

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
 - Your 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:

Sign In »

[Trouble Signing In?](#)

Need An Account?

Sign Up »

➤ 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;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Test Principal</div> <div style="margin-left: 10px;">←</div> </div>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Your rank: 8.0</div> <div style="margin-left: 5px;"> 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 reviewing a candidate's application. On the left, a dropdown menu titled 'Candidate basic information form for' is open, showing a list of components like 'Reflection question #1', 'Upload resume', and 'Upload 2015-16 student learning targets'. Below this is a 'Teacher of the Year - basic information' form with fields for district, school, and candidate details. A large blue double-headed arrow points from the application area to the rubric area on the right. The rubric area contains 'System Overview' and 'Screener's Instructions' sections with red arrows pointing to them, and a 'Teacher Information' form with input fields for 'Full Name' (containing 'Test Teacher') and 'Email' (containing 'jonijett@me.com').

- 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) The scoring rubric is found below these notes.

➤ **Submit ratings**

- After reading all components of an application, review your evidence notes, and then assign a rating to each rubric component. Please also add “Final Thoughts” which will help determine if the candidate should be named as a semi-finalist.
- When finished, click the word, “Submit.”

Screening Timeline- The screening period is March 1 – March 14, 2016. All applications should be scored in the online system by Noon on March 14th.

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

