EZ Evaluation

User Manual

APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement ("Agreement") is made between Educational Leadership Solutions, Inc., a Mississippi corporation ("ELS") and ("School").

ELS has developed and owns the ELS Product Suite ("Products"), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license ("License") to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

1. **ELS Services Provided.** ELS will provide Products via the website www.k12els.com, so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, support@k12els.com.

2. **License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.

3. **Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.

4. **Term.** The term of this Agreement shall be for the remainder of this school year, commencing on the day of implementation and terminating on June 30 of the following school year. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.

5. **Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.

6. **Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.

7. **Assignments.** School may not assign this Agreement to any other School.

8. **Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective, it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

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Getting Started

Application Overview

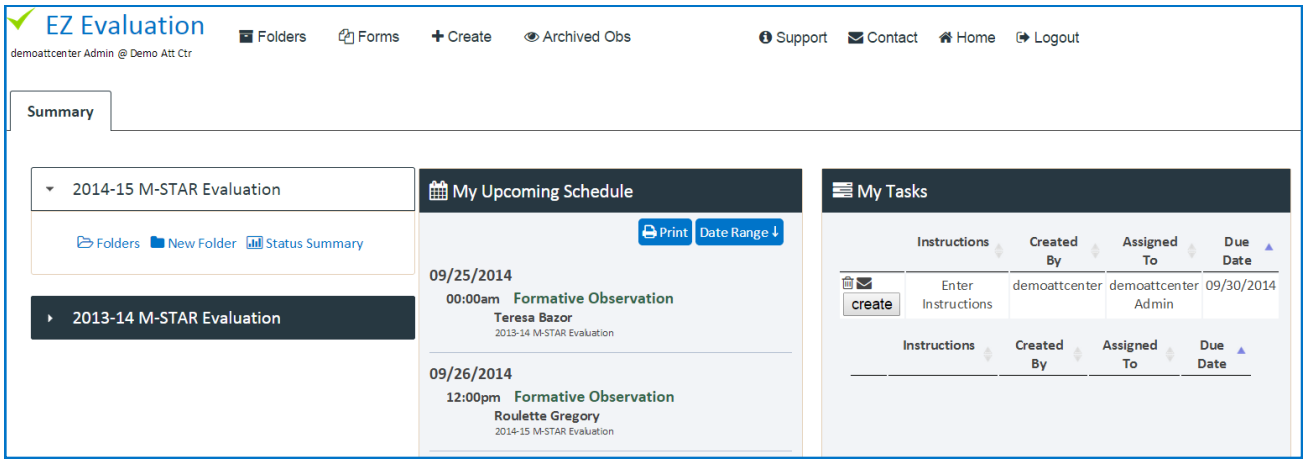
EZ Evaluation increases the efficiency and effectiveness of the teacher evaluation process. This application enables administrators to complete teacher observations online, via computer or mobile device, while providing teachers instant access to the results. Customized district observation forms and informal evaluations can be added/created.

Login

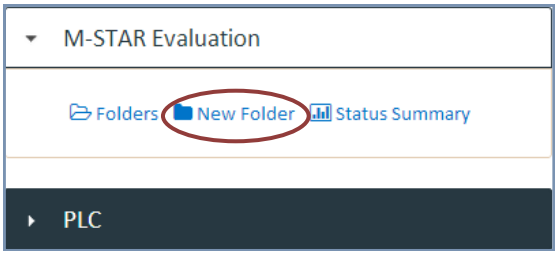
Go to www.k12els.com, select **Login**, enter user information, and select **Login**.
Next select **Open** next to the EZ Evaluation icon.

Summary Page

The Summary Page consists of three columns. The first column shows a summary of the event types within EZ Evaluation (e.g. M-STAR Evaluation). The second column shows upcoming scheduled events. The third column shows a list of tasks that have been assigned.



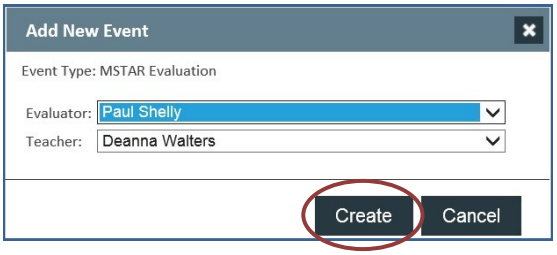
Create an Event Folder



Start by creating a list of event folders for the teachers you will be evaluating.

Click **New Folder**

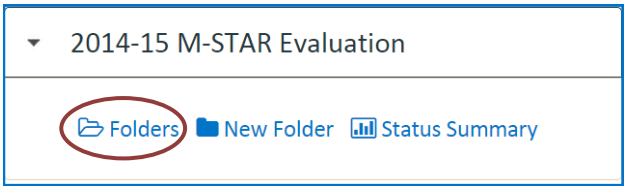
From the dropdown boxes, select your evaluator name and teacher name. (If teacher names are not in dropdown box, refer to your administrator's manual.)



Click **Create**.

Continue this process until list is complete.

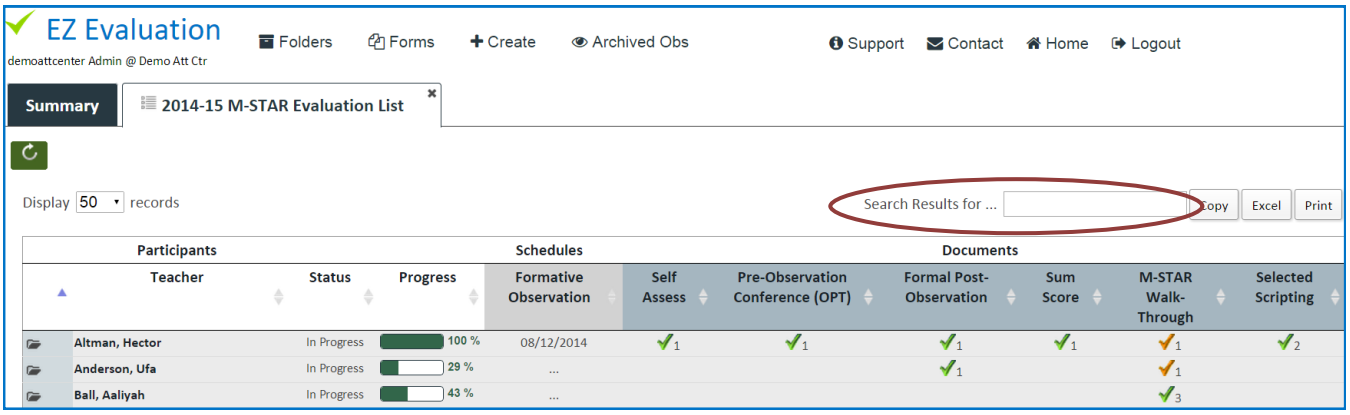
Tracking Event Folders



Click **Folders** to view all created event folders.

Use **Search** to quickly find names if your list is long.

View the progress of each participant under "Documents." Check marks indicate completion.

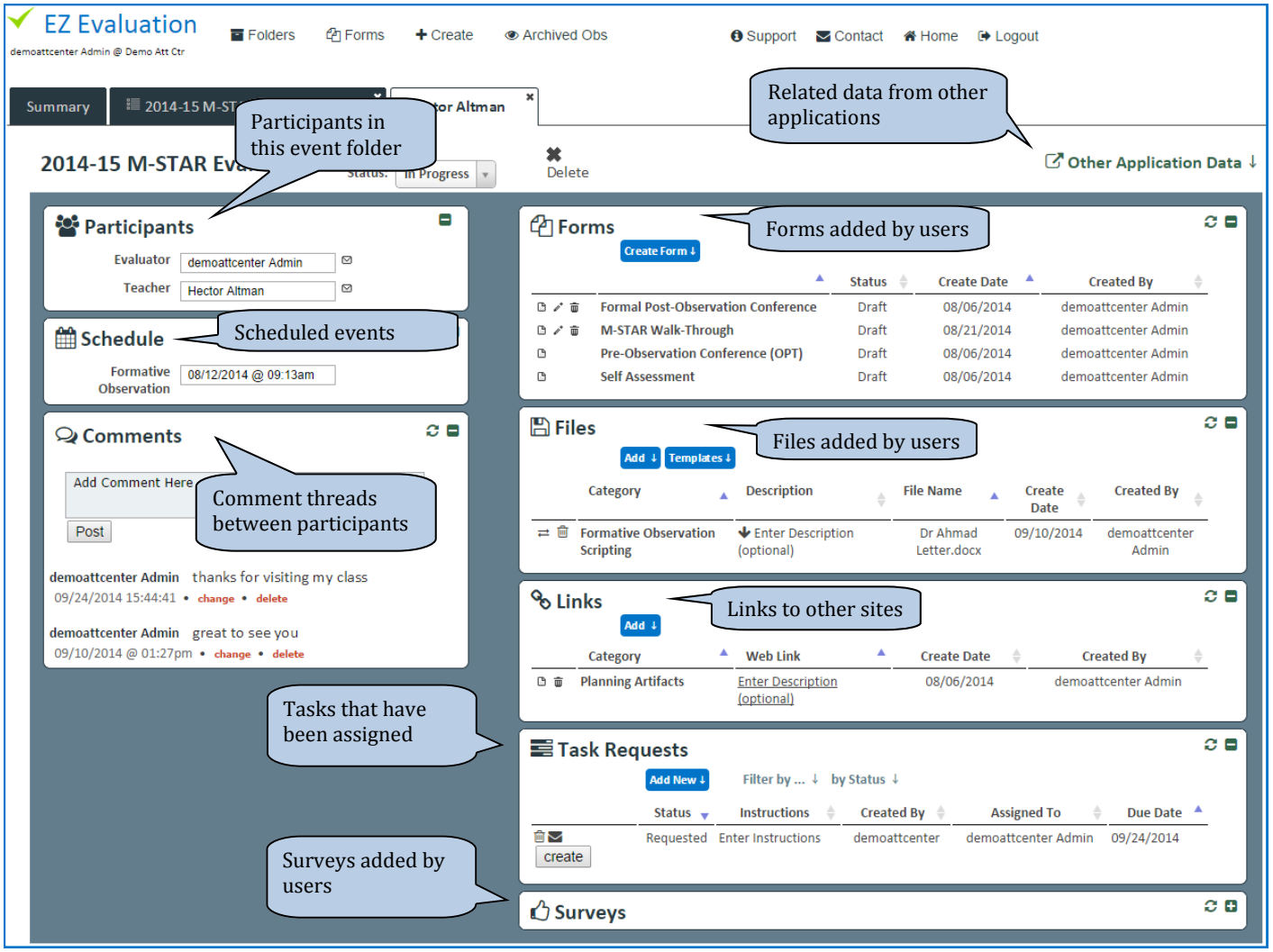


From the list of teachers on the "Listing" page, you can move directly into the individual teacher's event folder.

Event Folders

Overview

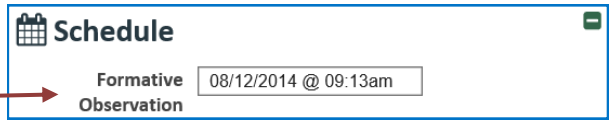
Event folders store the data collected from the evaluation process. They allow for quick communication between teachers and evaluators.



Event Folder Elements

Schedule

In the Schedule element, administrators can schedule a Formative Observation.

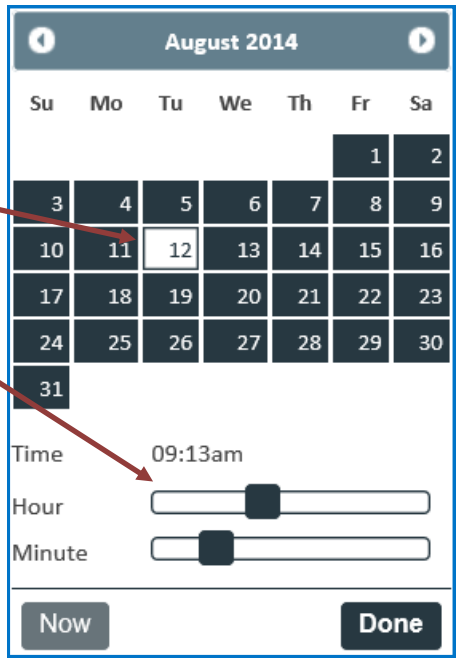


Click inside the box in to schedule the observation.

Click the date you want to assign for an observation.

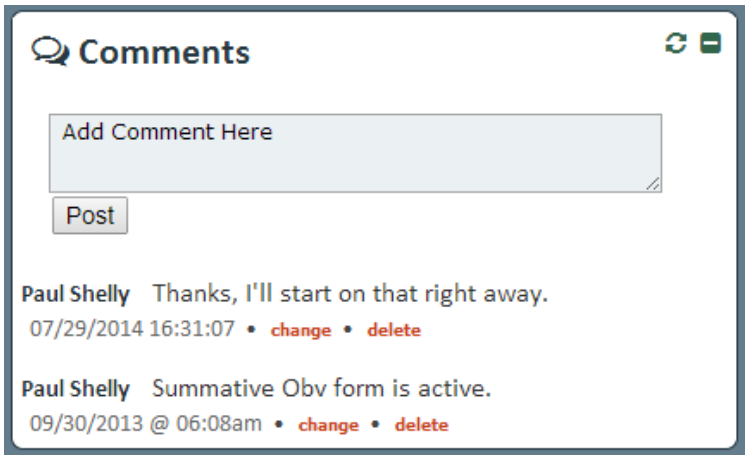
Drag the bars to set the hour and minute.

Click **Done**.



Comments

In the Comment element, you can enter into conversation with participants in the folder. Messages will be listed here and recent messages will also be viewed on the summary page. To add a comment, simply click in the box**,** type your message, and post.

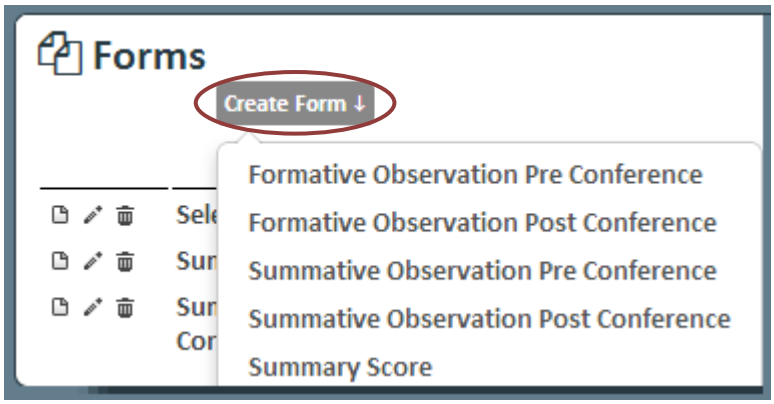


Forms

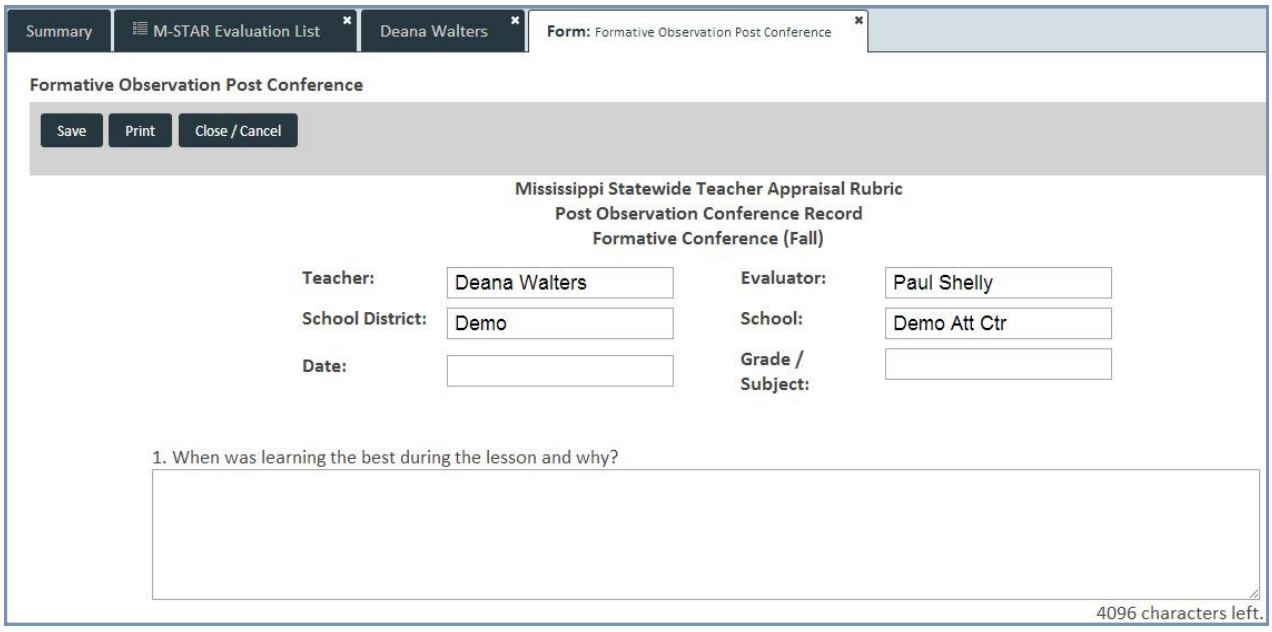
In the **Forms** element, participants can view a list of completed or assigned forms.

To add a new form, click **Create Form** to view a list of forms that can be added.

A dropdown box will appear allowing you to select a form to add.



The form will open in "Form Editor" view. Here you can complete, print or save the form.

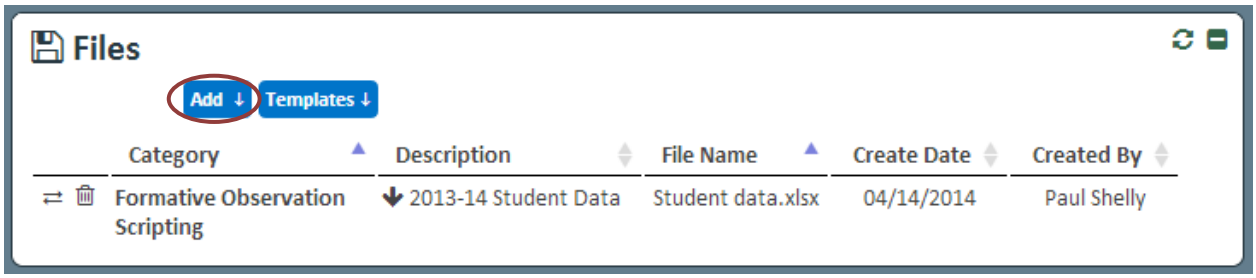


Note: A form will need to be saved before it is printed.

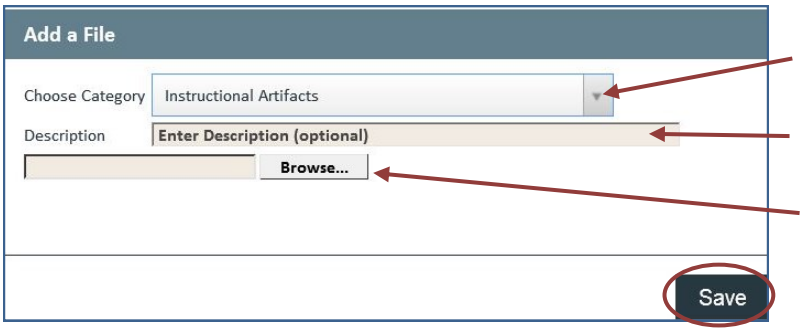
Files

In the Files element, participants can view uploaded script notes, artifacts, or other documents relevant to the event.

Click **Add**, to upload a new file.



Click the download icon to open an added file.



Choose a category from the dropdown box.

Enter a description of the file.

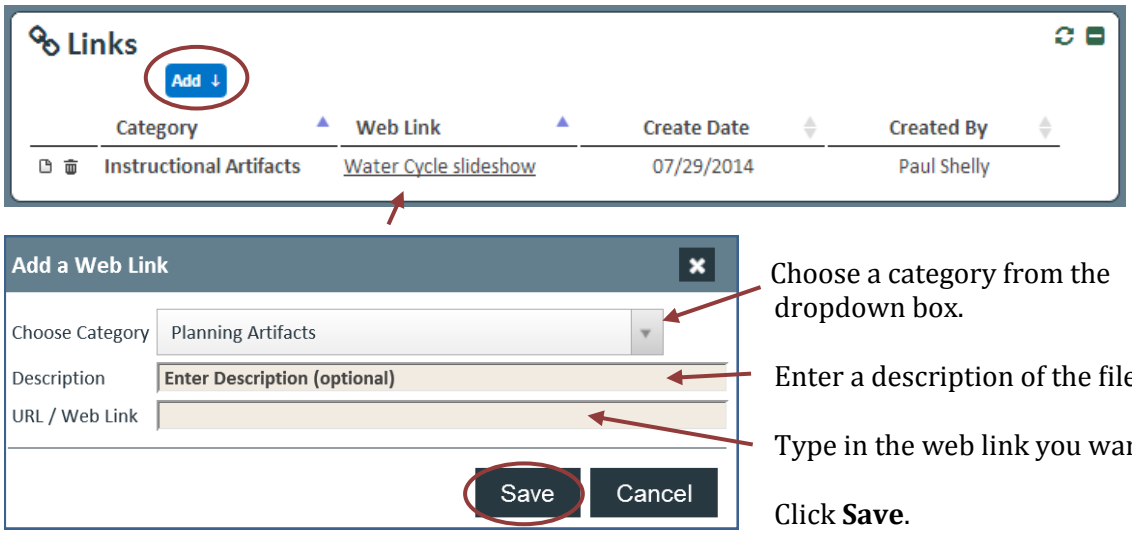
Browse for the file you wish to attach.

Click **Save**.

Links

In the **Links** element, participants can view a list of added links.

Click **Add** to add a Web Link.



Choose a category from the dropdown box.

Enter a description of the file.

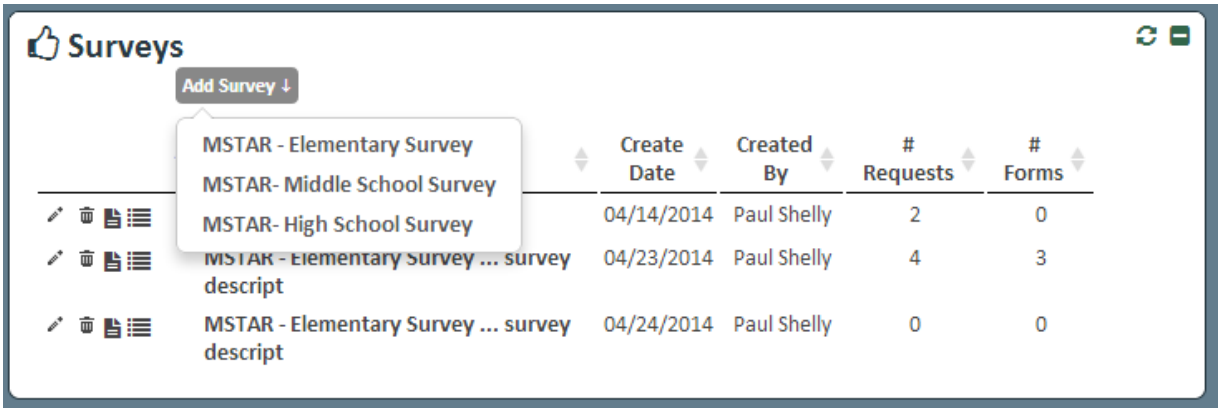
Type in the web link you want to add.

Click **Save**.

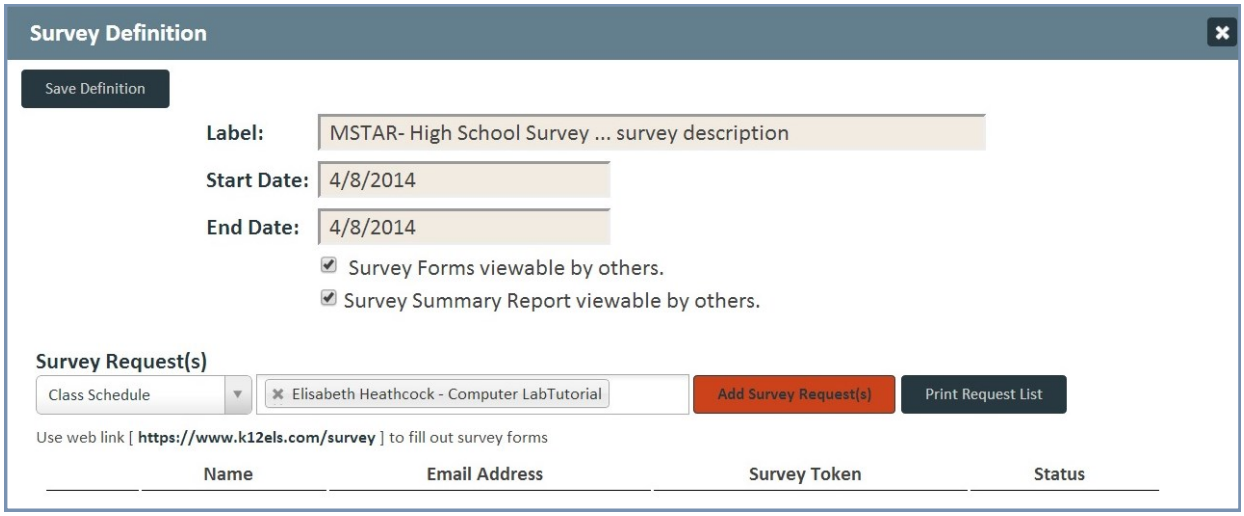
Double-click the Web Link to open the listed website.

Surveys

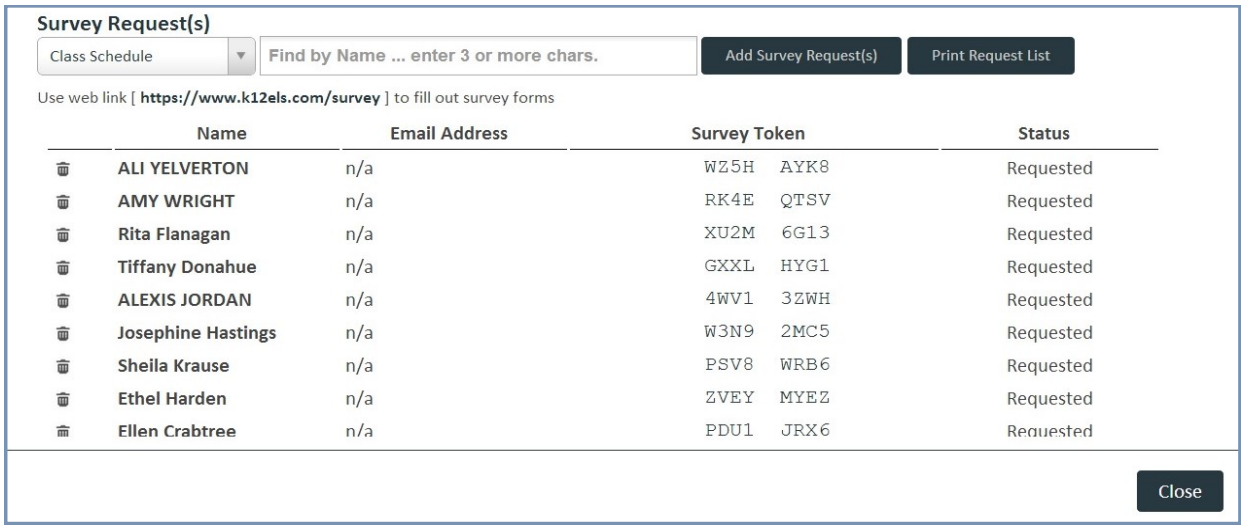
In the **Survey** element, participants are able to add and conduct surveys.



After clicking **Add Survey**, choose a survey from the dropdown box. Next you will be asked to define the survey. Fill out the form and click **Save Definition**. Then choose who will participate in the survey and click **Add Survey Requests**.

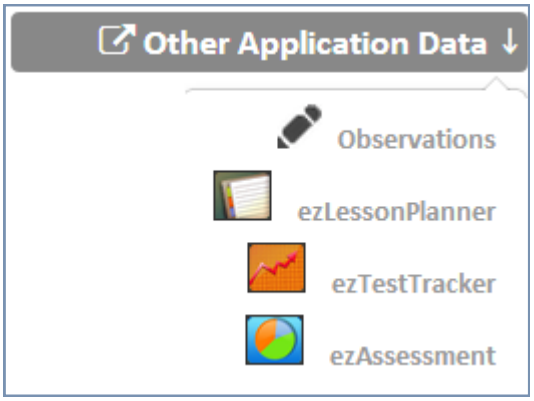


The requested survey takers will appear in the box along with their survey tokens. Survey takers will need to go to k12els.com/survey and type in their respective token to access the survey.



Other ELS Applications

If your school has purchased other ELS applications, you can view a user's past observations, lesson plans, test data, or common assessment data by clicking the appropriate icon under **Other Application Data**.



Support Information

Support
Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements
The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers, including Internet Explorer, Mozilla Firefox, and Safari.

Training
The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.
Customer Support
877-233-7833
support@k12els.com

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