This document provides the basic information necessary for a user to submit **educator evaluation** data in the **Personnel Data Collection (PDC)** system. This includes a summary of reporting requirements, data elements, step-by-step procedure to complete a submission, and frequently asked questions.

IMPORTANT: This data collection is intended as a repository of educator evaluation data, and NOT the system of record. Therefore, all edits to this data due to validation errors must be made in the original system of record.

Districts using Frontline's EEM system must make all edits in EEM and rerun the extract file.

A detailed list of common validation errors and fixes can be found at the end of this document.

Step 1: Log in to eRIDE

1. The Personnel Data Collection system is available at eRIDE. To access eRIDE, go to **https://www.eride.ri.gov/** and enter your user name and password.
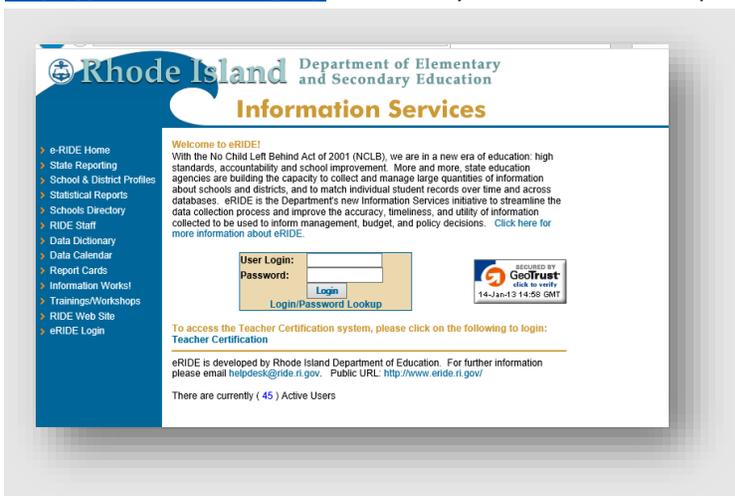
- ✓ You will **need an eRIDE account** to access the PDC module. Your district's data manager has the ability to generate eRIDE user accounts and grant the appropriate permissions to the PDC module.

2. If you have an eRIDE account, but do not know your password, please visit https://www.eride.ri.gov/users/PasswordRetrieve.asp

3. Once you log in to eRIDE, you will see a listing of applications that you have access to. Click on the icon available to you titled – Personnel Data Collection.

✓ If you have an eRIDE account but **do not see the PDC module upon login**, please contact your local district data manager for access.

Step 2: Select a collection

1. In the dropdown to select a collection, select the third item titled – 'Educator Evaluation Collection', then click "Go"

Select an Application

Select an icon below to continue to that application.

Personnel Assignment Submission: Personnel Assignment Submission data includes data describing each assignment for all staff members that are currently employed in districts and schools. This important data collection is used for various purposes at RIDE, including accountability reports, teacher certification renewals, and the ESSA Report card. It is important that this data is kept up-to-date.

Professional Learning Units (LEA Sign-off): Educators need Professional Learning Units (PLU) as part of certification renewal requirements. Starting with the certificates expiring in 2020, most educators will need a District / LEA sign-off on whether prefessional learning credits have been met. Not sign-offing on this data results in educators not being able to fully renew their certificates. So it is important that LEAs monitor this application for any educators flagged as needing PLU credits.

Educator Attendance Collection: Educator Attendance data includes information for every school day for every educator describing the educator's attendance. This data is used for various accountability measures, such as the ESSA report card, which provides a star rating for every school and district based on many metrics, including teacher chronic absenteeism. Educator absences need to be reported on this application regularly.

Educator Evaluation Collection: Educator Evaluation systems in Rhode Island aim to establish a common vision of educator quality within a district and emphasize the professional growth and continuous improvement of individual educators' professional practice. District educator evaluation models and procedures in Rhode Island have changed significantly over time and continue to evolve based on feedback and best practice, all in pursuit of ensuring that evaluations provide meaningful, actionable information to inform changes in practice. Educator Evaluation data includes components of the evaluation scores and the final effectiveness rating of all educators evaluated.

Support Contact: For questions, comments, or help please enter a help desk ticket at: https://support.ride.ri.gov/.

2. You will be at the landing page for your district/LEA. Click on **Upload Data** to start the upload process

3. That will take you to the following page where you can upload the CSV file that you downloaded from the EEM system.

4. You may choose to perform **one** update of all your records, or **several incremental** updates. Select one of the options in the Upload Method section. **Please note that using the option of Complete Year-To-Date overwrites all existing data.**
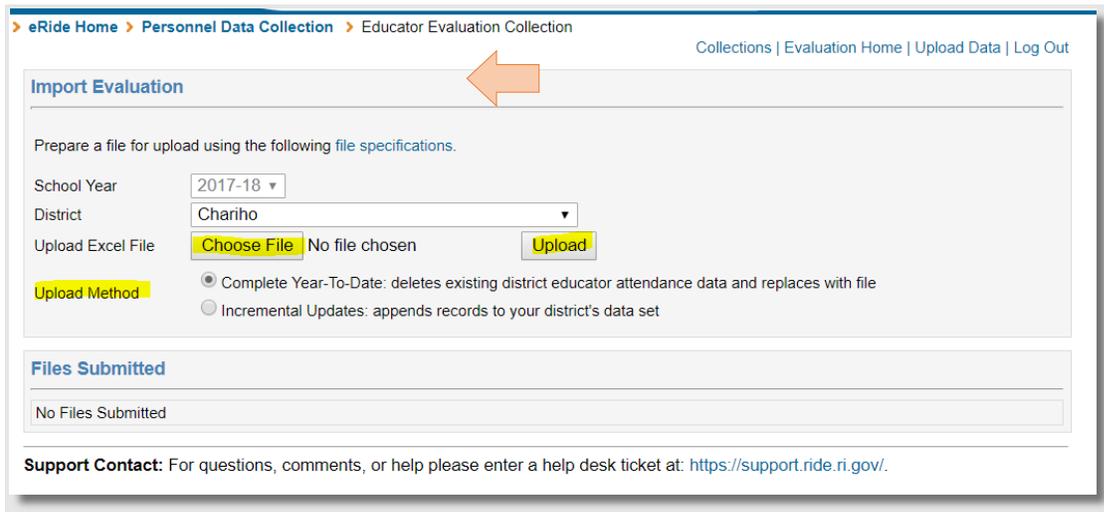
5. Click on the Choose File button and select the file from the folder where you have placed it, when you downloaded the file from EEM.

6. Click 'Upload' to complete the upload.

<mark>Important Related Information:</mark>

1. The file specifications and all details about acceptable values can be downloaded from the *file specifications* link on the screen above.
2. Common validation errors:
   a. ***When the educator's certification ID is incorrect:*** You can look up an educator's certificationID by visiting http://ecert.ride.ri.gov/public/
   b. ***Staff last name does not match master record:*** This is a warning and will not prevent you from submitting the file.
      i. If the error is in the certification data, educators must send proof of name change to the Office of Educator Excellence and Certification Services to request change of last name.
      ii. If the error is in the evaluation data, make the edits in the source data and rerun the upload.
   c. ***REASONNOFERATING is required when FINALEFFECTIVENESSRATING is blank***: For every educator who does NOT have a Final Effectiveness Rating, a reason must be provided. Acceptable values are 'Cyclical Process', 'Extended absence', 'Other'. If 'Other' is selected, an explanation must be provided in the column 'ReasonNoFERatingOther'.