KEEP2 – Administrator Quick Start Guide

KSDE Website
-www.ksde.org

Authenticated Applications (Web App Store)
-https://apps.ksde.org/authentication/login.aspx
-Register (Create an Account)
---District/Building choices
---Roles
---Applications (KEEP2)
---Username/Password
---Helpdesk (785-296-7935 or Helpdesk@ksde.org)

KEEP2 Application
-Web Links
---www.ksde.org
---https://apps.ksde.org/authentication/login.aspx
-Login (and Accept terms)
-Click App Link – KEEP2
-Manage Account

EMPLOYEE/EVALUTEE REGISTRATION

Authenticated Applications Registration with KEEP2:
*BUILDING EDUCATORS – Make sure you have your Educator ID (10 digit License #) on hand before you begin the registration process
*REGISTERED USERS (Nurse, Counselor, Library, SLP) do not need an Educator ID
- Go to www.ksde.org
- Click the Authenticated Applications link (right side of screen)
- Click the Register button (bottom, left)
- Fill out the required registration fields
- Choose your organization from the first drop down box (**USD**)
- Choose your building from the second drop down box (**School Name**)
- Once you choose a building from the drop down box, the blue and white App list will appear
- Scroll down to choose KEEP2 and your Role (**Role – see chart below**)
- Choose a Username and Password (**choose a new username, do not reuse**)
- Fill in birthdate, security question and answer
- Click Submit (**Registered Users STOP HERE**)
- Enter you **Educator ID** (do not copy and paste from ELCS)
  Enter Social Security Number (no dashes)
- Click Submit

After you have registered, the District KEEP2 Administrator (District Office) will need to go to District Set Up in KEEP2 and click the Batch Import Buildings button in the Assign Buildings tab. The District Administrator or the Building Administrator will also need to assign a rubric in the Educator Assignments tab, assign a Cycle in the Cycles tab, and assign an Evaluator in the Assign Evaluators tab.

New Teachers, Long Term Subs, ETC. - Building Educator vs. Registered User
-If the teacher has turned in a fingerprint card, then he/she has been assigned an Educator ID which can be looked up in ELCS and can register as a Building Educator.
-If the teacher has not turned in a fingerprint card and does not have an educator ID yet, then he/she can register for an account using the role of Registered User, instead of Building Educator. The Registered User account will need to be approved but will function the same as the Building Educator account.
****Side Note: all the Educator ID does is make it so that the district office does not have to approve EVERY account in the district, other than that, there is no difference in the two roles.

<u>District Access Levels</u> (Choose All Buildings from the drop-down box):

District Administrator (*****Account approval required)
- Superintendent, Assistant/Associate Superintendent, HR Director, Coop/Interlocal Director
- Access to all district information as an evaluator and/or evaluatee

District Educator (Automatic approval with Educator ID and SSN)
- All other district level staff that need to be evaluated
- Access as an evaluatee only

Registered User District (*****Account approval required)
- Any district level staff without an ******Educator ID or if they may need to evaluate others (Curriculum Director, SLP, etc.)
- Access as an evaluatee and/or evaluator depending on District Set Up

KEEP2 Admin (*****Account approval required)
- Administrative Assistant or Board Clerk
- Access to District and Building Set Up tabs.

<u>Building Access Levels</u> (Choose a specific Building from the drop-down box):

Building Administrator (*****Account approval required)
- Principal, Assistant Principal
- Access to all building information as an evaluator and/or evaluatee

Building Educator (Automatic approval with ******Educator ID and SSN)
- Classroom Teacher, Library Media Specialist, Instructional Coach, etc.
- Access as an evaluatee only

Registered User Building (*****Account approval required)
- Any building staff without an ******Educator ID or if they may need to evaluate others (Nurse, Counselor, SLP, etc.)

- Access as an evaluatee and/or evaluator depending upon District or Building Set Up

* Account approval occurs when the system sends an email to the District Administrator, and they reply with approval for the access level requested

** Educator ID is the 10-digit number off their teaching license

Application Menu (Gray tabs on left)

-Manage Application – takes you back to the Manage Account button on Login Page

-Logout – always click when leaving KEEP2

-Start Page – general information

-My Profile – enter email for Notifications and check for Evaluation Orientation

-My Evaluations – Evaluatee work area (Current/Past) – Select an Evaluation

-Observer – Observer work area – Select an Evaluation

-Evaluator – Evaluator work area (Current/Past) – Select an Evaluation

-Past District Evaluations – ALL district evaluations that have been Completed & Archived

-Building Reports – 6 reports (Goals, Self-assessment, Instructional Practice Protocol, Student
Performance Aggregate, Evaluation Cycle, Status List)

-District Reports – 10 reports (EDEN Teacher, EDEN Building Leader, Student Performance,
Student Performance Met/Not Met, Goals, Self-assessment,
Instructional Practice Protocol, Student Performance Aggregate,
SP Aggregate by Building, Evaluation Cycle)

-District Set Up/Building Set Up – connecting registrants to buildings, rubrics and evaluators

-KEEP Help – takes you to the KEEP2 page on KSDE website

---Ann Yates – (785) 296-5140 – ayates@ksde.org

District Set Up/Building Set Up

-Assign Buildings (District Set Up only) – Batch Import Buildings

-Educator Assignment – Assign rubrics

-Cycle – Designate place in evaluation cycle (rollover every July 1) *See explanation below

-Evaluators & Observers – Designate those allowed to Evaluate or Observe

-Assign Evaluators – Can see all parts of evaluation

-Assign Observers – Can only add information to the Evaluation

-See Evaluation Roles – Check all evaluation role assignments – Remove Evaluator or Observer

Helpful Hint: You can click a name, hold Shift, then down arrow to select multiple names for assignment, instead of one at a time.

Evaluation goes by years teaching in your district, not overall teaching career or changing positions within the district. The only position change that would come into play would be from educator to administrator, as administrators are evaluated annually.

Cycles Explanation

Evaluation goes by years employed in a position in your district, not overall teaching career.

1st year of employment **in district** – evaluate twice, once each semester – **by Apr 20.**
2nd year of employment **in district** – evaluate twice, once each semester – **by Apr 20.**
3rd year of employment **in district** – evaluate once – **by Feb 15.**
4th year of employment **in district** – evaluate once – **by Feb 15.**
1st year in 3-year cycle (**5th year** of employment **in district**) – do not need to evaluate.
2nd year in 3-year cycle (**6th year** of employment **in district**) – do not need to evaluate.
3rd year in 3-year cycle (**7th year** of employment **in district**) – evaluate once – **by Feb 15.**

Evaluator (required for Evaluator)
-Evaluator – Select an Evaluation
-Self-assessment (Rubric) - Comment
-Goals – Comment
-Artifacts – Comment
-Informal Observation – Enter observation
-Formal Observation – Enter observation
-Goals Progress - Comment
-Discussions – Side comments/conversations
-IPP Rubric – Enter ratings for evaluatee
-Student Performance – Add indicators and/or comment – Enter ratings
-Summative Rating – Enter final rating - comment
-Notifications – For information purposes only

My Evaluations (required for Evaluatee)
-Evaluations – Select an evaluation
-Self-assessment – Enter ratings for self – check Goal boxes
-Goals – Enter Expected Outcomes and Activities
-Artifacts – Documentation to support goals
-Informal Observation – Review observation
-Formal Observation – Review observation
-Goals Progress – Update over course of evaluation
-Discussions – Side comments/conversations
-IPP Rubric – Review ratings
-Student Performance – Add indicators
-Summative Rating – Comment in second comment box (must type something)
-Notifications – For information purposes only

Summative Rating Page Requirements:
1. Evaluator must type in and submit comment box 1
2. Evaluatee must type in and submit comment box 2
3. Evaluator must type in and submit comment box 3 (this ends the evaluation)

4. Evaluator must scroll back down to the bottom and click the Complete & Archive button to file the evaluation in Past Evaluations and make a new evaluation available (unless it is a two cycle evaluation, then see below)

KEEP2 Two Cycle Evaluations

Option One:

1st Cycle – Follow through with 99% of the Fall evaluation, the only difference being that you DO NOT click the Complete & Archive button. This leaves the digital evaluation "open", so that all can be updated or added to during the next cycle. Everything is time and date stamped and will show a completed 1st cycle evaluation. You MUST download the Evaluation Report Summary PDF for documentation.

Helpful Hint: You can upload the PDF of the 1st cycle evaluation as an Artifact, so that it will be included in the evaluation portfolio when you Complete & Archive after the 2nd cycle evaluation, instead of it being a separate document.

2nd Cycle – Since the digital evaluation is still open, then the bubbles DO NOT clear, and you will still see the 1st Cycle information. To proceed with the 2nd Cycle, you and the evaluatee may un-submit each area allowing you to update or add to them, as needed (this will all be date and time stamped). Then, once you are through the 2nd evaluation cycle, you may click the Complete & Archive button and download the Evaluation Report Summary PDF for documentation. There is also an Evaluation Report Detailed, which will show all the time and date stamped entries for the 1st and 2nd Cycle evaluations (Beware! It will likely be 20-30 pages long).

(Note: The Complete & Archive button merely sends the evaluation to Past Evaluations. The last Submit button on the Final Summative page is the key to showing that the evaluation was completed within the statutory timeline, as everything is time and date stamped.)

Option Two:
(This is still a valid option and can be used)

1st Cycle - Follow through with the entire first semester evaluation, all the way to clicking the Complete & Archive button, as you have done in the past. You can download the Evaluation Report Summary PDF for documentation.

2nd Cycle – Since the 1st Cycle was sent to Past Evaluations, the bubbles will be cleared and there will be a new evaluation waiting in the evaluatee's drop down box. Once you are through the 2nd evaluation cycle, you may click the Complete & Archive button and download the Evaluation Report Summary PDF for documentation.

Evaluator Final Comments

test

○ Renew Contract ○ Non-renew Contract ○ Individual Development Plan ● Not Applicable At This Time

[Unsubmit]

💡 DO NOT click the [Complete & Archive] button for 1st and 2nd year educator evaluations until the Spring semester cycle is completed. Use the [Evaluation Report Summary] button for mid-year documentation.

[Complete & Archive Evaluation] [Evaluation Report Detailed] [Evaluation Report Summary]

For more information:
https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Educator-Evaluations

Authenticated Applications Assistance (Login):
Helpdesk
helpdesk@ksde.org
785.296.7935

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