



Getting Started with PEERS: A Guide for Evaluators

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PEERS, the PA Educator Effectiveness Rating System, is a free, voluntary, web-based version of the Act 82 PA Educator Effectiveness final rating tools, PDE 82-1, 82-2, and 82-3. PEERS became available to local education agencies (LEAs) on March 2, 2015 and includes evaluation metrics for Observation & Practice, Building-level data/School Performance Profile (SPP), Elective Data/Student Learning Objectives (SLO), Teacher specific data and PVAAS teacher level data, and Teacher Correlation/Relationship data.

Information submitted by LEAs in PIMS is used to pre-populate forms in PEERS each year. PIMS data is used to pre-populate demographic information including district name, school name, educator name, and PPID. PIMS staff assignment codes are used to determine which form (PDE 82-1, 82-2, or 82-3) is used by default. This was intended to save LEAs time.

NOTE: LEAs can AND should change the form type whenever appropriate.

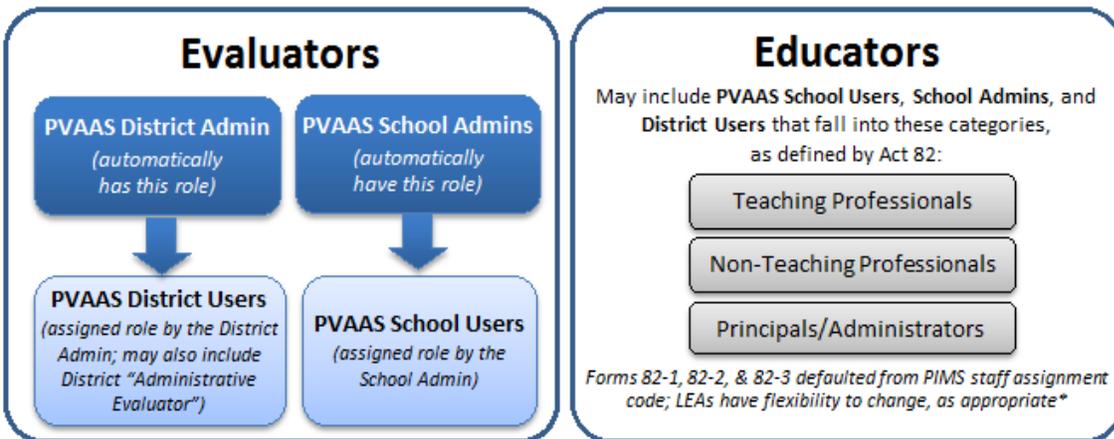


How to Access

PEERS is hosted within the existing PVAAS web application, and is accessed through the [PVAAS login page](#). After logging in and clicking on the Reports tab, users will see the PEERS heading. PVAAS District Admin, District Users given the "Administrative Evaluator" role, and School Admin account holders can select Evaluation List, Evaluation Summary, and Manage Access under this heading. (Other users given the *Evaluator* role will see Evaluation List and Evaluation Summary, but will not manage access to PEERS.) Clicking on one of these options will prompt the user to review the "Access to Confidential Information," and then direct them into PEERS.

Roles

PEERS has two basic groups of users. An *Educator*, as defined in the system, is any staff who will be evaluated using the PDE 82-1, 82-2, or 82-3 form. An *Evaluator* is a user with the responsibility and access to provide input on an educator's summative rating form. PEERS uses the existing PVAAS account system: District Admins and School Admins automatically have access to PEERS as Evaluators. Some staff may fall into both groups, such as a school principal. These users will view PEERS as an Evaluator by default, and have the option to switch to an Educator view at any time.



Note: It is an LEA decision to determine the appropriate form (82-1, 82-2, 82-3PDE) for the summative evaluation of professional employees in the various roles within an LEA, as defined and guided by Pennsylvania Rules and Regulations, Title 22 (22 PA. Code CH. 19). For purposes of this online tool, PDE provided a crosswalk of each staff role submitted into PIMS by LEAs to one of the forms (82-1, 82-2, 82-3) for the purpose of pre-assigning one of the three rating forms to as many LEA staff as possible and saving time for LEAs, with the understanding that LEAs adjust/change to the appropriate rating form as determined necessary by the LEA.

What can I do in PEERS?

Role	Responsibility
District Admin	<p>Assign/Unassign District User "Administrative Evaluator": Select or create District User(s) to hold the Administrative Evaluator role. Administrative Evaluators have access to all evaluation data for the LEA within PEERS and also manage other users' access to the system. Administrative Evaluators can do everything within PEERS that the District Admin can do, except to grant the Administrative Evaluator role/access to another user.</p>
District Admin AND District User Administrative Evaluator(s)	<p>Add/Remove Educators: Add or remove an educator in PEERS for the district/LEA, for an evaluable school year.</p> <p>Link a PVAAS account to an Educator: If an educator is added to PEERS, or was not linked to a PVAAS account during the pre-population process, these users can link the educator to a PVAAS account. This allows the educator to access his/her completed evaluation form, when released, in the system.</p> <p>Add/Remove District User Evaluators: Select or create District Users to hold the Evaluator role (e.g., Assistant Superintendent, Special Ed Director), or remove the evaluator role if/when necessary. Evaluators can be assigned sole responsibility for an educator/group of educators within PEERS, or they may share responsibility with other Evaluators at the district and/or school level (co-evaluators).</p> <p>Assign/Unassign Educators to District User Evaluator(s) and/or School(s): Determine which District User Evaluator(s) and/or School Admin is given responsibility and access to provide input on an educator's summative rating form. Educators can be assigned to multiple Evaluators and/or schools, as needed.</p> <p>View, edit, and manage Forms 82-1, 82-2, and 82-3 for educators within the LEA: This includes adding an evaluation form, changing a form type, and editing forms/inputting information. (PEERS includes a lock mechanism to ensure only one user is editing an evaluation form at a time.)</p> <p>Release evaluation forms when they are absolutely final: After a form is released, educators can view their completed evaluation form(s) within PEERS, provided they have an active PVAAS account and the account is linked to the educator record in PEERS. (Evaluation forms cannot be changed or removed once released!)</p> <p>View summary evaluation data for educators within the LEA: Available for all released evaluations in the LEA. Data can be extracted in Excel format.</p>

Role	Responsibility
School Admin	<p>Add/Remove School User Evaluators: Select or create School User(s) to hold the Evaluator role (such as the Assistant Principal), or remove the Evaluator role if/when necessary. School User Evaluator(s) can be assigned sole responsibility for an educator or group of educators within PEERS, or they can share this responsibility with other Evaluators at the district and/or school level (co-Evaluators).</p> <p>Assign or Unassign Educators to School User(s)/Evaluator(s): Determine which evaluator(s) is given responsibility and access to provide input on an educator's summative rating form. Educators can be assigned to multiple Evaluators, as needed.</p> <p>View, edit, and manage Forms 82-1, 82-2, and 82-3 for educators within his/her school: Includes adding an evaluation form, changing a form type, and editing forms/input information. (PEERS includes a lock mechanism to ensure only one user is editing an evaluation form at a time.) View summary evaluation data for educators within his/her school: Available for all released evaluations within his/her school.</p>
Evaluator(s)	<p>View, edit, and manage Forms 82-1, 82-2, and 82-3 for all assigned educators: Includes adding a form/evaluation, changing a form type, and editing forms/inputting information. (PEERS includes a lock mechanism to ensure only one user is editing an evaluation form at a time.)</p> <p>View summary evaluation data for all assigned educators: Available for all released evaluation forms to which s/he has access.</p>
Educators	<p>View completed evaluation form(s), when released to the educator in PEERS by the District Admin.</p>

Getting Started

PVAAS District Admins, District User Administrative Evaluators, and School Admins will see three options under the “PEERS” heading after clicking on the Reports tab: Evaluation List, Evaluation Summary, and Manage Access. District and School Users given the Evaluator role will see Evaluation List and Evaluation Summary. (Educators will see the Evaluation List section. The Educator’s own evaluation(s) are available here for viewing only after they have been released to the educator within PEERS. This guide is intended for administrator/evaluator use and so the information that follows addresses the administrator or evaluator view only.)



The **Evaluation List** section displays information about the evaluation form types and status for all of your assigned educators. From here, you will

- Add evaluation forms
- Change evaluation form types, as appropriate
- Edit/input on evaluation forms
- Release Evaluation forms when they are complete and final (*Done by District Admin and Administrative Evaluator. Remember that forms cannot be edited or removed after they have been released!*)

The **Evaluation Summary** section displays summary information about evaluations for your assigned educators after they’ve been completed and released to the educators. (The summary information can be extracted into an Excel or CSV file by form type in this section, as well.)

The **Manage Access** section—accessible for District Admins, Administrative Evaluators, and School Admins – displays information about who has access to PEERS and what type of access they hold.

District Admins and Administrative Evaluators can add/remove the Evaluator role from District Users. (Only the District Admin can add/remove the *Administrative Evaluator* role, however.) They can also add/remove educators from the LEA, assign/unassign educators to schools, and assign/unassign educators to District User Evaluators within PEERS.

Only those evaluator(s) who have assigned responsibility to provide input into the summative rating form and/or to approve a final rating should have access to an individual's rating form. If an evaluator changes roles, positions, and/or buildings within an LEA, it is possible that the evaluator no longer has responsibility for an individual's final summative rating. PEERS allows District and School Admins to remove any evaluators and/or add evaluators so that each evaluator is reflected accurately. Evaluators can be added at both the district level (District User/Evaluators) and the school level (School User/Evaluators).

School Admins can add/remove the Evaluator role from School Users, and assign/unassign educators to these School User Evaluators.

Your initial work with PEERS will be focused on the **Evaluation List** and the **Manage Access** sections. Help specific to each user type is provided on the following pages.

PVAAS District Admin and Administrative Evaluators

Evaluation List

1. Sign in to PVAAS at [PVAAS Login Page](#). Navigate to the Reports tab and select “Evaluation List.”
2. Check that all educators who will be evaluated using PDE 82-1, 82-2, or 82-3 are included.

Educator (PPID)	Form Type	Evaluation Type	School	Status
Apple, Suz (0753159)	82-1	Annual	Big City School District	Open
Borrego, Kennedy (8862446)	82-1	Annual	Albacore Elementary School Big City School District	Ready for Conference
DOE, JOHN (9999999)	82-2	Annual	Badger Elementary School Big City School District	Open

- You may wish to have your School Admins review this list with you, or review the Evaluation List for their school on their own. They should then communicate with you about any educators that are missing. If you will be doing this work yourself, you’ll want to have a list with which to compare what has been pre-populated in PEERS. Make a note of any educators who are not listed. (Adding educators is done in the “Manage Access” section of PEERS. More information/help is included below.)
 - You may add an evaluation form, change a form type, or remove an evaluation form if appropriate. **(You must lock an evaluation form before you will see options to change the form type or remove the form.)** You may select the appropriate Evaluation Type (annual, semi-annual, periodic), as defined in the Educator Effectiveness Administrative Manual (July, 2014) located on the PDE webpage (<http://www.education.pa.gov/teachers%20-%20administrators/educator%20effectiveness/pages/default.aspx#tab-1>).
3. Remove any educators who are no longer with your LEA or who should not be included for any reason. (The *Remove Educator* link is found on the left, under the educator’s name. After an educator is removed, they are listed at the bottom of the page, under the heading “Removed Educators,” and any forms associated with the educator are grayed out. Removed educators can be restored, if necessary, using the link provided on the page.)

Educator (PPID)	Form Type	Evaluation Type	School	Status
alexandra, martin (5126725)	82-3	Semi-Annual	Big City School District	Open
Newton, Milton (8647454)	82-1	Semi-Annual	Big City School District	Open

Manage Access: Educators tab

1. Navigate to the Reports tab and select “**Manage Access.**” By default, you’ll be on the **Educators** page. Educators’ names are divided alphabetically on several tabs. All Educators in your LEA who will be evaluated using the PDE 82-1, 82-2, or 82-3 should be listed.

Educator (PPID)	School Year	Linked PVAAS Account
Warbeck, Celestina (1122334)	2015 - 2016	No account in district/LEA
Weasley, Ronald (1111111)	2015 - 2016	No account in district/LEA
wise, brittany (1409943)	2015 - 2016	Wise, Brittany (Brittany.Wise14)

2. Use the “+ Add Educator” link to add any missing educators. (You may add an educator record to PEERS only, or you may then also link the educator you are adding to an existing PVAAS account.) Work with your School Admins to determine educators that need to be added.
3. This page also indicates if an educator is linked to a PVAAS account. If the educator is not yet linked to a PVAAS account, you may search for the appropriate account. Work with your School Admins if any teachers/School Users do not yet have accounts in PVAAS, as they will need to create the account first. (Recall that PVAAS District Admins and District Users are unable to create School User accounts.)

Manage Access: District Users tab (View, Add, and Remove Evaluator Role)

1. Navigate to the **District Users** page, using the link at the top center. District User Evaluators and/or Administrative Evaluators are listed, divided alphabetically on several tabs.
2. Give access to other District Users to act as Evaluators or Administrative Evaluators within PEERS. Remove access for any staff who may have left your LEA or moved into a different role where Evaluator access is no longer appropriate.

Educator (PPID)	School Year	Linked PVAAS Account
Warbeck, Celestina (1122334)	2015 - 2016	No account in district/LEA
Weasley, Ronald (1111111)	2015 - 2016	No account in district/LEA
wise, brittany (1409943)	2015 - 2016	Wise, Brittany (Brittany.Wise14)

- Use the “Add Evaluator” or “Add Administrative Evaluator” link to select or add a District User(s) who should be an Evaluator or Administrative Evaluator. You may select an existing District User or create a new District User.

Note: Only the District Admin can assign or remove the Administrative Evaluator permission. Similarly, only the District Admin can see or manage Administrative Evaluators.

- When the District Admin has assigned the “Administrative Evaluator” role, s/he will see a blue star by that District User’s name:

Smith, John (John.Smith41) ★

This user has access to all educators in the district.

- You may convert an existing Evaluator to an Administrative Evaluator, or remove the Evaluator permission. Likewise, you may convert an existing Administrative Evaluator to the Evaluator role, or remove the Administrative Evaluator permission.

Remember: Only the District Admin can assign or remove the Administrative Evaluator permission. Similarly, only the District Admin can see or manage Administrative Evaluators.

- You may assign/unassign educators to your District User Evaluator(s). PEERS accommodates co-evaluators: educators may be assigned to multiple evaluators and/or schools! Your School Admins may likewise assign the educator to School User/Evaluator(s), such as an Assistant Principal, if needed. (Administrative Evaluators have access to all evaluation data within your LEA, and so you do not need to assign any Educators to them within PEERS.)

District User Name: [A-E](#) [F-J](#) [K-O](#) [P-T](#) [U-Z](#)

Educator (PPID)	School Year	
<div style="display: flex; justify-content: space-between; align-items: center;"> Pevensie, Edmund (Edmund.Pevensie) <div style="border: 2px solid red; padding: 2px;"> Remove Evaluator Permission Convert to Administrative Evaluator Assign Educator </div> </div>		
Banner, Bruce (3333333)	2015 - 2016	Unassign Educator
Kent, Clark (5555555)	2015 - 2016	Unassign Educator

Smith, John (John.Smith41) ★

This user has access to all educators in the district.

Remove Administrative Evaluator Permission
Convert to Evaluator

Manage Access: Schools tab

1. Navigate to the **Schools** page, using the link at the top center. Schools within your LEA are listed, divided alphabetically on several tabs. The School Admin account holder's name is displayed under the School Name, and the Educators assigned to the school are listed.
2. Work with your School Admins to ensure the correct educators are assigned to the correct schools. You may assign or unassign educators from your schools.
 - You may assign an educator to multiple schools, if appropriate. These School Admins (and any School User Evaluators they designate) would then have access to provide input and manage the educator's evaluation form.

[Educators](#) [District Users](#) **Schools**

Schools

Schools in your district/LEA with names that start with A-E are listed below. School administrators can view and modify evaluations for the educators assigned to their schools.

School Name: [F-J](#) [K-O](#) [P-T](#) [U-Z](#)

Beaver High School		Assign Educator
Principal, Mister (Mister.Principal)		
Educator (PPID)	School Year	
Kent, Clark (5555555)	2015 - 2016	Unassign Educator
Lockhart, Gilderoy (1223344)	2015 - 2016	Unassign Educator
Meany, Owen (1234566)	2015 - 2016	Unassign Educator

- Unassigning an educator from a school does not remove the educator from your LEA, or remove any of their evaluation information from PEERS. The educator will still be included on your Educator list, and can be assigned to another school or District User Evaluator, as appropriate.

PVAAS School Admin

Evaluation List

1. Sign in to PVAAS at [PVAAS Login Page](#). Navigate to the Reports tab and select “Evaluation List.”

Educator (PPID)	Form Type	Evaluation Type	School	Status	
Kent, Clark (5555555) + Add Evaluation	82-1	Annual	Beaver High School Small City School District	Open	Unlock Mark Ready for Conference Remove Change Form Type
	82-3	--	Cassowary Middle School Small City School District	Removed	Restore
Lockhart, Gilderoy (1223344) + Add Evaluation	82-2	Annual	Beaver High School Small City School District	Released	
Meany, Owen (1234566) + Add Evaluation	82-1	Annual	-- Small City School District	Open	Lock for Editing

2. Confirm that all educators under your supervision/evaluation are listed. You may want to have a list with which to compare what has been pre-populated in PEERS.
3. Work with your District Admin/District Administrative Evaluator(s) to add any educators who should be added to your list.
 - If the educator does not have a PVAAS account and **should** have one at your school, create a PVAAS School User account for the educator. (Do this via the *Admin* link within PVAAS.)
 - Inform your District Admin/District Administrative Evaluator that s/he must add the educator within PEERS. S/He can link to the existing School User account. *District Users are unable to create School User accounts within PVAAS. Therefore, YOU should create the account. However, the District Admin or District Administrative Evaluator must add the educator in PEERS.*
4. Inform your District Admin/District Administrative Evaluator to unassign any educators who should not be on your Evaluation List/associated with your school.
5. Check to ensure that each educator has the appropriate summative rating form defaulted to him/her.

- You may add an evaluation form, change a form type, or remove an evaluation form if appropriate. **(You must lock an evaluation form before you will see options to change the form type or remove the form.)**
- You may select the appropriate Evaluation Type (annual, semi-annual, periodic), as defined in the Educator Effectiveness Administrative Manual (July, 2014) located on the PDE webpage (<http://www.education.pa.gov/teachers%20-%20administrators/educator%20effectiveness/pages/default.aspx#tab-1>).
- PEERS includes a lock mechanism, to ensure that only one person is editing an evaluation at one time. If another evaluator you are working with has locked a form, you will not be able to edit it until they have unlocked the form. Likewise, if you lock a form, other evaluators will not be able to make changes until you unlock the form. When you open a form, PEERS will display the other evaluators (if applicable) that have access to the form:

2015 - 2016 PDE 82-1: Classroom Teacher Rating Form

 [Click here](#) to unlock this evaluation.

A locked evaluation may only be edited by the evaluator who locked it.
An unlocked evaluation may be locked for editing by any one of its evaluators.

Evaluators: You, Minnie Mouse, and Mister Principal

Manage Access: Educators tab

1. Navigate to the Reports tab and select **“Manage Access.”** By default, you’ll be on the Educators page. The Educators list is divided alphabetically by tabs. This view provides another way to review the educators assigned to your school. Remember to communicate with your District Admin or Administrative Evaluator if any educators are missing from your list.

Manage Access: School Users tab (View, Add, and Remove Evaluator Role)

1. Navigate to the School Users page, using the link at the top center. The page displays School Users with the Evaluator permission, organized alphabetically on several tabs. You may add or remove “Evaluator” access here as appropriate.
 - Use the “+ Add Evaluator” link to select the School User(s) who should have this role/access (such as an Assistant Principal). You may select an existing School User or create a new School User.
 - Remove an Evaluator’s permission whenever appropriate – such as when the user has left your LEA or moved into a different role where this access is no longer appropriate.
 - Assign/Unassign educators to your Evaluators, as appropriate. Evaluators will have access to view, edit, and manage evaluation forms for all educators you assign to them. You may assign an educator to more than one evaluator. *Note that your District Admin/District Administrative Evaluator can also add District User Evaluators and assign to them educators at your school. You and your District Admin will need to work together to ensure all educators are assigned to the correct individual(s) who will be providing input on their evaluations.*

[+ Add Evaluator](#)

School Users

School users who have the **Evaluator** permission in your school and whose names start with F-J are listed below. These users can view and modify evaluations for the educators assigned to them.

School User Name: [A-E](#) **F-J** [K-O](#) [P-T](#) [U-Z](#)

jones, mary (mary.jones26)		Remove Evaluator Permission	Assign Educator
Educator (PPID)	School Year		
Coyote, Wile E (3333333)	2015 - 2016		Unassign Educator
Flanders, Ned (1111111)	2015 - 2016		Unassign Educator

District User and School User Evaluator

District Evaluators and School Evaluators are granted access to PEERS by the LEA District Admin/Administrative Evaluator(s) and School Admin, respectively. These users do not manage access to PEERS. District and School Evaluators have access to view, edit, and mark evaluation forms as “Ready for Conference” within PEERS for all of their assigned educators.

Evaluation List

1. Sign in to PVAAS at [PVAAS Login Page](#). Navigate to the Reports tab and select “Evaluation List.”
2. Evaluations for all educators assigned to you (by the District Admin or School Admin) are listed.
 - If you feel an educator is missing from your list, or if an educator is included on your list in error, alert your District Admin/Administrative Evaluator or School Admin, as appropriate.

Form Type	Evaluation Type	School	Status	Locked By Me	
All	All	All	All		
Open, Locked Open, Unlocked Removed Ready for Conference Released					
Educators					
2015 - 2016 School Year					
Educator (PPID)	Form Type	Evaluation Type	School	Status	
Educator, Joe (1234567) + Add Evaluation	82-2	Annual	Bullfrog Upper Elementary School Small City School District	Released	
Kent, Clark (5555555) + Add Evaluation	82-1	Annual	Beaver High School Small City School District	Open	<i>Locked by Mister Principal</i>
	82-1	Annual	-- Small City School District	Removed	Restore
Meany, Owen (1234566) + Add Evaluation	82-1	Annual	-- Small City School District	Open	Unlock Remove Change Form Type

3. Check to ensure that each educator has the appropriate summative rating form defaulted to him/her.
 - You may add an evaluation form, change a form type, or remove an evaluation form if appropriate. **(You must lock an evaluation form before you will see options to change the form type or remove the form.)**
 - You may select the appropriate Evaluation Type (annual, semi-annual, periodic), as defined in the Educator Effectiveness Administrative Manual (July, 2014) located on the PDE webpage (<http://www.education.pa.gov/teachers%20-%20administrators/educator%20effectiveness/pages/default.aspx#tab-1>).
 - PEERS includes a lock mechanism, to ensure that only one person is editing an evaluation at one time. If another evaluator you are working with has locked a form, you will not be able to edit it until they have unlocked the form. Likewise, if you lock a form, other evaluators will not be able to make changes until you unlock the form.

Where can I get more information or support?

You can find more information about PEERS by clicking on the link, *Pennsylvania Educator Effectiveness Rating System (PEERS)*, found on the [PVAAS login page](#). An FAQ document, recorded webinar session, and this Getting Started guide are available. (District Admin and School Admin account holders can access the PEERS resources in the Online Help Menu System when logged into the PVAAS password-protected site.) Email pdepvaas@iu13.org if for additional assistance.

System and Technical Support

For questions or support related to:

- The system and its functionality
- PVAAS accounts
- Managing PEERS access

Please refer to the online help. If you still have questions, contact PVAAS Technical Support (SAS® EVAAS®) via the “Contact Us” link, found at the top right of the [PVAAS website](#).

PA Policy and Act 82 Support

For information on Educator Effectiveness Systems in Pennsylvania, visit, <http://www.education.pa.gov/teachers%20-%20administrators/educator%20effectiveness/pages/default.aspx#tab-1>

The page linked above includes Rules & Regulations for Classroom Teachers, Rules & Regulations for Principals and Non-Teaching Professionals, and the Educator Effectiveness Administrative Manual, among other information about Educator Effectiveness in PA.

For questions or support related to PA Act 82, Educator Effectiveness, and Pennsylvania policy, please contact PDE at ra-edeff@pa.gov.