

This document provides technical guidance regarding how to read and rate online applications in the online application portal.

3 Easy Steps:

1. Log into the online portal
2. Read and rate applications
3. Submit ratings

➤ Log in as a user

- Enter the online portal @ <https://ldoe-tpy.fluidreview.com/>. (See screen shot below)
 - Using Chrome as your main browser is recommended.
 - Your user name is your work email (Networks use leader’s email for teachers and deputy’s for principals)
 - The password is abc123



Louisiana Department of Education

Teacher & Principal of the Year

The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success. Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state’s most exceptional educators through the Teacher and Principal of the Year programs.

The Louisiana Teacher and Principal of the Year awards programs provide an opportunity to focus public attention on those educators who are making exceptional gains with students, pushing them to achieve at the highest levels in the state. Their commitment to student success exemplifies Louisiana’s teaching profession.

Sign In ←

Email:

Password:

[Trouble Signing In?](#)

Need An Account?

➤ Read and rate applications

- Once you log into the system, you will see the applications assigned to you listed below the word “Submission.” (See screen shot below)
- Click on the candidate’s name (highlighted in blue) to open the application with a side-by-side view of the rubric.



Louisiana Department of Education

Teacher & Principal of the Year

Reviewer Summary

Thank you for serving as an application screener for the 2017 Teacher and Principal of the Year competition. If you have any questions about the review process, please contact Joni Lacy (Joni.Lacy@LA.GOV). Below is a list of applications assigned to you. These applications are listed under the word "Submission" below.

To view the candidate’s application and the scoring rubric in a side-by-side view, click on the candidate’s name in the submission list below.

Summary | Rankings | Download

Applicants to be Reviewed: 1

Category: -- Show All -- | Team: -- None -- | Show all

Submission	Principal Main Review
<div style="display: flex; align-items: center;"> <input type="checkbox"/> Test Principal <div style="margin-left: 20px;">←</div> </div>	<div style="display: flex; align-items: center;"> <input type="checkbox"/> <div style="margin-left: 10px;">Your rank: 8.0 Edit Delete Download Print</div> </div>

- After clicking the candidate’s name, the candidate’s application and the scoring rubric will appear side-by-side. (see screen shot below)
 - The application is on the left and the rubric is on the right.

The screenshot displays a web interface for the Teacher of the Year application. On the left side, there is a 'Candidate basic information form for [Candidate Name]' with a dropdown menu at the top-left (indicated by a green arrow). Below this is a 'Reference Material' list including reflection questions, resumes, and learning targets. A 'Teacher of the Year - basic information' form follows, with a 'Basic Information' section containing fields for district, school, and candidate details. At the bottom of the application is a 'Teacher Information' form with fields for 'Full Name' and 'Email'. On the right side, the 'Review Rubric' is visible, featuring a 'System Overview' section with bullet points about the online system and a 'Screener's Instructions' section with detailed steps for reviewing the application. A blue double-headed arrow is positioned between the application and the rubric, indicating they are viewed side-by-side.

- The drop down menu on the top-left of the screen (green arrow above) displays a list of the components included in the application.
- On the top-right of the screen are helpful screener’s notes labeled as, “System Overview” and “Screener’s Instructions.” (Red arrows above)

➤ **Submit ratings**

- **In application portal-** After reading all components of an application, review your evidence notes, and then assign a rating to each rubric component.
 - Please also add evidence notes and “Final Thoughts” which will help determine if the candidate should be named as a semi-finalist. When finished, click the word, “Submit.” The portal will tally the score for you.
- **On candidate Excel file-** Please also add the final score to the Excel file and email to joni.lacy@la.gov.

Screening Timeline- The screening period is Friday, February 24 - March 24, 2017.

For Questions: Reach out any time to Joni Lacy @ joni.lacy@la.gov or by cell @ 225-335-5229.

