MATANUSKA SUSITNA BOROUGH SCHOOL DISTRICT

Frontline Professional Growth

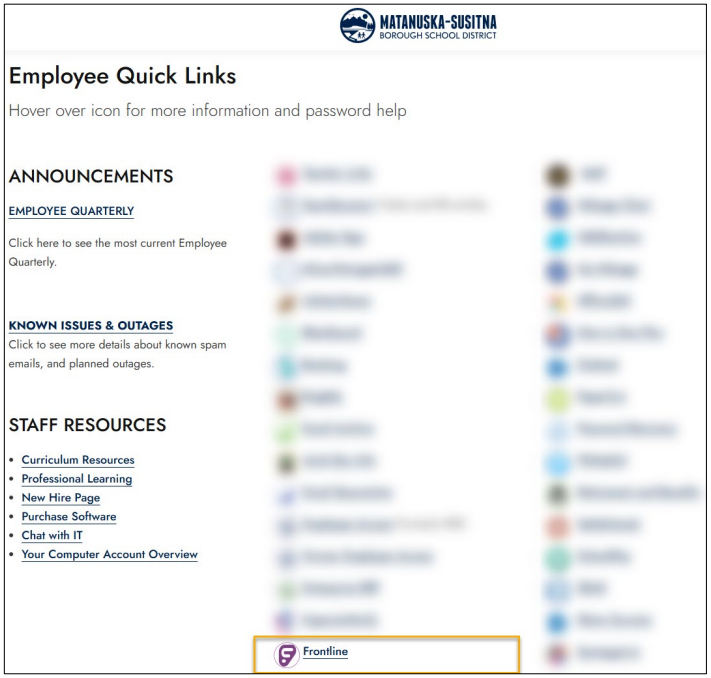
Administrator Training

Overview

- Frontline Professional Growth Access
- Employee Evaluation – Evaluation Handbook
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  - Detail View
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  - Finalizing Evaluation Components
- Formal Observation & Summative Evaluation
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  - Rubric Completion
  - User Acknowledgement & Finalization

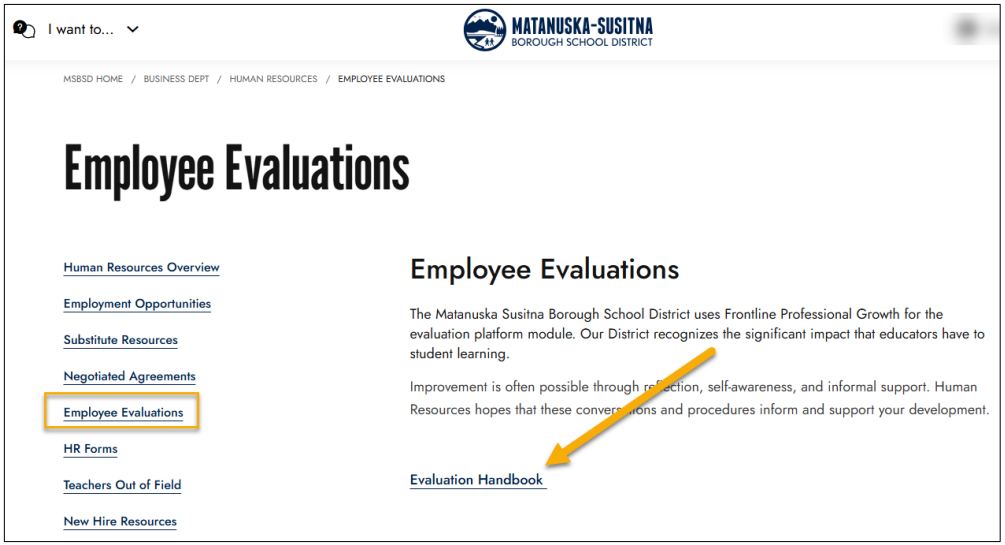
Frontline Professional Growth Access

- Matanuska Susitna Borough School District Website
- Employee Quick Links
- Login Information:
  - Username: ab012345
  - Password: Network/Computer Password



Employee Evaluation – Evaluation Handbook

- Matanuska Susitna Borough School District Human Resources – Employee Evaluations Webpage
- Evaluation Handbook

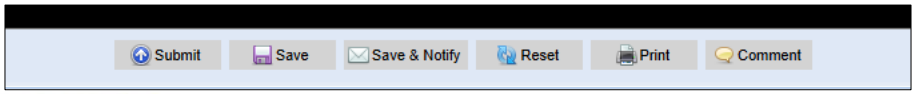


Evaluation Overview

- **SCHEDULED COMPONENTS** – Components that must be completed during the evaluation cycle (pre-observation, observation, etc.)
- **PROGRESS**– Notification when a part of the process needs your attention. Click on the components you must complete
- **STATUS**– Track the components of the evaluation process that are underway
- **COMPLETE** – Items that have been marked complete by you and your building administrator

Form Field Buttons

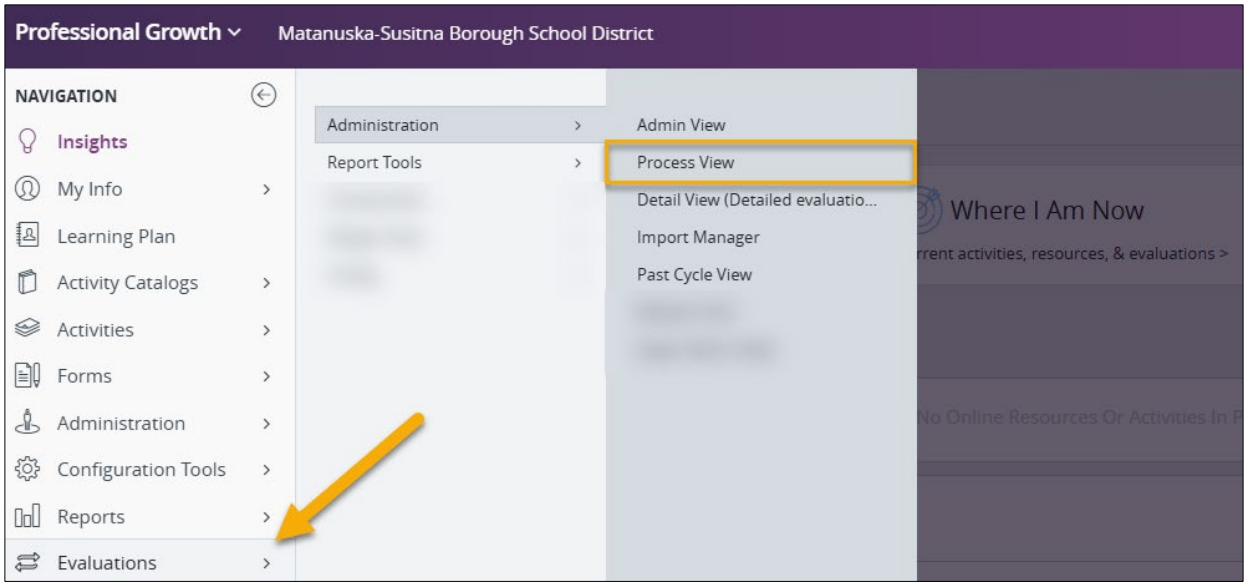
- Submit
  - The form will be considered complete upon submission. The form will be designated for user acknowledgment or finalization.
- Save
  - This will allow fields to be edited or completed at a later time. The form will not be designated for user acknowledgement or finalization until submitted.
- Save & Notify
  - This will allow fields to be edited or completed at a later time. The form will not be designated for user acknowledgment or finalization until submitted. Additionally, a message can be sent to another administrator.
- Reset
  - Resets all form fields.
- Print
- Comment
  - Allows for the form to be annotated with a comment box.



Evaluation Overview

Process View

In Professional Growth, select Process View to view all current employees under your Professional Growth profile during the current evaluation cycle



Evaluation Overview

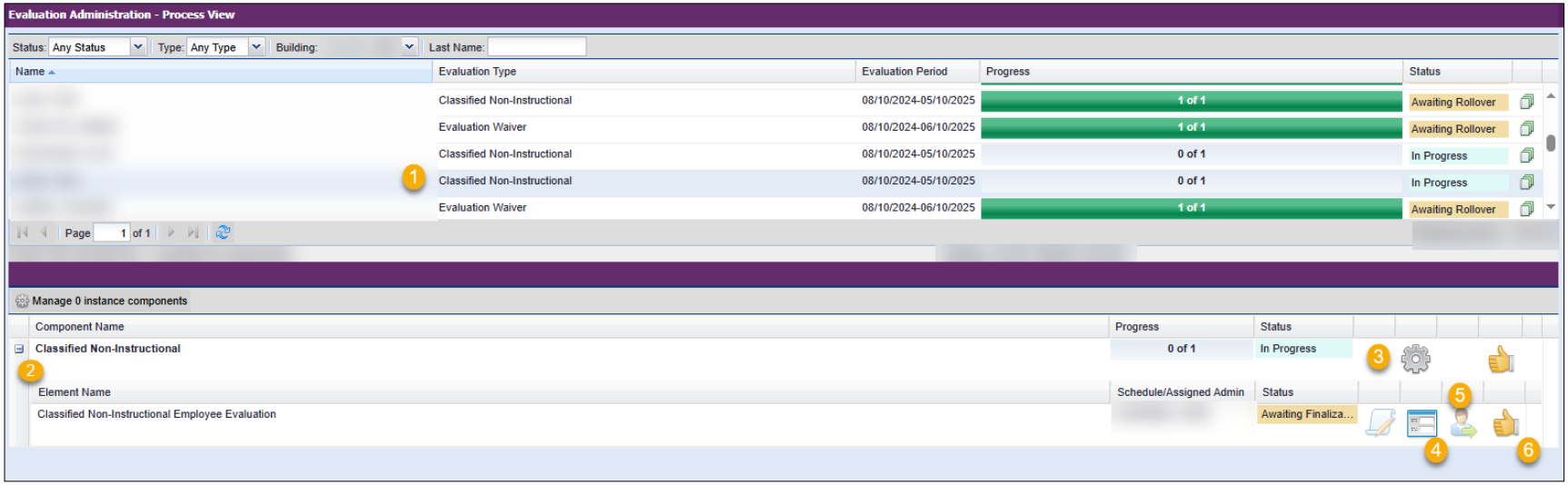
Process View

1. Select the staff member to see their evaluation assignment
2. Expand the evaluation cycles to view the current evaluation assignment, or previous evaluation cycles
3. The Gear Icon allows the administrator to duplicate forms (this is primarily used for multiple Formal Observations)
4. The Screen Icon allows the administrator to open an evaluation form and to view/edit components
5. The Arrow Icon allows an administrator to assign a form to receive notifications
6. The Thumbs Up Icon allows the administrator to finalize a form as completed

Evaluation Overview

Process View

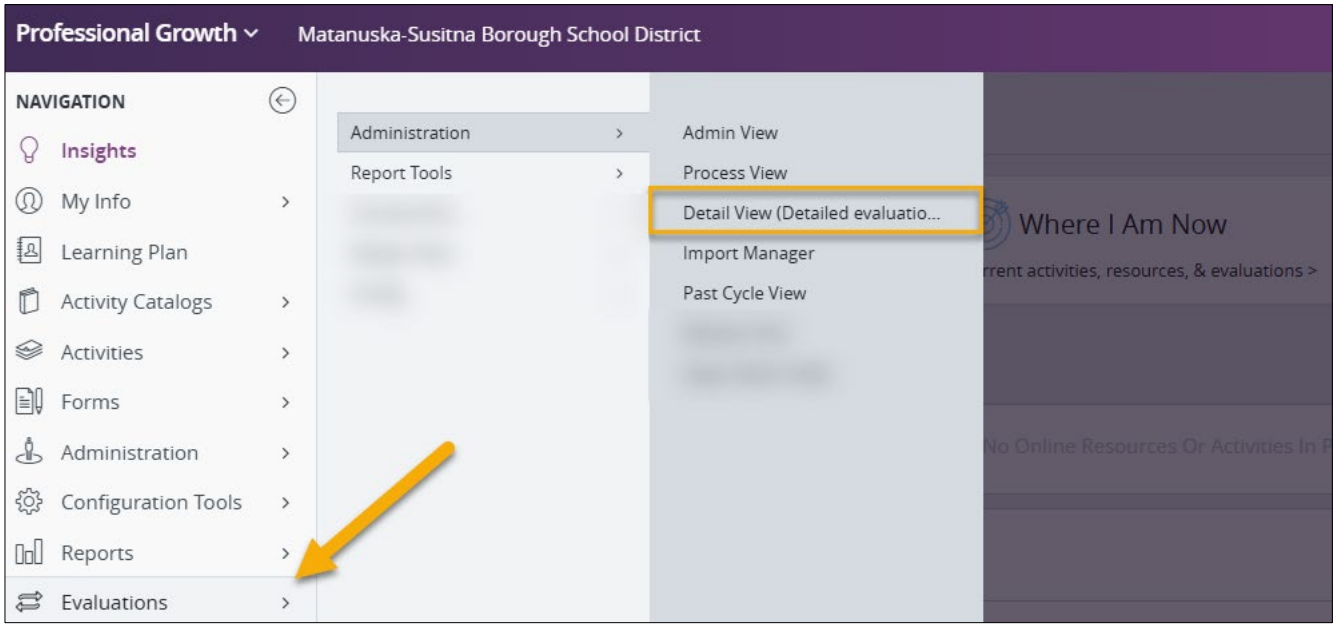
Administrators have access to view any form for all staff members they are assigned to in Professional Growth. Additionally, administrators have access to edit all forms with the exception of the Self-Reflection component.



Evaluation Overview

Detail View

In Professional Growth, select Detail View to view all current employees under your Professional Growth profile during the current evaluation cycle



Evaluation Overview

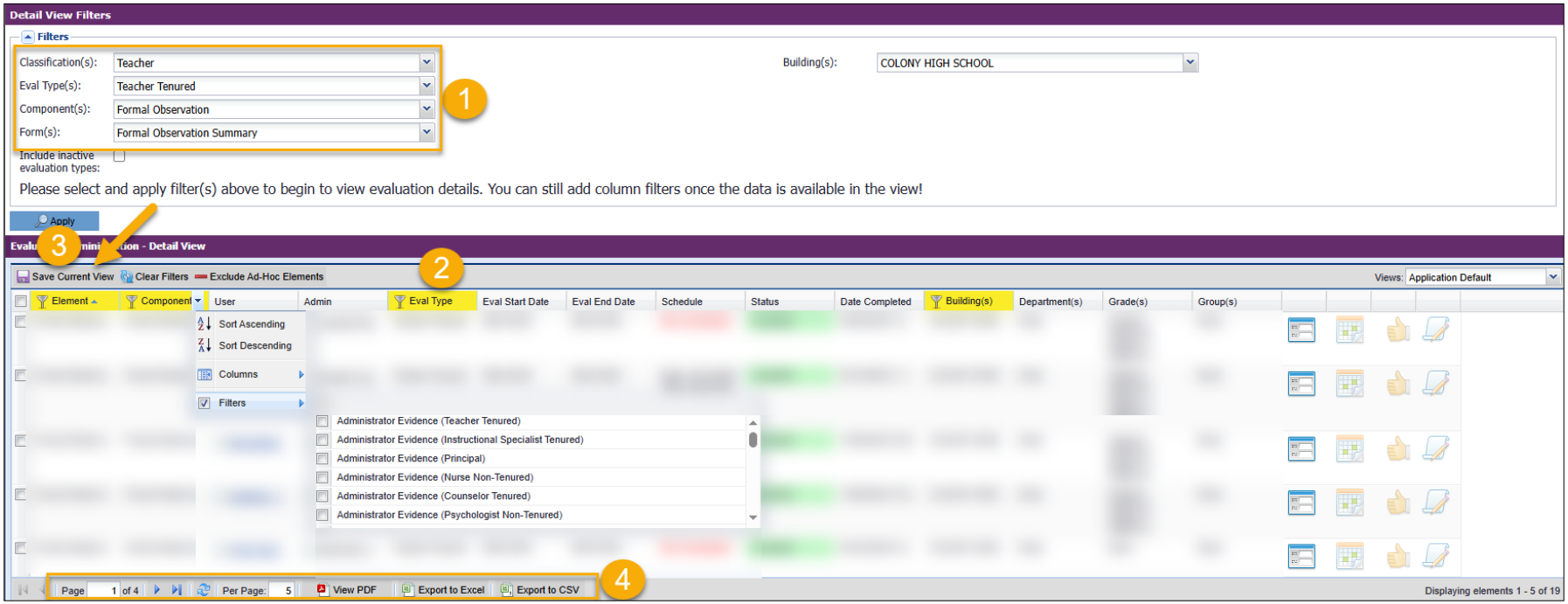
Detail View

The Detail View serves as a powerful and actionable tool to assist evaluators in tracking and managing system progress. Like Process View, the evaluator can schedule, complete, and finalize forms from Detail View, and various detail views can be customized to quickly access information that is most valuable to the administrator.

1. The evaluator can filter the view to focus on a specific evaluation type, component, or form
2. Applied filters will be highlighted, and additional filters can be applied to each desired column
3. Click “Save Current View” to reference the filtered view at a later date
4. At the bottom of the Detail View Page, the evaluator can navigate between pages, refresh the view, set the number of forms per page, and export the view

Evaluation Overview

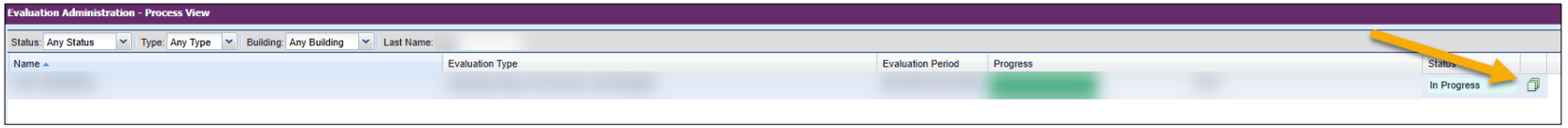
Detail View

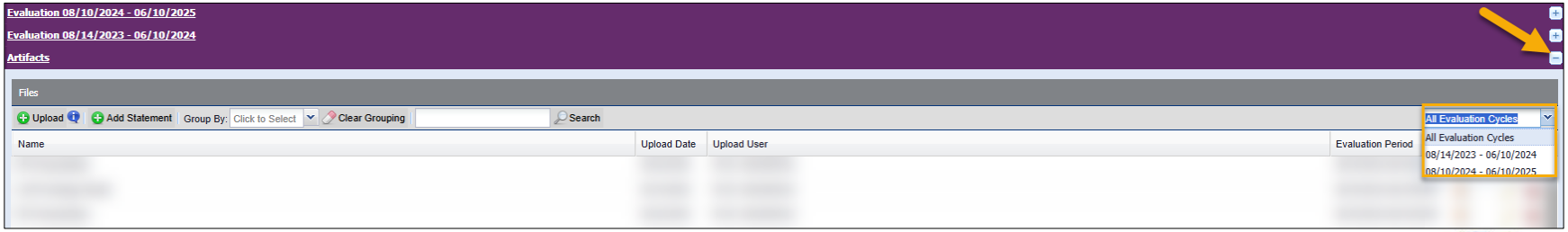


Evaluation Overview

Evaluation Artifacts

- To view Artifacts, select the employee being evaluated by expanding their Evaluation Portfolio
- The filter defaults to All Evaluation Cycles
- Use the right-hand filter to view by specific year(s)

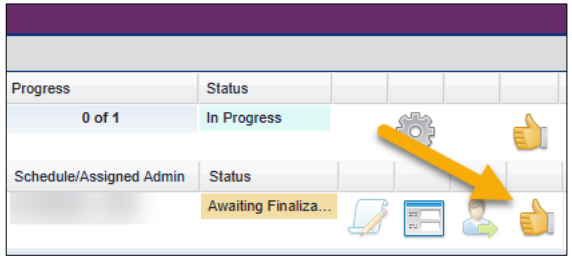


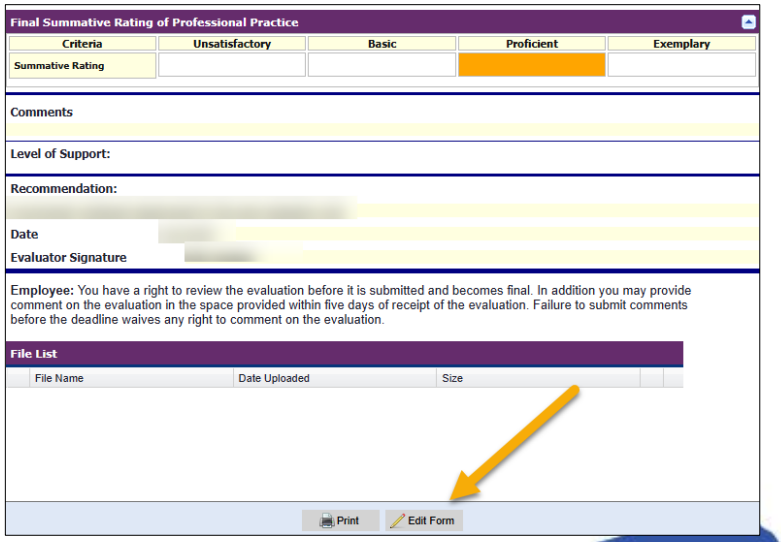


Evaluation Overview

Finalizing Evaluation Components

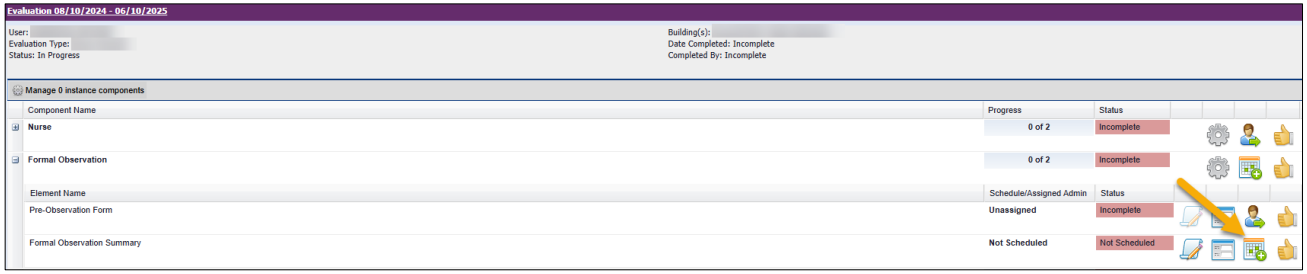
- After the administrator has scheduled the evaluation components, the employee will receive a notification via email
- The employee will access Frontline Professional Growth to review and acknowledge the evaluation
- Once these steps have been completed, the administrator must finalize the form to update the progress level and status
- Finalizing an evaluation component is only available to administrators
- There is a routing capability to notify another user to finalize the evaluation and/or add comments
- If a form is finalized prematurely, click on the View Form button and Edit Form

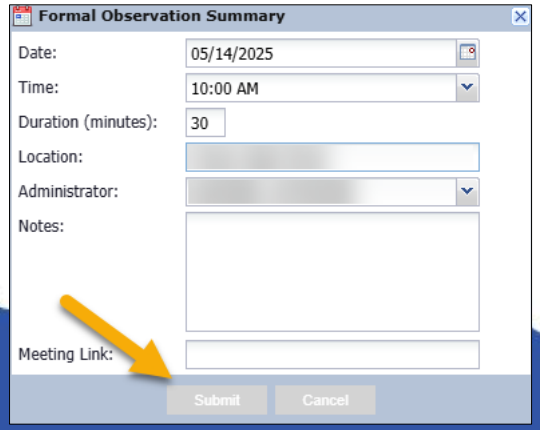




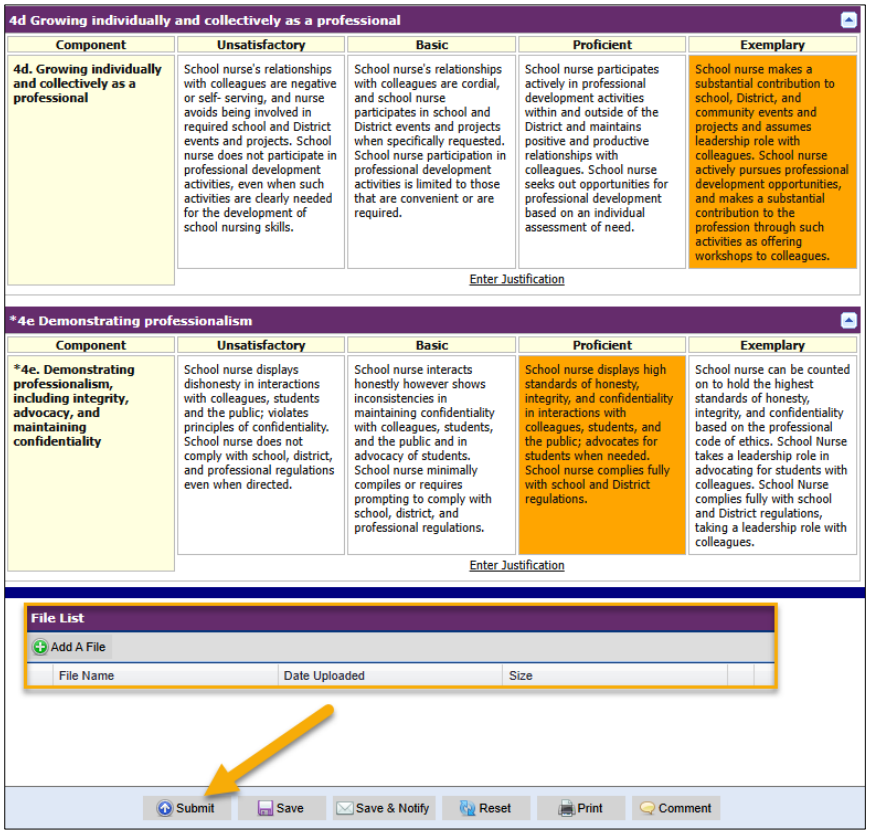
Formal Observation

- To schedule an employee's Formal Observation, select the Calendar Icon to schedule the element
- Enter the date and time of observation and submit
- This will notify the employee via email to accept or decline the date and time
- A confirmation email will be sent to the Evaluator confirming the information





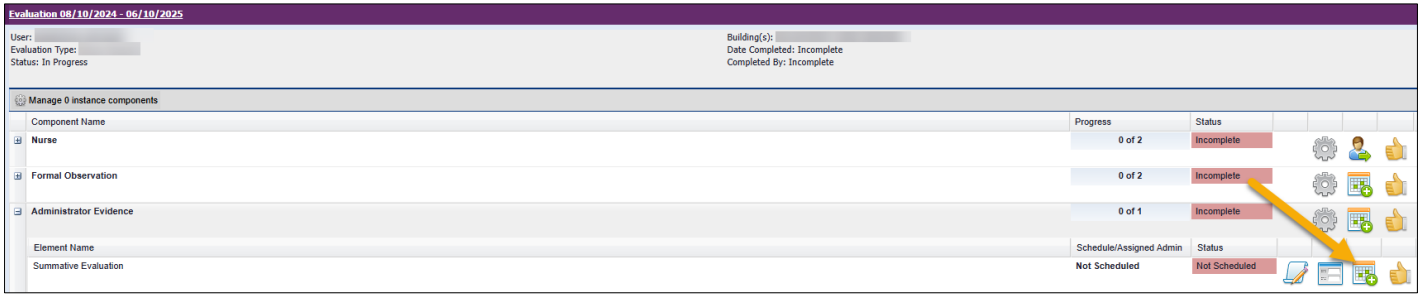
Formal Observation

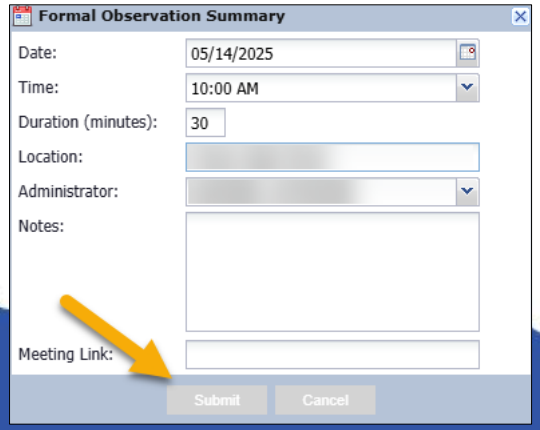


- In the Formal Observation rubric, complete all criteria required based on the evaluation type
- Justification can be entered for each rating
- If a file upload is necessary or needed to support the Formal Observation, select Add a File
- Submit the Formal Observation once all components are completed

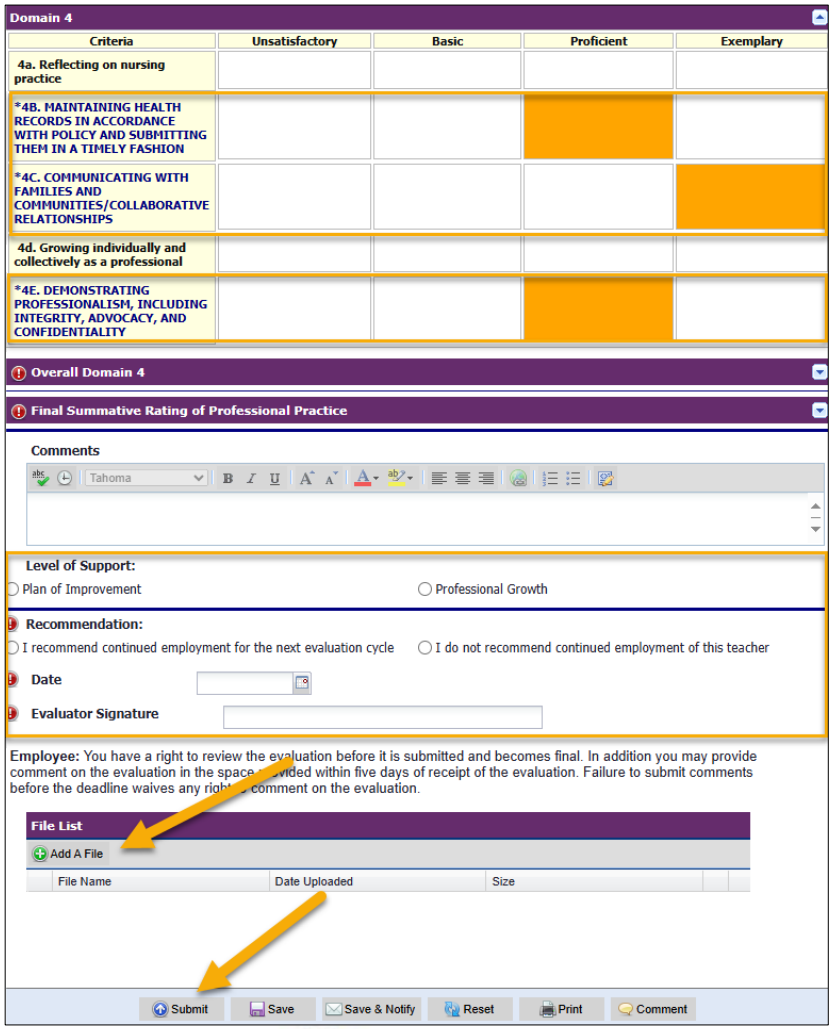
Summative Evaluation

- To schedule an employee's Summative Evaluation, select the Calendar Icon to schedule the element
- Enter the date and time of the evaluation and submit
- This will notify the employee via email to accept or decline the date and time
- A confirmation email will be sent to the Evaluator confirming the information





Summative Evaluation



- In the Summative Evaluation rubric, complete all domain criteria required based on the evaluation type
- Required domains must be completed prior to submission
- If a file upload is necessary or needed to support the Formal Observation, select Add a File
- Complete the Recommendation, Date, and Evaluator Signature
- The form will be considered complete upon submission and designated for user acknowledgment or finalization

Summative Evaluation

- After the Summative Evaluation has been completed the employee will receive a notification for acknowledgement
- After reviewing the form, the employee can click on the following options:
    - **PRINT:** Print form to PDF
    - **ACKNOWLEDGE:** Verify that you have reviewed the Formal Observation Summary
        - Administrator receives an email notification
        - Form will show "In Progress" while awaiting administrative finalization
    - **COMMENT:** Add a comment to the form. This sends an email notification to your assigned administrator.
- Once these steps have been completed, the administrator must finalize the form to update the progress level and status