

## PPR Platform

### Entering a New Supervisory Visit – Superintendent and Trained Admin Users

1. Go to <https://www.nycenet.edu/ppr/> and log in using your DOE username and password. Accept the Terms & Conditions.
2. From the **My Queue** page, select the green button *New Supervisory Visit* which will create a pop-up window.
3. From this pop-up window, search for the principal name or DBN. Select the appropriate principal.
4. DBN will automatically populate the DBN bar. If the DBN does not automatically populate, you can select the correct DBN from the drop down menu.
5. Select the date of the visit by clicking the calendar icon button.
6. Select the visit type (PPO, Additional Evidence) from the drop down menu.
7. Click the green *Add* button. Please give the website a moment to load your selections.

\*Search for Principal by Name, DBN or EmployeeID      \*DBN for this Principal's School

DOUGLAS AVILA | SUPLO-PRINCIPAL    | 19K328   | 027      02M225 - Ella Baker School

\*Visit Date      \*Visit Type

12/10/2015      PPO

**Add**

**Enter Visit for This Principal**      **Save and Return to My Queue**      **Cancel**

8. Review the record created.
  - a. If the principal and DBN are correct, click the *Enter Visit for This Principal* button.
  - b. If the principal is correct but the DBN is incorrect, select *Enter Visit for This Principal*. You will edit the DBN on the next page.

	Last Name	First Name	ID	School	DBN
✘	NUNZIATA	MARIA	0686948	P.S. 130 The Parkside	15K130

**Enter Visit for This Principal**

**Save and Return to My Queue**

**Cancel**

\*Note: You must click the green *Add* button before clicking the *Enter Visit for This Principal* button.

9. From the **Supervisory Visits** page, review the principal information in the green box on the left.
  - a. Check that DBN and visit date are correct for the principal.
    - i. If correct, you can now move on to reviewing historical data and entering evidence. If DBN or visit date are incorrect, select the green button *Edit This Info*.
    - ii. Select the correct DBN from the drop down and select the correct date by clicking the calendar icon button. Click the green *Save* button in green box.

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You can manually edit any field with an asterisk(\*) by clicking "Edit this Info."

Principal Name :	CYNTHIA ARNDT
*DBN / School :	02M225 - Ella Baker School
EIN :	0663930
*Observation Date :	12/17/2015
Notification Status :	In Progress
Observation Type :	Additional Evidence
District:	02

[Edit This Info](#)

10. Staying on the **Supervisory Visits** page, you can review prior and current years' PPR Platform records on the left side of the screen in the *Review Records* boxes. Please note that there may not be any records for the current school year if your supervisory visit was the first visit for this principal.

Review Records from 2014-15 PPR Platform:

Record Date	Record Type	
09/02/2015	PPR Overall Rating	<a href="#">Preview Record</a>
04/14/2015	MOLP Rating	<a href="#">Preview Record</a>
02/27/2015	PPO	<a href="#">Preview Record</a>

11. Staying on the **Supervisory Visits** page, select *New* next to each indicator in the *Add/View Evidence* column and enter your evidence in the pop-up window. Click *Save* in the pop-up window when you are finished. You must click *New* next to each indicator and enter text for each of the 10 indicators. If you do not have evidence for an indicator, enter "No evidence" in the text box. Frequently click the green *Save* button at the bottom-center of the **Supervisory Visits** page in order to assure your work is saved.

QR Indicator	Big Ideas	Rating ?	Add / View Evidence
1.1	Curriculum	Select >>>	<a href="#">New</a>

12. If you are a superintendent, you may select preliminary ratings for PPO visits, but are not required to do so.
13. You can preview your work by clicking the green *Preview Evidence* button on the main screen or the green *Print to PDF* button at the bottom of each Indicator text box.
14. When you have finished entering evidence and selecting preliminary ratings you can either:
- Click the green *Save* button on the **Supervisory Visits** page to save your work to review later.
  - If you have finalized the entry for this principal visit, click the green *Submit* button. You cannot edit this entry after you have clicked *Submit*.
15. Entering a New Supervisory Visit is complete!