

2018 TEACHER AND PRINCIPAL OF THE YEAR Guide for Screening Applications in the Online Portal

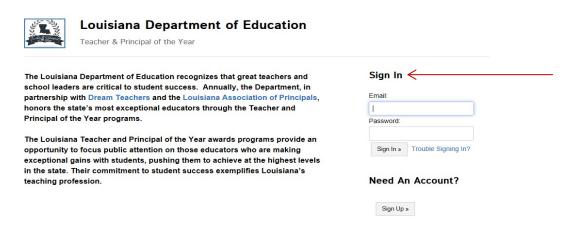
This document provides technical guidance regarding how to read and rate online applications in the online application portal.

3 Easy Steps:

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

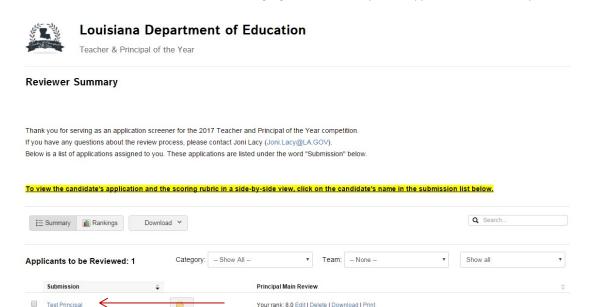
Log in as a user

- 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



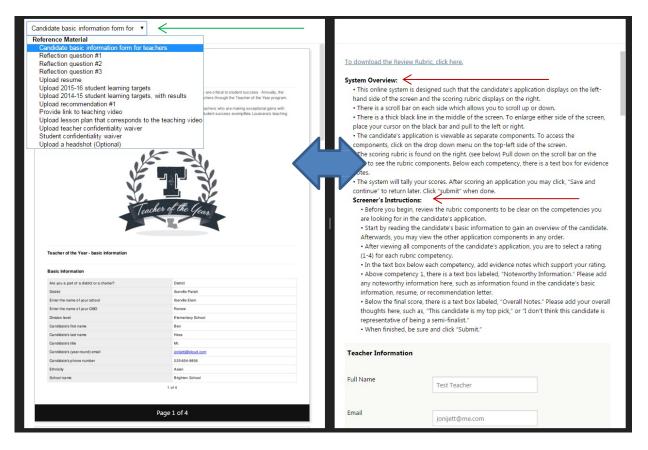
Read and rate applications

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





- o 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 drop down menu on the top-left of the screen (green arrow above) displays a list of the components included in the application.
- o 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.
 - o 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.

