

KEEP2 – Beginning of Year Procedures



*Helpful Hint:

For the **Informal and Formal Observation pages**, make sure to click the **SAVE** button below the text box **before** clicking **SUBMIT**.

KEEP2 Complete & Archive

Make sure to Complete & Archive all evaluations from the previous school year before beginning new evaluations. Make sure to download and/or print the Evaluation Summary Report, if you need to file a hard copy.

Pop Up Blocker (Past Evaluation and/or Reports)

When accessing Past Evaluations and/or Reports, if the system takes you back to the Current Evaluations tab or seemingly does nothing, then that is a **Pop-up Blocker**, which you will need to click **Allow** in the upper right corner of the internet browser you are using. Your system security thinks the PDF is a Pop-up Ad and is blocking it, once you click Allow the PDF will generate.

Username and Password (Authenticated Applications)

Have everyone store their Authenticated Applications Username and Password for easy access. Usernames can be found in the District or Building Set Up tabs. The username will be in parenthesis next to the name.

90 Day Lock Out (Authenticated Applications)

After 90 days of non-use, Authenticated Applications will temporarily lock your account for security purposes. Upon your next login, there will be a message informing you of the Locked Account and prompting you to change your Password. Once completed, you will be able to get into your account.

KEEP2 Cycles

The Cycles rolled over on July 1.

KSDE and Authenticated Applications web links

KSDE website - www.ksde.org

Authenticated Applications Link - <https://apps.ksde.org/authentication/login.aspx>

Removing former employees from KEEP2 and Authenticated Applications

First disconnect them in KEEP2 by un-assigning their Evaluator, Rubric and Building, then send the name(s) to the Helpdesk at helpdesk@ksde.org and ask that the Authenticated Applications account be deleted.

*Helpful Hint:

The only instances where accounts should be deleted are:

- Employee no longer works for the district.
- Employee has multiple accounts.
- Employee moved from a non-administrator position to an administrator position.
- Administrator moved to a new building (see below)

Administrators that change buildings (Authenticated Applications)

If an administrator moves to a new building, they will need to have their Authenticated Applications account deleted from their former building and will need to Register for a new Authenticated Applications account for the new building. This is due to all the Applications an administrator has access to in Authenticated Applications. (See **Removing former employees** above for directions to delete the Authenticated Applications account from the previous building).

When to Register for a New Authenticated Applications Account:

- You are new to the Authenticated Applications system.
- You are an Administrator that has moved to a new building or district.
- You are a teacher that has moved to a new district.
- You cannot use the same account or username that is assigned to your License Application account.

***Helpful Hint:**

- Accounts cannot be transferred from another district.
- License Application is in a different system than KEEP2.

If you already have an Authenticated Applications account and none of the above apply, then:

- Go to Manage My Account.
- Scroll down to choose KEEP2 and your Role (access level) – see access levels below.
- Fill in birthdate, security question and answer.
- Click Submit.
- Enter you Educator ID and Social Security Number (if District or Building Educator).
- Click Submit.

***Helpful Hint:**

Anyone can choose a Registered User access level, so an Educator ID is unnecessary. Account will need to be approved by Supt. or KEEP2 Admin.

District Access Levels (Choose All Buildings from the drop-down box):

District Administrator (*Account approval required)

- Superintendent, Assistant/Associate Superintendent, HR Director, Coop/Interlocal Director
- Access to all district information as an evaluator and/or evaluatee

District Educator (Automatic approval with Educator ID and SSN)

- All other district level staff that need to be evaluated

- Access as an evaluatee only

Registered User District (*Account approval required)

- Any district level staff without an **Educator ID or if they may need to evaluate others (Curriculum Director, SLP, etc.)
- Access as an evaluatee and/or evaluator depending on District Set Up

KEEP2 Admin (*Account approval required)

- Administrative Assistant or Board Clerk
- Access to District and Building Set Up tabs.

Building Access Levels (Choose a specific Building from the drop-down box):

Building Administrator (*Account approval required)

- Principal, Assistant Principal
- Access to all building information as an evaluator and/or evaluatee

Building Educator (Automatic approval with **Educator ID and SSN)

- Classroom Teacher, Library Media Specialist, Instructional Coach, etc.
- Access as an evaluatee only

Registered User Building (*Account approval required)

- Any building staff without an **Educator ID or if they may need to evaluate others (Nurse, Counselor, SLP, etc.)
- Access as an evaluatee and/or evaluator depending upon District or Building Set Up

*Account approval occurs when the system sends an email to the District Administrator, and they reply with approval for the access level requested

**Educator ID is the 10-digit number off their teaching license

New Teachers to your district:

Summary of Authenticated Applications Registration:

***MAKE SURE YOU HAVE YOUR EDUCATOR ID (10-digit License #) ON HAND BEFORE BEGINNING REGISTRATION PROCESS**

- Go to www.ksde.org
- Click the Authenticated Applications link (right side of screen)
- Click the Register button (bottom, left)
- Fill out the required registration fields.
- Choose your organization from the first drop down box (**USD**)
- Choose your building from the second drop down box (**School**)
- Once you choose a building from the drop-down box, the blue and white App list will appear.
- Scroll down to choose KEEP2 and your Role (**Role**)
- Choose a Username and Password (**choose a new username, do not reuse**)
- Fill in birthdate, security question and answer.
- Click Submit
- Enter you Educator ID and Social Security Number
- Click Submit

After you have registered, the District KEEP2 Administrator (District Office) will need to go to District Set Up in KEEP2 and click the Batch Import Buildings button in the Assign

Buildings tab. The District Administrator or the Building Administrator will also need to assign a rubric in the Educator Assignments tab and assign an Evaluator in the Assign Evaluators tab.

Connecting a New KEEP2 Account

Building

Go to District Set Up under the Assign Buildings tab and click the Batch Import Buildings button.

-Completed by District or KEEP2 Administrator

Rubric

Go to District or Building Set up under the Educator Assignments tab, click the evaluatee name in the user list, choose the rubric type from the drop-down box and click Assign. (Once this step is completed, the evaluatee will see an evaluation in their drop-down box that says ---select an evaluation---)

-Completed by District, KEEP2 or Building Administrator

Cycle

Go to District or Building Set up under the Cycles tab, click the evaluatee name in the user list, choose the cycle from the drop-down box and click Save. (Cycle is based on years of employment at the district) – see Cycles Explanation below.

-Completed by District, KEEP2 or Building Administrator

Cycles Explanation

Evaluation goes by years employed in a position in your district, not overall teaching career.

1st year of employment in district – evaluate twice, once each semester – **by Apr 20.**

2nd year of employment in district – evaluate twice, once each semester – **by Apr 20.**

3rd year of employment in district – evaluate once – **by Feb 15.**

4th year of employment in district – evaluate once – **by Feb 15.**

1st year in 3-year cycle (**5th year of employment in district**) – do not need to evaluate.

2nd year in 3-year cycle (**6th year of employment in district**) – do not need to evaluate.

3rd year in 3-year cycle (**7th year of employment in district**) – evaluate once – **by Feb 15.**

Evaluator

Go to District or Building Set up under the Assign Evaluators tab, click the evaluatee name in the first box, click the evaluator name in the second box and click Assign.

-Completed by District, KEEP2 or Building Administrator

My Profile

Add your email address in the My Profile tab of your account. Check the box next it, once added. This will enable the system to send and receive Notifications on your behalf.

60th School Day Explanation

72-2409. Policy of personnel evaluation; adoption; forms; contents; time. Each board shall adopt a written policy of personnel evaluation procedure in accordance with K.S.A. 72-2408 et seq., and amendments thereto. Every policy so adopted shall:

(a) Be prescribed in writing at the time of original adoption and at all times thereafter when any amendments are adopted.

(b) Include evaluation procedures applicable to all employees.

(c) Provide that all evaluations are to be made in writing and that evaluation documents and responses thereto are to be maintained in a personnel file for each employee for a period of not less than three years from the date each evaluation is made.

(d) Except as provided herein, provide that every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester by no later than the **60th school day of the semester**. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year by not later than February 15. After the fourth year of employment, every employee shall be evaluated at least once in every three years not later than February 15 of the school year in which the employee is evaluated.

Definition of a School Day (pupils must be in attendance)

72-1106. School term; exceptions; conditions; employment of noncertificated personnel. (a) Subject to the other provisions of this section, a school term during which public school shall be maintained in each school year by each school district organized under the laws of this state shall consist of not less than 186 school days for pupils attending kindergarten or any of the grades one through 11 and not less than 181 school days for pupils attending grade 12.

To evaluate an educator's instructional practices and the student performance properly and appropriately, pupils must be in attendance.

KEEP2 Contact and to Schedule a Training:

To schedule a training, contact Ann Yates at ayates@ksde.org or 785.296.5140

KEEP2 Resource Materials

All current KEEP2 Resources materials are located on the Educator Evaluation page of the KSDE website: <http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Educator-Evaluations>