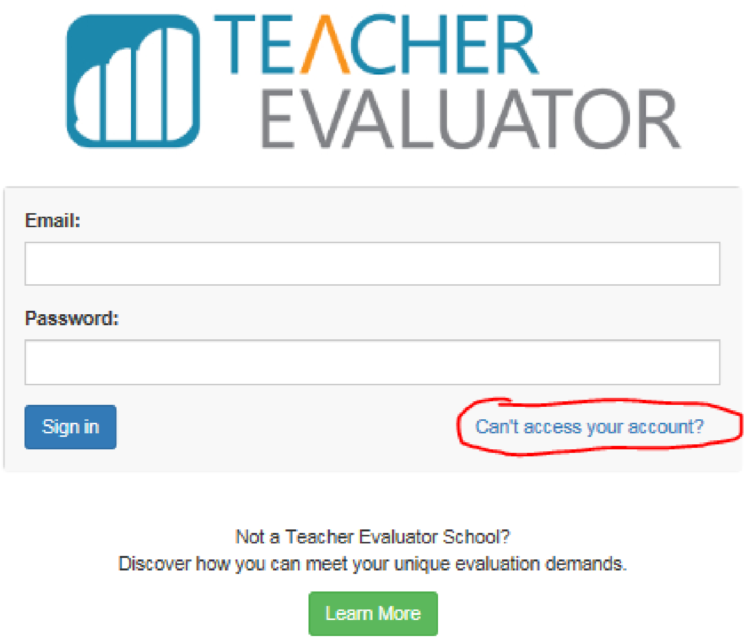
Rediker Cheat Sheet Guide for Administrators

1. Log-In

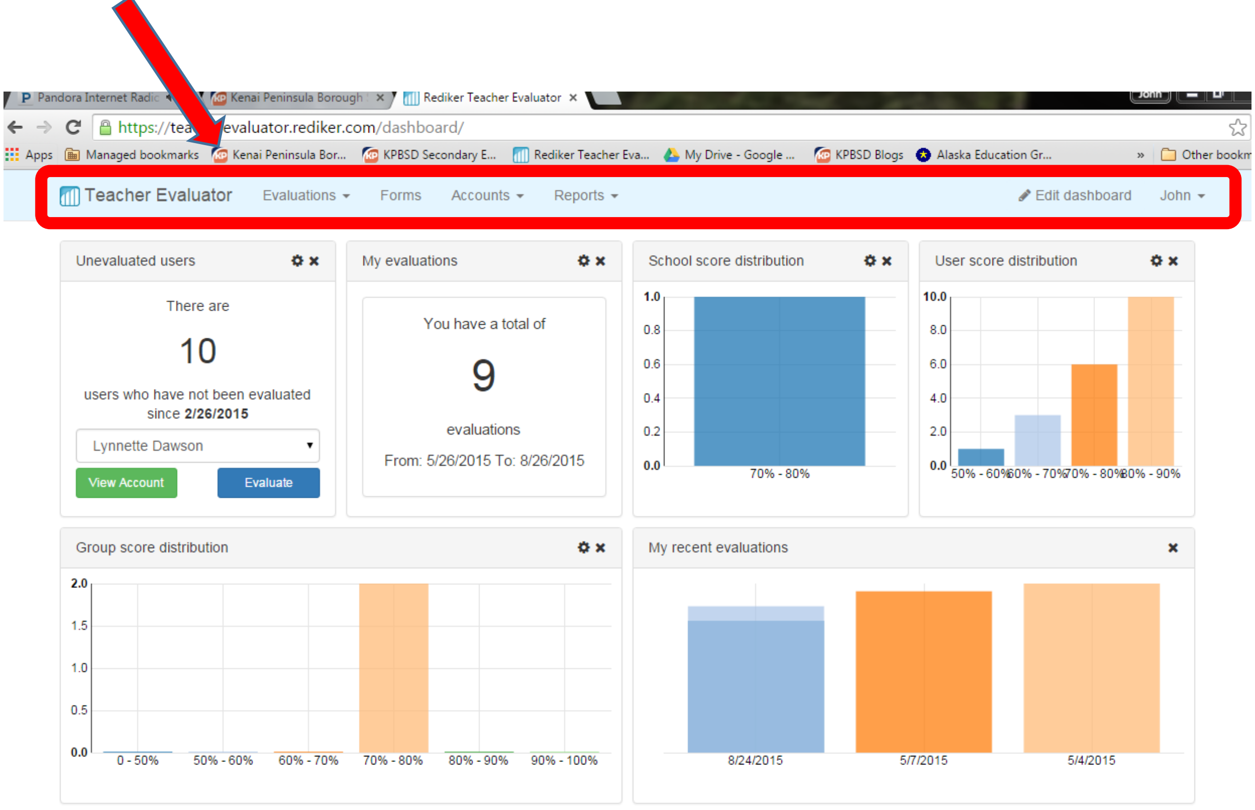
Go to https://teacherevaluator.rediker.com/

If you don't know your log in information, click on Can't access your account? and enter your school district email address. If your address is not recognized (and you've tried the @kpbsd.k12.ak.us address, email or call Krissy Mahan at ext. 8859 for help.)



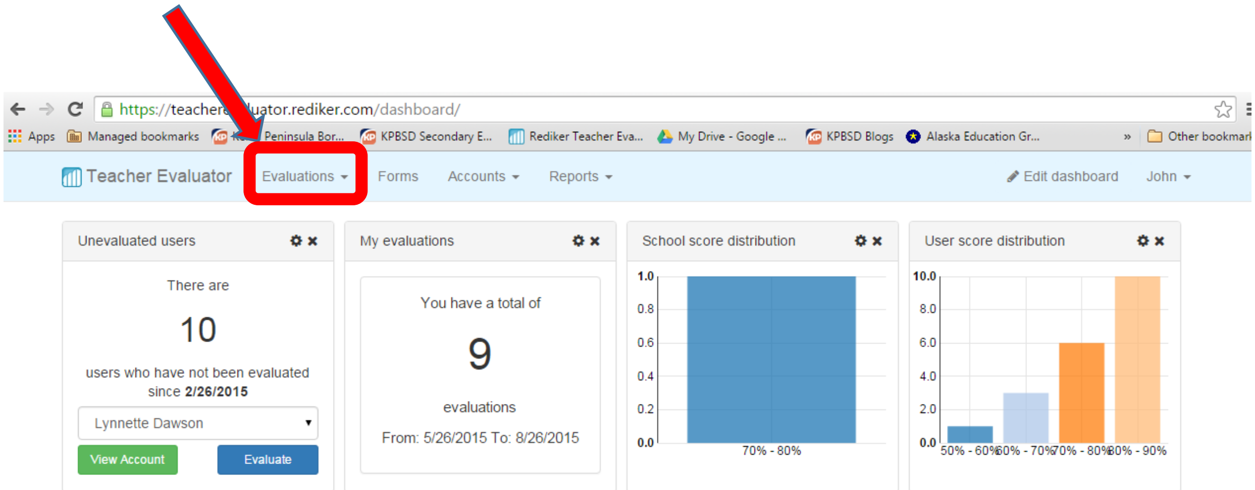
After logging in you arrive at your Dashboard View, which is your home screen.

From the Dashboard View, your navigation for EVERYTHING you do in Rediker will be via these “menus”:



2. Evaluations

To begin a new observation, walkthrough, evaluation or pre/post conference document, click on the “Evaluation” menu.



A. Select “New evaluation” to start a new document for a teacher
   - Evaluation form options:
      1. **Formal Observation Notes:** to be used for your 30 minute, formal observation of the teacher. This form will be used 1 time per year for tenured teachers and twice each year for non-tenured
      2. **Guided Questions for Formal Observation (Pre Conference):** document and questions to be used to guide the Pre-Observation conference.
      3. **Guided Questions for Formal Observation (Post Conference):** document and questions to be used to guide the Post-Observation conference.
      4. **Standard Evaluation Summary (Current School Year):** to be used ONLY for the final, summative evaluation document. This is the document you will use to compile all appropriate evidence collected throughout the evaluation cycle, including all walkthroughs, informal and formal observations and any attached artifacts.
      5. **Walkthrough:** to be used to document your 10 minute walkthrough observations.

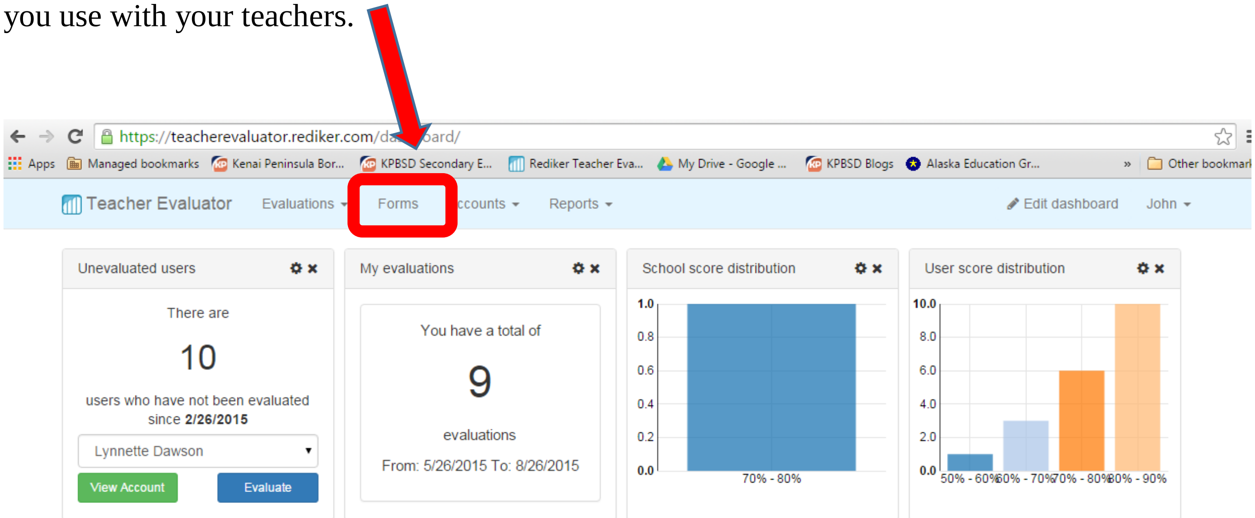
B. Select “View evaluations” to view a list of all evaluation documents you have created in the past (includes all formal observation notes, guided questions, standard evaluation summaries and walkthroughs).
      - Use the “Search evaluations” text box to search all your evaluation documents. You can search by teachers last name (search will then pull

up all evaluation documents for that teacher), or search by keyword such as "Standard Evaluation Summary", to view all summary evaluations completed.
- Click on the blue "view" box to view the evaluation
- Track whether you have sent the form to the teacher in the "submitted" column. Green check means you've sent it to the teacher. Red X means you have not sent it.

C. Select "Artifacts (memos)" to either view artifacts you and teachers have submitted, or to add a new artifact for a teacher. When creating a new artifact:
   - Click on the green "Add artifact" box, which then pops up a "Create artifact" dialogue box
   - Click on the "Text" to simply add anecdotal evidence. Simply type in the evidence in the text box.
   - Click on the "File" tab to attach a document (word, excel, pdf, etc…)
   - Once you've added either the text or file (or both), select the "User"…this is the teacher who you want that artifact to be associated with.
   - Finalize attaching the artifact by clicking on the green "Create artifact" button.

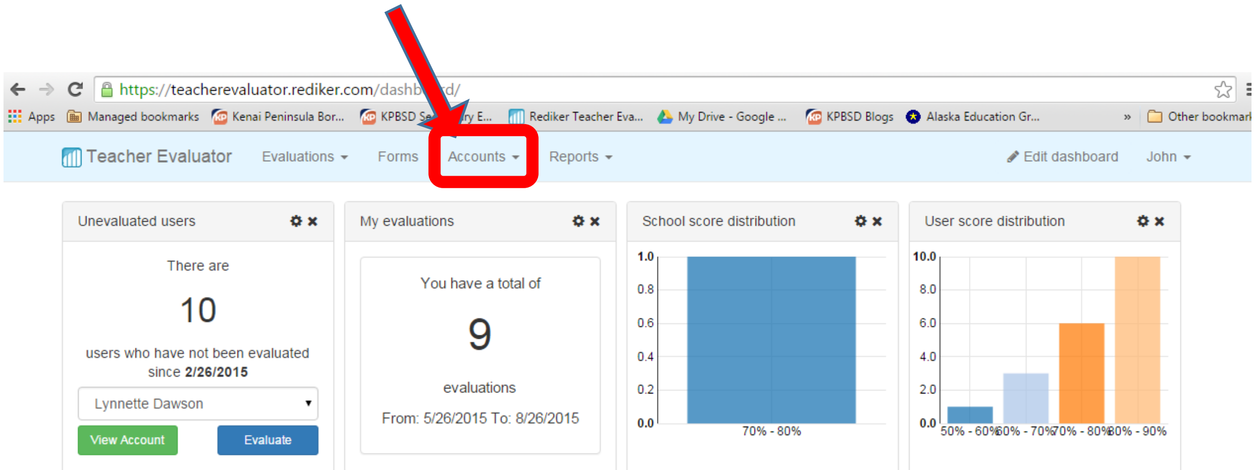
3. Forms

Principals will not use this menu option. This is used by the district to input the evaluation forms you use with your teachers.



4. Accounts

This menu is used primarily to manage the “groups” you create within your school.



A. Select “Create new account”. Teachers in your building will be preloaded into your account by IT at the start of the year. After the initial upload, principals will need to add any other new teachers. You would most likely use this option if you need to add a teacher hired after the school year begins, and you’ll need the teacher’s name, e number, and email address.

B. Select “View all accounts” to view a list of your entire staff. This is primarily informational for you.

- Reset a teachers password is probably the most use for a principal. If a teacher can’t remember his/her password, go to this screen, then click on the blue “edit” button for that teacher.
- Scroll to the bottom and click on the “Reset Password” button located next to the blue “save button”. This automatically sends an email to the teacher with a new password they can use to log in and create a new password.

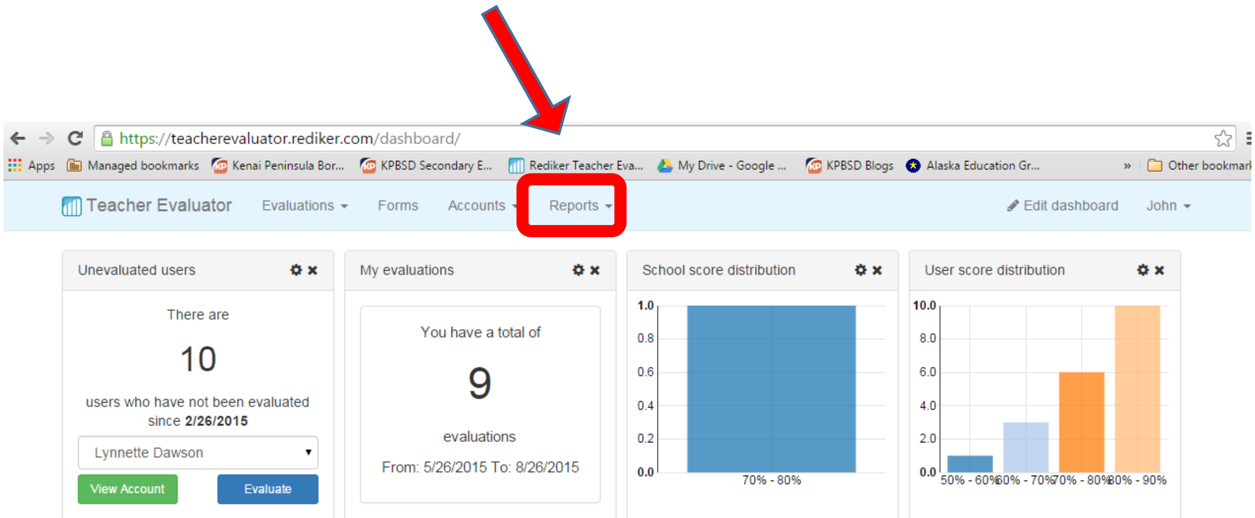
C. Select “Manage groups” to create groups within your school. Groups can be useful to help you track performance data by various groups. Possible groupings to consider:

- At the secondary level, create groups by department: math, L/A, science, etc
- At the primary level, create groups by grade level or primary and intermediate.
- Tenure and non-tenure group
- NOTE: teachers can be assigned to multiple groups….so one teacher can belong to the 2nd grade group, AND the primary group, AND the non-tenured group

- Click on the “Create New Group” to begin creating new groups. Simply type in the name you want to give the group, then click on the green “create group” button.
- To add teachers to a group, chose your group by clicking on the blue “Options” button, then select “Manage accounts”.
- Click on the teachers name on the left side, then click on the blue “right arrow”, and that teacher is added to that group. Repeat for all teacher you want to add to that group.
- To remove a teacher from a group, click on their name on the RIGHT side list, click on the blue “left” arrow, and it removes them from the group.

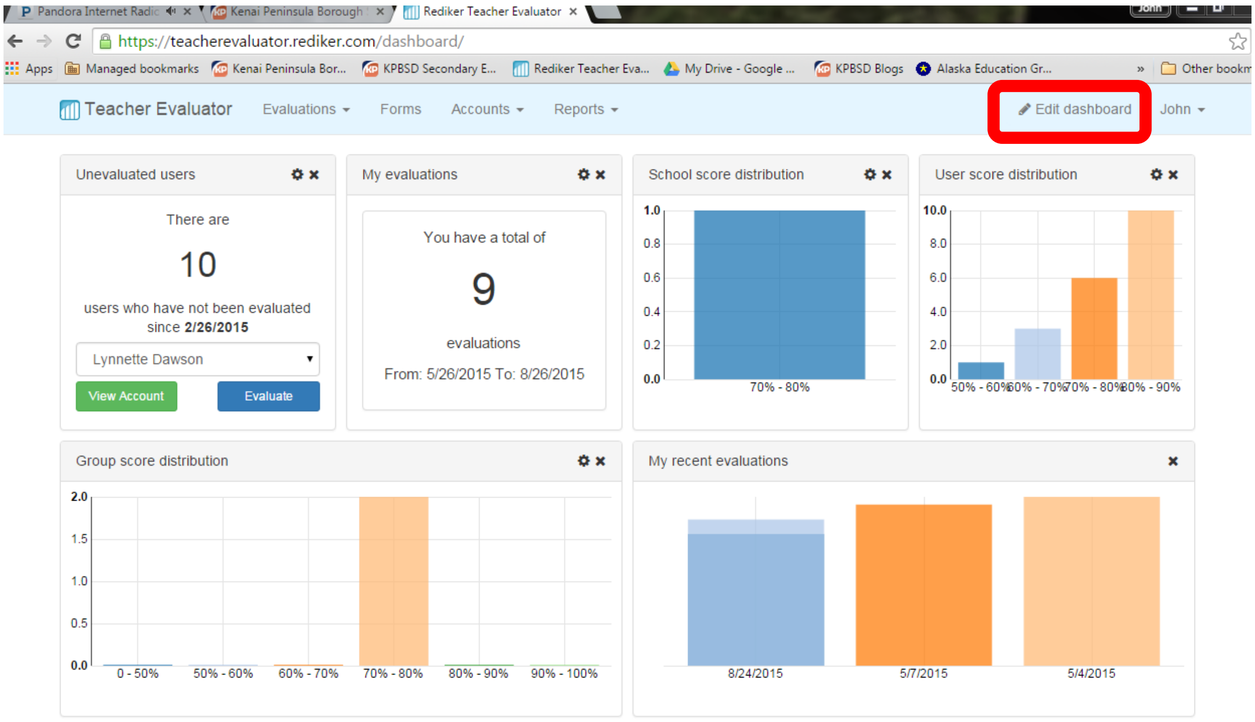
5. Reports

This menu will not be used much initially, so don't worry about it as you first start using Rediker. However, just so you know its functionality, it is used to run a couple different reports, including a report that will show overall ratings for your teachers, either by school as a whole or by groups that you've established. It will also run a report that shows the level of every teacher (unsat, basic, prof, expl) for every component on the evaluation documents.



6. Dashboard

If you ever want to change the data/graphs that show up on your dashboard, simply click on the "Edit dashboard".



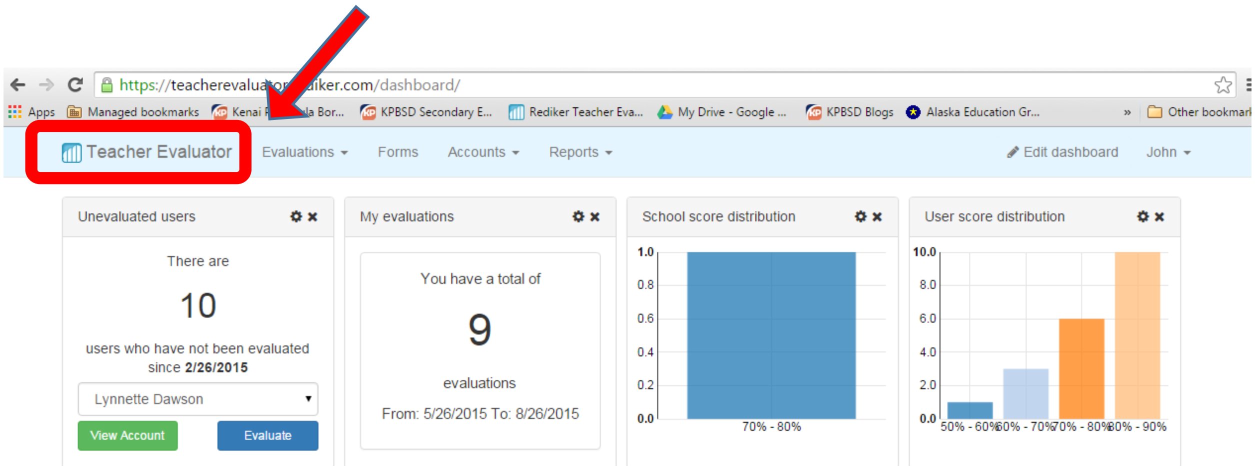
**The Dashboard is your Rediker HomeScreen, and simply allows you to view easy to read summaries of various data pieces from your evaluations. Over time, pick and choose to view the data that is most relevant and meaningful to you.

Suggested minimum data to view:

- Unevaluated users—good reminder of whose classrooms you need to get into
- User score distribution—gives you a good sense of areas of strength and areas to work on school wide
- Group Score distribution—like above, gives you a good sense of areas of strength and areas to work on, but broken down by the groups you have created.

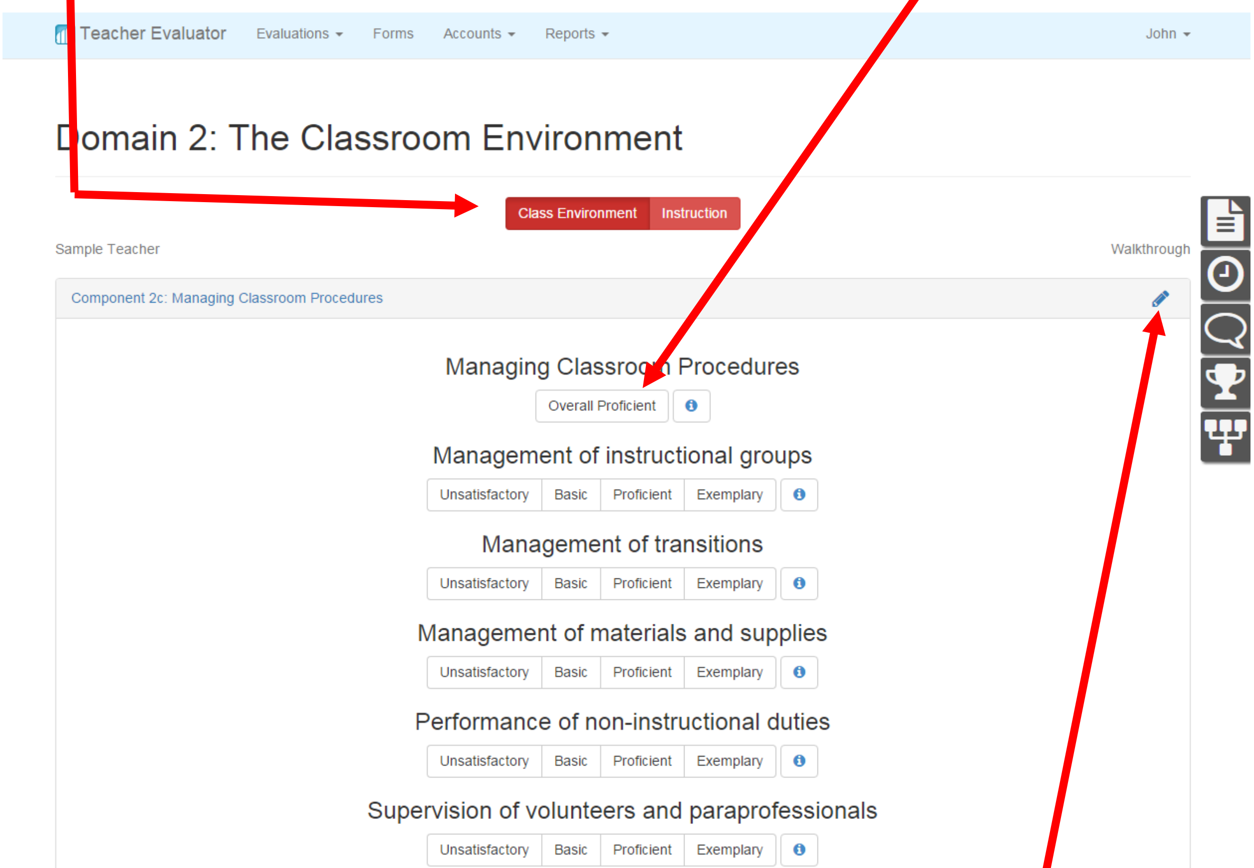
7. **“Teacher Evaluator”**

No matter where you are on the Rediker site (creating an evaluation, editing groups, adding artifacts, etc..) simply click on this button and it immediately brings you back to your Dashboard.



Conducting an Observation and inputting evidence into the Evaluations Forms

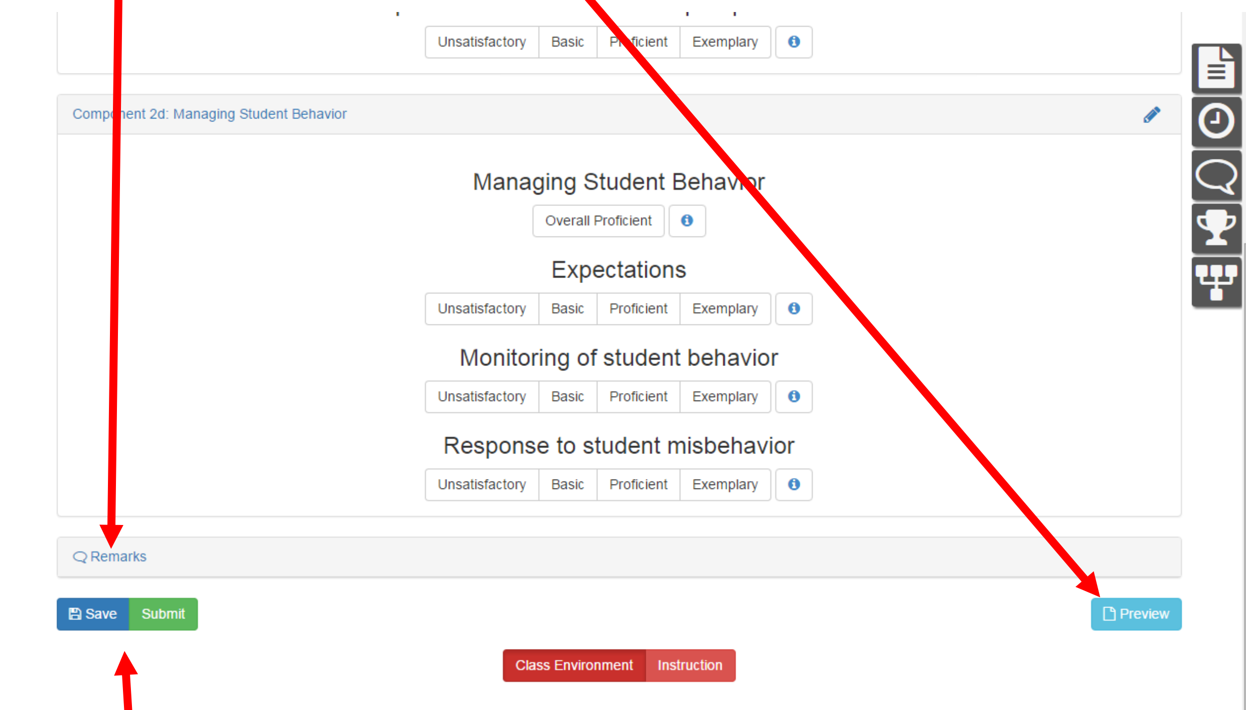
- The Formal Observation Notes, Standard Evaluation Summary and Walkthrough forms all have the same functionality when conducting an observation and inputting evidence into the form.
- Use the Red "Classroom Environment" and "Instruction" buttons to toggle back and forth between Domain 2 and Domain 3.
  - NOTE: Those buttons start as RED, which indicates you are missing at least one rating in an element. Once you have chosen a proficiency level for ALL elements and the overall rating, those red buttons turn GREEN. Green buttons indicate you have indicated a proficiency level for every element listed, including the overall proficiency rating.
  - Also note….check the "Overall Proficient" button for each component ONLY if the teacher is rated proficient or exemplary in 50% or more of the elements. If the teacher has 50% or more elements marked as Basic or Unsat, the Overall Proficient box remain unchecked!



- Click on the Pencil Icon to add evidence to that particular Component.

- Click on “Remarks” to add general comments, observations and remarks to the evaluation. Unlike the “Pencil” icon, which adds evidence and remarks to a specific component, remarks entered in the “Remarks” are general in nature and are not attached to a component.

    - Click the “Preview” button to see a summary version of the form. This view shows the form as the teacher will see it when you save and submit.



- Click on the “Save” button to save as you go. A little redundant because Rediker auto saves as you go, but it’s a nice little back up, especially for those who like the secure feeling of being able to hit a save button!!

- The green “Submit” button is a BIG DEAL!! When you are COMPLETELY done with your observation and inputting all associated evidence, you then click the “Submit” button. Clicking Submit does 2 things

    1. It finalizes the document. Once you hit Submit, no more changes can be made to that document (at least not simply made. There is an “Unsubmit” button, but I would recommend using that sparingly!!).
    2. It also sends an automatic email to the teacher telling them that the observation has been submitted, with a link so all the teacher has to do is read the email, click on the link, and it opens that observation document up for the teacher.

- 2 other notes about the Submit button

    1. The observation/evaluation document cannot be seen by the teacher until you click the Submit button. If you have not clicked submit, even if a teacher logs onto their Rediker account, that observation/evaluation does not show up at all in the teacher's view. You must click Submit before the teacher can see it.

    2. When the teacher opens a submitted observation/evaluation, there are 2 actions the teacher can/needs to make.

        - The teacher has the opportunity to add his/her comments/remarks. There is a text box that the teacher can add comments about their thoughts. They cannot add evidence per se, but they are allowed to make comments on the document as a whole.
        - Just below the Add remarks section, there is a blue script that says "Sign this evaluation". It's important to make sure teachers always "sign" the document after they have viewed it. It's our internal control and a way to track and document that the teacher did indeed see the feedback you sent them. When the teacher clicks on the Sign this Evaluation, Rediker will send you an email saying the teacher has signed it.
            - Likewise, you ALSO need to sign the document….AFTER the teacher signs the document. You can sign the document one of 2 ways:
                - When you receive the email from Rediker telling you the teacher has signed the document, you can simply click on the link embedded in that email, at which point you then click the "Sign this evaluation" script noted in blue.
                - You can also sign documents/evaluations by logging into Rediker, selecting "View Evaluations", choosing that one evaluation in, then clicking the "Sign this evaluation."

Important note regarding the Summative Evaluation Document:
Following the Summative Evaluation Conference, you must remind the teacher to electronically sign his/her evaluation indicating the conference has been completed. Then, you must sign it electronically. Finally, you must email Randi Broyles in HR with the name of the teacher so she can print off the teacher's summative evaluation document for placement in the teacher's 201 file.

The “MAGICAL” Quick Entry Buttons!!!!!***
These are the AWESOME buttons that make your lives SOOO much easier!!

Evidence Quick Entry. Click on this icon to easily add evidence

1. Click on the icon
2. In the big, blank text box, simply type your evidence
3. Click the blue “Next” button
4. Click on the component you want the evidence to be attached to
    a. Note: you can choose multiple components)
5. Click on the green “Attached Artifact” button
6. Repeat as for each piece of evidence collected during observation
    - Also note: at step 2 above, there are 2 other options:
        - Attach file—attach word, pdf, etc to that observation
        - Attach existing evidence—allows you to attach a previously attached document or piece of evidence

Insert Time/Date stamp. A little redundant because everything you do in Rediker has a date and time attached to it. This feature is primarily used to track the beginning and ending times of your observations. A feature you may want to use if you want to ensure the exact amount of time spent in an observation is tracked.

View/add Remarks. Rather than scrolling to the bottom of the screen to click on the “Remarks” section, you can simply click on this quick entry, type your remark, and it will enter your comments in the “Remarks” section of the observation. Remember, the Remarks are general in nature and are not connected to any particular Domain or Component.

Goals: we are not using this feature at this time.

Data Compilation Feature: This is the “granddaddy” button!!

- To be used ONLY with the **Standard Evaluation Summary (Current School Year)** evaluation form! Do not use this button on the Formal Observation Notes form nor the Walkthrough form!!
- This button allows you to view ALL evidence collected and artifacts attached from ALL walkthroughs AND the formal observation process (including pre/post conference forms), and then pick and choose which pieces you want to appear in the final summary evaluation document.