

# KEEP2 Quick Start Guide

## KSDE Website

-[www.ksde.org](http://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](mailto:Helpdesk@ksde.org))

## KEEP2 Application

-Web Links

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

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

-Login (and Accept terms)

-Click App Link – [KEEP2](#)

-Manage Account

## 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

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## 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)
- 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

## 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

- 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

## Helpful Hints about how to:

- Avoid Dual Accounts
- Manage Pop-Up Blockers
- Save vs. Submit
- 2 Cycle Evaluations (when to **Complete & Archive**)