

HEDI Sheet Status Report and Level 0 Extract User Guide

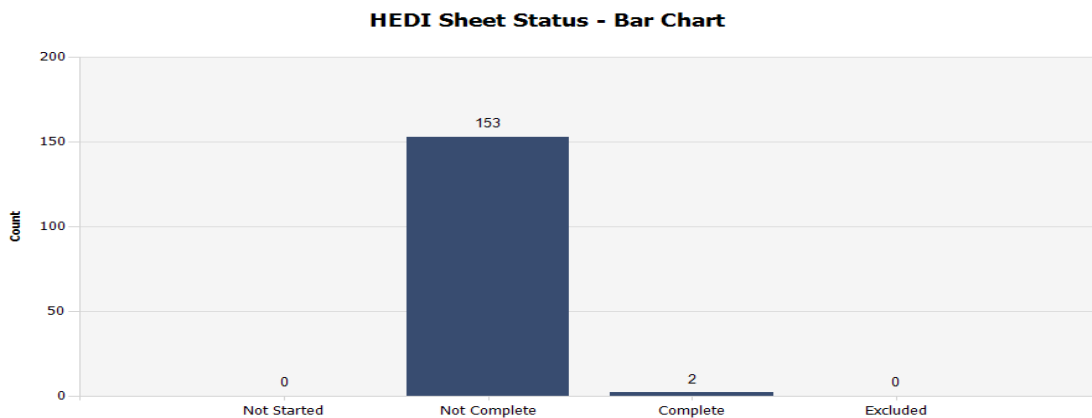
Create the HEDI Sheet Status Report

To create the HEDI Sheet Status Report and Level 0 Extract that will be sent to the state, hover over the APPR Menu and then select HEDI Sheets>HEDI Dashboard.

The screenshot shows the RightPath Student Success System interface. The top navigation bar includes links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. The APPR menu is open, showing options like Teacher Profile Cards, SLOs, Observation Schedule, Teacher Observations, Teacher Activities, Teacher Artifacts, Principal Observations, Teacher Improvement Plans, HEDI Sheets, Customer Evaluation Settings, and Walkthrough Reviewer List. The HEDI Dashboard is visible, showing a School Year dropdown set to 2014-2015 and a Building dropdown set to All Buildings. A bar chart titled 'HEDI Sheet Status - Bar Chart' is partially visible.

Select the 'Export Data' button. This button is also available in the same location on the HEDI Sheet Search Page.

The screenshot shows the RightPath Student Success System interface. The top navigation bar includes links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. The APPR menu is open, showing options like Teacher Profile Cards, SLOs, Observation Schedule, Teacher Observations, Teacher Activities, Teacher Artifacts, Principal Observations, Teacher Improvement Plans, HEDI Sheets, Customer Evaluation Settings, and Walkthrough Reviewer List. The HEDI Dashboard is visible, showing a School Year dropdown set to 2014-2015 and a Building dropdown set to All Buildings. A bar chart titled 'HEDI Sheet Status - Bar Chart' is partially visible. The 'Export Data' button is highlighted with a red box.



To generate the HEDI Sheet Status Report to view each teacher's final scores, select the school year and building choice. Click on the 'Download Report' button next to the building dropdown.

You will have the option to 'Open' or 'Save' your HEDI Sheet Status Report by choosing the appropriate option at the bottom of the page.

Click on the 'Open' button to view an Excel Sheet that displays all the scores for each teacher. Below is a sample report page.

	A	B	C	D	E	F	G	H	I	J
1	HEDISheetID	StateUser	Teacher	Building	N StateScore	SLOScore	LocalScore	Observati	FinalScore	
2	8036	7.01E+08	Rose, Bett	Tall Oaks Elementary		8	12	54	74	
3	11619	1.23E+08	10, Teacher	Tall Oaks Elementary		13	5	50	68	
4	11759	645342	15, Teacher			18		50	68	
5	11987	111111	20, Teacher			15	14	45	74	
6	12718	1257865	11, Teacher			5	5	5	15	
7	16447	9823	12, Teacher		20		20	50	90	
8										
9										

Click the 'x' in the corner of the Excel sheet to return to the HEDI Sheet Data Export Page.

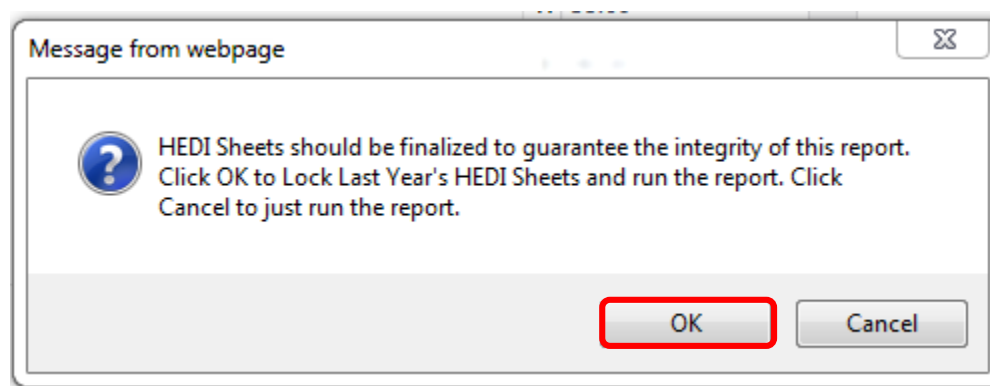
Create the HEDI Level 0 Extract file

To create the HEDI Level 0 Extract file that will be sent to the state, click on the 'Download Report' button located in the Staff Evaluation Rating section.

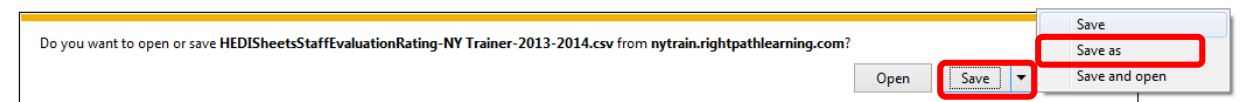
The screenshot shows the 'RightPath Student Success System' interface. The top navigation bar includes links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. A 'District Admin' login link is also present. The main heading is 'HEDI Sheet Data Export' with a 'Return to HEDI Sheet Dashboard' link. Below this, the 'HEDI Sheet Status Report' section shows a dropdown for 'School Year' set to '2013-2014' and a dropdown for 'Building' set to 'All Buildings'. A 'Download Report' button is visible. The 'Staff Evaluation Rating - 2013-2014' section contains a message about preventing editing of HEDI Sheets for the previous school year. A checkbox labeled 'Lock 2013-2014 HEDI Sheets' is checked. A 'Download Report' button is highlighted with a red rectangle. The 'H.E.D.I. Mapping for Observation Scores' section allows users to choose HEDI mappings by entering low-end values for each range (H, E, D, I). The values entered are 58.00, 40.00, 7.00, and 0.00. A 'Save' button is located at the bottom of this section.

A popup will appear that allows you two options. (Click on the 'OK' Button to create the file for the state or click on the 'Cancel' button to generate a copy of this file for your records.)

Click on the 'OK' button to create the csv file that will be saved and sent to the state.



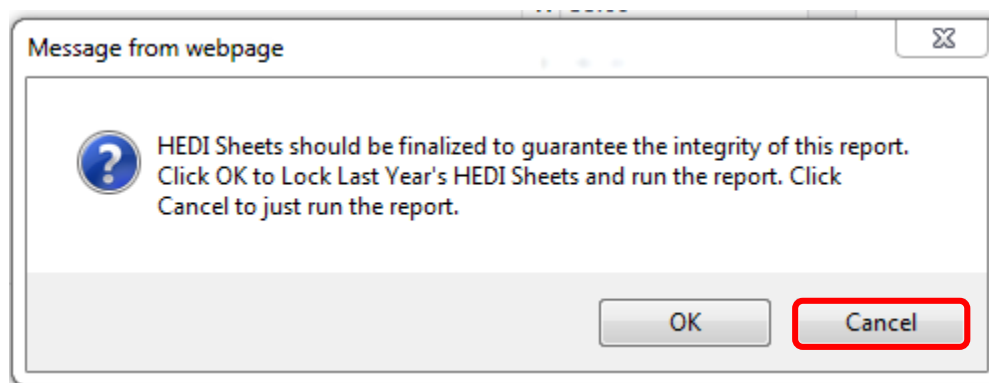
Click on the 'Save As' option and save this file to the directory of your choosing. This is the file that will be sent to the state. DO NOT OPEN this file. Once this file is created, it may not be opened. If the file is opened, it is considered a corrupt file and will not be readable by the state.



Create a copy of the HEDI Level 0 Data for your records

To create the HEDI Level 0 Extract file for your records, click on the 'Download Report' button located in the Staff Evaluation Rating section.

Click on the 'Cancel' button to view or save the data (that will be sent to the state) for your records.



You will have the option to Open or Save this report at the bottom of the screen.

Do you want to open or save HEDISheetsStaffEvaluationRating-NY Trainer-2013-2014.csv from nytrain.rightpathlearning.com?

Open

Save

Cancel

Below is a sample report page of the data sent to the state.

	A	B	C	D	E	F	G	H	I	J	K	L	N
1	NY		LOCAL20	6/30/2014	6/30/2014		NA	5					123211233
2	NY		LOCAL20	6/30/2014	6/30/2014		NA	5					1257865
3	NY		LOCAL20	6/30/2014	6/30/2014		NA	12					701115862
4	NY		LOCAL20	6/30/2014	6/30/2014		NA	14					1111111
5	NY		LOCAL20	6/30/2014	6/30/2014		NA	20					9823
6	NY		OC01	6/30/2014	6/30/2014		NA	15					1257865
7	NY		OC02	6/30/2014	6/30/2014		NA	68					123211233
8	NY		OC02	6/30/2014	6/30/2014		NA	74					1111111
9	NY		OC02	6/30/2014	6/30/2014		NA	74					701115862
10	NY		OC03	6/30/2014	6/30/2014		NA	90					9823
11	NY		OTHER01	6/30/2014	6/30/2014		NA	5					1257865
12	NY		OTHER03	6/30/2014	6/30/2014		NA	45					1111111
13	NY		OTHER03	6/30/2014	6/30/2014		NA	50					123211233
14	NY		OTHER03	6/30/2014	6/30/2014		NA	50					645342
15	NY		OTHER03	6/30/2014	6/30/2014		NA	50					9823
16	NY		OTHER03	6/30/2014	6/30/2014		NA	54					701115862
17	NY		STATE20	6/30/2014	6/30/2014		NA	5					1257865
18	NY		STATE20	6/30/2014	6/30/2014		NA	8					701115862
19	NY		STATE20	6/30/2014	6/30/2014		NA	13					123211233
20	NY		STATE20	6/30/2014	6/30/2014		NA	15					1111111