



EDS Process Quick Start Guide

EDS Process

Before schools and teachers can access the **Educator Development Module (EDS)**, there are a few **Pre-Requisite** tasks that Districts need to complete in order to ensure successful use.

- 1) View the Idaho EDS Implementation Best Practices Guide, developed through an EDS Pilot with Idaho districts
<<Coming Soon>>
- 2) Provision in the ISEE Admin tool an EDS Administrator for the district and/or each school
- 3) Superintendent, Technology Coordinator, or District Administrator contacts the SDE (support@sde.idaho.gov) in order to opt in
- 4) Identify at each school "Caseload Managers", i.e. principals that will observe teachers
- 5) Have provided a full ISEE data load OR a Five File Format data load
- 6) View the EDS resources located on PowerSource <https://powersource.pearsonschools.com/portal/isee/training-admin-leadership/>
- 7) Attend a scheduled live introductory EDS training webinar, or view the archive on the Schoolnet Training Materials Site <https://powersource.pearsonschools.com/portal/isee/training-admin-leadership/>
- 8) You may also request a live training on EDS by contacting amacdonald@sde.idaho.gov

Step 1 - Principals Identify Caseload ([Manage Caseload QRC](#))

- Observers need to be listed in system (correct operation(s) assigned)
 - Users with the "Full Access" or "EDS Admin" role in ISEE (typically principals and district administrators), are already set up to observe any teacher at the school automatically but can be added to caseload manager.
- Assign teachers to observe
 - Users with the "Full Access" or "EDS Admin" roles can match teachers with peer observers.

Step 2 – Principal Initiates School Goal ([Working With School Goal and PGP QRC](#))

- Similar steps for both district administrators as well as school leadership.

Step 3 – Teacher Creates Self-Reflections and Professional Learning/Growth Plan (PLP/PGP) ([Creating Self Reflections](#) and [Creating PGP QRCs](#))

- Teachers can set up their professional learning/growth plans (PLP/PGP) and choose their individual goals/areas of focus. (NOTE: Principals must set a school-level Goal first (see step 2 above)). As teachers complete and submit their goals, principals may check to see which teachers have submitted their PLP/PGP's and either approve them or request revisions.

Step 4 – Principal Reviews/Approves PLP/PGP and Self-reflections ([Accessing Self Reflections](#) and [Working with School Goal and PGP QRCs](#))

- Teachers professional learning/growth plans (PLP/PGP's) must be approved; Self-reflections can be viewed by leadership but there is no approval process

Step 5 – Principal begins Observation process ([Conducting Teacher Observations QRC](#))

- For District Administrators - Monitor District Observation Completion status ([Monitoring Observation Progress](#))

Step 6 – Share Draft/Final Observation with teacher ([Conducting Teacher Observations QRC](#))

Step 7 – Access School/Teacher Observation Results ([Accessing Observation Results QRC](#))