

# Frontline Education District Manager Training New Mexico

## Welcome!

- The webinar will start at 9:00 a.m.
- Everyone will be on mute, so please use the Q&A portal to submit questions.
- Co-host: Robyn Cook, Educational Consultant; Region IX Education Cooperative



M. Gene May – Director, Client Success

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Date of Presentation: September 2, 2020

Intended Audience: NM Frontline District Managers





# Changes to Frontline for 2020-21

# Today's Agenda Overview

1. Review changes and updates.
  2. Review the Back to School Checklist
  3. Review the Managing Users Checklist
  4. Review the End of the Year Checklist
  5. Contacting support.
- Important emails to note:
  - Frontline Support: [pgsupport@frontlineed.com](mailto:pgsupport@frontlineed.com)
  - Robyn Cook; Region IX: [robyn.cook@regionix.org](mailto:robyn.cook@regionix.org)



# Key Changes & Updates

- All NM Districts/Charter Schools completed a survey for Region IX & NM PED indicating who would be managing the Frontline Education Employee Evaluation Management (EEM) application.
- Frontline configured each District/Charter's Organization Site for these identified managers with the correct permissions to do the work that will be presented in this system.
- Frontline rolled all current users over the new school year and updated the evaluation plan types accordingly.
- District Managers will be responsible for and have the ability to:
  - Manage all users within their organization. (Add, Edit & Delete)
  - Manage all user's evaluation plan types.
  - Manage all observer's evaluation rights. (THIS IS NEW THIS YEAR.)
  - Check for compliance and ensure that all evaluation plans are in the final state of "Awaiting Finalization" before the end of the 2020-21 school year.





# Back to School Checklist

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- Review your account access and ensure that you have the correct permissions to manage your account in Frontline EEM.
- Review and update the District Profile page if needed.
- Review your Rollover Results to check for any errors.
  - Evaluation Plan Type: ElevateNM – Teacher Evaluation & Feedback Plan
  - Evaluation Cycle Dates: 08.01.2020 - 09.01.2021 (Should be the same for all users, regardless of when they are added to the system this year.)





# Back to School Checklist – Questions?



# Managing Users Checklist



# Managing Users Checklist

- Deactivating Users that no longer work for your school.
- Adding new users that have joined your school.
- Editing any users that have transferred buildings or have taken on a new role.
- Reviewing & editing your building profiles to ensure that the observers are correctly identified for each building.
- Assigning the correct evaluation plan for any new teachers added.
- Updating the evaluation rights for your observers.
- Submitting a support ticket to [pgsupport@frontlineed.com](mailto:pgsupport@frontlineed.com) that contains a list of any administrator that needs to have amended administrator rights.

## Understanding Evaluation Rights:

- Evaluation rights are granted to observers for each observer to have access to a specific teacher or groups of teachers' evaluation plan.
- Once evaluation rights are added, they remain there until the district manager removes them on purpose.
- You can add evaluation rights by building or individual user.





# Managing Users Checklist – Questions?



# End of the Year Checklist

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- Review any outstanding components or elements for completion prior to the end of the year and remind observers to please complete (required items) and finalize **all** elements.
- If there are some required elements that cannot be completed due to a variety of reasons, you as the district manager, will need to zero out those components in preparation for the annual rollover.
- Ensure that all users with an assigned evaluation plan are showing the status: "Awaiting Finalization" before you leave for the summer; please.





# End of the Year Checklist – Questions?



# How do I get technical support

Frontline's Help Section

## How do I get support for questions related to ElevateNM and NM PED?

# Thank you!

