Getting Started: Evaluator/Administrator

Congratulations! Your organization is implementing MyLearningPlan OASYS to streamline management of professional evaluation, learning, and growth. The purpose of this resource is to provide a quick-reference resource for the basic evaluator functions in MLPOASYS.

Overview of Terms:

- **Evaluation Type:** The name for a group of educators with the same evaluation process or plan, e.g. First-Year Teachers, Principals, and Library Media Specialists.

- **Component:** A collection of Forms that comprise a part of the process, e.g. an Observation component may include a Pre-Observation Reflection form, an Evidence Collection Form and a Post-Observation Conference Form.

- **Process View:** The main hub for an evaluator that provides a dashboard of all staff for whom an individual has rights, including completion status and access to all forms and artifacts.

- **Detail View:** A customizable status report of all the forms an evaluator has the right to see. Every column can be sorted, filtered and/or removed from the view.

- **Admin View:** A pie chart depicting a quick status view of all forms that have been assigned to an evaluator/administrator.

Evaluator Learning Path:

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<th>Step</th>
<th>Learning Opportunity</th>
<th>Duration</th>
<th>Format</th>
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<tr>
<td>1</td>
<td><strong>Evaluator Orientation:</strong> the basics</td>
<td>60-90 minutes</td>
<td>Online</td>
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<td>2</td>
<td><strong>Working with Views:</strong> deeper dive and particular focus on the Detail View to manage process</td>
<td>30 minutes</td>
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<td>3</td>
<td><strong>Reporting:</strong> using the Explorer tools to identify data trends</td>
<td>60 minutes</td>
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Please follow the steps below to get started. Be sure to log in before clicking the tutorial links.


2) Enter your Login information on the main screen and click the “Login” button to enter the site (typically Username = email address, Password = changeme).

3) Click on the District Admin tab, then the OASYS Administration section to:
   a) Manage performance evaluations with the Process View:
      i) View the top of the screen for a status summary for all users for whom you have rights.
      ii) Sort and filter on any column.
      iii) Select a user to view that user’s Evaluation Profile at the bottom of the screen.
      iv) Click the “plus” icons to open each component.
      v) Click the Form, Schedule/Assign, or Finalize icons to work with the assigned forms.
      vi) Watch the Process View Tutorials: Click here to view the Process View (TOP) video and Click here to view the Process View (BOTTOM) video.
   
   b) View specific forms and tasks and customize status reports (“views”) with the Detail View:
      i) View each element/form for which you have rights and associated user/status info.
      ii) The Default view is organized by form name.
      iii) Sort and filter on any column(s) to create new views and click Save Current View.
      iv) Access additional views from the Views drop-down on the right side.
      v) Watch the Detail View Tutorial: Click here to view the Detail View video.
   
   c) Easily access the most relevant status information for assigned forms with the Admin View:
      i) View the pie chart to see your assigned evaluation elements/forms by status.
      ii) Click on any status piece to drill down and see specific forms and users.
      iii) Sort and filter on any column.
      iv) Click the form icon to open any form.
      v) Click the Views drop-down to access pre-defined views.
      vi) Watch the Admin View Tutorial: Click here to view the Admin View video.

4) Please access additional support from the Help Center (top right corner upon login).