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| **KEEP 2014 Production Software Enhancement Requested** | **Enhancements for 2014-2015** |
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| **Summative Rating Sheet and Student Growth Measures** |
| 1. Student Growth Measures Included in Summative Rating Sheet
 | Yes |
| 1. Final Rating Included in Summative Rating Sheet
 | Yes |
| 1. Ability to bypass the Summary Rating Sheet with a check-box that states “This Summary Rating Sheet is not being used by this district.”
 | No  |
| **Notification System / Work Queue** |
| 1. Email Notification System / Notification system for when actions are completed.
 | No, use of a work queue will resolve this issue |
| 1. Notifications of Completions and Next Steps along the pathway through the Evaluation, Notifications of Completion of Actions and additional data entry for Summary Rating page
 | Yes, as a work queue |
| 1. Display the step in the process for Evaluations
 | Yes, as a work queue |
| 1. The individuals who have not yet started an evaluation should still be listed, but not accessible, for the Evaluator to confirm their assignment before the Evaluatee logs-in.
 | Yes |
| **Private Schools Z Numbers** |
| 1. Private School Access – Z numbers
 | No, needs to be remedied in EDCS |
| **HR Role in KEEP**  |
| 1. Non certified staff access – HR Role for Access to Evaluations
 | Yes |
| **Informal Observations**  |
| 1. Direct Access to Submit Informal Observations on the Informal Observations Webpage
 | Yes |
| **Artifacts**  |
| 1. Ability to Upload Artifacts throughout the Process
 | Yes |
| 1. Size of files for Artifacts -
 | Yes, up to 4 MB |
| 1. Uploading artifacts file extensions can be in capitals or lower case letters.
 | Yes |
| **Assessment Rubric**  |
| 1. Ability to make a new version of the Assessment Rubric throughout the Process – with up to (3?) versions
 | Functionality already exists |
| **Goals**  |
| 1. Ability to Edit Goals throughout the Process
 | Yes |
| 1. Reorganize GOALS page for ease and clarity, add instructional and informational text to all pages for clarity and ease of use, text boxes are too limited
 | Yes |
| 1. Teachers GOALS page will not all SAVE after Proposed Actions are put in – Allow SAVE at any time during the process.
 | In 2014-2015, Goals will Save from start of assessment rubric through end of Mid-Cycle Conference |
| **Archives**  |
| 1. Newly Completed Archived Evaluations are Immediately Available to Be Viewed in Full
 | Functionality already exists |
| 1. All Saved/Archived Evaluations are available to see – both 1 and 2 cycles at any time can be viewed in Archived – OR just have everyone do two 1 cycle processes for 2 cycle teachers.
 | Deleting 2 cycle process, in 2014-2015 will only have a one cycle process that will be used 2 times for 2 cycle educators |
| **Errors**  |
| 1. Error Messages are Rewritten for Clarity and Offering Resolutions/Directions
 | Yes |
| 1. Browser Message Alert when USER is in the wrong browser
 | No, clearly stated on the Homepage |
| 1. Message to tell people they are in the wrong browser when in KEEP
 | No, clearly stated on the Homepage |
| 1. Allow an evaluation text entry to be cleared by TLA staff and Evaluators
 | Yes |
| **Save and Print**  |
| 1. SAVE and PRINT buttons are constantly available
 | Yes |
| 1. KEEP Administration need to be able to see and be able to SAVE a spreadsheet of all districts and individuals within districts who are using the KEEP Repository
 | Yes, as a work queue |
| 1. Need notification of a successful SAVE.
 | Yes |
| **Text Boxes**  |
| 1. All KEEP text boxes need to be expandable
 | Scroll already exists |
| 1. Allow cut and pasting of text only – not any attaching html code/other coding
 | Clean code from text using Notepad or WORD |
| **EDCS**  |
| 1. EDCS – Cooperatives can be assigned as evaluators or observers in any district that they serve
 | No |
| 1. EDCS to KEEP – need to allow multiple teachers in multiple buildings with one district without compromising the evaluation data
 | No, one evaluation per teacher |
| 1. EDCS – The Submit to KEEP button is often confusing
 | Will have additional text instructions |
| **Roles** |
| 1. Individuals who hold multiple roles (administrator and teacher) need to be able to have 2 evaluations going at the same time
 | Yes |
| 1. Individuals who hold multiple roles (administrator and teacher) need to be able to view all of their evaluatees and do evaluation work within the KEEP Repository
 | Yes |
| 1. Allow multiple Evaluators (up to 2)
 | No, only multiple Observers |
| 1. Ability to have multiple tabs open without having data cross. Also clean up any areas where there is data crossing or potential for data to cross.
 | No |
| 1. Add the Special Education staff Rubrics to the KEEP Repository.
 | No |
| 1. The Ability for Evaluatees to access their evaluations when they are not in a district that participates in KEEP.
 | Yes |

KEEP Enhancements for 2014 – From KEEP Debriefing Meeting

In the last session of the KEEP Debriefing (February 19, 2014), participants were asked to prioritize data enhancements for the KEEP system. They were asked to indicate their priorities using a matrix provided by KSDE. Individuals at each table prioritized the list, with the results below. In the right column of each table is the list of enhancements to be completed in 2014. These are not all of the enhancements that will be completed. A complete list of enhancements is also posted on the KEEP webpages as Kansas Educator Evaluation Protocol (KEEP) v 3.0.0 Annual Update Requirements (AUR).

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|  | Request from the Field  | Enhancements for 2014 |
| 1. | Notification system (8 tables) | Will be available as a Dashboard/Work Queue  |
| 2. | Ability to upload artifacts throughout the process (6 tables) | Yes |
| 3. | All saved/archived available to see (6 tables) | Yes |
| 4. | Ability to edit goals throughout the process (5 tables) | Yes, from end of Self-Assessment Rubric through to end of Mid Cycle Conference  |
| 5. | Teachers goals page allow save at any time (4 tables) | Yes |
| 6. | Display the step in process for evaluation (4 tables) | Yes |

The next set of recommendations was provided by 3 tables:

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|  | Request from the Field  | Enhancements for 2014 |
| 1. | Human resource access | Yes |
| 2. | Direct access to submit informal observations | Yes |
| 3. | Expandable boxes | Currently have as scroll down text boxes, prints complete boxes  |
| 4. | Ability to have 2 evaluations at same time  | No |
| 5. | View all evaluatees | Yes |
| 6. | Notification of successful save | Yes |
| 7. | Multiple evaluators | No, only multiple Observers |
| 8. | File size increase | Yes  |

Two tables prioritized the following:

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|  | Request from the Field  | Enhancements for 2014 |
| 1. | Save and print buttons are constantly available | SAVE button is available when page is open to accept text. Print button is already always available.  |
| 2. | Cooperative can be assigned as evaluators or observers in any district that they serve | No. Cooperatives must decide if they will be the Evaluators or if their districts will be the Evaluators.  |
| 3. | Allow cut and pasting of text only | This already exists if cutting and pasting from Notepad. Cutting and pasting from WORD can continue with HTML attached to text.  |
| 4. | The ability of evaluates to access their evaluations when they are not in a district that participates in KEEP | Yes |
| 5. | The submit to KEEP button should be clarified | Yes |

All other suggestions on the list received priority votes by one table each except the following, which received no votes:

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| 1. | Private school access | No, must be done in EDCS. Currently working on. |
| 2. | Technical support staff ability to see a test environment | Yes - Limited.  |
| 3. | Individuals who have not yet started an evaluation should be listed. | Yes |

In addition, some tables provided suggestions:

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| 1. | Ability to save and edit as you go. | Yes |
| 2. | Spell check. | ? |
| 3. | Submit multiple years of artifacts. | No |
| 4. | Separate submit and save buttons. | ? |
| 5. | Artifacts open until summary submitted. | ? |
| 6. | Open all areas at once. | No |
| 7. | Both the evaluator and evaluatee should be able to enter goals. | No, this is to assist with intentional communication between Evaluator and Evaluatee. |
| 8. | Users should be able to add informal evaluations in the repository | Informal Observation can be submitted by Evaluators and Observers. |
| 9. | Users should be able to work in the summary page throughout the process. | Evaluators can work on the Summary Rating page at the end of the Mid-Cycle Conference.  |