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# **EZ Evaluation**

## User Manual

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## 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](http://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](mailto: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.

### Table of Contents

Getting Started	
◆ Application Overview	page 4
◆ Login	page 4
Summary Page	page 4
Create an Event Folder	page 4
Tracking Event Folders	page 5
Event Folders	
◆ Overview	page 6
◆ Event Folder Elements	
◇ Schedules	page 7
◇ Comments	page 7
◇ Forms	page 8
◇ Files	page 9
◇ Links	page 9
◇ Surveys	page 10
◇ Other Application Data	page 11
Support Information	page 11

# Getting Started

## Application Overview

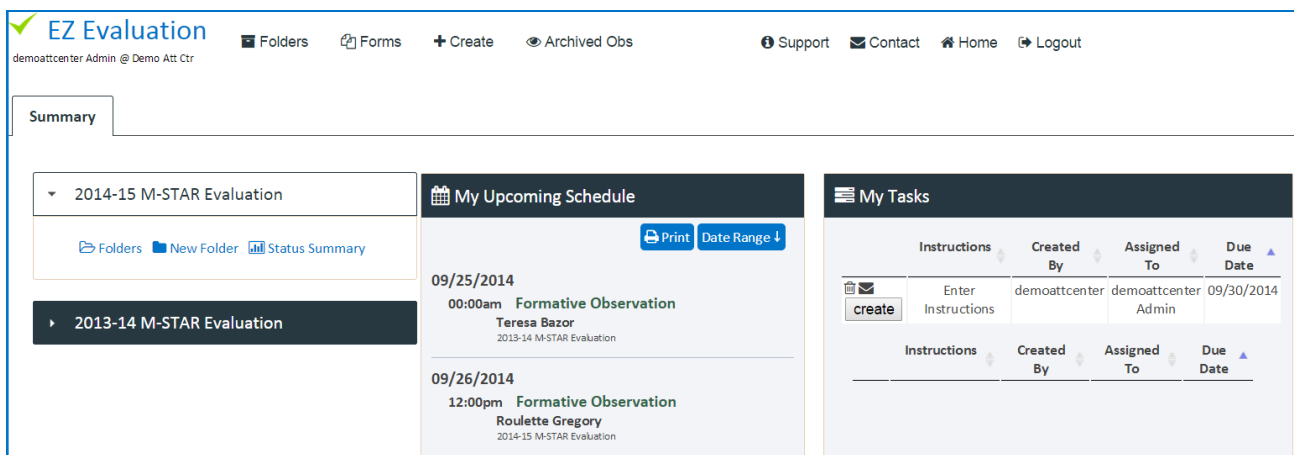
EZ Evaluation increases the efficiency and effectiveness of the teacher evaluation process. This application enables administrators to complete teacher observations online, via computer or mobile device, while providing teachers instant access to the results. Customized district observation forms and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

## Login

Go to [www.k12els.com](http://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

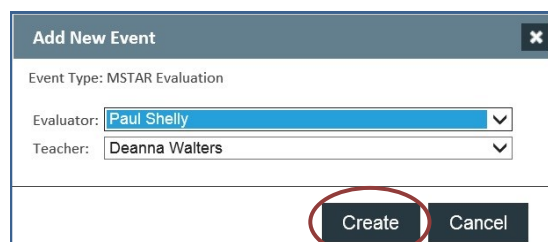
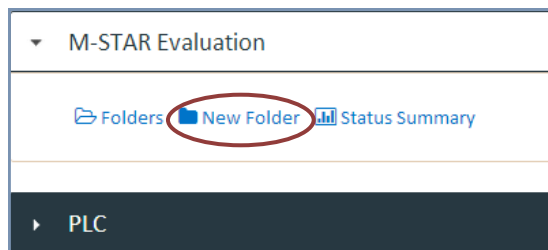
Start by creating a list of event folders for the teachers you will be evaluating.

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



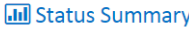
Click **Folders** to view all created event folders.

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

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

▼ 2014-15 M-STAR Evaluation

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 Folders  New Folder  Status Summary

**EZ Evaluation** Folders Forms Create Archived Obs Support Contact Home Logout

demoattcenter Admin @ Demo Att Ctr

**Summary** 2014-15 M-STAR Evaluation List

Display 50 records Search Results for ...  Copy Excel Print

Participants			Schedules			Documents			
Teacher	Status	Progress	Formative Observation	Self Assess	Pre-Observation Conference (OPT)	Formal Post-Observation	Sum Score	M-STAR Walk-Through	Selected Scripting
 Altman, Hector	In Progress	<div style="width: 100%;"><div style="background-color: green; height: 10px;"></div></div> 100 %	08/12/2014	✓ 1	✓ 1	✓ 1	✓ 1	✓ 1	✓ 2
 Anderson, Ufa	In Progress	<div style="width: 29%;"><div style="background-color: green; height: 10px;"></div></div> 29 %	...			✓ 1		✓ 1	
 Ball, Aaliyah	In Progress	<div style="width: 43%;"><div style="background-color: green; height: 10px;"></div></div> 43 %	...					✓ 3	

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.

**EZ Evaluation** demoattcenter Admin @ Demo Att Ctr

Folders Forms + Create Archived Obs Support Contact Home Logout

Summary 2014-15 M-STAR Event for Altman

Participants in this event folder

Related data from other applications

2014-15 M-STAR Event Status: In Progress

Other Application Data

**Participants**

Evaluator: demoattcenter Admin  
Teacher: Hector Altman

**Schedule**

Scheduled events

Formative Observation 08/12/2014 @ 09:13am

**Comments**

Comment threads between participants

demoattcenter Admin thanks for visiting my class  
09/24/2014 15:44:41 • change • delete

demoattcenter Admin great to see you  
09/10/2014 @ 01:27pm • change • delete

Tasks that have been assigned

Surveys added by users

**Forms**

Forms added by users

	Status	Create Date	Created By
Formal Post-Observation Conference	Draft	08/06/2014	demoattcenter Admin
M-STAR Walk-Through	Draft	08/21/2014	demoattcenter Admin
Pre-Observation Conference (OPT)	Draft	08/06/2014	demoattcenter Admin
Self Assessment	Draft	08/06/2014	demoattcenter Admin

**Files**

Files added by users

Category	Description	File Name	Create Date	Created By
Formative Observation Scripting	Enter Description (optional)	Dr Ahmad Letter.docx	09/10/2014	demoattcenter Admin

**Links**

Links to other sites

Category	Web Link	Create Date	Created By
Planning Artifacts	Enter Description (optional)	08/06/2014	demoattcenter Admin

**Task Requests**

Tasks that have been assigned


Status	Instructions	Created By	Assigned To	Due Date
Requested	Enter Instructions	demoattcenter	demoattcenter Admin	09/24/2014

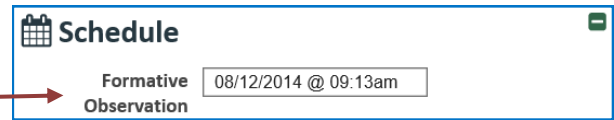
**Surveys**

Surveys added by users

## Event Folder Elements

### Schedule

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

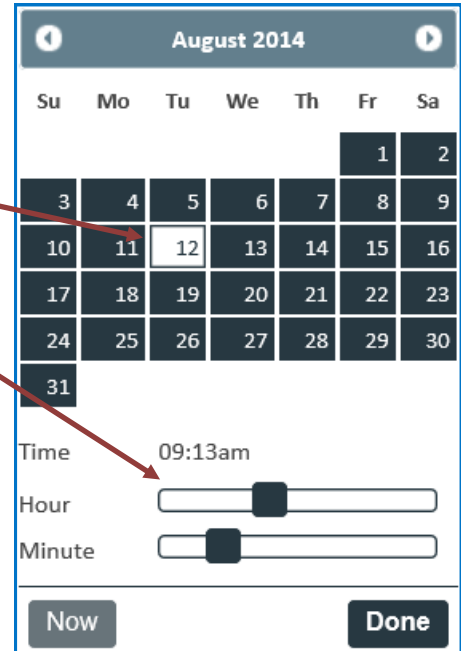


Click inside the box in to schedule the observation.

Click the date you want to assign for an observation.

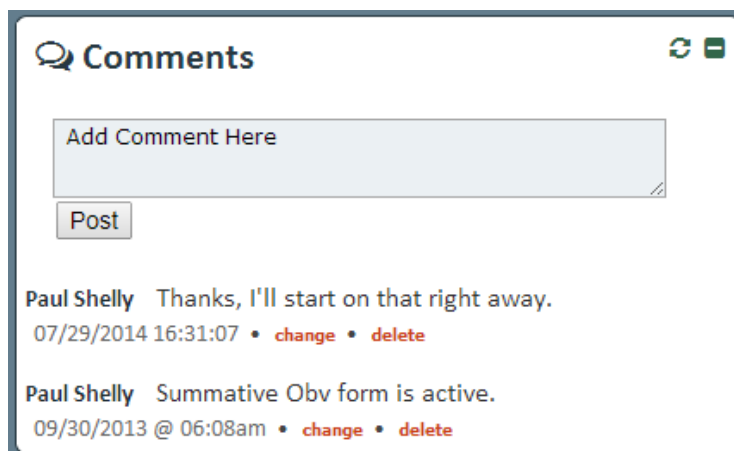
Drag the bars to set the hour and minute.

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.

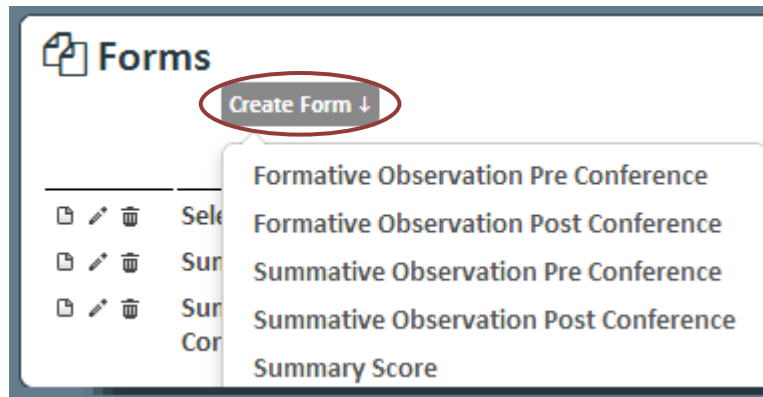


## Forms

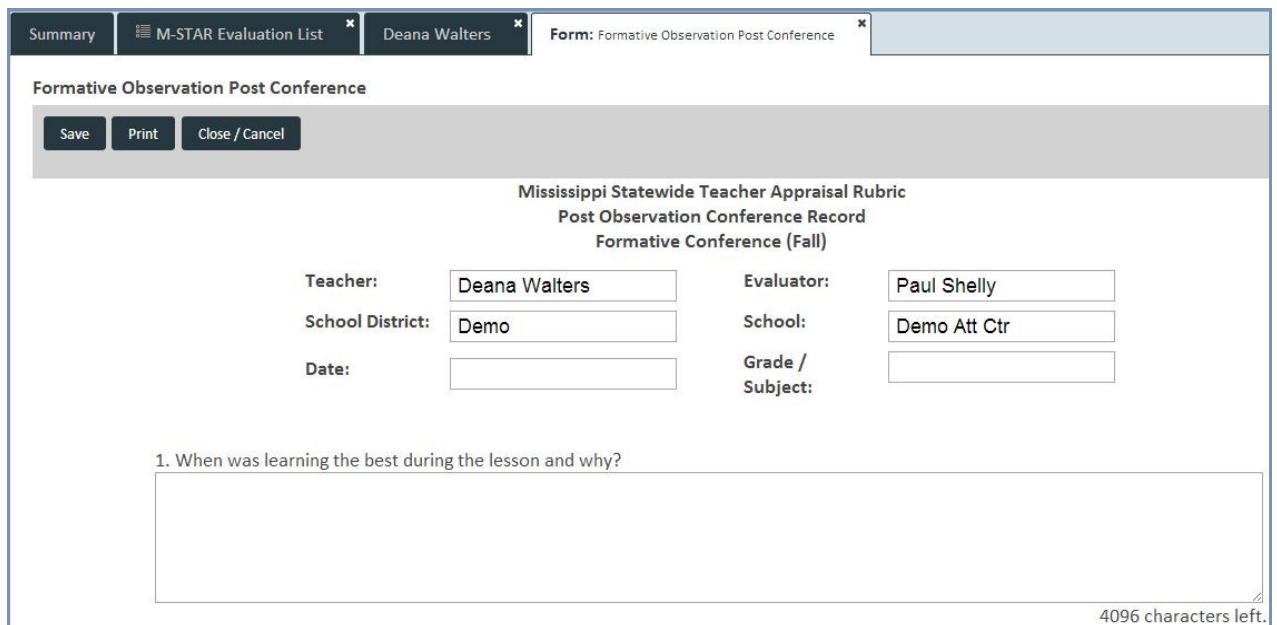
In the **Forms** element, participants can view a list of completed or assigned forms.

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.

A screenshot of a web browser showing the "Form Editor" view for a "Formative Observation Post Conference" form. The browser tabs include "Summary", "M-STAR Evaluation List", "Deana Walters", and "Form: Formative Observation Post Conference". The form title is "Formative Observation Post Conference". Below the title are buttons for "Save", "Print", and "Close / Cancel". The form content is titled "Mississippi Statewide Teacher Appraisal Rubric Post Observation Conference Record Formative Conference (Fall)". It contains several input fields: "Teacher:" with "Deana Walters", "Evaluator:" with "Paul Shelly", "School District:" with "Demo", "School:" with "Demo Att Ctr", and "Date:" and "Grade / Subject:" with empty fields. Below these fields is a text area with the question "1. When was learning the best during the lesson and why?". A character count "4096 characters left." is visible in the bottom right corner of the text area.

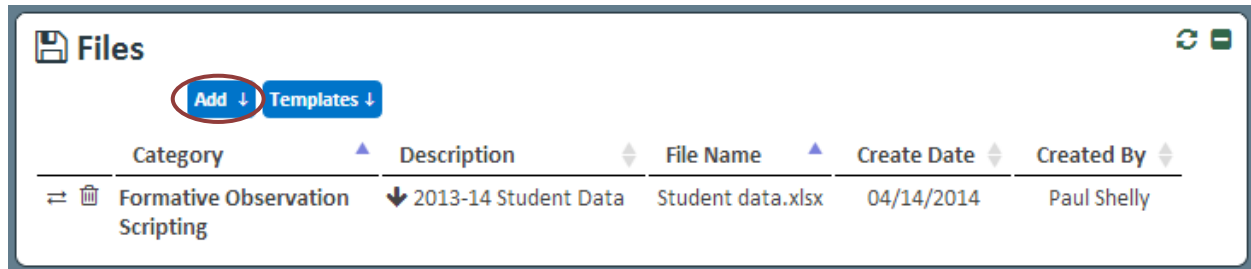
Note: A form will need to be saved before it is printed.



## 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.

The 'Add a File' dialog box has a title bar with the text 'Add a File'. It contains a 'Choose Category' dropdown menu with 'Instructional Artifacts' selected. Below it is a 'Description' text field with the placeholder text 'Enter Description (optional)'. To the right of the text field is a 'Browse...' button. At the bottom right of the dialog is a 'Save' button, which is circled in red.

Choose a category from the dropdown box.

Enter a description of the file.

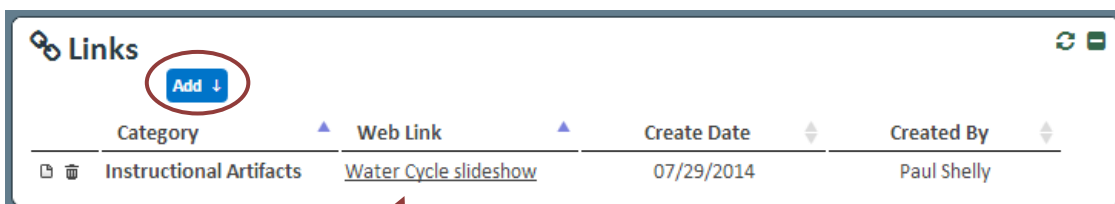
**Browse** for the file you wish to attach.

Click **Save**.

## Links

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

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



The 'Add a Web Link' dialog box has a title bar with the text 'Add a Web Link' and a close button. It contains a 'Choose Category' dropdown menu with 'Planning Artifacts' selected. Below it is a 'Description' text field with the placeholder text 'Enter Description (optional)'. Below that is a 'URL / Web Link' text field. At the bottom of the dialog are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

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.

The screenshot shows the 'Surveys' interface. At the top left is a thumbs-up icon and the word 'Surveys'. To the right are refresh and close icons. Below this is an 'Add Survey' dropdown menu. A tooltip is open over the dropdown, showing a list of survey options: 'MSTAR - Elementary Survey', 'MSTAR- Middle School Survey', 'MSTAR- High School Survey', 'MSTAR - Elementary Survey ... survey description', and 'MSTAR - Elementary Survey ... survey description'. Below the dropdown is a table of existing surveys.

	Create Date	Created By	# Requests	# Forms
MSTAR - Elementary Survey	04/14/2014	Paul Shelly	2	0
MSTAR- Middle School Survey				
MSTAR- High School Survey	04/14/2014	Paul Shelly	2	0
MSTAR - Elementary Survey ... survey description	04/23/2014	Paul Shelly	4	3
MSTAR - Elementary Survey ... survey description	04/24/2014	Paul Shelly	0	0

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 screenshot shows the 'Survey Definition' form. It has a 'Save Definition' button at the top left. The form contains the following fields and options:

- Label:** MSTAR- High School Survey ... survey description
- Start Date:** 4/8/2014
- End Date:** 4/8/2014
- Survey Forms viewable by others.
- Survey Summary Report viewable by others.

Below these fields is the 'Survey Request(s)' section. It includes a dropdown menu set to 'Class Schedule', a search box containing 'Elisabeth Heathcock - Computer LabTutorial', and two buttons: 'Add Survey Request(s)' and 'Print Request List'. Below this is a URL: 'Use web link [ <https://www.k12els.com/survey> ] to fill out survey forms'. At the bottom, there is a table header with columns: Name, Email Address, Survey Token, and Status.

The requested survey takers will appear in the box along with their survey tokens. Survey takers will need to go to [k12els.com/survey](https://www.k12els.com/survey) and type in their respective token to access the survey.

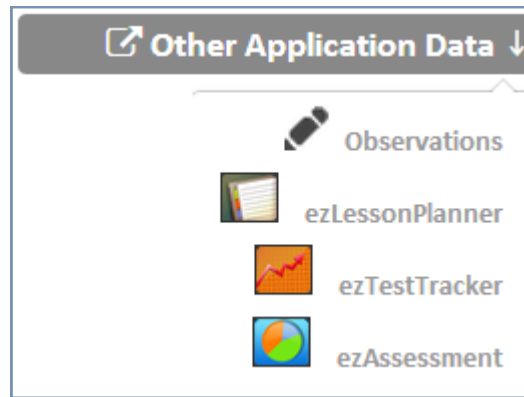
The screenshot shows the 'Survey Request(s)' list. It has a dropdown menu set to 'Class Schedule', a search box with the text 'Find by Name ... enter 3 or more chars.', and two buttons: 'Add Survey Request(s)' and 'Print Request List'. Below this is a URL: 'Use web link [ <https://www.k12els.com/survey> ] to fill out survey forms'. Below the URL is a table with the following data:

	Name	Email Address	Survey Token	Status
🗑	ALI YELVERTON	n/a	WZ5H AYK8	Requested
🗑	AMY WRIGHT	n/a	RK4E QTSV	Requested
🗑	Rita Flanagan	n/a	XU2M 6G13	Requested
🗑	Tiffany Donahue	n/a	GXXL HYG1	Requested
🗑	ALEXIS JORDAN	n/a	4WV1 3ZWH	Requested
🗑	Josephine Hastings	n/a	W3N9 2MC5	Requested
🗑	Sheila Krause	n/a	PSV8 WRB6	Requested
🗑	Ethel Harden	n/a	ZVEY MYEZ	Requested
🗑	Ellen Crabtree	n/a	PDU1 JRX6	Requested

At the bottom right of the list is a 'Close' button.

### ***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**.



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## **Support Information**

### **Support**

Please contact us by phone (1-877-233-7833) or e-mail ([support@k12els.com](mailto: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](http://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](mailto:support@k12els.com)

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