LEAP APPLICATION TOOL TEACHER USER GUIDE

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 NEW Teacher Portal and click on Goals & Professional Learning>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 all finalized observations will appear.

LEAP APPLICATION TOOL TEACHER USER GUIDE

Review Student Perception Survey results *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.


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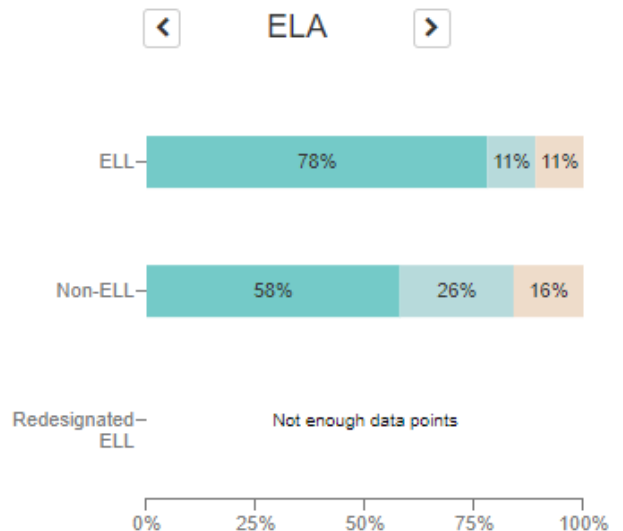
- **Overall**
- **Facilitates Learning**
- **High Expectations of Students**
- **Supports Students**

Example:
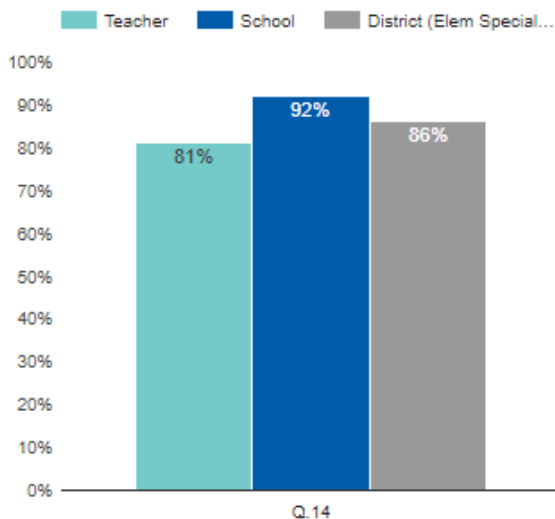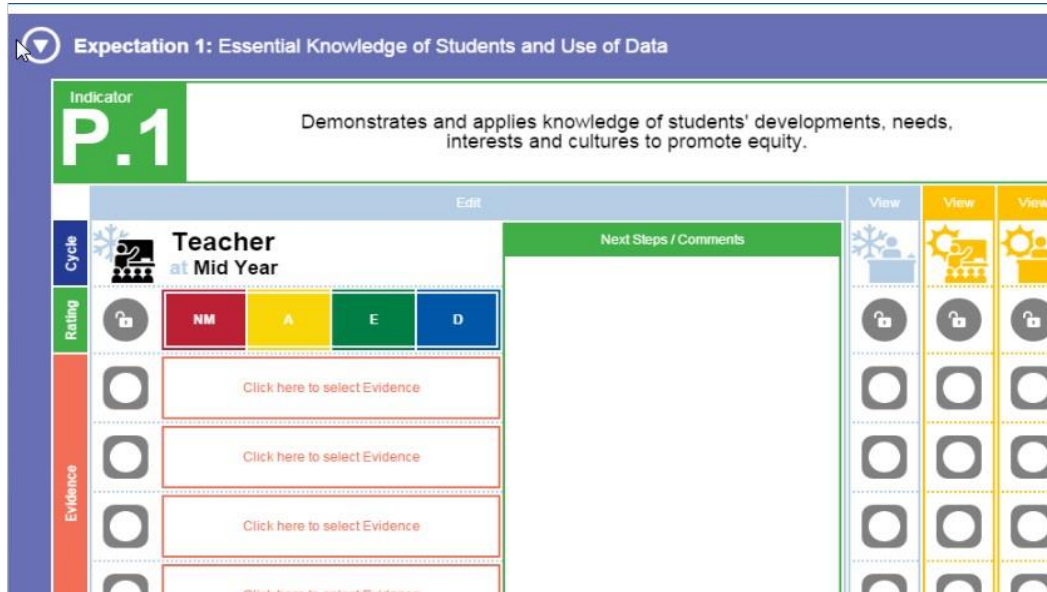
LEAP APPLICATION TOOL TEACHER USER GUIDE

Entering Professionalism Evidence, Scores and Comments *Back to Top*

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

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.

LEAP APPLICATION TOOL TEACHER USER GUIDE

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).**

PLEASE note – while there may <u>be several Evidence boxes</u> 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.

LEAP APPLICATION TOOL TEACHER USER GUIDE

3) Displaying Teacher and Leader information

By clicking on the leader's icon while your teacher data entry section is open you can see each other's information side-by-side.
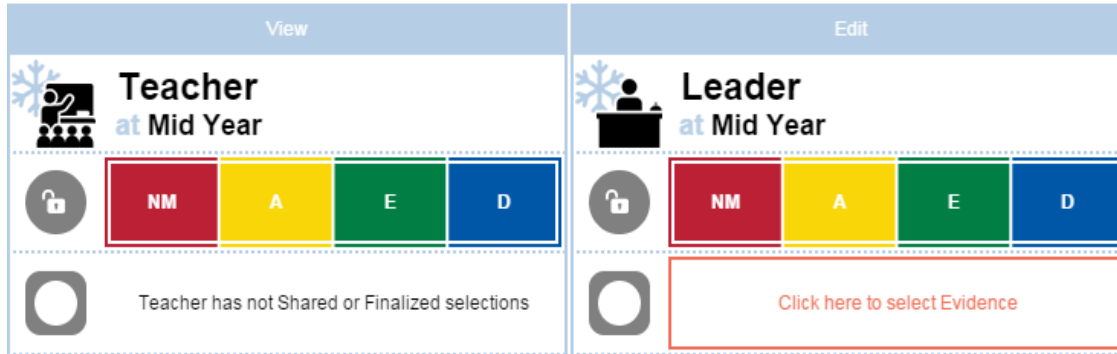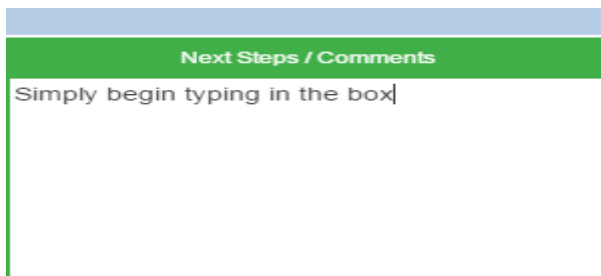

4) Entering an Indicator Rating

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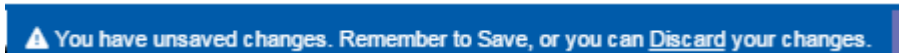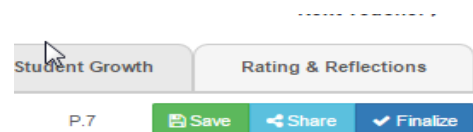

5) Enter Comments

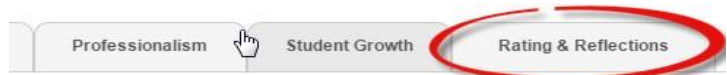To enter comments start typing into the comment box. There is one box for all relevant comments this year.

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

LEAP APPLICATION TOOL TEACHER USER GUIDE

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 applicable category. Student Growth does not calculate until end-of-year.

Scroll down the page to enter Reflections Practice.

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

LEAP APPLICATION TOOL TEACHER USER GUIDE

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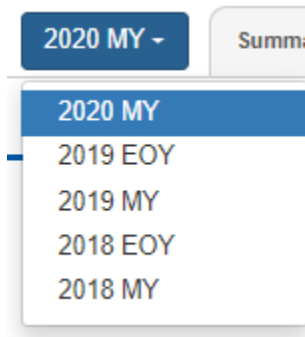
If at any time in the mid-year process you are interested in seeing your prior years' leap data (as applies to you) please use the SY tab to toggle across the different LEAP cycles.

Quick Tips *Back to Top*

- Bookmark the LEAP Application
- **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.