


Educator Collaborative Assessment Program (ECAP)

'How to' for Teachers 2014/15

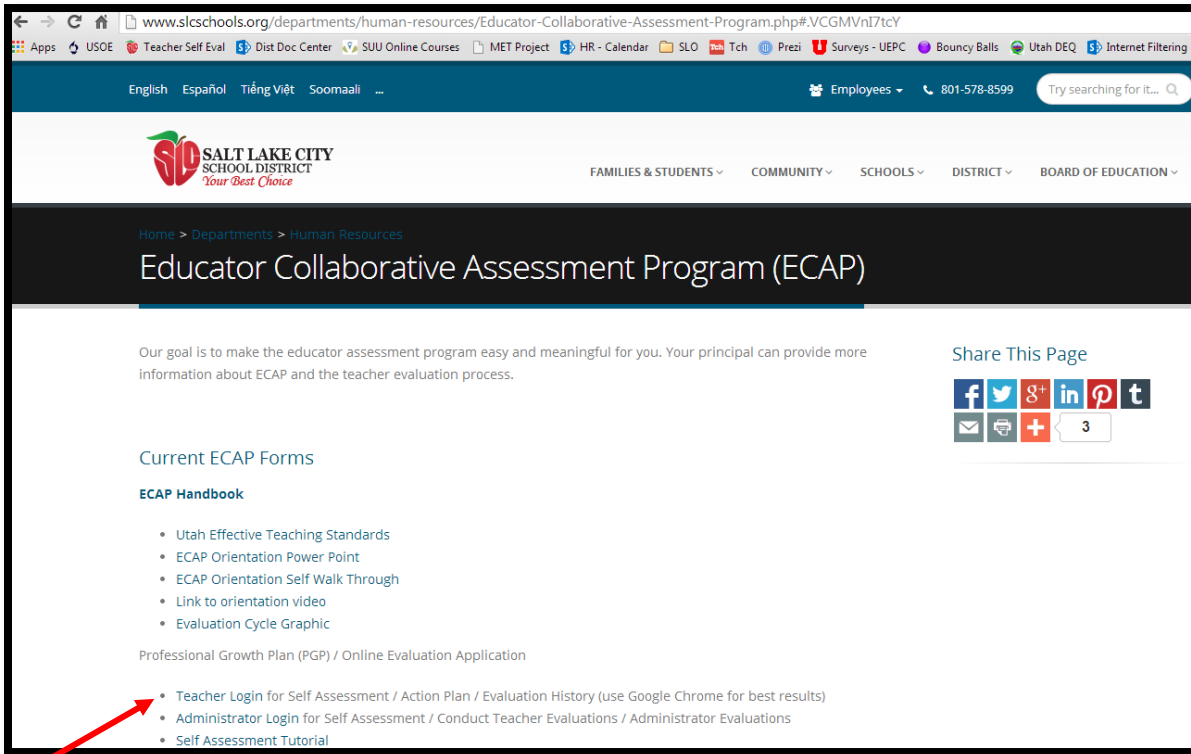
Each year it is the educator's responsibility to attend the school's evaluation orientation, and to read the [ECAP Handbook](#) at the beginning of the school year. Remember, that first and foremost ECAP is a process to support and strengthen teachers.

Following the orientation each educator must complete their Professional Growth Plan for the year. The Professional Growth Plan is to be completed using the online evaluation application and is comprised of two components: One, the self-assessment and goal setting process based on the Utah Effective Teaching Standards, and Two, the Action Plan that outlines your plan on how your goal(s) will be accomplished.

Follow these steps to complete your Professional Growth Plan:


- 1) Using Google Chrome  go online and visit the Educator Collaborative Assessment Program (ECAP) on the district website: <http://www.slcschools.org/departments/human-resources/Educator-Collaborative-Assessment-Program.php>

Home>Departments>Human Resources>Licensed Staff (ECAP)



The screenshot shows the Salt Lake City School District website. The page title is "Educator Collaborative Assessment Program (ECAP)". Below the title, there is a navigation menu with "Home > Departments > Human Resources". The main content area includes a "Share This Page" section with social media icons and a "Current ECAP Forms" section. Under "Current ECAP Forms", there is a sub-section "ECAP Handbook" with a list of links: "Utah Effective Teaching Standards", "ECAP Orientation Power Point", "ECAP Orientation Self Walk Through", "Link to orientation video", and "Evaluation Cycle Graphic". Below this, there is a section for "Professional Growth Plan (PGP) / Online Evaluation Application" with a list of links: "Teacher Login for Self Assessment / Action Plan / Evaluation History (use Google Chrome for best results)", "Administrator Login for Self Assessment / Conduct Teacher Evaluations / Administrator Evaluations", and "Self Assessment Tutorial". A red arrow points to the "Teacher Login" link.

- 2) Click on [Teacher Login](#)
- 3) Sign in using your active directory login information (same username and password you use to get on the computer, or check your email)



The screenshot shows a "Login" form with two input fields: "Username" and "Password". There is a "Login" button to the right of the "Password" field.

- 4) Select the Self Assessment tab on the top of the screen

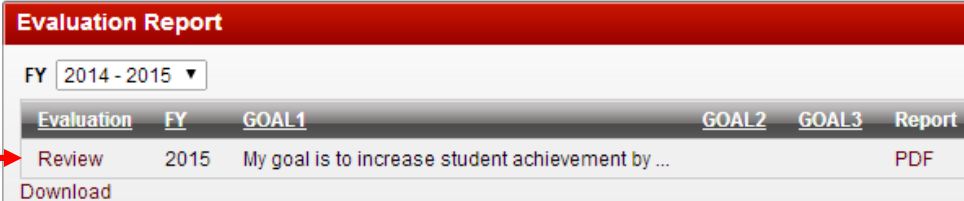


- 5) On your first visit here, select 'Create' to start your Self Assessment



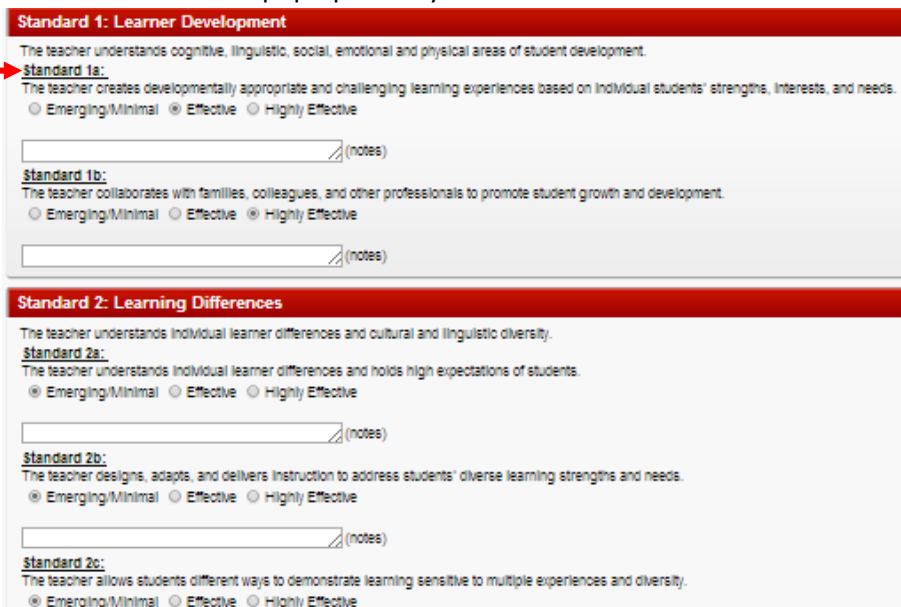
The screenshot shows a red header with the text "Create New Teacher Assessment". Below the header is a light gray button with the text "Create".

On subsequent visits you may come back and edit your Self Assessment and goals any number of times by clicking on 'Review'



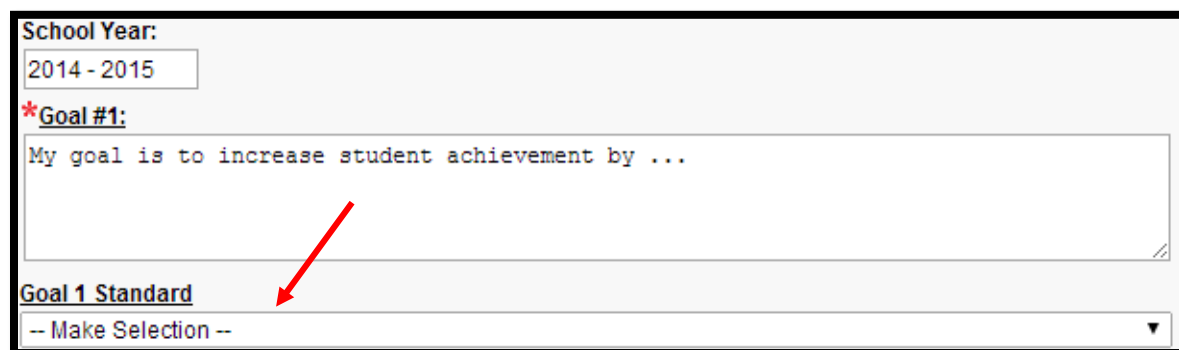
The screenshot shows a table titled "Evaluation Report". The table has columns for "Evaluation", "FY", "GOAL1", "GOAL2", "GOAL3", and "Report". The "Evaluation" column contains the text "Review", the "FY" column contains "2015", and the "GOAL1" column contains "My goal is to increase student achievement by ...". A red arrow points to the "Review" text. Below the table is a "Download" link and a "PDF" link.

- 6) Now that you are in the evaluation system, you can begin the Self Assessment. Skip the goal section for now, and scroll down to the standards below. Make the appropriate selection using the Effective Teaching Standards rubric. The rubric will pop-up when you click on the underlined standard.

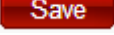



The screenshot shows the "Standard 1: Learner Development" section. It includes a description of the standard and two sub-standards, "Standard 1a" and "Standard 1b". Each sub-standard has a description and three radio button options: "Emerging/Minimal", "Effective", and "Highly Effective". A red arrow points to the "Standard 1a" section. Below each sub-standard is a text input field with a "(notes)" label.

- 7) Once you finish making your selections on the Effective Teaching Standards, go back and write your goal(s) at the top of the page. You are only required to have one goal, but if you have a level one license you will want to have two goals for the first three years in order to complete your [EYE portfolio](#) which is required to apply for a level two license. Make sure to select the Effective Teaching Standard associated with your goal.



The screenshot shows a form for entering a goal. It includes a "School Year" dropdown menu set to "2014 - 2015". Below this is a section for "*Goal #1:" with a text input field containing "My goal is to increase student achievement by ...". A red arrow points to the "Goal #1 Standard" dropdown menu, which currently shows "-- Make Selection --".

- 8) Once you are finished writing your goal, or need to leave and come back later, make sure to  or  any time changes are made to ensure your progress is not lost.

9) After writing your goal(s) and making sure to save, you can now begin your Action Plan



Select the goal number you want to create an action plan for and then click 'Create'



The Action Plan is intended to be a planning guide to help you set actionable steps in order to achieve your goal including approximate timelines to monitor progress throughout the year. You may need one or two action steps depending on the complexity of your particular goal. Make sure to complete a separate Action Plan for each goal you create.

10) Remember to or once you finish to make sure your progress is not lost.

11) You may also return to the action plan as many times as you need to make updates and chart your progress toward meeting your goal. When you return to make adjustments, click on 'Plan' in order to make the necessary changes, and when you finish.



12) At this point your administrator should be able to see your goals and action plan in preparation for your [Fall Collaborative Conference](#). Work with your administrator to establish a meeting time and work toward meeting your goals throughout the year. Make sure to document your professional development activity throughout the year using the [District template](#).

13) Provisional teachers will be formally observed/evaluated two times during the school year, the first of which must be completed before November 15 and the second before February 15.

14) All teachers will meet with their administrator again in January for a [Midyear Conference](#) to review progress made toward accomplishing your goal(s) and to discuss student growth.

15) Sometime in the spring you will meet again with your administrator to complete the evaluation process for the year by participating in the [Spring Conference](#) and signing the Annual Teacher Evaluation Report. This meeting will take place before March 15 for provisional teachers, and before May 15 for career status teachers.