

KEEP2 Quick Start Guide for Administrators

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

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

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