

WEB APPLICATION USER GUIDE

Career Ladder Data System (CLDS)



IDAHO STATE DEPARTMENT OF EDUCATION

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CAREER LADDER DATA SYSTEM

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CAREER LADDER DATA SYSTEM

OVERVIEW

The Career Ladder Data System (CLDS) provides the ability for a Local Education Agency (LEA) to submit and certify career ladder data, such as staff evaluation results for principals, pupil service staff members, and instructional staff. It also provides the ability for an LEA to submit recommendations for professional endorsements. It is designed to provide the ability for LEAs to submit and manage their own data and to reduce the burden of data submission to comply with rules regarding reporting of staff evaluation data and professional endorsement recommendations as passed by the Idaho State Board of Education.

Contact Information

Contact	Areas of Concern
<p>Kathy Gauby Title II-A, Supporting Effective Instruction, Coordinator kgauby@sde.idaho.gov (208) 332-6889</p>	<p><i>Resources regarding Idaho’s staff evaluation process and requirements can be located at the Educator Effectiveness webpage</i></p>
<p>Chris Campbell Chief Technology Officer cacampbell@sde.idaho.gov (208) 332-6970</p>	<p><i>Functionality of the application, such as uploading career ladder data and questions on the data structures.</i></p>
<p>Todd King Education Data Systems Reporting Manager tking@sde.idaho.gov (208) 332-6937</p>	<p><i>Functionality of the application, such as uploading career ladder data and questions on the data structures.</i></p>
<p>Amy Sigler Ed. Technology Coordinator Regions 1, 2, 3 asigler@sde.idaho.gov (208) 332-6981</p>	<p><i>Functionality of the application, such as uploading career ladder data and questions on the data structures.</i></p>



CAREER LADDER DATA SYSTEM

Contact	Areas of Concern
<p>Roger Evans Ed. Technology Coordinator Regions 4, 5, 6 revans@sde.idaho.gov (208) 332-6982</p>	<p><i>Functionality of the application, such as uploading career ladder data and questions on the data structures.</i></p>
<p>Lisa Colón Durham Certification Director lcolondurham@sde.idaho.gov (208) 332-6886</p>	<p><i>Questions regarding Professional Endorsements.</i></p>
<p>SDE Support Desk support@sde.idaho.gov (208) 332-6987</p>	<p><i>For all other technical questions and/or issues not related to how the application functions. For example, getting access to the application and user account issues.</i></p>



CAREER LADDER DATA SYSTEM

INTRODUCTION

The Career Ladder Data System (CLDS) was created to provide district and school personnel a means to submit and certify career ladder data and professional endorsement recommendations, such as staff evaluation results for principals, pupil service staff members, and instructional staff. The collection of evaluation data is required for compliance with *Idaho Code §33-1001, §33-1004B, §33-1004D, and §33-1201(A)*.

ACCESS TO CLDS

There are multiple levels of access to CLDS. By default, superintendents and charter administrators are provisioned with full access to CLDS on behalf of their Local Education Agency (LEA).

This level of access allows the user to:

- Upload and/or edit administrator/evaluator information
- Upload and/or edit staff evaluation data necessary for career ladder movement
- Review and Submit certified staff evaluation data to the State Department of Education
- Make recommendations for Professional Endorsement
- Review and Submit certified recommendations for Professional Endorsement to the State Department of Education

An LEA may designate limited access to other LEA personnel for all functionality except the ability to Submit Evaluations, which must be performed by the superintendent or charter administrator.

To provision LEA personnel with the ability to edit/upload staff evaluation and/or Professional Endorsement recommendation data to the application, use the Admin Tool to give them the **CLDS Editor** role.

To provision LEA personnel with the ability to submit certified recommendations for Professional Endorsement to the State Department of Education, use the Admin Tool to give them the **CLDS Recommendation Certifier** role.

For access to CLDS or to find out who is an authorized Admin Tool user in your LEA, contact your district Technology Director.



USING THE APPLICATION

Logging in to the CLDS application

1. Navigate to the SDE Application Portal located at <https://isee.sde.idaho.gov> and sign in. Contact your district technology director to gain login credentials.
2. Choose CLDS application, under the My Applications menu on the SDE application portal.

Idaho Educational Portal Home Page

The screenshot shows the 'IDAHO STATE DEPARTMENT OF EDUCATION' logo and 'Home / Applications' breadcrumb. A 'Logged in As: tburge' indicator is visible in the top right. The main content area features four application cards:

- APR »**: The Annual Performance Report (APR) application is used by LEAs with Title I-A allocations to review Student Enrollment Summary and submit Assurance Plans.
- Certification Lookup »**: The Certification Lookup application allows the opportunity to search for information for educators who hold or have held Idaho certification.
- CFSGA »**: The Consolidated Federal and State Grant Application (CFSGA) is completed by LEAs to receive federal funds for Title: I-A, I-C, I-D, II-A, III-A, State English Learner Program IV-A, V-A and V-B.
- CLDS »**: The Career Ladder Data System (CLDS) application provides the ability for LEAs to submit and certify career ladder data such as staff evaluation results.



CAREER LADDER DATA SYSTEM

Career Ladder Data System Home Page




IDAHO Career Ladder Data System (CLDS)

Home
Reports ▾
SDE Administration ▾
Submissions Open:
NO DISTRICT SELECTED ▾
2019-2020
Logged in

Welcome to Career Ladder Data System (CLDS)

At A Glance

Welcome to the Career Ladder Data System application.

This application provides the ability for LEAs to submit and certify career ladder data, such as staff evaluation results for principals, pupil service staff members, and instructional staff. Additionally, this application allows LEAs to provide recommendations for Professional Endorsement.

If you have any questions about Idaho's Career Ladder data submission process and requirements, you may contact Kathy Gauby at (208) 332-6889 or by email at kgauby@sde.idaho.gov.

If you have questions about utilizing this application, please refer to the User Manual below. For all other questions and/or issues, please contact the SDE Support Desk at (208) 332-6987 or by e-mail at support@sde.idaho.gov.

The file specifications for uploading files can be found here:

- [CLDS Items and Option Sets v3](#)
- [Administrator/Evaluator Upload Template](#)
- [Evaluation Upload Template](#)
- [User Manual](#)



Adding Evaluators

Note: *If you have collected your list of evaluators in a spreadsheet, please skip to **Upload Administrators/Evaluators** for instructions on how to upload your spreadsheet file.*

To submit staff administrators/evaluators information manually, hover over **Evaluations** from the menu options at the top and select **Edit Administrators/Evaluators**.

This form displays your staff administrators/evaluators.

Important: *Administrators/Evaluators must exist in the system before evaluations can be entered and completed.*



CAREER LADDER DATA SYSTEM

Edit Administrators/Evaluators

This page displays all personnel that perform evaluations.

Has Met Evaluator Training Requirements Through Teachscape, Workshops, or Approved Courses (University or District)	
Yes	4
No	0
Total	4

Drag a column header and drop it here to group by that column

EduID	Given	Family	TrainingReqs	Entry Date	User
-------	-------	--------	--------------	------------	------

At the top of the page is a summary to aid you during evaluator entry. This summary information shows counts of how many administrators/evaluators have met the evaluator training requirement, counts of how many haven't, and the total number of administrators/evaluators that have been entered.

To add an individual evaluator, click on the **Add Evaluator** button on the screen.

View Evaluator x

Evaluators are required before evaluations can be submitted.

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
EduID:	<input type="text"/>
Met Training Requirements:	Met Training Reqs ▼

Note: Validation is performed to make sure the name matches the EduID.

- Complete the First Name, Middle Name, Last Name and EduID information.
- If the evaluator has met the evaluator training requirement, answer YES; if they have not, then answer NO.



CAREER LADDER DATA SYSTEM

- Examples of Evaluator Trainings are:
 - passing the Teachscape exam
 - approved workshops
 - approved courses (university or district)This information will need to come from the evaluator.
- Once you have indicated whether the evaluator has met the training requirements or not, then choose **Save**. The evaluator has now been added to the evaluator list.

Click on the **Edit** button to edit an individual evaluator's record and confirm or update their evaluation training requirement status.

Upload Administrators/Evaluators

If you have already manually added your administrators/evaluators, skip this step. If you have prepared your evaluator data in a CSV file (file specification found on Home Page of CLDS), hover over **Evaluations** from the menu options at the top and select **Upload Administrators/Evaluators**. You will see the following:

District Administrator/Evaluator File Upload

This page allows you to upload the file that contains your evaluators.

Files must be in the csv format, with a .csv extension

School Year for Upload: 2019-2020

Select files...

Upload Evaluators

Click on the **Select files ...** button and browse to find your file. After selecting, the file appears on screen as shown:



District Administrator/Evaluator File Upload

This page allows you to upload the file that contains your evaluators.

Files must be in the csv format, with a .csv extension

School Year for Upload: 2019-2020

Select files...

❏ AdminEvaluator-Template.csv.csv ✕

Upload Evaluators

***Note:** If you selected the wrong file, select the ✕ button on the form to the right of the file name and the file will be removed so you can now select the correct one.*

When you have the correct file selected, click on ***Upload Evaluators***.

The Administrator/Evaluator upload will add new evaluator data, but will not change or remove data for existing evaluators. Updates must be done in the application.

Upon upload, an ***Upload Summary*** screen appears listing the individual evaluator records in the upload file. This is an information screen and does not require action.

Evaluator Upload Summary

(2019-2020) ABERDEEN DISTRICT - 5/18/2020 1:59:12 PM - SAMPLE AdminEvaluator-Template.csv

Summary	
Total Records in File	1
Imported	0
Failed to Validate	1
Conflicts with Existing Evaluators	0

Possible errors that can occur:

Error: *Failed to Validate*

Possible Cause: One or more values in the row didn't match the expected values.

Possible Cause: EDUID is invalid



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Possible Cause: Input does not match expected value for a field as defined in the specification file

Solution: Fix the bad value (s) and upload again, or add the evaluator through the Edit Administrators/Evaluators page.

Error: *Conflicts with Existing Evaluators*

Possible Cause: The evaluator has already been entered in the application.

Solution: This is just a warning to let you know that the evaluator already exists in the application.

Editing Evaluations

*Note: If you have collected your staff evaluation data in a spreadsheet, please skip to section **Upload Evaluations** for instructions on how to upload your spreadsheet file.*

To submit staff evaluation information manually, hover over **Evaluations** from the menu options at the top and select **Edit Evaluations**.

The roster information displayed comes from ISEE. This form displays your principals, pupil services staff members, and instructional staff.

View Roster and Edit Evaluations

School Year: 2019-2020

This page displays your district's current roster and evaluation status. All principals, pupil service staff members, and instructional staff with valid contracts/assignments must have an evaluation submitted.

If staff is missing from the list below see the User Manual.

Summary	
Error - Incomplete	32
Total	32

Export Roster Summary Export Roster

Drag a column header and drop it here to group by that column

Modified	Given	Family	EduID	Type	School	Status
----------	-------	--------	-------	------	--------	--------

***Important:** Evaluators must exist in the system before evaluations can be entered and completed.*



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Note: Evaluators cannot evaluate themselves. In the event that an evaluator attempts to add their own evaluation, the following message appears: "The evaluator cannot perform their own evaluation."

The screenshot shows a web form titled "Add/Edit Evaluation" with a close button (X) in the top right corner. Below the title, a message states: "An evaluation result is required for all staff in the roster." A red error message is displayed: "• The evaluator cannot perform their own evaluation". The form includes an "Evaluation Result:" dropdown menu set to "Satisfactory". Below this are two rows: "Evaluation Date:" with a date input field and a calendar icon, and "Evaluated By:" with a dropdown menu. The "Evaluated By:" dropdown is highlighted with a red box and shows "C. Kelly (01/20/2020)". At the bottom of the form are "Save" and "Cancel" buttons.

Important: Staff members appear on this list based on the contracts and assignments reported for them in ISEE. If a staff member is not in this list but should be, an ISEE resubmission to correct data will likely be required.

At the top of the page is a summary to aid you during evaluation entry. This summary information provides the status of evaluations. Included are the total number of staff members listed in the roster, total number of incomplete evaluations, and the total number of complete evaluations.

Click on the **Edit** button to edit an individual staff member's record and confirm or update their evaluation.



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If the **Status** on the staff record is *Error - Incomplete*, the following form appears.

Add/Edit Evaluation x

An evaluation result is required for all staff in the roster.

Evaluation Period: 2019-2020

 **Evaluation Result:** Choose a Result ▼

Save Cancel

- If the record is for a P-principal evaluation, once you select an **Evaluation Result** (1-4), the screen will prompt you for **Evaluation Date** and **Evaluated By** data. Enter the date and select the evaluator and click on **Save**. The Principal's evaluation is now ready to be certified.
- If the staff member is an instructional staff or pupil services staff member, select an **Evaluation Result**.
- If an evaluation was completed for this staff member, select one of the **Evaluation Result** options:
 - 1 – Unsatisfactory, 2 – Basic, 3 – Proficient, or 4 – Distinguished.
- If an evaluation was not completed for this staff member, one of the following **Evaluation Result** options must be selected.
 - D – Deceased, H – Late Hire, L – Leave, R – Roster Incorrect, T – Early Termination, and N- No Evaluation.

Important: *R – Roster Incorrect would only be selected if an individual appears in the list but did not receive an evaluation of the expected type (Principal or Instructional/Pupil Services); N – No Evaluation should only be used if no other reason fits the situation.*

Once you select an **Evaluation Result** the following screen appears.



CAREER LADDER DATA SYSTEM

Add/Edit Evaluation
✕

An evaluation result is required for all staff in the roster.

Evaluation Period: 2019-2020

[REDACTED]

Evaluation Result:

[REDACTED]

Evaluation Date:

Evaluated By:

Number of components rated unsatisfactory:	Number of components rated basic:
<input type="text" value=""/>	<input type="text" value=""/>
Percentage of students meeting achievement/success targets?	
<input type="text" value=""/>	
In which of the following was the employee rated as distinguished (if any)?	
<input type="checkbox"/> Domain 2 (classroom environment) <input type="checkbox"/> Domain 3 (instruction and use of assessments) <input type="checkbox"/> Other equivalent area (pupil services staff)	
Which of the following leadership roles and/or positions did this employee fill during this evaluation period?	
<input type="checkbox"/> Instructional Specialist or Coach <input type="checkbox"/> Mentor <input type="checkbox"/> Curriculum or Assessment Committee Member <input type="checkbox"/> Data Coach <input type="checkbox"/> Team or Committee Leadership Position <input type="checkbox"/> Other Leadership Position	
Was this employee in a leadership role and/or position for 3 of the last 5 years, including the evaluation period being reported?	
<input type="text" value="No"/>	
Did the employee have an individualized professional learning plan?	
<input type="text" value="Yes"/>	
Student Achievement Indicators <input type="checkbox"/> ISAT <input type="checkbox"/> Student Learning Objectives <input type="checkbox"/> Formative Assessment <input type="checkbox"/> Teacher-Constructed Assessments of Student Growth	Student Success Indicators <input type="checkbox"/> Students' 504 or IEP Plans <input type="checkbox"/> Students' Behavior Improvement Plans <input type="checkbox"/> School/District Identified Student Objectives

All fields on the form must be filled in as follows:

- **Evaluation Date:**
Enter the actual date the evaluation was completed. If you have staff evaluation dates that extend beyond June 1st (defined by Idaho Code 33-514), you will be requested to certify that you accept this discrepancy during the submission process.
- **Evaluated By:**
The name of the person who performed the evaluation.
- **Number of components rated unsatisfactory:**
Enter a value between 0 – 22.
- **Number of components rated basic:**
Enter a value between 0 – 22.
- **Percentage of students meeting achievement/success targets?**
To the nearest hundredth.



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- ***In which of the following was the employee rated as distinguished (if any)?***
Select as applicable: Domain 2 (classroom environment), Domain 3 (instruction and use of assessments), Other equivalent area (pupil services staff).
- ***Which of the following leadership roles and/or positions did this employee fill during this evaluation period?***
Select as applicable: Instructional Specialist or Coach, Mentor, Curriculum or Assessment Committee Member, Data Coach, Team or Committee Leadership Position, Other Leadership Position.
- ***Was this employee in a leadership role and/or position for 3 of the last 5 years, including the evaluation period being reported?***
Select Yes or No.
- ***Did the employee have a Professional Learning Plan?***
Select Yes or No.
- ***Which indicators were used:***
Select each *Student Achievement Indicator* or *Student Success Indicator* used to evaluate the staff member. Student Achievement Indicators: ISAT, Student Learning Objectives, Formative Assessments of Student Growth, Pre-and-Post Tests, Performance Based Assessments, Idaho Reading Indicator (IRI), College Entrance Exams (ACT, SAT, PSAT, etc.), District Adopted Assessments, End of Course Exams, Advanced Placement (AP) Exams. Student Success Indicators: Students' 504 or IEP Plans, Students' Behavior Improvement Plans, School/District Identified Student Objectives.

Upon completion of the form, select ***Save*** or ***Cancel***. ***Save*** readies the staff evaluation record for submission, but can still be edited up until the point that all evaluations are certified and submitted. ***Cancel*** will not save your changes.

Upload Evaluations

If you have prepared your career ladder data in a CSV file (file specification found on CLDS Home Page), hover over ***Evaluations*** from the menu options at the top and select ***Upload Evaluations***. You will see the following:



CAREER LADDER DATA SYSTEM

District Evaluations File Upload

This page allows you to upload the file that contains your evaluation data. All discrepancies must be corrected. This can be done by either using the [Edit Evaluations](#) screen or uploading a corrected file.

Files must be in the csv format, with a .csv extension

School Year for Upload: 2019-2020

Select files...

Update Existing Evaluations

Checking the above box will update existing evaluation data.
Leaving this unchecked will retain the data already in the application.

Upload

Click on the **Select files . . .** button and browse to find your file. After selecting, the file appears on screen as shown:

District Evaluations File Upload

This page allows you to upload the file that contains your evaluation data. All discrepancies must be corrected. This can be done by either using the [Edit Evaluations](#) screen or uploading a corrected file.

Files must be in the csv format, with a .csv extension

School Year for Upload: 2019-2020

Select files...

■ SAMPLE Evaluation Template.csv

x

Update Existing Evaluations

Checking the above box will update existing evaluation data.
Leaving this unchecked will retain the data already in the application.

Upload

Note: If you selected the wrong file, select the  button on the form to the right of the file name and the file will be removed so you can now select the correct one.

When you have the correct file selected, click on **Upload**.

If you currently have evaluation data in the application and you wish to update existing data with the new data that is in a CSV file, select the **Update Existing Evaluations** checkbox. Checking this box will update any evaluations in the application with the updated information from the file you are uploading.

Upon upload, an **Upload Summary** screen appears listing the individual evaluation records in the upload file. This is just an information screen and thus does not require action.



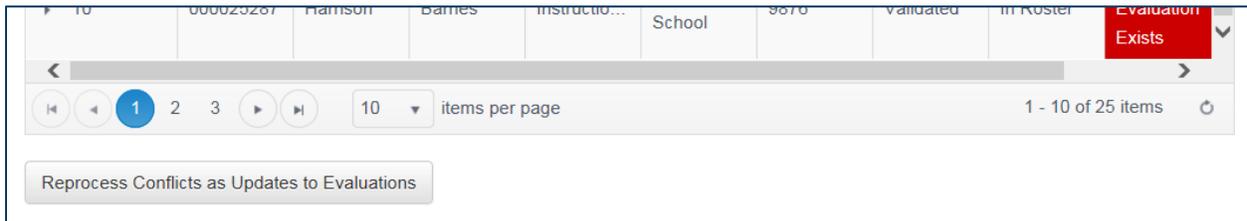
CAREER LADDER DATA SYSTEM

Upload Summary

(2019-2020) ABERDEEN DISTRICT - 5/19/2020 9:15:19 AM - SAMPLE Evaluation Template.csv

Summary	
Total Records in File	1
Imported	0
Failed to Validate	1
Not in Roster	1
Conflicts with Existing Evaluation	0
Duplicate Entries	0

If the bottom of the form displays a ***Reprocess Conflicts as Updates to Evaluations*** button as shown in the following image, this means there are records already existing in the application that match records in the new file you are uploading. Clicking on this button will perform the same function as selecting the ***Update Existing Evaluations*** checkbox. See additional information in the following section.



Possible errors that can occur:

Error: *Failed to Validate* (Review the CLDS Item & Option set file on CLDS Home Page for expected values.)

Possible Cause: One or more values in the row didn't match the expected values

- EduID isn't 9 digits long
- EvalDate isn't a valid date
- NumUnsatisfactory isn't actually a number
- Evaluator Staff ID doesn't match evaluator for district and year in the system

Solution: Fix the bad value(s) and upload again, or add evaluation through Edit Evaluations page.

Error: *Not in Roster*



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Possible Cause: The EduID/EvalType combination does not match with a record in the roster for the selected district and school year

Solution: Verify that EduID and EvalType mismatches are addressed. If this does not solve the issue, correct ISEE upload

Error: *Previous Evaluation Exists*

Possible Cause: An evaluation for that particular person and EvalType is already in the system, and the checkbox to Update Existing Evaluations is NOT checked.

Solution: If the existing row needs to be imported, click *Reprocess Conflicts as Updates to Evaluations* or update through Edit Evaluations page.

Error: Person and Type Duplicated in Upload

Possible Cause: The same EduID/EvalType combination occurs two or more times in the file.

Solution: Remove duplicate rows or add evaluation through Edit Evaluations page.

Viewing Upload History

To see the upload history, hover over *Evaluations* from the menu options at the top and select *Upload Evaluations* again.

Note: Both Upload Administrators/Evaluators and Upload Evaluations have similar screens.

District Evaluations File Upload

This page allows you to upload the file that contains your evaluation data. All discrepancies must be corrected. This can be done by either using the [Edit Evaluations](#) screen or uploading a corrected file.

Files must be in the csv format, with a .csv extension

School Year for Upload: 2019-2020

Select files...

Update Existing Evaluations

Checking the above box will update existing evaluation data. Leaving this unchecked will retain the data already in the application.

Upload

Upload History

School ...	Upload D...	Submitted By	File Name	T...	Impo...	
2019-2020	5/19/2020 9:15 AM	kgauby@sde.idaho.gov	SAMPLE Evaluation Template.csv	1	0	Summary



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On the *Upload History* screen, in the *File Name* column, a link to the original uploaded file and a link to the *Summary* of the upload appear in the *Summary* column.

View Evaluations

Evaluations that have been entered and are ready for submission appear on the *View Evaluations* screen. Additionally, evaluations that have been submitted using the *Submit Evaluations* option will also appear here.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV Export all years to CSV

Drag a column header and drop it here to group by that column

EduID	Given	Family	Type	Result	School	Rev #
-------	-------	--------	------	--------	--------	-------

This form allows you to view the evaluation information and to see detailed information on revisions.

- This screen displays the number of times a revision occurred over time and the detail per revision, in the *Rev #*.
- If changes need to be made and evaluations have not been submitted and certified, go back to *Edit Evaluations* and make any necessary changes.
- To see evaluation revision history, click on the number that appears in the *Rev #* column. The following screen appears.

View Evaluation Revisions

████████████████████ - ABERDEEN HIGH SCHOOL (0036)

Export to CSV

Rev #	Type	Result	Eval Date	Unsatisfac...	Have Prof ...	Maj Stude...	Entry Date
-------	------	--------	-----------	---------------	---------------	--------------	------------

- Clicking on the *View* button displays the *View Evaluation* screen.



CAREER LADDER DATA SYSTEM

Submitting Evaluations

ONLY the Superintendent or Charter Administrator will have access to submit evaluations.

Your evaluation data must be submitted using the process on this page before they are considered certified and submitted.

**Rostering will update nightly based on any ISEE changes which effect the CLDS. If LEA changes result in a rostering change, the CLDS must be updated, certified, and resubmitted.

- All evaluations must be complete or the **Submit Evaluations to SDE** button on the form will not appear. If errors exist, the form will appear as follows:

Total Evaluations	34
Complete	0
1 - Unsatisfactory	0
2 - Basic	0
3 - Proficient	0
4 - Distinguished	0
Error - Incomplete	34

***Submissions cannot be made if there are any errors. All warnings should be reviewed and verified prior to submission.

- Once existing errors have been corrected and you are ready to certify and submit, the form appears as follows:

Total Evaluations	27
Complete	26
1 - Unsatisfactory	1
2 - Basic	2
3 - Proficient	19
4 - Distinguished	4
Warning - Date Outside Expected Range	1
3 - Proficient	1

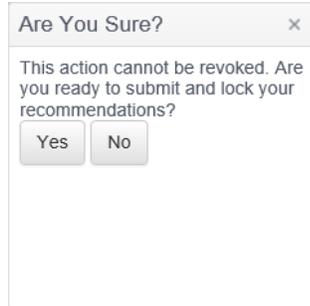
I certify that I am the Superintendent or Charter Administrator of **Olympic District** and that I am authorized to submit this data on behalf of **Olympic District**. I have reviewed the data being submitted and hereby certify under penalty of perjury that, to the best of my knowledge, the provided information is true and accurate.

Submit Evaluations to SDE



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- In the above example, one evaluation is outside of the expected date range. In a case like this, you will be required to certify that you accept this discrepancy. If no date range discrepancies occur, this warning will not appear on the screen.
- Upon checking the box, the **Submit Evaluations to SDE** will become active.
- Clicking on the **Submit Evaluations to SDE** button results in the following:



- If you've decided that additional changes need to be made or you want to double check that you've entered evaluation information correctly, select **No**, otherwise select **Yes**, to submit your evaluation to SDE.
- Upon successfully submitting your evaluations, the following message appears:

Evaluations Submitted

Evaluations have been submitted to SDE for the current school year. Note that no further additions, edits, or file uploads are allowed.

Congratulations! You have successfully submitted your career ladder data to SDE, from this point, data can only be viewed for informational purposes.

Professional Endorsement – Recommendations

To submit district recommendations, select **Professional Endorsement** from the menu options at the top and select **Recommendations**.

The roster information displayed comes from ISEE and lists instructional staff and pupil service staff that:

- Do NOT currently have a professional endorsement
- Have a valid contract for the current year and the prior two years
- Currently hold a certificate, and held one in the prior two years



CAREER LADDER DATA SYSTEM

Professional Endorsement - Recommendations

Use this page to provide LEA recommendations which is a required component for Professional Endorsement as outlined in [Idaho Code §33-1201A](#).

Certified Staff without Valid Recommendation

Save changes Cancel changes

Given Name	Family Name	EduID	Recommended
John	Doe	000025861	<input type="checkbox"/>

Recommended for Professional Endorsement

Save changes Cancel changes

Given Name	Family Name	EduID	Recommended
Katie	Ledecky	000092874	<input checked="" type="checkbox"/>

The form is split into two sections in order to aid you in providing LEA recommendation for professional endorsement. The list on the left side are those that do NOT have a valid LEA recommendation, the list on the right are those that do have a valid recommendation.

Click on the box under the column titled "Recommended" in order to provide LEA recommendation for certificated individual on the left hand side. You can also uncheck the box under the column titled "Recommended" on the right hand side to remove recommendation. Click **Save Changes** on either side to save your changes.

This form can be edited until the recommendations are submitted.

Submitting Recommendations

Recommendations can be submitted by the Superintendent or Charter Administrator or any staff who have the CLDS Recommendation Certifier Role in the Admin Tool. Hover over **Professional Endorsement** from the menu options at the top and select **Submit Recommendations**. Once you have verified the recommendations are accurate, your recommendations must be submitted using the process on this page before they are considered certified and submitted.

Professional Endorsement - Submit Recommendations

Your recommendations for Professional Endorsements will be considered complete once they have been certified and submitted using the process on this page. When you have verified the recommendations are accurate and ready to submit, please certify below and click the button to submit your recommendations to the SDE.

I certify that I have the authority to submit recommendations on behalf of **Olympic District**, as I am the Superintendent, Charter Administrator or the district official responsible for educator certification. I have reviewed the data being submitted and hereby certify under penalty of perjury that, to the best of my knowledge, the provided information is true and accurate.

- Upon checking the box, the **Submit Recommendations to SDE** button will become active.
- Clicking on the **Submit Recommendations to SDE** button results in the following:



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- If you've decided that additional changes need to be made or you want to double check that you've entered recommendation information correctly, select **No**, otherwise select **Yes**, to submit your evaluation to SDE.
- Upon successfully submitting your recommendations, the following message appears:

Recommendations Submitted

Recommendations have been submitted to SDE for the current school year. Note that no further additions, edits, or file uploads are allowed.

Congratulations! You have successfully submitted your Professional Endorsement recommendations to SDE; from this point, data can only be viewed for informational purposes.



GRID FUNCTIONALITY

There are three forms or grids in the application that can be customized to perform filtering to help you quickly find information. These forms or grids in the application are *Edit Evaluations*, *View Evaluations*, and *Upload Evaluations*. There are also corresponding grids for *Administrators/Evaluators*. For these forms, the view can be modified by dragging column separators and using the filter option on each column. In the following examples, the *View Evaluations* form will be used.

In the following example, the filter icon  was clicked on in the *Type* column resulting in a pop-up window with additional options. As you can see in the example, *principal* was entered, then the *Filter* button was selected. In the resulting screen, only *principal* records displayed.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

Drag a column header and drop it here to group by that column

EduID	Given	Family	Type	Result	School	Rev #	
000029067	Allison	Schmitt	Instructor		school (9876)	4	View
000036486	Aly	Raisman	Instructor		school (9876)	4	View
000093276	April	Ross	Instructor		school (9876)	4	View
000018286	Brittney	Griner	Instructional	3 - Proficient	Rio High School (9876)	4	View
000072408	Carmelo	Anthony	Instructional	3 - Proficient	Rio High School (9876)	5	View
000026066	DeMar	DeRozar	Instructional	4 -	Rio High School (9876)	4	View

Pop-up window: Show items with value that: Starts with principal Filter Clear

Only *principal* records display as seen in the following example.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

Drag a column header and drop it here to group by that column

EduID	Given	Family	Type	Result	School	Rev #	
000088024	Nathan	Adrian	Principal	3 - Proficient	Rio High School (9876)	1	View
000087957	Ryan	Murphy	Principal	3 - Proficient	Rio High School (9876)	4	View

10 items per page 1 - 2 of 2 items

Reselecting the filter icon again in the *Type* column and selecting *Clear* will reset the information in the grid.



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If you want to group the onscreen results by *Rev #* and *School*, drag the *Rev #* and the *School* column headers to the area on the form, as seen in the following example. Note that column headers *Rev #* and *School* now appear just below *Export to CSV* on the form and the information is grouped by *Rev #* and *School*.

View Evaluations

This page displays all evaluations for the district that have been entered and/or uploaded. This information is in view only mode.

Export to CSV

Rev # x School x

EduID	Given	Family	Type	Result	School	Rev #	
Rev #: 1							
School: Rio High School (9876)							
000088024	Nathan	Adrian	Principal	3 - Proficient	Rio High School (9876)	1	View
000077027	Simone	Biles	Instructional	3 - Proficient	Rio High School (9876)	1	View
Rev #: 2							
School: Rio High School (9876)							
000006312	Missy	Franklin	Instructional	4 - Distinguished	Rio High School (9876)	2	View
Rev #: 4							

If you want to remove a filter, click on the icon beside the filter name to close it or remove it.

The filters created are only active in the current sessions. When you exit the form, the filters reset to the default values.



FREQUENTLY ASKED QUESTIONS (FAQ)

Q. I cannot access the CLDS application. What do I do?

A. If you are the superintendent or charter administrator for your LEA, the SDE will provision access for you. Contact the SDE helpdesk for support. If you are not the superintendent or charter administrator for your LEA, but you have been designated the responsibility of entering this data and/or submitting the Professional Endorsement recommendations, see your District Technology Director to have them grant you the appropriate roles in the Admin Tool.

Q. I submitted evaluations and discovered that the roster does not contain staff members that should be there. What do I do?

A. If you do not see a staff member listed on the roster, , you must correct that staff member through your ISEE data submission. Contact your Regional ISEE Technology Coordinator.

Q. When I uploaded a file, the *Upload Summary* form showed red warnings in the Validate column, how do I fix this?

A. To fix these errors, select **Edit Evaluations**, select the staff record, and make the corrections or, fix the record in the file, then upload it again.

Q. Can I submit my files in Excel format?

A. Uploaded files must be in ".csv" (Comma Separated Values) format. This is a file that may be edited in Excel. If your file is an Excel file, you must save it as a ".csv" file before uploading.

Q. Do I have to submit an evaluation for a long-term sub that we hired for a full semester?

A. If a staff member was reported in ISEE properly as a long-term sub (i.e. the teaching role for every assignment was "L – Long Term Sub"), the staff member will not appear in the Staff Evaluation roster.

Q. What should I do if no evaluation was done for a teacher/principal?

A. An evaluation result must be selected. If no evaluation was performed, the evaluation result should be one of the following: D – Deceased, H – Late Hire, L – Leave, R – Roster Incorrect, T – Early Termination, and N- No Evaluation.

Q. What does "met training requirement" mean?



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A. IDAPA 08.02.02.120.05(b) states that individuals assigned this responsibility shall have received training in conducting evaluations within the immediate previous five (5) years of conducting any evaluations. An administrator may not be responsible for a summative evaluation without having evidence of this training.

Q. What does "met training requirement" mean?

A. IDAPA 08.02.02.120.05(b) states that individuals assigned this responsibility shall have received training in conducting evaluations within the immediate previous five (5) years of conducting any evaluations. An administrator may not be responsible for a summative evaluation without having evidence of this training.

Q. I've certified my evaluations and recommendations but I've found I need to make an edit (current year or prior year). What do I do?

A. Contact your Regional ISEE Technology Coordinator or SDE Support

Q. The superintendent is rostered. Do we need to submit an evaluation?

A.1 If the Superintendent has only a superintendent assignment, do not report an evaluation through CLDS. Report as R- Roster Incorrect

A.2 If the Superintendent has instructional/pupil services assignments, report the instructional/pupil services evaluation through CLDS.

A.3 If the Superintendent has a Principal assignment, report the principal evaluation through CLDS.

The roster is built based upon information submitted in ISEE.



APPENDIX I. GLOSSARY

Instructional Personnel – Those involved in the direct instruction of a student or group of students and who hold an Idaho certificate issued under Section §33-1201 Idaho Code.

Pupil Services Staff Members (PSS) – same as PPS, Pupil Personnel Services – Those who provide services to students but are not involved in direct instruction of those students and hold a PPS certificate.

LEA – Local Education Agency

CSV – Comma Separated Value formatted file. This may be the format of evaluation data originally entered prior to uploading into the SEDC application.

ISEE – Idaho System for Educational Excellence – the Idaho State Longitudinal Data System