

Colorado Performance Management System

Creating a Snapshot to View Progress for Educators



COLORADO
Department of Education

Snapshot

The Colorado Performance Management System allows for a “snapshot” to be taken of the Evaluator Assessment at any point during the evaluation cycle so that an evaluator may compare the progress of the educator on the rubric throughout the year.

Why use this feature? Many evaluators have expressed interest in celebrating the progress the educator has made from their mid-year review to the end-of-year review. This feature allows for the comparison of what changes have been made to the rubric from the time the snapshot was created.

Step 1: Creating the Snapshot

An evaluator may create a snapshot by visiting an educator’s activity page and clicking on the Evaluator Assessment. From there, an evaluator can click on the “Snapshots” button.

NOTE: Only primary evaluators may create snapshots. However, secondary evaluators will be able to utilize the snapshot to view progress.

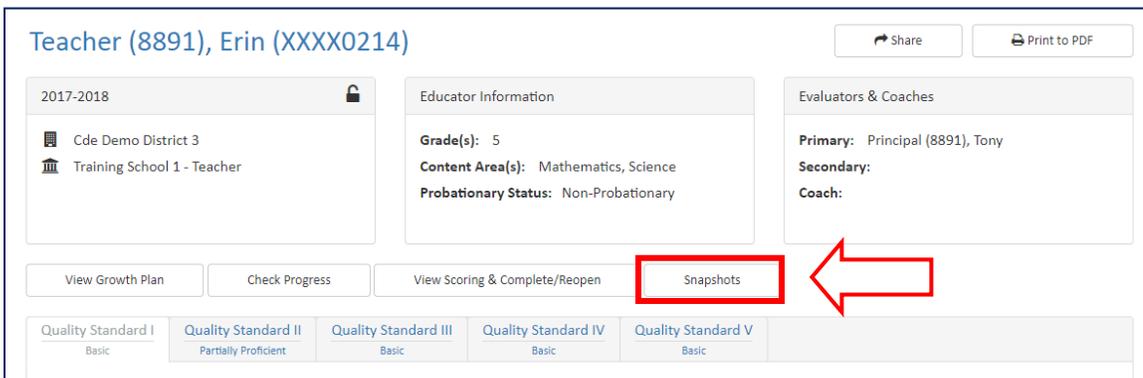


Figure 1 highlighted "snapshot" button on educator's activity page

The evaluator can then click on “Create Snapshot”.

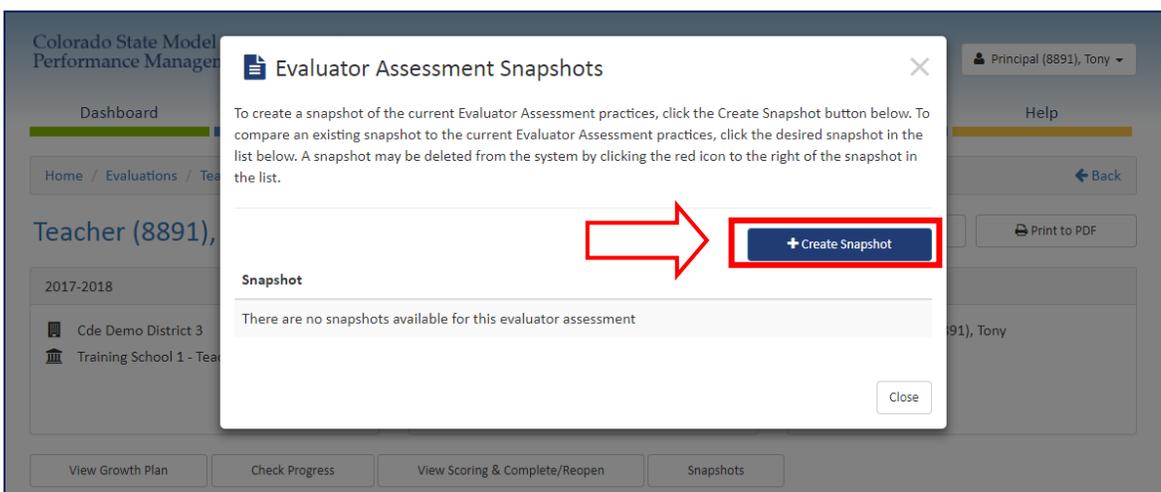


Figure 2 highlighted "create snapshot" button

This will add a snapshot of the current practices that have been checked within the rubric.

NOTE: You have the ability to delete a snapshot at any time.

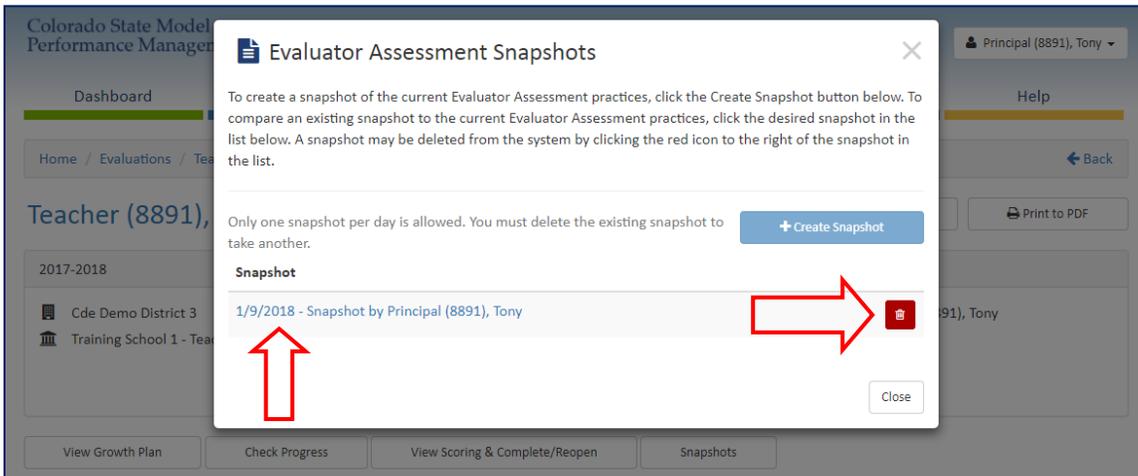


Figure 3 arrow pointing to the newly appeared snapshot. delete button is on the right

Step 2: Using the Snapshot to View Progress

Once a snapshot has been created, an educator will be able to revisit that snapshot and see progress on the rubric at any point before the Evaluation Assessment has been completed. To view progress, click on the snapshot you would like to compare against (if multiple have been taken, they will display in list form).

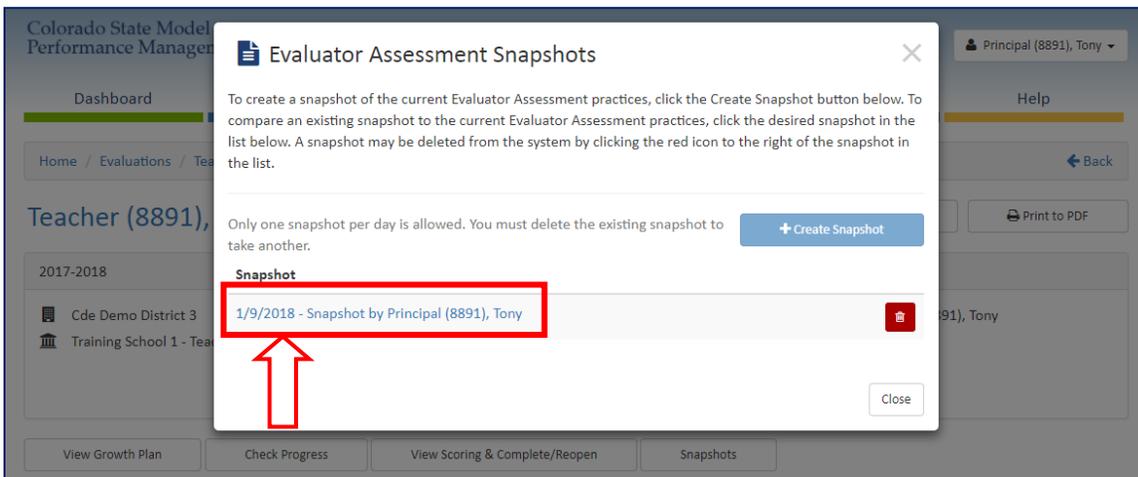


Figure 4 box and arrow pointing to where to click to open the shapshot feature

You will see the comparison is in place by the blue bar at the top. Click on “Stop Comparison” to view just the current rubric.

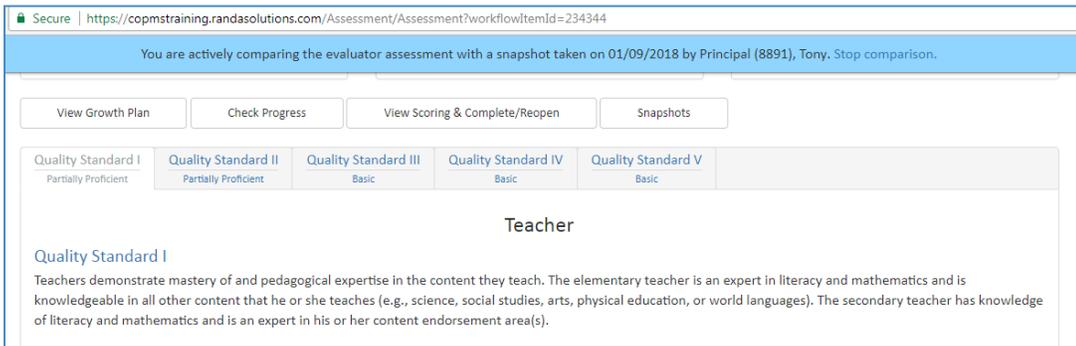


Figure 5 arrow pointing to indicator that comparison is in place

By scrolling down to the rubric, all changes will be highlighted in blue.

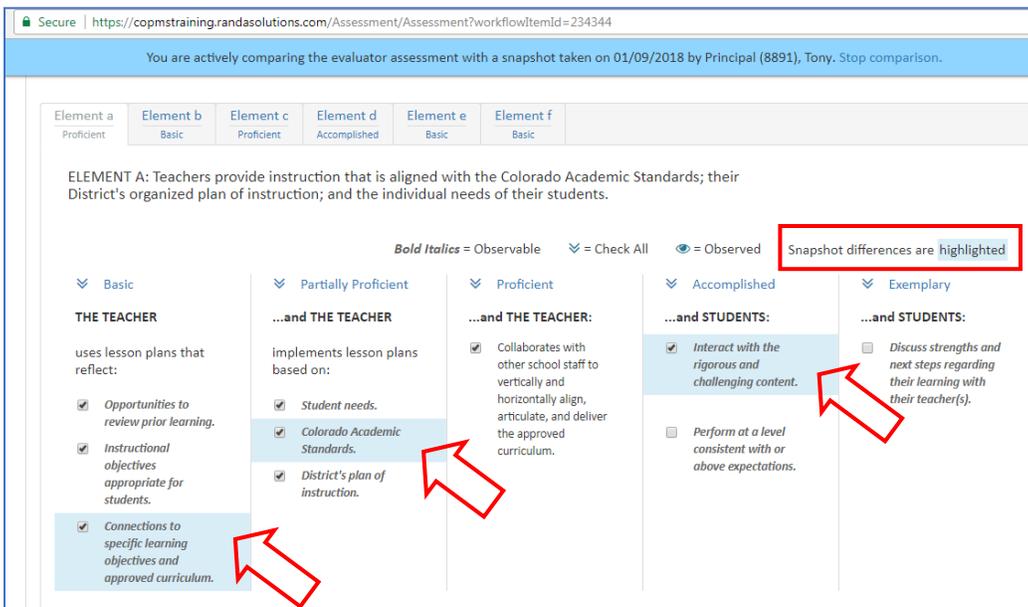


Figure 6 arrows indicating the changes within the educator's rubric, which are highlighted in blue

NOTE: If an Evaluation Assessment has been shared with the educator, they will also have the opportunity to use the snapshot feature to compare progress. However, they will not have the ability to create any new snapshots.

If you have any questions regarding this process, please do not hesitate to contact support@copms.randasolutions.com.