## Teacher Use of Baseline Edge

Log into Baseline Edge. The URL is http://baselineedge.com

You are an existing user. Enter your full BPS email; for example, mouse\_minnie@barnstable.k12.ma.us.

Your password is your current Groupwise password.

Once you successfully log in, you will be prompted to authenticate your account. You must go into your Groupwise email account and click on the link that is provided for you to authenticate. If you choose to change your password, you can do so at the authentication screen.

Existing users,	sig <mark>n</mark> in	Welcome!
Email address Password		BaselineEdge is an easy-to-use, powerful suite of web- based solutions for educators, including features that help improve student achievement, enhance staff effectiveness, manage and measure strategic plans, and streamline operational performance.
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Once you successfully log in, you will see your start screen. Click on MY EVALUATION, and you will see your plan and the corresponding documents.



You will need to complete the Self Assessment Form and the Goal Setting Form by October 18, 2013. NOTE that you are the owner of those forms. Click on the icon under forms column to open the document. (If you are not an owner of a document, you will not be able to open it.)

Action Rish Actor Rish Center Malit New		Edic To-Do Reschedule File	er by Tag	Action Plan	View Evidence			
		Eille	Filters	Reporting	Evidence			
Action	Plan Center St	aff Evaluation	ns Self-Directed (In	structional	Support Pers	onnel): 2 Yea	ar for	ELI
General In	formation	Completed	Description		Owner	Due Date	Form	Tag
Measures		□	Complete Self-Assessment Fo	rm	ELIZABETH KNITTL	E 10/01/2013	图	
		A []	Goals Meeting with Supervise	or	Barnstable Admin	10/01/2013		
		目	Appendix D. SISP Rubric		ELIZABETH KNITTL	E 10/01/2013	团	
		12	Submit Educator Plan Form		ELIZABETH KNITTL	E 10/15/2013	1	
			Complete Goal Setting Form		ELIZABETH KNITTL	E 10/15/2013	e	
		0	Observation 1		BETHANN ORR	11/15/2013		-
		8	Educator Collection of Evider	ce Form	ELIZABETH KNITTL	E 01/06/2014	E	
			Evaluator Record of Evidence	Form	Barnstable Admin	04/21/2014		
		回	Observation 2		BETHANN ORR	05/26/2014		
		回	Formative Evaluation- Meeting	Ig	Barnstable Admin	06/02/2014	_	
		B	Complete Formative Evaluati (2-year Self-Directed Growth	on Report Form	Barnstable Admin	06/02/2014		
		10	Complete Summative Evaluat	lon Report	Barostable Admin	05/26/2015	101	

Work directly in the online form. You can save the form and continue to work on the form at your convenience until it is complete.

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Self	f-Directed (Instructional Support Personne	4): 2 Year for ELIZABETH KNITTLE > 5	elf Assessment (by ELIZABETH KNIITLE)	
	Save Export to PDF () Print			
	Self-Assessment Form			i i i i i i i i i i i i i i i i i i i
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Measu	Primary Evaluator Name/ Title:			
dep.	Supervising Evaluator Name/			
	Title/Role in Evaluation:			
	School(s):	)		
	Part 1: Analysis of Student Learning, G	rowth, and Achievement		
	Briefly summarize areas of streng	ath and high-priority concerns for stu	idents under your	
	assessments. This form should be	individually submitted by educator,	but Part 1 can also be	and the second se
	(2)(a)1	who jointly review and analyze stud	Int data. 603 CMR 35.06	
	Lon	plete Summative Evaluation Report	Parostable Admin 05/26/2015	
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When the forms are completed and ready to share your documents with your evaluator, digitally sign your document and check the completion box to the left of the form title.

The evaluator signature indica proposed goals. It does not de	ates that he or she has received anote approval of the goals.	a copy of the self-assessme	nt form and the goal :	setting form with	
Form Owner Signature					
Form Owner Signature	) (Digitally Sign)	1			

Southered.	o contra poste		our our		D
	Complete Self-Assessment Form	ELIZABETH KNITTLE	10/01/2013		
12	Goals Meeting with Supervisor	Barnstable Admin	10/01/2013		-
	Appendix D. SISP Rubric	ELIZABETH KNITTLE	10/01/2013		
13	Submit Educator Plan Form	ELIZABETH KNITTLE	10/15/2013		
	Complete Goal Setting Form	ELIZABETH KNITTLE	10/15/2013	6	

NOTE: First time use requires you to install Microsoft SILVERLIGHT. When prompted....install!.

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