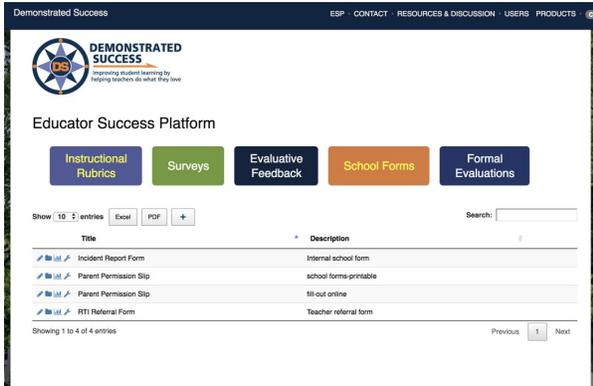


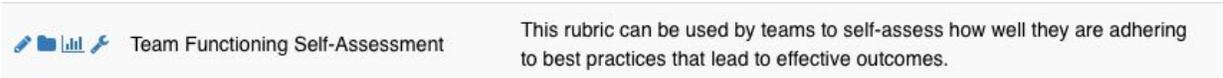
# Getting Started (directions for ESP administrators)

 <p>The screenshot shows the 'Educator Success Platform' interface. At the top, there are navigation tabs: 'Instructional Rubrics' (blue), 'Surveys' (green), 'Evaluative Feedback' (dark blue), 'School Forms' (orange), and 'Formal Evaluations' (dark blue). Below the tabs is a search bar and a table of forms. The table has columns for 'Title' and 'Description'. The visible rows are:</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Incident Report Form</td> <td>Internal school form</td> </tr> <tr> <td>Parent Permission Slip</td> <td>school forms printable</td> </tr> <tr> <td>Parent Permission Slip</td> <td>fill-out online</td> </tr> <tr> <td>RTI Referral Form</td> <td>Teacher referral form</td> </tr> </tbody> </table>	Title	Description	Incident Report Form	Internal school form	Parent Permission Slip	school forms printable	Parent Permission Slip	fill-out online	RTI Referral Form	Teacher referral form	<p><b>Educator Success Platform</b></p> <p>With ESP, educators can develop or access a variety of templates, from classroom climate surveys to instructional rubrics, all with easy reporting. ESP is built with all educators in mind so you can spend less time managing paper and more time managing your classroom.</p>
Title	Description										
Incident Report Form	Internal school form										
Parent Permission Slip	school forms printable										
Parent Permission Slip	fill-out online										
RTI Referral Form	Teacher referral form										

We are so excited you want to learn about ESP. It's as easy as 1, 2 3.

Here some suggestions...

1. Click on the **Instructional Rubrics** tab. Find "Team Functioning Self-Assessment" rubric and click on the **pencil icon**. The pencil will allow a user to complete this rubric and email a link to a recipient.



The screenshot shows the 'Team Functioning Self-Assessment' rubric interface. It features a pencil icon, a folder icon, and a list icon. The title is 'Team Functioning Self-Assessment' and the description is 'This rubric can be used by teams to self-assess how well they are adhering to best practices that lead to effective outcomes.'

2. Click on the **Survey** tab at the top of the page, find the "Engagement" survey. Click on the **folder icon**. This will provide a snapshot of who has completed this survey and the status of completion. From that screen, you can then click on the pencil to view or edit the form.



The screenshot shows the 'Engagement' survey interface. It features a pencil icon, a folder icon, a list icon, and a wrench icon. The title is 'Engagement' and the description is 'How well is the school engaged with its community to offer a safe and positive learning environment?'



3. Click on the **Evaluative Feedback** tab. In the search box (on top right)  type 'ray', to find the document called, "Raymond DS Walk-Through". Click on the **graph icon** to view aggregated data for this evaluative feedback form.

	Raymond DS Walk-Through	Teacher walkthrough with observation form including 4 Focus Components
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4. Click on the **School Forms** tab and find the "Incident Report" form. Click on the **wrench** to edit this form. Only school owners may edit this form. Notice that a user can change the security of a form, assign forms to schools, and use the form building tools found on the right handside of the form.

	Incident Report Form	Internal school form
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5. Click on the **Formal Evaluations** tab. This tab compiles evaluative forms into "folders". Each folder holds appropriate evaluative forms dependent on a district's contracted teacher evaluation categories.

	1 Year Directed Growth Plan	Private for School(s)	Compilation of evaluative forms for directed growth plan year 1	07/31/2018	12	Yes
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Click on the pencil icon next to the "1 Year Directed Growth Plan." This allows a user to assign and complete this folder of evaluation forms. On the page that appears, a user will find a list all the educators who have been assigned to that type of evaluation.. Each educator name has a pencil icon next to it; which allows for the user to view and complete the forms in that educator's folder.

If you return to the formal evaluation menu, the folder icon next to "1 Year Directed Growth Plan" summarizes the evaluation status for all artifacts (which forms are "Not Started", "In Progress", or "Completed").

If a user clicks on the graph icon, statistics will pop up for the evaluation.

Finally, the wrench will allow a user to edit the forms associated with an evaluation "folder", as well as, school assignment". For example, should a 1 year directed growth plan include 2 classroom observations? or 3 observations? Should it contain a self-observation? Note: only school owners can modify these forms..

**Don't hesitate to contact us [info@demonstratedsuccess.com](mailto:info@demonstratedsuccess.com) with questions. Email us with suggestions!**