KEEP2 Quick Start Guide for Evaluatees (rev.2019)

**STOP:** Only complete the Authenticated Applications registration step, if you *do not* already have a KEEP2 account through your *current district.* (License Application does not count, as it is in a different system)

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)
- 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 (*Building Educator or Registered User*)
- 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 your 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 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.****
KEEP2:

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

My Profile

1. Type your email address in the text box
2. Click Add Email button
3. Click the blue box by the email address to choose it
4. Click Save button
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

Self-assessment
You have to select your evaluation from the drop down box for the Evaluation tabs (Self-assessment, Goals, etc.) to show on the left. (See below)

Click My Evaluations
Click Evaluations
Click the Select an Evaluation drop down box
Click the evaluation in the drop down box

Once you have selected the evaluation from the drop down box, then you can select Self-assessment and goals from the left.
First you will rate yourself in the four constructs of the Self-assessment and will choose your goal areas by checking a couple goal boxes in the Self-assessment. When you submit your Self-assessment with the checked goals boxes, the system will pre-populate the goals page and you will then be able to add Expected Outcomes and Activities.

**Goals**

Now you can enter your Expected Outcomes (Goal) and Activities (Objectives).
Artifacts

Directions:
1. Label Artifact
2. Click Choose File (documents) or enter URL (Google Docs or Websites)
3. Upload document (skip this step if using URL)
4. Comment (optional)
5. Click Save

Optional:
Use checkboxes to label which component from your Goals that the artifact supports.

Label: Use drop down box to choose label for which type of artifact being uploaded. If you cannot find a selection in the list, use ether and type a description in the comment box.

Note: Photos will need to be inserted in a Word Document, then Uploaded.

Saved Artifacts are listed at the bottom of the page. Open Document Edit Artifact Entry

Goals Progress

Goals Progress Page

Evaluatee must click this button to SAVE in this comment box.

Once the Evaluatee has SUBMITTED, then the Evaluator can add comments. If you click SAVE, it saves a copy for you to finish at a later time. You must click SUBMIT for the Evaluatee to see your comments.

Evaluatee must click this button to SUBMIT ALL COMMENTS, which sends them to the Evaluator, who can now enter comments.
Student Performance

Summative Rating
You must type a comment or your name in the Evaluatee (required) comment box for your evaluation to be finalized.

For more information:

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

KEEP2 Assistance
Ann Yates
ayates@ksde.org
785.296.5140