

LEAP APPLICATION TOOL - LEADER USER GUIDE

As a leader I want to: (click to go directly to the information you need)

- [Log in to the application](#)
- [Review Data](#)
- [Enter Professionalism](#)
- [Enter Ratings and Reflections on Practice](#)
- [Print reports for my school](#)
- [Review my school's prior years' data](#)
- [Review my school's summary and status data](#)
- [Access "Quick Tips"](#)

Log In to the LEAP Application Tool

Log into the [Principal Portal](#) and click on **SEE ALL APPS**. Scroll down to **Goals & Tracking** to find the icon for the LEAP Application Tool.

The screenshot shows the Denver Public Schools Principal Portal. At the top left is the Denver Public Schools logo. Below it is a navigation bar with links: Home, See All Apps, See All Reports, Portal Support, Email, and Weeklies. A red alert banner reads: "Alerts: Leader Weekly for 6.27.19 - Special Edition - READ Act". On the right side, under the "Goals & Tracking" tab, there is a box for the LEAP Application Tool. It features the LEAP logo (Leading Effective Academic Practice) and a description: "The LEAP Application Tool is where leaders track and enter mid-year and end-of-year performance data for their teachers." There is also an "Add to my Quicklinks" button.

Review Data [Back to Top](#)

To review observation data for any teacher, click on the *Observation* tab at the top of the screen. A list of the school's teachers is displayed. Click on any teacher's name and a list of their observations will appear.

Name ▼	Completed Observations # of Obs	Means		Learning Environment				Instruction				
		LE	I	Positive Classroom Culture and Climate		Effective Classroom Management		Masterful Content Delivery				High
				LE.1	LE.2	LE.3	LE.4	I.1	I.2	I.3	I.4	
ALLEN, LISA	3	5.50	5.13	5.00	6.00	6.00	5.00	4.00	5.50	5.00	5.50	6.00
BARNER, CHERYL	3	6.17	5.83	6.00	6.00	6.67	6.00	6.00	5.50	6.00	5.00	6.00
BARNETT, KAREN	3	5.54	5.94	6.00	5.50	5.00	5.67	6.00	7.00	6.00	6.50	6.00

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Student Perception Survey Results [Back to Top](#)

To review SPS data, click on the Student Perception tab. A leader may view the school as whole or individual teacher's survey

The Denver Elementary School

2016 MY ▾ Summary Observations **Student Perception** Professionalism Student Growth Rating & Reflections

Overall Facilitates Learning High Expectations of Students Supports Students

For more information on interpreting the school level SPS results, please click here

School	Teachers with Official Results *	Students Surveyed	SPS Ed Level
Beach Court Elementary School	8	127	Elementary

* Teacher count and school-level (by teacher) calculations only include results for teachers with official SPS results.

When you select either "By Students" or "By Teacher" you will see comparison for either grouping broken down by:

- *Overall
- *Facilitates Learning
- *High Expectations for Students
- *Supports Students

(There is also a reference guide linked to the application for questions around SPS)

By Students By Teacher

Student Growth

To review Student Growth (SG) data, click on the SG tab and then click on a teacher to see their individual data.

Professionalism **Student Growth** Rating & Reflections

SLO Teacher Status

Name	SLO Name	Status	Points Earned	Points Possible
BRADLEY STACY	Graphic Organizer 1st grade	EOCCL Approved	4	4
CHRYSTY TRACY	Reading	EOCCL Approved	0	0
FRITHLY SAREY	4th Grade Multiply Divide	EOCCL	48	48

SLO 1 Kindergarten Reading Foundational Skills

Objective: All students will be able to engage with text by applying concepts of print, phonics and word analysis skills in conjunction with meaning, to actively engage in group reading activities with purpose and understanding.

School: Bradley International School Number of Students in SLO: 25

	# Students	Below Limited Command	Limited Command	Moderate Command	Strong Command	Distinguished Command	Points Earned
Significantly Underprepared	2			2 student(s)			3
Underprepared	10	1 student(s) at 0 pts. 2 student(s) at 1 pts.	1 student(s)	3 student(s)		3 student(s)	9
Somewhat Prepared	13	1 student(s)	3 student(s)	6 student(s)		3 student(s)	6
Prepared	0						0
Ahead	0						0
Totals	25 Students	4 Students	4 Students			6 Students	18 Points

This number represents the overall SLO score (the Reflections tab displays the SG rating)

Points Earned	Points Possible	% of Possible Pts Earned
52	75	69%

Legend

0 Points	1 Point	2 Points	3 Points	Decision Points	N/A

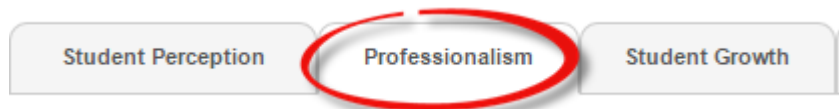
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As you review the data, there are a couple key things you should note:


- In the SLO Teacher Status Table, you can quickly review the status and/or score of each teacher's SLO(s). Clicking on a teacher's name allows you to view additional details around the teacher's SLO.
- Please note that only End-of-Course Expectation Level (ECEL) Approved SLOs will receive a score.
- For SLOs that are in any other status (see example list of statuses below), an action may be needed by either you or the teacher in order to finalize the SLO and produce a score.
 - Long-term Goal (LTG) in Process, LTG Submitted to Evaluator, LTG Approved, ECEL Submitted to Evaluator, etc.

Professionalism Evidence, Scores and Comments [Back to Top](#)

Click on the Professionalism tab.



A list of the school's teachers and their Professionalism statuses and ratings will appear. Click on a teacher's name  and their Professionalism data entry page will appear.

Name	Leader Status	Teacher Status	Leader Ratings						
			P.1	P.2	P.3	P.4	P.5	P.6	P.7
ABAD, SHAWTEL	In Progress	Not Started	--	--	--	--	--	--	--
ABARCA, OMAR 	Not Started	Not Started							
ABASSA, AKOUAM	Not Started	Not Started							
ABATE, ABIYE	Not Started	Not Started							
ABAY, ABERA	Not Started	Not Started							
ABBEY, THEOPHILUS	Not Started	Not Started							
AHNSBRAK, GREGORY	Not Started	Not Started							
ALBA ROMAN, JOSE	In Progress	In Progress	A	--	--	--	--	--	--
ANGERHOFER, CELINE	Shared	Not Started	A	E	A	E	D	D	E

After clicking on a teacher's name the page of indicators will appear. Across the top you will see a bar that will track the ratings entered for each indicator.

Professionalism Summary

Leader

Teacher

Expectation 1: Essential Knowledge of Students and Use of Data

Indicator P.1 Demonstrates and applies knowledge of students' developments, needs, interests and cultures to promote equity.

View View View

Edit

Cycle

Leader at End of Year

Next Steps / Comments

* Mr. Alba has developed positive

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Professionalism can be navigated in 3 ways:

1. Return to the original list of teachers by clicking on the school name
2. Use the drop-down located toward the top of the page
3. Use the Prev/Next Teacher buttons to go through the list alphabetically



- 1) There are icons for the Leader and the Teacher that represent End-of-Year.

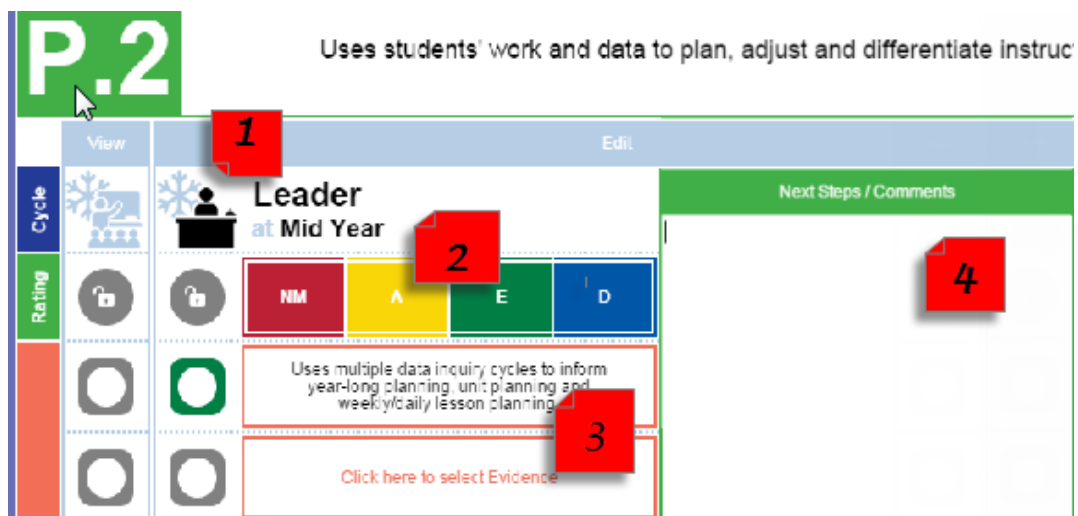


Leader End-of-Year is represented by this icon with a figure at their desk.



Teacher End-of-Year is represented by this icon with a figure at the board.

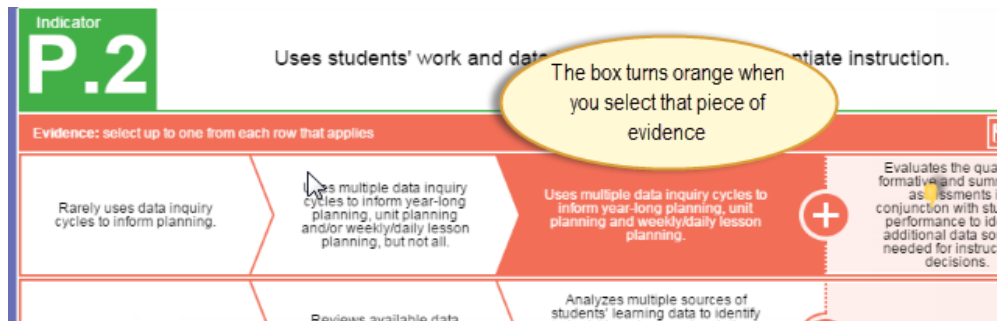
- 2) When you click on the Leader icon (1) the page will open up to display the place for entering the indicator rating (2), evidence (3) and comments (4).



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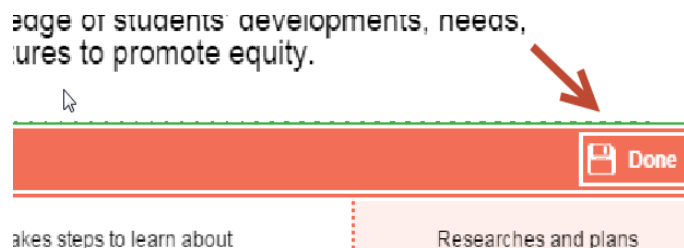
Entering Evidence

PLEASE note – while there may be several evidence boxes available for a particular indicator **you DO NOT need to enter something for each box.** When you select “Click here to select Evidence” the screen will appear as shown below.



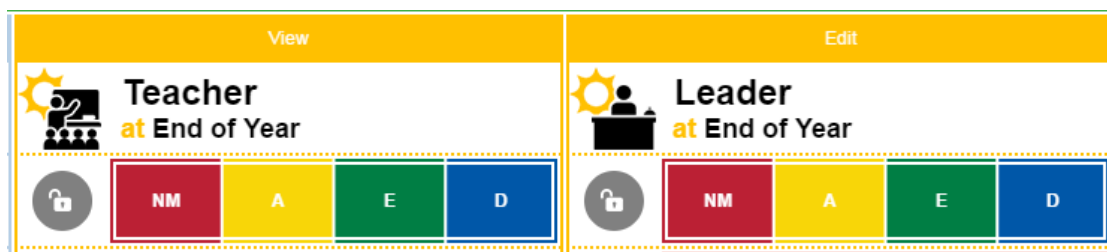
NOTE: You can select all evidence at **ONE time** for that particular indicator. Simply click on all the information that applies and it will populate in the boxes accordingly.

To exit the selection of evidence click on “Done”. You may need to scroll up.



3) Displaying Teacher AND Leader information

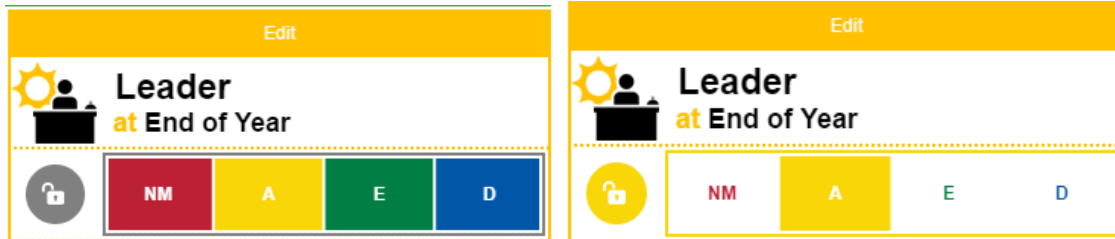
By clicking on the teacher icon while your leader data entry section is open you can see each other's information side-by-side. **The teacher's data will only display there once he/she has selected to share from their end.**



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4) Entering an Indicator Rating

Simply click on the rating that applies. When you select the rating for an indicator **the box will shift in appearance as pictured here.**



If you want to **undo the rating** you selected simply **click that same rating again** and the screen will go back to the way it is shown on the left.

5) Entering comments is as easy as typing directly into the comments box.



6) **PLEASE remember to save your work.** A message will appear reminding you that you have unsaved changes.

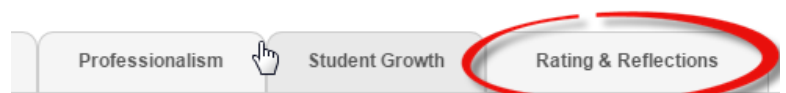
⚠ You have unsaved changes. Remember to Save, or you can Discard your changes.

7) Share with the teacher when it is ready.



Entering Reflections on Practice [Back to Top](#)

Click on the Rating & Reflections tab.



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2017 EOY ▾ Summary Observations Student Perception Professionalism SLO School & State Rating & Reflections

Name ▾	Teacher Status	Leader Status	Rating Shared	P.P. Rating	SG Rating	LEAP Rating 2017	LEAP Rating 2016	LEAP Rating 2015
	Not Started	Shared	✓	A	E	E	D	E
	Not Started	Not Started	✗	--	--	--	E	E
	Not Started	Not Started	✗	--	--	--	D	E

A list of your teachers will appear (just as it does with Professionalism). Select a teacher by clicking on his/her name. Please note that the last 2 years of LEAP ratings will appear here as well.

A summary of the teacher's data will appear as shown below.

Measures Summary

Professional Practice

1

PP Rating cannot be calculated due to insufficient Professionalism or Observation data.

Professional Practice Rating: Insufficient

	Score	Points Earned	Points Possible
Observation			
I Mean	Insufficient Data		20.00
LE Mean	Insufficient Data		10.00
Student Perception Survey			
Facilitates Learning	WBA		
High Expectations	WBA	3.33	10.00
Supports Students	WBA		
Peer Group	High School		
Professionalism			
Professionalism 1-6 Mean	Not submitted		10.00
Grand Total		0.00	50.00

Student Growth

2

SLO is incomplete; Please complete SLO in order to calculate a Student Growth Rating.

Student Growth Rating: Incomplete

	Score	Points Earned	Points Possible
Student Learning Objectives			
SLO 1	Incomplete		--
SLO 2	Incomplete		--
State			
Math	Low to Moderate	--	--
English Language Arts	Low to Moderate	--	--
School			
2015-2016 LEAP School	Castro Elementary School		
SPF Growth Indicator Rating	Does Not Meet	--	--
Grand Total		--	--

1

2

Blue box messages will indicate if data is insufficient/incomplete and what needs to be done to correct it either by the leader or the teacher.

3

This box contains all Professional Practice component data – the score, points earned and points possible.

4

Student Growth will display the status/score for Student Learning Objectives, State and School Measures (as applies).

SPS Performance Legend

WAA Well Above Average BA Below Average
 AA Above Average WBA Well Below Average
 A Average U Unsatisfactory

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When a rating is calculable (minimum observation data requirement met and Professionalism scores are entered), the screen will look one of two ways:

Professional Practice

A Decision E

Point calculations place this teacher into a rating decision box. A Professional Practice rating must be selected by the School Leader.

Comments to Support Rating Selection: (required)

Professional Practice Rating: A E

Professional Practice Rating: A

Teacher has a calculated Professional Practice rating.

Rating is selected here.

Teacher lands in a decision band for Professional Practice.

A teacher's **Student Growth** rating will appear as shown below. If not calculable, a blue box will indicate what is happening.

Student Growth

Student Growth Rating: A

	Score	Points Earned	Points Possible
Student Learning Objectives			
SLO 1	67.00%	13.40	20.00
SLO 2	37.00%	7.40	20.00
State			
No Data Available			
School			
2015-2016 LEAP School		Slavens K-8 School	
SPF Growth Indicator Rating	Exceeds	10.00	10.00
Grand Total		30.80	50.00

Reflection on Practice are entered next by scrolling further down the page.

Type directly into the text boxes to enter comments.

Overall Comments on Performance

Areas of Strength

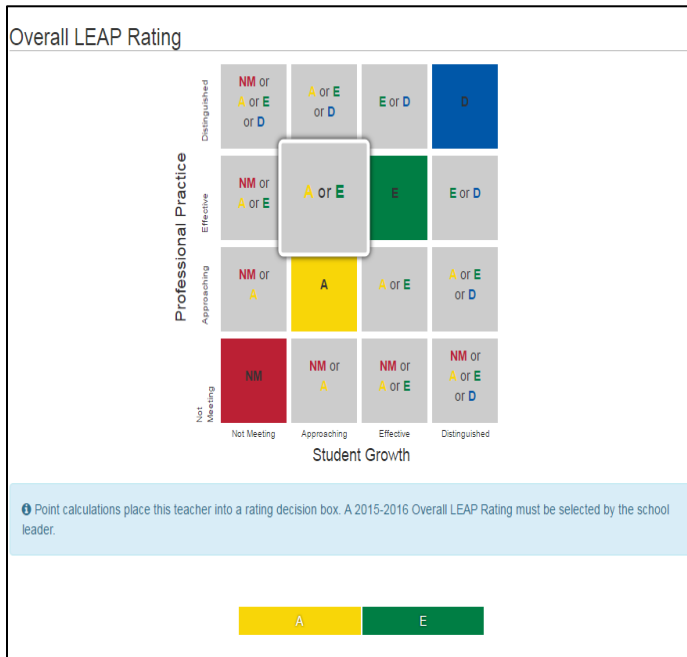
Overall comments not required

Areas for Growth

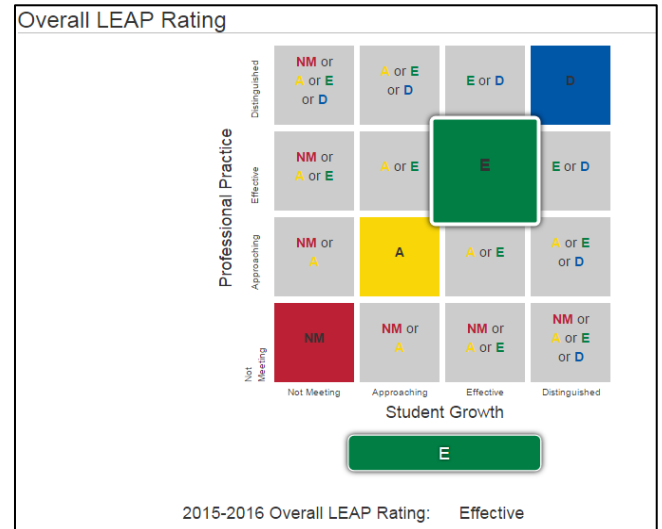
Recommendations for Next Steps

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After reviewing Professional Practice and Student Growth scores and entering Reflections on Practice, a leader is able to see the final rating matrix (scroll all the way down) which will appear one of two ways:



Teacher's Overall Rating is in a decision-band.

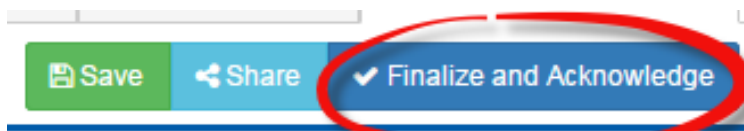


Teacher's Overall Rating is calculated.

A teacher's Professional Practice and Student Growth ratings are plotted on the Overall Rating matrix to determine the outcome. This will either land him/her in a decision-band or not. A leader will make a final determination as needed. **A leader will be required to add comments for any teacher who lands in a decision-band, to support the final rating that was selected.**

Sharing and Finalizing

As with Professionalism, the Reflections on Practice can be shared with the teacher. When the whole report is complete the leader will want to finalize and acknowledge.



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These buttons are found toward the top of the page. The final step is acknowledging the overall rating, all components must be finalized before acknowledgement can take place.

Acknowledgement

i In order to Finalize the Rating and Reflections on Practice comments for this teacher, you must electronically acknowledge that this is the content you are providing to the teacher. After acknowledging, you will not be able to make changes to the teacher's ratings or reflections. Please remind the teacher that they should add their acknowledgement as well (available to teachers after the leader has acknowledged). If you are not ready to Finalize and Acknowledge, press the Cancel button.

TERMS OF ACCEPTANCE and SIGNATURE

TERMS OF ACCEPTANCE and SIGNATURE

I, DAVID KIM, acknowledge this message and am aware of its contents.

ELECTRONIC SIGNATURE:

Please type your name here EXACTLY as it appears below (including capitalization).

DAVID KIM

Date Signed: 03/24/2015

I agree that my electronic signature is the legally binding equivalent to my handwritten signature and that it has the same validity and meaning as my handwritten signature.

Be sure to type in your signature
EXACTLY as it appears below the
box.

Don't forget to "agree" by clicking in
the box making the signature official.

Cancel

Finalize & Acknowledge

Last step! Finalize and
Acknowledge the EOY Rating

Print Reports [Back to Top](#)

For Leaders who would like to see a summary of the school's data for this period simply click on the Summary tab.

2017 EOY ▾

Summary

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At the bottom of the page you will see 3 options for reports.

School Level Reports:

EOY Consolidated School Summary Report

EOY School Summary Report

Bite-Sized and Follow-Up Observations Report

Report Definitions:

EOY Consolidated School Summary Report

High-level summary that lists all teachers and consolidates the information across all components onto 1 page. The headers include observation indicator averages, professionalism indicator scores as well as SPS data.

EOY School Summary Report

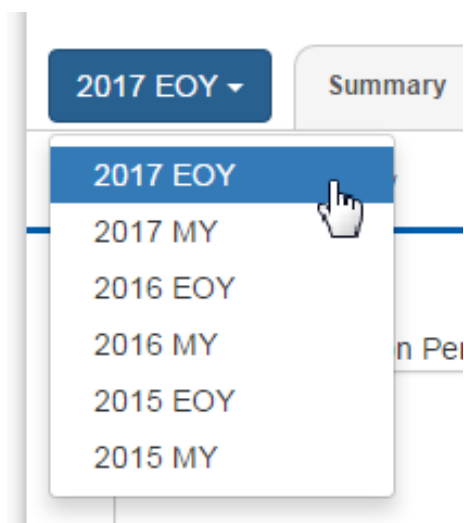
High-level summary for each LEAP component listed over a series of pages (as opposed to the consolidated view above). You can see Observation, Professionalism and Student Perception in separate (larger) views.

EOY Bite-Sized and Follow-Up Observations Report

Report lists all teachers with a summary for each on all comments entered under Bite-Size or Follow-Up to-date.

Review Prior Years' Data [Back to Top](#)

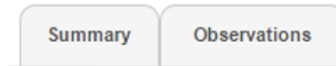
If at any time in the process you are interested in seeing prior years' leap data for your school or individual teachers, please use the SY tab to toggle across the different LEAP cycles.



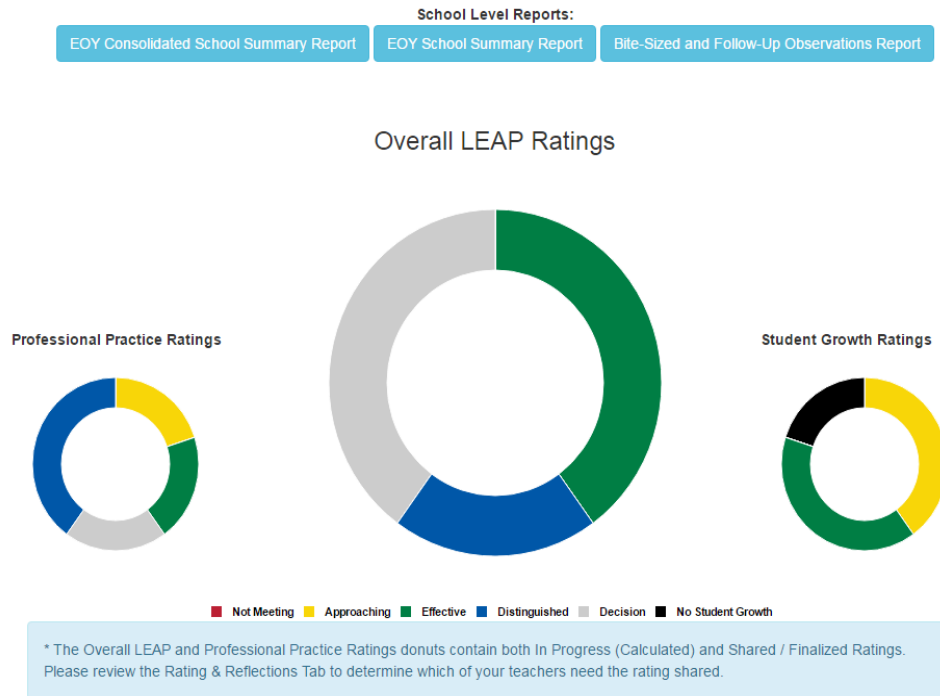
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Quick Review Summary and Status Data [Back to Top](#)

Click on the Summary tab.



On this page you will have a quick visual overview of how ratings are distributed across your school at the PP, Student Growth and Overall levels. You will also see leader progress (only) on EOY completion.



On this same page, a dashboard view is available that will display all **leader statuses**, for all teachers, for every component of the process.

Name ▼	Observations	SPS	Professionalism	SLO	State	School	ROP
ALLAN LISA	Sufficient	Available	Finalized	Sufficient	N/A	Available	Shared
BAGGER SHARL	Sufficient	Available	Not Started	Insufficient	N/A	Available	Not Started
BARNETT LARRY	Sufficient	Available	Not Started	Insufficient	N/A	Available	Not Started
BERNARD TAYLOR	Sufficient	Available	Not Started	Sufficient	N/A	Available	Not Started
CHEN WEND	Sufficient	Available	Not Started	Insufficient	N/A	N/A	Not Started

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Quick Tips [Back to Top](#)

- Bookmark the LEAP Application
- Sign in and click on the **PRIVATE** computer option – then the system will not log you out quickly
- **SAVE YOUR WORK** – while there is an autosave if the blue message box pops up you need to hit save
- Remember that **you don't have to fill every evidence box** for Professionalism
- An overall ratings will only calculate if there is sufficient data and Professionalism **MUST** be one of those components
- Teachers are not required to enter data on their end but strongly recommended to do so
- Remember to **finalize** the data after the conversation.