

## **KEEP2 - Beginning of Year Procedures – 2017-2018**

### **NEW ITEMS TO BE ADDED TO KEEP2 BY AUGUST 2017:**

- Student Performance Indicator lists for Educators and Administrators (updated from Student Growth Measures)
- Construct tabs will be located at the top and bottom of the rubrics in Self-assessment and IPP, for convenience purposes
- Horizontal slide bars will be in the User List windows in District Set Up tabs

### **KEEP2 Complete & Archive**

Make sure to Complete & Archive all 2016-2017 evaluations before beginning new evaluations. Make sure to download and/or print the Evaluation Summary Report, if you need to file a hard copy.

### **Pop Up Blocker (Past Evaluation and/or Reports)**

When accessing Past Evaluations and/or Reports, if the system takes you back to the Current Evaluations tab or seemingly does nothing, then that is a **Pop Up Blocker**, which you will need to click **Allow** in the upper right corner of the internet browser you are using. Your system security thinks the PDF is a Pop Up Ad and is blocking it, once you click Allow the PDF will generate.

### **Username and Password (Authenticated Applications)**

Have everyone store their Authenticated Applications Username and Password for easy access. Usernames can be found in the District or Building Set Up tabs. The username will be in parenthesis next to the name.

### **90 Day Lock Out (Authenticate Applications)**

After 90 days of non-use, Authenticated Applications will temporarily lock your account for security purposes. Upon your next login, there will be a message informing you of the Locked Account and prompting you to change your Password. Once completed, you will be able to get into your account.

### **KEEP2 Cycles**

The Cycles rolled over on June 30, 2017.

## **KSDE and Authenticated Applications web links**

KSDE website - [www.ksde.org](http://www.ksde.org)

Authenticated Applications Link - <https://apps.ksde.org/authentication/login.aspx>

## **Removing former employees from KEEP2 and Authenticated Applications**

First disconnect them in KEEP2 by un-assigning their Evaluator, Rubric and Building, then send the name(s) to the Helpdesk at [helpdesk@ksde.org](mailto:helpdesk@ksde.org) and ask that the Authenticated Applications account be deleted.

## **Administrators that change buildings (Authenticated Applications)**

If an administrator moves to a new building, they will need to have their Authenticated Applications account deleted from their former building and will need to Register for a new Authenticated Applications account for the new building. This is due to all the Applications an administrator has access to in Authenticated Applications. (See **Removing former employees** above for directions to delete the Authenticated Applications account from the previous building).

## **When to Register for a New Authenticated Applications Account:**

- You are new to the Authenticated Applications system
- You are an Administrator that has moved to a new Building or District
- You are a Teacher that has moved to a new District
- You cannot use the same account or username that is assigned to your License Application account

## **If you already have an Authenticated Applications account and none of the above apply, then:**

- Go to Manage My Account
- Scroll down to choose KEEP2 and your Role
- Fill in birthdate, security question and answer
- Click Submit
- Enter you Educator ID and Social Security Number (if District or Building Educator)
- Click Submit

## Summary of Authenticated Applications Registration:

- Go to [www.ksde.org](http://www.ksde.org)
- Click the Authenticated Applications link (right side of screen)
- Click the Register button (bottom, left)
- Fill out the required registration fields
- 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
- Choose a Username and Password
- Fill in birthdate, security question and answer
- Click Submit
- Enter you Educator ID and Social Security Number
- 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 and assign an Evaluator in the Assign Evaluators tab.

## Role Types:

(Role choices depend on whether you choose the **district office** or a **building** from the drop down box)

- **District Administrator** – Superintendent, Assistant/Associate Superintendent, HR Director  
(\*Account approval required) – access to all district information as evaluator and/or evaluatee
- **KEEP Administrator** – Board Clerk, Administrative Assistant  
(\*Account approval required) – access to district and building set up process
- **District Educator** – All other district-wide personnel  
(**Automatic Approval, requires Educator ID and SSN**) – access as evaluatee
- **Building Administrator** – Principal, Assistant Principal  
(\*Account approval required) – access to all building information as evaluator and/or evaluatee
- **Building Educator** – Classroom Teacher, Itinerant Teacher  
(**Automatic approval, requires Educator ID and SSN**)
- **Registered User** – Any personnel without an Educator ID (Board Member, School Psych, Nurse, etc.)  
(\*Account approval required) – access as evaluatee and/or evaluator depending upon District 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

## **KEEP2 Training**

Training Dates are available on the Educator Evaluation page of the KSDE website:  
<http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Educator-Evaluations/Training/Upcoming-Trainings>

## **KEEP2 Resource Materials**

All current KEEP2 Resources materials are located on the Educator Evaluation page of the KSDE website:

<http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Educator-Evaluations>

## **KEEP2 Contact**

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