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.

Review Data

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.
LEAP APPLICATION TOOL - LEADER USER GUIDE

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

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)

Student Growth

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

![Student Growth](image)
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

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.

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.
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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).
LEAP APPLICATION TOOL - LEADER USER GUIDE

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.
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.

7) Share with the teacher when it is ready.

**Entering Reflections on Practice** [Back to Top]

Click on the Rating & Reflections tab.
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

1. Professional Practice

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

2. Student Growth

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

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

Teacher has a calculated Professional Practice rating.

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.

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

Type directly into the text boxes to enter comments.
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.

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.
LEAP APPLICATION TOOL - LEADER USER GUIDE

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.

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

**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.
Quick Review Summary and Status Data

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.
Quick Tips

- 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.