

LEAP APPLICATION TOOL - TEACHER USER GUIDE

This guide gives many details that mostly relate to mid-year data entry.

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

[Log in to the application](#)

[Review Observation Data](#)

[Review Student Perception Survey results](#)

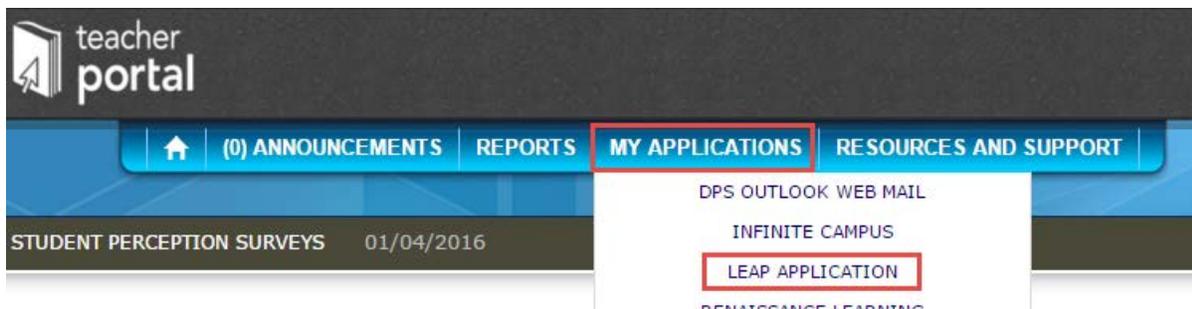
[Enter Professionalism](#)

[Enter Reflections on Practice](#)

[Access "Quick Tips"](#)

Log In to the LEAP Application Tool

Log into the Teacher Portal and click on My Applications> LEAP Application.



Review Observation Data [Back to Top](#)

To review observation data click on the *Observations* tab at the top of the screen. A list of observations of all completed observations will appear.



Date Type Observer	Learning Environment				Instruction							
	Mean: 5.50				Mean: 4.38							
	Positive Classroom Culture and Climate		Effective Classroom Management		Masterful Content Delivery				High-Impact Instructional Moves			
	LE.1	LE.2	LE.3	LE.4	I.1	I.2	I.3	I.4	I.5	I.6	I.7	I.8
Indicator Mean	5.00	5.00	6.00	6.00	4.00	4.00	5.00	5.00	5.00	4.00	4.00	4.00
09/22/2015 Full STEPHEN WEAVER (Principal)	5	5	6	6	4	4	5	5	5	4	4	4

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Review Student Perception Survey results (AVAILABLE IN DECEMBER) [Back to Top](#)

You are able to review your survey results (if you administered SPS) by clicking on the Student Perception tab at the top of the page.

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

School	Students Surveyed	SPS Peer Group
Bradley International School	11	Elementary Specials and Support

Students Surveyed By Period (Online Surveys Only)

Period	Alt2	Total
Students Surveyed	11	11

For secondary teachers that participated in the fall online survey, this table provides a summary of how many of your students (by period) were surveyed (during the fall administration only). This table only displays periods for which surveys were completed.

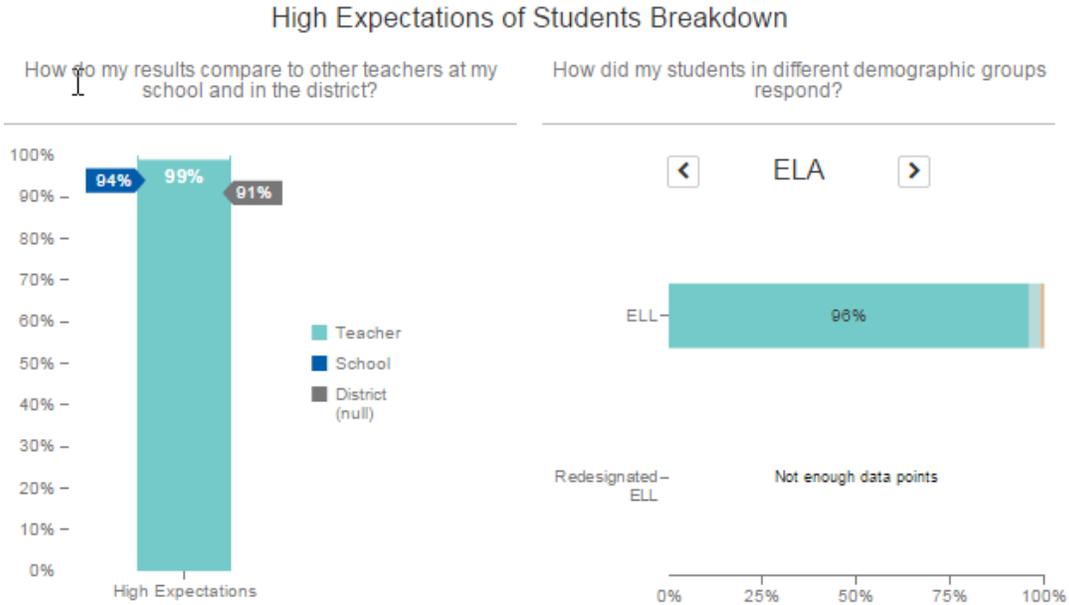
If you have a different school where your SPS results were administered that school should appear in the drop-down. There is also a guide that will help you interpret your results as noted above 

You will also be able to see your data broken down by the following areas and compared to school and district data.

- Overall
- Facilitates Learning
- High Expectations of Students
- Supports Students

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Example:



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

IMPORTANT INFORMATION Professionalism data entry has been updated for 2016.

Click on the Professionalism tab. The screen will display the first indicator for Professionalism



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.

Teacher at Mid Year		Next Steps / Comments	View	View	View
Cycle					
Rating	NM A E D				
Evidence	Click here to select Evidence				
Evidence	Click here to select Evidence				
Evidence	Click here to select Evidence				
Evidence	Click here to select Evidence				

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- 1) There are icons for the Leader and the Teacher that represent mid-year and end-of-year .



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



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

Notice that the Teacher icon is labeled as “**Edit**” and the leader one as “**View**”. (the inverse will occur for the Leader). Once data is shared between parties either may click on “**View**” to see the data that has been entered.

The End-of-Year icons are represented the same way but with a sun instead of a snowflake and both currently display as “**View**”, however there is obviously no data there at this time.

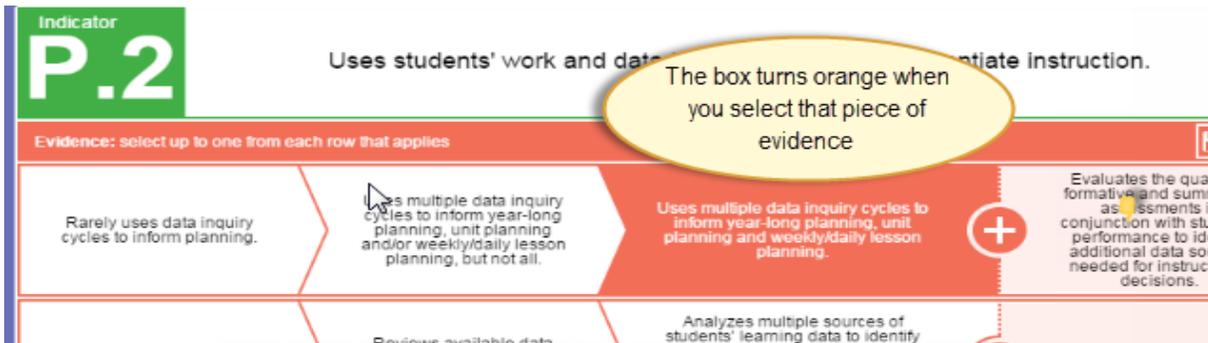
- 2) When you click on the Teacher icon (1) the page will open up to display the place for entering the score (2), evidence (3), and comments (4).

The screenshot shows the LEAP application tool interface. At the top, there is a green header with the text "Indicator P.1" and a description: "Demonstrates and applies knowledge of students' development interests and cultures to promote equity." Below this is a blue bar with the text "Edit". The main content area is divided into two columns. The left column has a blue "Cycle" header with a snowflake icon and a teacher at a board (callout 1). Below this is a "Rating" section with a lock icon and four colored buttons: "NM" (red), "A" (yellow, callout 2), "E" (green), and "D" (blue). Below the rating buttons are two "Evidence" rows, each with a circular icon and the text "Click here to select Evidence" (callout 3). The right column has a green header with the text "Next Steps / Comments" and a large white area with a callout 4.

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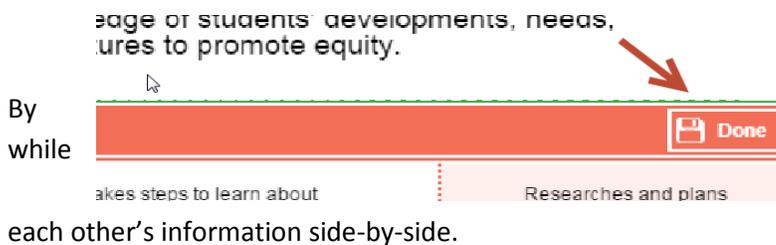
PLEASE note – while there may be several Evidence boxes available for a particular indicator you **DO NOT** need to enter something for each box.

When you select “Click here to select Evidence” the following screen will appear.

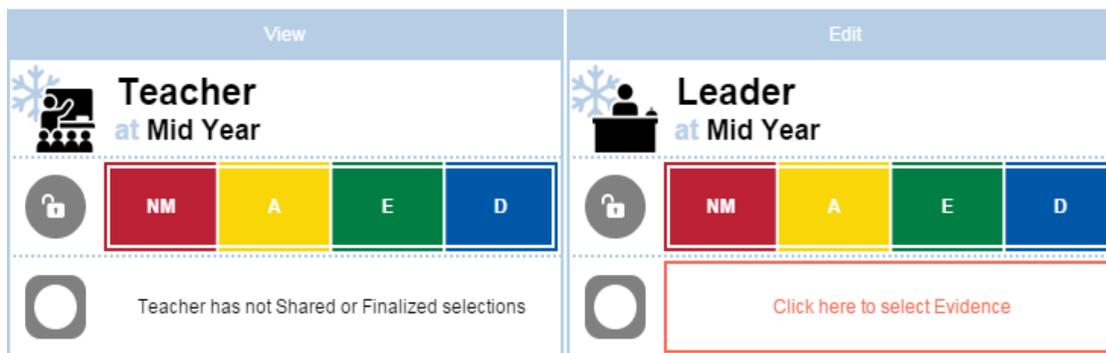


NOTE: You can select all evidence at ONE time for that particular indicator. Simply click on all the information that applies and it will populate in the boxes accordingly.

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



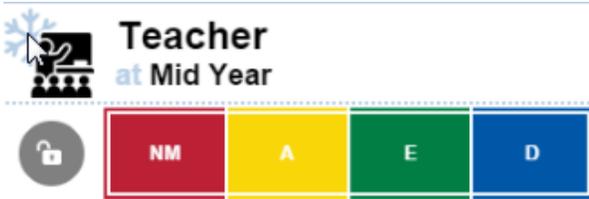
3) Displaying Teacher and Leader information
clicking on the leader's icon your teacher data entry section is open you can see



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4) Entering an Indicator Rating

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

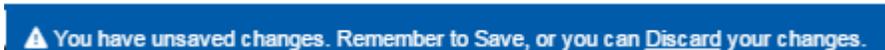
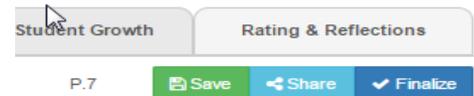


5) Enter Comments

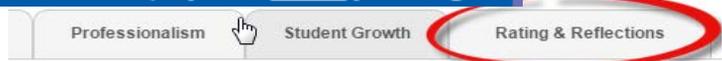
To enter comments start typing into the comment box. There is one box for all relevant comments this year.



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



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



Click on the Rating Reflections tab.

A summary of your data will appear at the top of the page. At mid-year, this is the limited to the scores for each Student until applicable category. Growth does not calculate end-of-year.

Summary			
Professional Practice			
	Score	Points Earned	Points Possible
Observation			
I Mean	5.06	--	20.00
LE Mean	5.00	--	10.00
Student Perception Survey			
Facilitates Learning	A		
High Expectations	WAA	--	10.00
Supports Students	WAA		
Professionalism			
Professionalism 1-6 Mean	Not submitted		10.00
Grand Total		--	--

SPS Performance Legend

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

Student Growth

Student Growth ratings will be available at End of Year. For Mid-Year conversations and monitoring SLOs, please go to the SLO application.

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Scroll down the page to enter Reflections Practice.

Type directly into the text boxes to enter comments for Areas of Strength, Growth, etc.

Reflections on Practice

Leader	Teacher
General Comments <input type="text"/>	General Comments <input type="text"/>
Areas of Strength <input type="text"/>	Areas of Strength <input type="text"/>
Areas for Growth <input type="text"/>	Areas for Growth <input type="text"/>
Recommendations for Next Steps <input type="text"/>	Recommendations for Next Steps <input type="text"/>

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

If at any time in the mid-year process you are interested in seeing your prior years' leap data (as applies to you) please use the SY tab to toggle across the different LEAP cycles.



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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
- Remember to **finalize** data after the conversation.