


# Educator Collaborative Assessment Program (ECAP)

## 'How to' for Teachers 2014/15

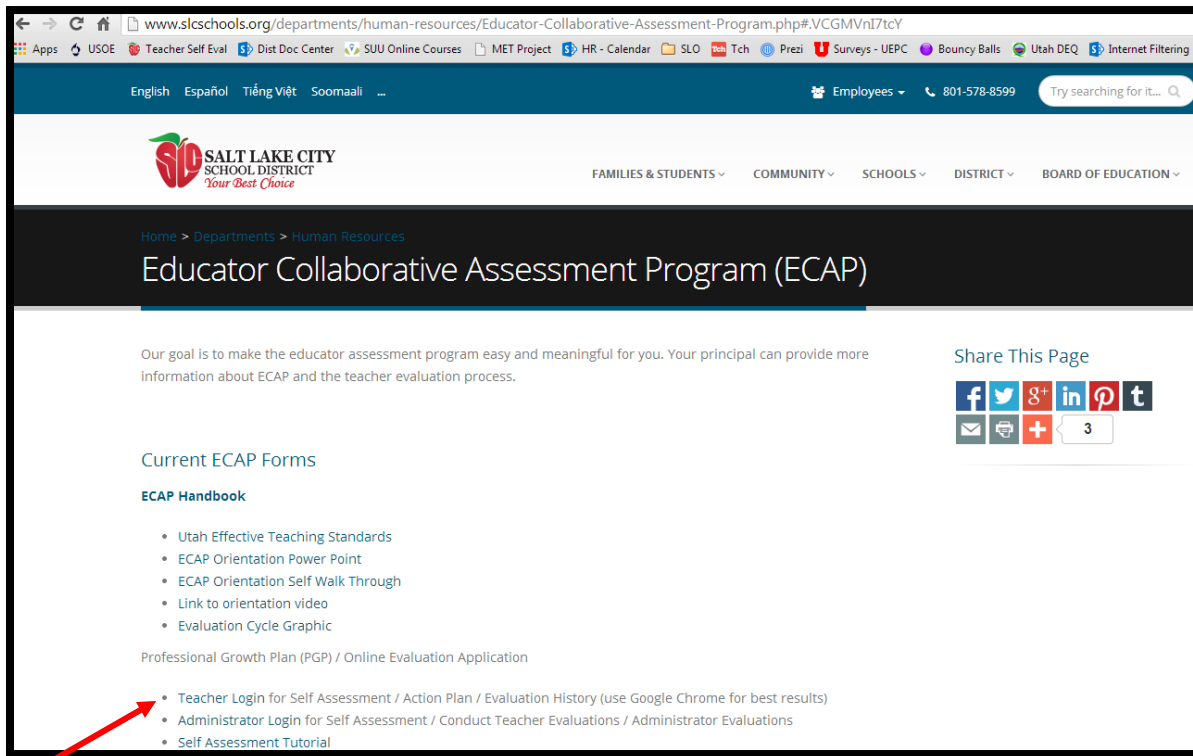
Each year it is the educator's responsibility to attend the school's evaluation orientation, and to read the [ECAP Handbook](#) at the beginning of the school year. Remember, that first and foremost ECAP is a process to support and strengthen teachers.

Following the orientation each educator must complete their Professional Growth Plan for the year. The Professional Growth Plan is to be completed using the online evaluation application and is comprised of two components: One, the self-assessment and goal setting process based on the Utah Effective Teaching Standards, and Two, the Action Plan that outlines your plan on how your goal(s) will be accomplished.

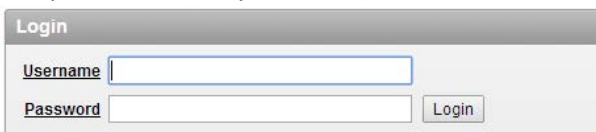
Follow these steps to complete your Professional Growth Plan:

- 1) Using Google Chrome  go online and visit the Educator Collaborative Assessment Program (ECAP) on the district website: <http://www.slcschools.org/departments/human-resources/Educator-Collaborative-Assessment-Program.php>

Home>Departments>Human Resources>Licensed Staff (ECAP)



- 2) Click on [Teacher Login](#)
- 3) Sign in using your active directory login information (same username and password you use to get on the computer, or check your email)



- 4) Select the Self Assessment tab on the top of the screen

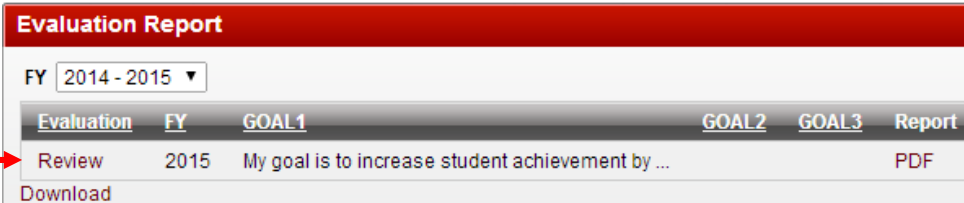


- 5) On your first visit here, select 'Create' to start your Self Assessment



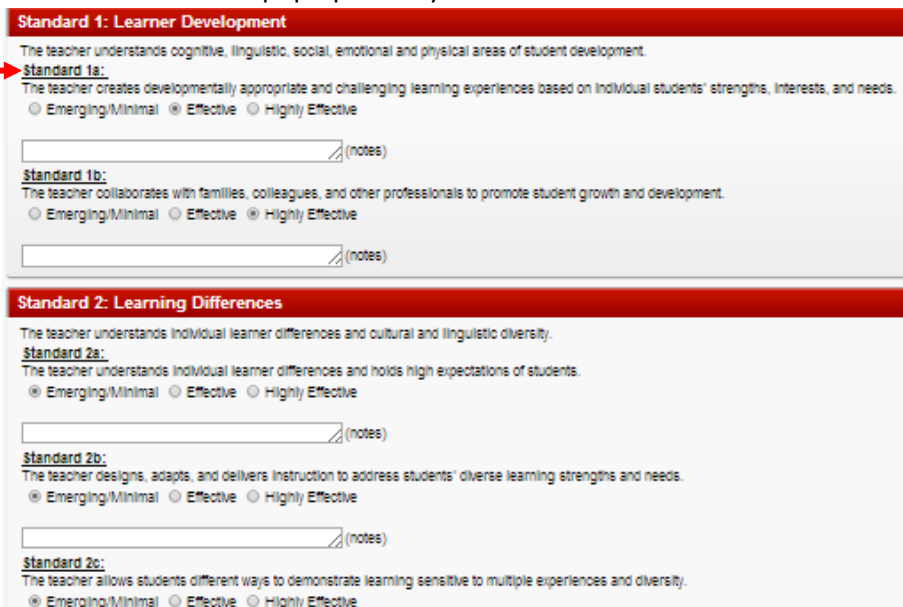
A red header bar with the text "Create New Teacher Assessment" in white. Below the header is a light gray button with the text "Create" in black.

On subsequent visits you may come back and edit your Self Assessment and goals any number of times by clicking on 'Review'



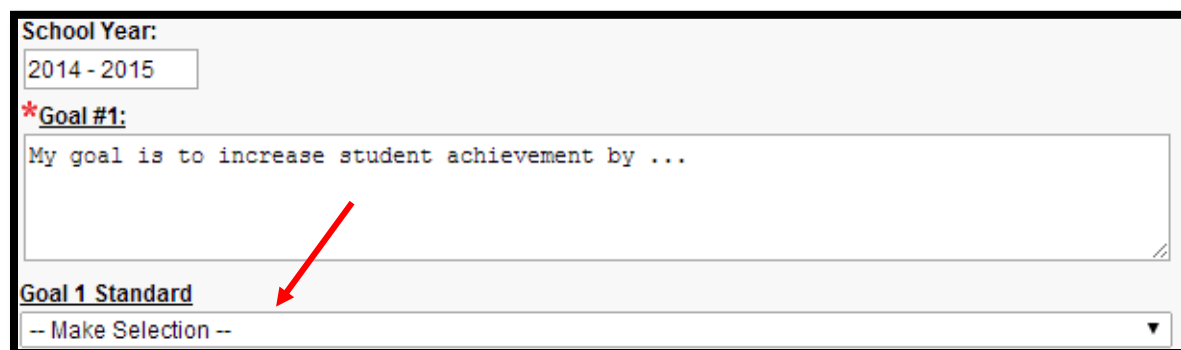
A red header bar with the text "Evaluation Report". Below the header is a dropdown menu for "FY" with "2014 - 2015" selected. Below that is a table with columns: "Evaluation", "FY", "GOAL1", "GOAL2", "GOAL3", and "Report". The "Evaluation" column has a red arrow pointing to a "Review" link. The "FY" column has "2015". The "GOAL1" column has the text "My goal is to increase student achievement by ...". The "Report" column has a "PDF" link. Below the table is a "Download" link.

- 6) Now that you are in the evaluation system, you can begin the Self Assessment. Skip the goal section for now, and scroll down to the standards below. Make the appropriate selection using the Effective Teaching Standards rubric. The rubric will pop-up when you click on the underlined standard.

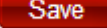
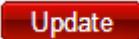


A red header bar with the text "Standard 1: Learner Development". Below the header is a description: "The teacher understands cognitive, linguistic, social, emotional and physical areas of student development." Below that is a section for "Standard 1a:" with a description: "The teacher creates developmentally appropriate and challenging learning experiences based on individual students' strengths, interests, and needs." Below the description are three radio buttons: "Emerging/Minimal", "Effective", and "Highly Effective". Below the radio buttons is a text input field with a "(notes)" label. Below the text input field is a section for "Standard 1b:" with a description: "The teacher collaborates with families, colleagues, and other professionals to promote student growth and development." Below the description are three radio buttons: "Emerging/Minimal", "Effective", and "Highly Effective". Below the radio buttons is a text input field with a "(notes)" label. Below the text input field is a red header bar with the text "Standard 2: Learning Differences". Below the header is a description: "The teacher understands individual learner differences and cultural and linguistic diversity." Below that is a section for "Standard 2a:" with a description: "The teacher understands individual learner differences and holds high expectations of students." Below the description are three radio buttons: "Emerging/Minimal", "Effective", and "Highly Effective". Below the radio buttons is a text input field with a "(notes)" label. Below the text input field is a section for "Standard 2b:" with a description: "The teacher designs, adapts, and delivers instruction to address students' diverse learning strengths and needs." Below the description are three radio buttons: "Emerging/Minimal", "Effective", and "Highly Effective". Below the radio buttons is a text input field with a "(notes)" label. Below the text input field is a section for "Standard 2c:" with a description: "The teacher allows students different ways to demonstrate learning sensitive to multiple experiences and diversity." Below the description are three radio buttons: "Emerging/Minimal", "Effective", and "Highly Effective". Below the radio buttons is a text input field with a "(notes)" label.

- 7) Once you finish making your selections on the Effective Teaching Standards, go back and write your goal(s) at the top of the page. You are only required to have one goal, but if you have a level one license you will want to have two goals for the first three years in order to complete your [EYE portfolio](#) which is required to apply for a level two license. Make sure to select the Effective Teaching Standard associated with your goal.



A form with a "School Year:" label and a dropdown menu with "2014 - 2015" selected. Below the dropdown menu is a section for "\*Goal #1:" with a text input field containing the text "My goal is to increase student achievement by ...". Below the text input field is a section for "Goal 1 Standard" with a dropdown menu showing "-- Make Selection --". A red arrow points to the "Goal 1 Standard" dropdown menu.

- 8) Once you are finished writing your goal, or need to leave and come back later, make sure to  or  any time changes are made to ensure your progress is not lost.

9) After writing your goal(s) and making sure to save, you can now begin your Action Plan



Select the goal number you want to create an action plan for and then click 'Create'



The Action Plan is intended to be a planning guide to help you set actionable steps in order to achieve your goal including approximate timelines to monitor progress throughout the year. You may need one or two action steps depending on the complexity of your particular goal. Make sure to complete a separate Action Plan for each goal you create.

10) Remember to  or  once you finish to make sure your progress is not lost.

11) You may also return to the action plan as many times as you need to make updates and chart your progress toward meeting your goal. When you return to make adjustments, click on 'Plan' in order to make the necessary changes, and  when you finish.



12) At this point your administrator should be able to see your goals and action plan in preparation for your [Fall Collaborative Conference](#). Work with your administrator to establish a meeting time and work toward meeting your goals throughout the year. Make sure to document your professional development activity throughout the year using the [District template](#).

13) Provisional teachers will be formally observed/evaluated two times during the school year, the first of which must be completed before November 15 and the second before February 15.

14) All teachers will meet with their administrator again in January for a [Midyear Conference](#) to review progress made toward accomplishing your goal(s) and to discuss student growth.

15) Sometime in the spring you will meet again with your administrator to complete the evaluation process for the year by participating in the [Spring Conference](#) and signing the Annual Teacher Evaluation Report. This meeting will take place before March 15 for provisional teachers, and before May 15 for career status teachers.