

The QR Evidence Feed

Background

As part of the Quality Review process, reviewers conducting QRs use two separate systems to document the evidence gathered from their QR visit. The Salesforce system is used to generate the School QR Report that is posted publically online, while the PPR Platform system is used to document evidence as part of a principal's supervisory visit under the NYC DOE's principal evaluation system (PPR). In the past year, reviewers have expressed their frustration with having to spend time entering largely the same information into both applications, either by copying and pasting from one system to the other or by re-typing the information in full.

Solving this issue in response to this user feedback took several months due to the complexities of the individual systems. However, we are excited to now offer a solution that will streamline the process of entering evidence into Salesforce and the PPR Platform for those reviewers that use the Writing Assistant. This new functionality is called the QR Evidence Feed and its purpose is to alleviate some of the double work reviewers are experiencing surrounding QR visits. The QR Evidence Feed will be available to reviewers starting in late January 2015.

How does it work?

Reviewers may choose to send their evidence via the click of a button from the Writing Assistant in Salesforce to the PPR Platform. The evidence will appear as a new QR Supervisory Visit record in the PPR Platform the following week by Monday at 9:00AM. More specifically, all ratings, findings, impact, and supporting evidence written for indicators 1.1, 1.2, 2.2, 3.4, and 4.2 in the Writing Assistant in Salesforce will be included for these same indicators in a QR Supervisory Visit record in the PPR Platform. **For step-by-step instructions including screenshots, please see below.**

Please note

- Reviewers will still need to go into the PPR Platform to make any necessary edits and additions and **submit** their final QR Supervisory Visit record for it to be considered finalized and complete.
- If a record for a principal's QR visit already exists in the PPR Platform, the QR Evidence Feed will create a second QR Supervisory Visit record for that principal with the Writing Assistant evidence. The original record will remain as is.
- Reviewers will only be able to send evidence to the PPR Platform once for each Writing Assistant draft.

Timeline

The QR Evidence Feed will occur on a weekly basis until the end of the school year.

- **Every Friday at 12:00PM** – evidence will be collected from all Writing Assistants sent to PPR from the week
- **Every Monday by 9:00AM** – the evidence collected the previous Friday will be available in PPR Platform

To learn more about the QR Evidence Feed

OSQ will be hosting a series of webinars to train reviewers on this new functionality in January, as well as to provide a refresher on using the Writing Assistant and on submitting evidence in the PPR Platform. Reviewers can also work with their Program Associate/Manager to request one-on-one systems training.

Other resources

- For more information about using the Writing Assistant, please see the [Writing Assistant Guide](#).
- For more information on entering supervisory visit evidence into the PPR Platform, you can visit the guides tailored to your role below:
 - [Superintendents and Cluster Leaders](#)
 - [Cluster Trained Administrators](#)

If you need additional support, please reach out to your Program Associate/Manager by phone or email.

Visualizing the process

PPR Platform

Salesforce Writing Assistant

▼ Area of Celebration

Indicator: 1.1
 Ratings: P
 Findings: ac

Findings Evidence: Majority of teachers are engaged. As a result, of teachers' contributions...

Supporting Evidence 1: All teachers participate in a grade school culture or adult learners. The action research are shared with...

Supporting Evidence 2: The dual language and ESL team determine if dual language program...

Supporting Evidence 3: Teachers state that meeting with their colleagues and that all ideas were...

Supporting Evidence 4: The math team has been analyzing...

Supporting Evidence 5: Teams are facilitated by leaders who create the agenda collaboratively, lists, or developing a school-wide...

▼ Area of Focus

Indicator: 4.2
 Ratings: P
 Findings: ac

Findings Evidence: While school leaders and faculty plan the limited refinements to the curriculum...

Supporting Evidence 1: Teachers indicate that the grade level Expeditionary Learning in grades coherence. All fifth graders are currently...

Supporting Evidence 2: With support from consultants last lessons. In ELA, the school has adopted...

Supporting Evidence 3: Writing is an area of focus as the school from Portland public schools. The...

Supporting Evidence 4: The school's instructional focus on career readiness. The principal states...

Supporting Evidence 5: Teachers state that they plan and teachers identified the need to include between the dual language classes the end of the school year and the...

Supervisory Visit Evidence and Ratings: 2014-15

Please use fields below to log evidence from individual supervisory visits. Evaluators must enter evidence for each indicator before submission.

Quality Review Indicators for Principal Performance

Preview Evidence

QR Indicator	Big Ideas	Rating	Add / View Evidence
1.1	Curriculum	Proficient	View/Edit
1.2	Pedagogy	Proficient	View/Edit
1.3	Resource Allocation	Select >>>	New
1.4	Learning Environment	Select >>>	New
2.2	Assessment	Proficient	View/Edit
3.1	Goal Setting	Select >>>	New
3.4	High Expectations	Proficient	View/Edit
4.1	Teacher Feedback	Select >>>	New
4.2	Teacher Teams	Proficient	View/Edit
5.1	Monitoring and Revising	Select >>>	New

What this looks like in the PPR Platform

New records that were part of the QR Evidence Feed will have the word "yes" here in the "Import" column.

My Supervisory Visit Queue

On this page, reviewers can log new supervisory visits and additional evidence from non-PPO visits aligned to the QR rubric. When a new supervisory visit has been entered, it will appear in the queue below. To log a new site visit, simply click "New Supervisory Visit" and follow the prompts from there.

School Year: 2014-15

New Supervisory Visit **Additional Evidence From Non-PPO Visits**

View/Edit	Delete	Date of Observation	Principal Last Name	Principal First Name	School DBN	EIN	Supervisory Visit Type	Completion Status	Evaluator Name	Import
										yes
View/Edit	Delete	01/01/1960	Sim	Franklin	09X543	0821134	Quality Review	In Progress	Carron	yes
View/Edit	Delete	01/01/1960	Owusu-Afriyie	Osei	03M860	0929509	Quality Review	In Progress	Ilene	yes
View/Edit	Delete	01/01/1960	GETZ	JACQUELINE	02M126	0703689	Quality Review	In Progress	Jacqueline	
View/Edit	Delete	01/01/1960	WILSON	AUDREY	19K158	0284440	Quality Review	In Progress	Buffie	

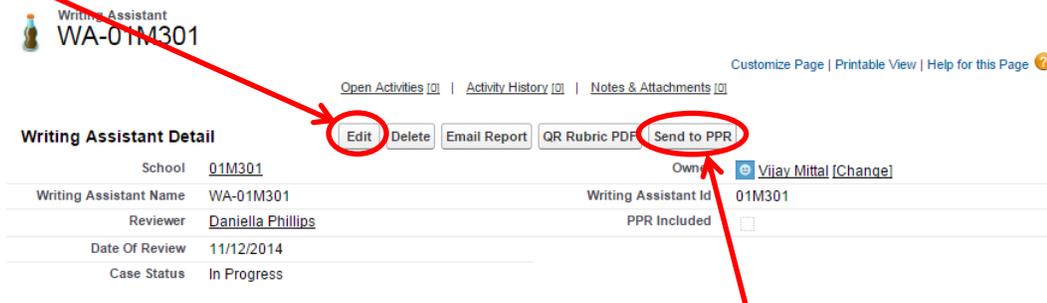
You can edit these new records just like any other supervisory visit record by clicking on View/Edit.

Records created within the PPR Platform will not have anything listed in the "Import" column.

Instructions for using the QR Evidence Feed

1. Draft your QR Report in the Writing Assistant

- To log into Salesforce, go to <https://login.salesforce.com/> and enter your email address login and password.
- From the home page, search for the school for which you are drafting a report. Once you have selected the school, click on the link **WA – XXXXXX** under Writing Assistants, where XXXXXX represents the school’s DBN.
- Once you have selected the Writing Assistant, click on the **“Edit”** button to start drafting your report. Enter your information for each of the report sections. Please remember to list the indicator and rating for all 5 sections, and click **“Save”** often and after you have completed your report.



2. Select the **“Send to PPR”** button to send your evidence to the PPR Platform:

When you are ready, click on the **“Send to PPR”** button at the top of the page to send all of the evidence currently saved in your Writing Assistant draft to the PPR platform.

- ***Please note that you can only send your evidence to the PPR Platform one time for each Writing Assistant draft. Once you have selected the **“Send to PPR”** button, any changes you make to the Writing Assistant draft will not be carried over into your PPR Platform evidence.*****
- Timing:** The QR Evidence Feed will occur on a weekly basis. All evidence that has been sent to the PPR Platform during the week will be collected every Friday at 12:00PM. The evidence collected will be entered into the PPR Platform by 9:00AM on the following Monday morning. For example, if you click **“Send to PPR”** to send your evidence on Wednesday at 4:30PM, your evidence will be entered into the PPR Platform by 9:00AM on the following Monday. However, if you click **“Send to PPR”** on Friday at 5:30PM, your evidence will be entered into the PPR Platform by 9:00AM two Mondays following, due to the 12:00PM cutoff on Fridays for collecting all Writing Assistant evidence from the week.

3. Review and Edit your evidence in the PPR Platform!

- To log into the PPR Platform, go to <https://www.nycenet.edu/ppr/Login> and enter your DOE username and password.
- On your My Queue page, you will see a new QR Supervisory Visit record for the Principal of school XXXXXX.
 - If you have already created a record for a specific QR Supervisory Visit in the PPR Platform and then select **“Send to PPR”** for the same principal, a second record will be created in the PPR Platform and will show up in your Queue. You can distinguish between the two records by viewing the information in the **“Import”** column.

- ii. New QR Supervisory Visit records created via the QR Evidence Feed will have the word “yes” listed in the “Import” column. Records you create within the PPR Platform (without using the QR Evidence Feed) will be blank in “Import” column.

My Supervisory Visit Queue 

On this page, reviewers can log new supervisory visits and additional evidence from non-PPO visits aligned to the QR rubric. When a new supervisory visit has been entered, it will appear in the queue below. To log a new site visit, simply click “New Supervisory Visit” and follow the prompts from there.

School Year:

New Supervisory Visit **Additional Evidence From Non-PPO Visits**

View/Edit	Delete	Date of Observation	Principal Last Name	Principal First Name	School DBN	EIN	Supervisory Visit Type	Completion Status	Evaluator Name	Import
		<input type="text" value=""/>	yes							
View/Edit	Delete	01/01/1960	Sim	Franklin	09X543	0621134	Quality Review	In Progress	Carron	yes
View/Edit	Delete	01/01/1960	Owusu-Affiyie	Osei	03M860	0929509	Quality Review	In Progress	Ilene	yes
View/Edit	Delete	01/01/1960	GETZ	JACQUELINE	02M126	0703689	Quality Review	In Progress	Jacqueline	
View/Edit	Delete	01/01/1960	WILSON	AUDREY	19K158	0284440	Quality Review	In Progress	Buffie	yes

- c. Click on the “View/Edit” hyperlink in order to review the information and edit your new QR Supervisory Visit record in the Supervisory Visits page. During the editing process, you may add additional evidence from your QR visit related to the other 5 indicators and/or add more detail about the principal’s leadership practice to the 5 indicators from your Writing Assistant evidence.
4. **Submit your final QR Supervisory Visit record:** Once you are satisfied with your QR Supervisory Visit record, click the green “Submit” button at the bottom of the Supervisory Visits screen. You cannot edit this record after you have clicked “Submit.”
- If you have duplicate records, make sure you are submitting the correct version of the record.
 - After submitting the final version of a record, remember to delete any outstanding duplicate records from your Queue to avoid confusion in the future. To delete a record, from the My Queue page click on the word “Delete” under the second column labeled “Delete” for each record that you wish to remove from your Queue.

Other resources

- For more information about using the Writing Assistant, please see the [Writing Assistant Guide](#).
- For more information on entering supervisory visit evidence into the PPR Platform, you can visit the guides tailored to your role below:
 - [Superintendents and Cluster Leaders](#)
 - [Cluster Trained Administrators](#)

If you need additional support, please reach out to your Program Associate/Manager by phone or email.

Frequently Asked Questions – QR Evidence Transfer

- 1. Who can use the QR Evidence Feed?** Any reviewer conducting Quality Reviews who has entered QR evidence into the Writing Assistant in Salesforce can use this feature.
- 2. I have selected the “Send to PPR” button. When will I see my evidence in the PPR Platform?** Any Writing Assistant that you have selected to “Send to PPR” during the week prior to Friday at 12:00PM will be entered into the PPR Platform by 9:00AM on the following Monday morning. You will be able to review and edit the new QR Supervisory Visit records created by the QR Evidence Feed in the PPR Platform at that time. Any Writing Assistant that you have selected to “Send to PPR” after Friday at 12:00PM will be entered into the PPR Platform two Mondays following. For example, if you send evidence to the PPR Platform on Friday at 5:30PM, your evidence will be entered into the PPR Platform by 9:00AM two Mondays following, due to the 12:00PM cutoff on Friday for collecting all Writing Assistant evidence from the week.
- 3. What if I’ve made changes to my evidence in the Writing Assistant? Can you copy over my most recent version?** No, once you have selected the “Send to PPR” button, the information saved in the Writing Assistant at that time will be copied. You may only select the “Send to PPR” button once. Any edits you make after selecting “Send to PPR” will only be saved in the Writing Assistant in Salesforce.
- 4. Do I have to add a QR Supervisory Visit to My Queue in the PPR Platform in order to see my evidence from my Salesforce Writing Assistant?** No, the QR Evidence Feed will create a new QR Supervisory Visit that contains your Writing Assistant evidence and will add it to your Queue in the PPR Platform automatically.
- 5. What if I already have a QR Supervisory Visit in My Queue for a principal and have also selected the “Send to PPR” button in the Writing Assistant?** A second QR Supervisory Visit record will be added to your Queue for the same principal and will contain the evidence from your Writing Assistant. The original record will remain as is. New QR Supervisory Visit records created via the QR Evidence Feed will have the word “yes” listed in the “Import” column on the My Queue screen. Records you create within the PPR Platform (without using the QR Evidence Feed) will be blank in “Import” column. Please note that you can only submit one QR record for each principal and that all other records should be deleted from your Queue.
- 6. Can I edit the evidence in the PPR Platform after it has been copied over from my Writing Assistant draft?** Yes, you are encouraged to go into the PPR Platform to review and make edits where necessary to your new QR Supervisory Visit record, especially to add in details focused on leadership practice for all 10 indicators. Please note that, as with other Supervisory Visits, you must click “Submit” on the Supervisory Visits page in the PPR Platform in order for your record to be finalized. Additionally, you cannot edit an entry after you have clicked “Submit.”
- 7. I uploaded my Word template of the QR Report into Salesforce and did not use the Writing Assistant. Can you send the information from my Word document to the PPR Platform?** No, unfortunately we are only able to send evidence that was entered directly into the Writing Assistant to the PPR Platform at this time.
- 8. What if I do not see my evidence from the Writing Assistant in the PPR Platform? Who can check on the status of the QR Evidence Feed for me?** If you entered your evidence in the Writing Assistant in Salesforce and selected the “Send to PPR” button but you do not see your evidence in the PPR Platform after the weekly collection of evidence, please reach out to your Program Associate/Manager.
- 9. I entered my evidence for a QR visit directly into the PPR Platform and do not want my record to be copied over by the QR Evidence Feed. How can I make sure my evidence in the PPR Platform does not get written over?** If you do not wish to send your evidence to the PPR Platform, do not select the “Send to PPR” button on the Writing Assistant page. However, if you have already selected the “Send to PPR” button, your evidence from the Writing Assistant will be copied into the PPR Platform and a second QR Supervisory Visit record will be added to your Queue for the same principal. Your original QR Supervisory Visit record that you entered directly into the PPR Platform will remain untouched, and you may delete the duplicate created by the QR Evidence Feed from your Queue.