

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.

Alerts: Google Transition Update

Home | See All Apps | See All Reports | Portal Support | Email | Weeklies | Request a Substitute

Classroom Management | Assessment & Instruction | **Goals & Professional Learning** | Teacher & HR Support

Tasks
Complete Self-Assessment in LEAP | Search Online Learning Library Catalog

Reports
Professional Development Transcript | SLO Recommended Preparedness Report

Resources
DPS Google Support | Help Guide for Completing Self-

Related Apps
LEAP Application | Learning Space

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.

◀ Prev / Next Teacher ▶

2020 MY | Summary | **Observations** | Student Perception | Professionalism | SLO | School & State | Rating & Reflections

Date Type Observer	Learning Environment				Instruction							
	Mean: 5.00				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	5.00	5.00	4.00	4.00	5.00	5.00	4.00	5.00	4.00	4.00
/2019 LEAP Formal Short	--	4	--	--	4	--	--	--	--	--	--	--
/2019 LEAP Formal Full	5	5	5	5	4	4	5	5	4	5	4	4

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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.

◀ Prev / Next Teacher ▶

2019 EOY ▾

Summary Observations **Student Perception** Professionalism SLO School & State Rating & Reflections

Overall Facilitates Learning High Expectations of Students Supports Students

[Click here](#) for more information about the SPS.

School	Fall Survey Total:	33	SPS Peer Group
Academia Ana Marie Sandov ▾	Spring Survey Total:	0	Elementary Specials & Support
	Unique Students Surveyed:	33	

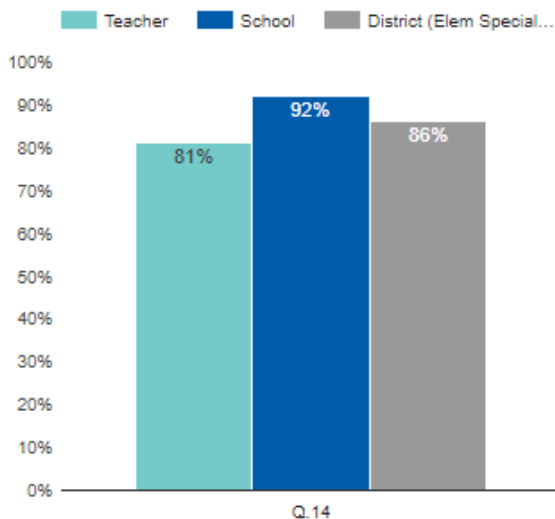
If you have a different school where your SPS results were administered that school should appear in the drop-down. There is also a guide that will help you interpret your results as noted above.

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

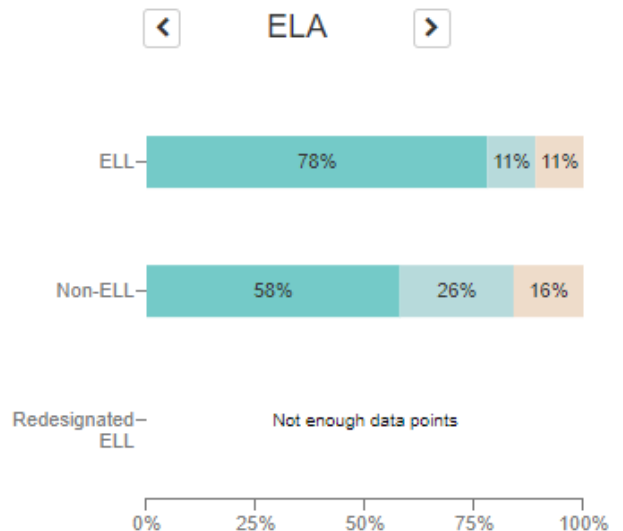
- Overall
- Facilitates Learning
- High Expectations of Students
- Supports Students

Example:

How do my results compare to other teachers at my school and in the district?



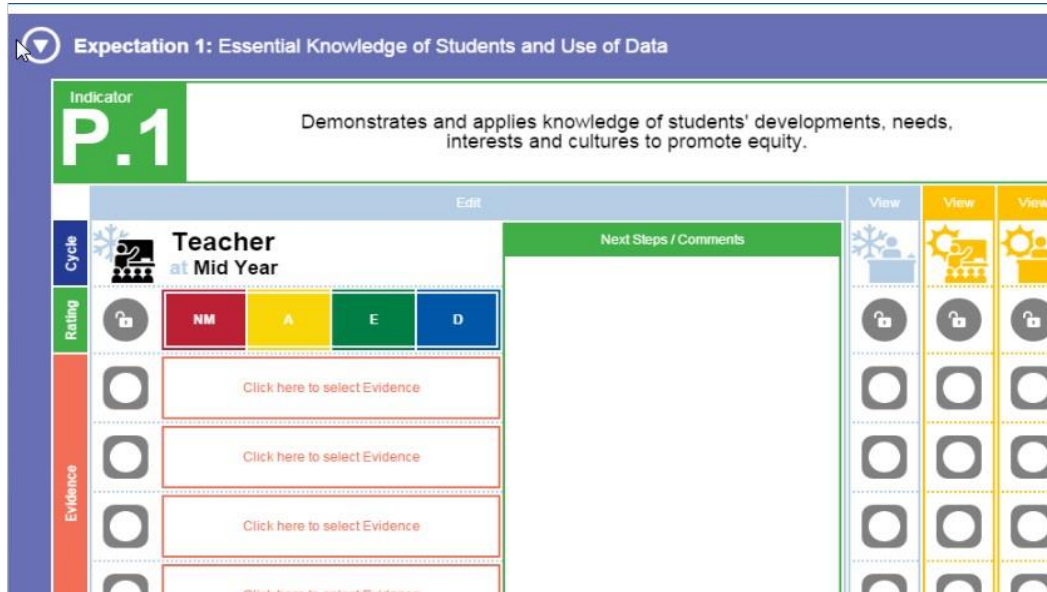
How did my students in different demographic groups respond?




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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.

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

Edit	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.

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- 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).

Indicator
P.1

Demonstrates and applies knowledge of students' developmental interests and cultures to promote equity.

1

2

3

4

Cycle	Rating	Evidence	Next Steps / Comments
Teacher at Mid Year	NM A E D	Click here to select Evidence	
		Click here to select 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 following screen will appear.

Indicator
P.2

Uses students' work and data to differentiate instruction.

Evidence: select up to one from each row that applies:

Rarely uses data inquiry cycles to inform planning.	Uses multiple data inquiry cycles to inform year-long planning, unit planning and/or weekly/daily lesson planning, but not all.	Uses multiple data inquiry cycles to inform year-long planning, unit planning and weekly/daily lesson planning.	Evaluates the quality of formative and summative assessments in conjunction with student performance to identify additional data sources needed for instructional decisions.
Reviews available data	Analyzes multiple sources of students' learning data to identify		

The box turns orange when you select that piece of evidence

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.

page or students' developmental interests and cultures to promote equity.

Done

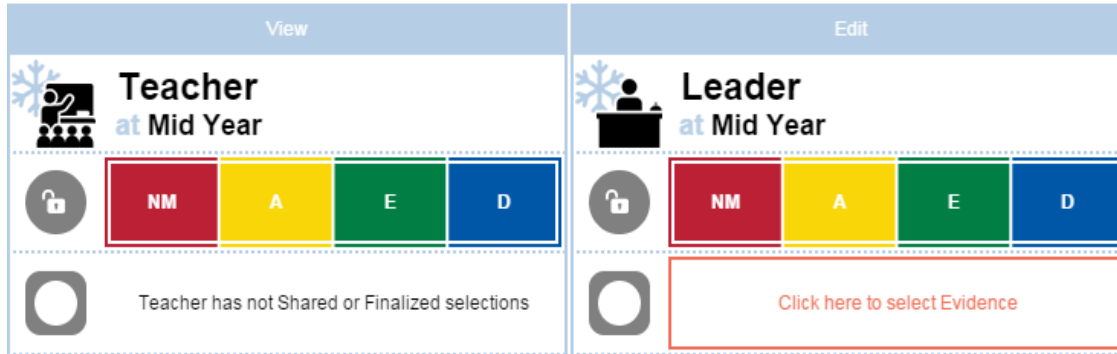
akes steps to learn about

Researches and plans

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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.



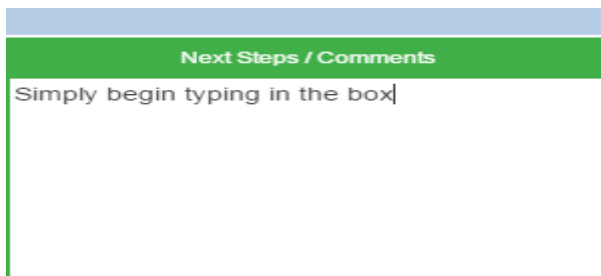
4) Entering an Indicator Rating

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

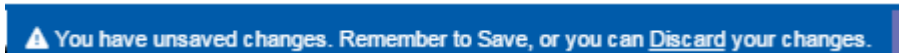
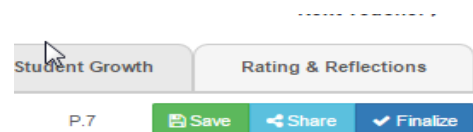


5) Enter Comments

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

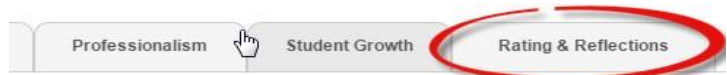


6) Remember to save your work. A message will appear reminding you that you have unsaved changes.



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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 limited to the scores for each applicable category. Student Growth does not calculate until end-of-year.

Professionalism Student Growth **Rating & Reflections**

2020 MY - Summary Observations Student Perception Professionalism SLO School & State Rating & Reflections

Measures Summary Reflections on Practice Save

Professional Practice

Professional Practice Rating: No Rating at Mid-Year

	Score	Points Earned	Points Possible
Observation			
I Mean	Insufficient Indicators		23.00
LE Mean	Insufficient Indicators		12.00
Student Perception Survey			
Facilitates Learning	No Data		
High Expectations	No Data	--	0.00
Supports Students	No Data		
Peer Group	Not Applicable		
Professionalism			
Professionalism 1-6 Mean	Not Submitted		15.00
Grand Total		--	50.00

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 Rating: No Rating at Mid-Year

	Score	Points Earned	Points Possible
Student Learning Objectives			
SLO 1	Incomplete		--
SLO 2	Excluded		
State			
	No Data Available		
School			
	No Data Available		
Grand Total		--	--

Scroll down the page to enter Reflections Practice.

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

2019 EOY - Summary Observations Student Perception Professionalism SLO School & State Rating & Reflections

Measures Summary Reflections on Practice Overall LEAP Rating Acknowledgement

Last Calculated on [] 2019

Last Calculated on [] /2019

Reflections on Practice

Leader

Overall Comments on Performance

Areas of Strength

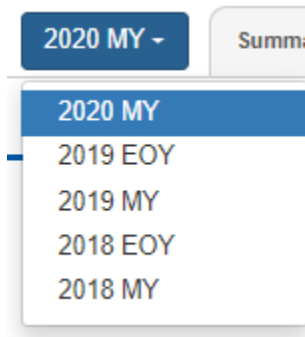
Teacher

Overall Comments on Performance

Areas of Strength

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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.