



MCESA

**REIL DSRS Project –
Phase I**

24981 – REILSLDS13

Functional Specifications Document

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Table of Contents

1.0	Overview	4
2.0	Table of Figures.....	4
3.0	User Characteristics.....	4
4.0	Functional Requirements	5
4.1	Teacher	6
4.1.1	Performance Dashboard	6
4.1.2	Observation Cycle Report	15
4.1.3	Summative Cycle Report	21
4.1.4	Scoring Rubrics	28
4.1.5	LOI 3+ Points Report.....	30
4.2	IMS	34
4.2.1	Manage User Accounts	34
4.2.2	Manage Roles	35
4.2.3	Manage Password.....	35
4.2.4	Log In	36
4.2.5	Access DSRS.....	36
4.2.6	Log Out.....	37
4.3	System Integration	38
4.3.1	Refresh Evaluation Observation Data.....	38
4.3.2	Link Scoring Rubrics	39
5.0	Document Information	40
5.1	References	40
5.2	Change Record.....	40
5.3	Contributors & Reviewers	41
5.4	Approval Signatures.....	41
6.0	Appendix	42
6.1	LOI Points Earned Conversion Charts	42
6.1.1	Five Cycles Completed - Conversion Chart.....	42
6.1.2	Four Cycles Completed - Conversion Chart	42
6.1.3	Three Cycles Completed - Conversion Chart	42
6.1.4	Two Cycles Completed - Conversion Chart.....	43
6.1.5	One Cycle Completed - Conversion Chart.....	43

6.2 Pct. Of LOI Elements 3+ Conversion Chart.....43
 6.3 REIL Performance Score - Conversion Chart.....44

1.0 Overview

The purpose of this document is to describe the functional specifications for all of the capability and functionality that are required for delivery in iteration 1 of the DSRS project except where noted. Separate specification documents will be created for the deliverables required in the next iterations.

2.0 Table of Figures

Figure 1 - REIL Performance Dashboard 6
 Figure 2 - Observation Cycle Report 16
 Figure 3 - Summative Cycle Report..... 21
 Figure 4 - Scoring Rubrics 28
 Figure 5 - LOI 3+ Points Report 30

3.0 User Characteristics

The following is a list of known user types that are expected to interact with DSRS after iteration 1 is implemented. Special Education Teachers were recently de-scoped for iteration 1.

The Users may be physically located in schools. An Evaluatee is expected to have limited access to the features and functions available on the site.

The following table describes the Users, a description of the anticipated interactions and/or permissions, the skill level and their expected role. Skill level for each User is ranked high for requiring a significant amount of knowledge and skill to interact with the functionality; medium for a mid-level knowledge, to low, for a relatively small amount of knowledge and skill. The reason for the skill level rating is to aid in the planning and definition of a system training program as well as define a help system to adequately cover all of the Users that will potentially interact with the system.

User(s)	Description	Skill Level	Role(s)
<ul style="list-style-type: none"> Teacher SPED Teacher (Future iteration) 	<ul style="list-style-type: none"> Periodically reviews REIL score components which is limited to completed observation evaluations Browses supporting detail and related reports Prints reports 	Medium	Evaluatee

4.0 Functional Requirements

This section provides detail functional specifications around the screens (GUI) that are needed for DSRS categorized by user type.

The following are some general guidelines and requirements that may apply to one or more DSRS screens but anything also in the [REIL Visual Design Guideline](#) documents should take precedence as long as it is feasible to deliver them in the timeframe of the first iteration:

- Each screen/page should include the regional educational center branding and/or co-branding in the header and the footer unless it is a popup or SSRS popup
- All reports should provide output management capabilities, where and when feasible, to include the following: page forward/page backward, find, refresh, export to CSV, XLS, and PDF, print friendly, etc. **Note: Graphic intensive reports may not be good candidates for exports to CSV and XLS.**
- All date formats should be mm/dd/yyyy – no leading zero suppression, except where noted
- All time stamps should be HH:MM AM or PM – seconds not necessary, except where noted
- Only non-zero values in summary reports should be underlined and drill down enabled. If the value is zero, then there should not be any underlying detail to display.
- Do not display '%' on percentage calculations on subtotal and grand total lines, where applicable)
- A vertical scroll control on the right-hand side may be required for lengthy reports.
- If home image/icon is selected, then the screen/page should refresh and display the default home/landing page (i.e., REIL Performance Dashboard)
- All printed reports should include all appropriate MCESA REIL branding.
- The system should provide the capability to proactively handle “time out” events such as display a popup window with the prompt message comparable to “Do you want to continue your request? Select OK to continue or Cancel to terminate.”

4.1 Teacher

4.1.1 Performance Dashboard

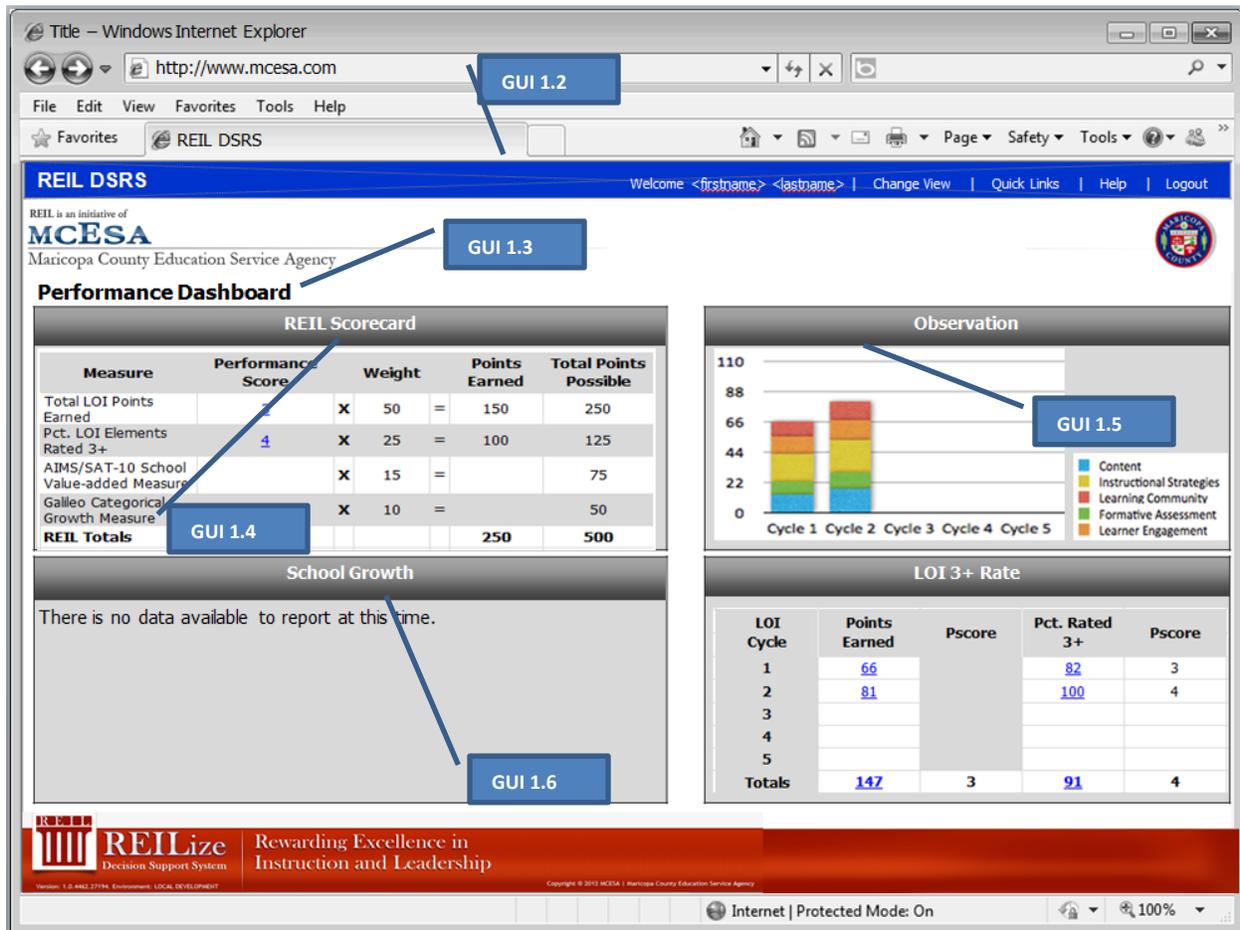


Figure 1 - REIL Performance Dashboard

GUI 1.1: Figure 1 - General Requirements

GUI 1.1.1	Screen name is Performance Dashboard . Note: To print the contents of this page, select the browser print function.
GUI 1.1.2	The purpose of this report is to display the cumulative and ultimately the final REIL score which is based upon completed learning observations cycles including points earned and the percentage of rubric elements rated as three or higher demonstrating superior performance and value-added scoring derived from student assessments. The score that is achieved will contribute in the determination that a performance monetary award may be forthcoming.
GUI 1.1.3	This screen contains the following sections: <ul style="list-style-type: none"> • MCESA REIL Co-branding Banner Header (See Visual Design Guide) • REIL DSRS Banner • Scorecard

GUI 1.1: Figure 1 - General Requirements

	<ul style="list-style-type: none"> • Observation • School Growth • LOI 3+ Rate • REIL Branding Banner Footer (See Visual Design Guide)
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Traceability

	Traceability: See 5.1.2 View REIL Dashboard in DSRS BRD.
	Traceability: See 2.1 REIL Performance Scorecard in MCESA DSRS Use Case Document.

GUI 1.2: REIL DSRS Banner section of Figure 1 - Field Requirements

GUI 1.2.1	The order of the content and/or fields should be displayed as in the previous figure. This banner is a “global navigation” feature and should display on all pages in DSRS except for popup windows.	
GUI 1.2.2	Title:	“REIL DSRS”. Link. When selected from any page in DSRS, the home page should be displayed.
GUI 1.2.3	Field Name:	Logged In User Name
GUI 1.2.4	Type:	Display.
GUI 1.2.5	Format:	Alphabetic
GUI 1.2.6	Populated From:	Concatenation of the following: “Welcome, “, the logged in User’s “First Name” and “Last Name” separated by a single space. This should be followed by “ “ in order to separate the login name from the Logout function.
GUI 1.2.7	Alignment:	Left

GUI 1.2: REIL DSRS Banner section of Figure 1 - Command Requirements

GUI 1.2.8	Change View (Label and associated drop-down list). Note: GUI 1.2.8 thru GUI 1.2.10 are to be delivered in a future iteration.	
GUI 1.2.9	The User should be able to select any item from the list of available choices in order to look to view reports and data from the user type or category that was selected. The choices depend upon the level within the organization that the logged in User is at.	
GUI 1.2.10		Evaluate the logged in User type or category When “Teacher” or “SPED Teacher” Then hide “Change View”
	Business Rule:	When “Coach” or “Building Administrator”

		<p>Then display “Change View” and choices should include Evaluatee and Evaluator</p> <p>When “Superintendent”, “HR Administrator”, “Agency Administrator” or “ADE Administrator”</p> <p>Then display “Change View” and choices should additionally include Admin</p> <p>The default preselected view should be the “lowest level” if the logged in User has more than one.</p>
GUI 1.2.11	Quick Links (Label and associated drop-down List)	
GUI 1.2.12	The User should be able to select any item from the list of available choices in order to view any report for the current school year. The drop down list of choices should include the Observation Cycle Report, Summative Cycle Report, and Scoring Rubrics (PDF).	
GUI 1.2.13	When Observation Cycle Report is selected, then the system shall refresh the screen and display the Observation Cycle Report for the logged in User.as an “Evaluatee.” Note: Default view should be to display Cycle 1.	
GUI 1.2.14	When Summative Cycle Report is selected, then the system shall refresh the screen and display the Summative Cycle Report for the logged in User.as an “Evaluatee.”	
GUI 1.2.15	When Scoring Rubrics is selected, then the system shall refresh the screen and display the Scoring Rubrics for the logged in User.as an “Evaluatee” as a PDF in a popup window.	
GUI 1.2.16	Help (link)	
GUI 1.2.17	When Help is selected, then the system shall display the help PDF in a popup window that would allow the User to view, browse, and search DSRS help documentation.	
GUI 1.2.18	Logout (link)	
GUI 1.2.19	When Logout is selected, then the system shall terminate the session and cease interactions with DSRS and recording operations in a log file. Note: Logout will only be available on the home/landing page if the rest of the DSRS reports are implemented using SSRS. Therefore it would be necessary to close those reports and logout of the home/landing page. Logout, Print and Help link should each be separated by a “ ”.	

GUI 1.3: Report Title of Figure 1 - Field Requirements

GUI 1.3.1	Title:	“Performance Dashboard”
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GUI 1.4: Scorecard section of Figure 1 - General Requirements

GUI 1.4.1	Section name is Scorecard . Note: Refer to the REIL Guidebook teachers.pdf for further details.	
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GUI 1.4: Scorecard section of Figure 1 - Field Requirements		
GUI 1.4.2		<p>This section with the following column headings: Measure, Performance Score, Weight, Points Earned, and Total Points Possible should be displayed as in the previous figure. Arithmetic operation values “x” should display between the performance score and weight and “=” should display between the weight and REIL points earned for EACH measure.</p> <p>It should also feature REIL Totals for points earned and total points possible for all measures.</p>
GUI 1.4.4	Field Name:	Measure
GUI 1.4.3	Type:	Display
GUI 1.4.5	Format:	Text
GUI 1.4.6	Populated From:	The “Measures” that are applicable to the logged in User are listed in this column. For a teacher, “Total LOI Points Earned” should be listed first, followed by “Pct. LOI Elements Rated 3+”, and one or more of the following value-added measures since they will likely vary by school district: AIMS, AIMS-A, Galileo, Stanford-10, and Gold. Note: These measures will be delivered in iteration 2.
GUI 1.4.7	Alignment:	Center
GUI 1.4.8	Field Name:	Performance Score
GUI 1.4.9	Type:	Display
GUI 1.4.10	Format:	Numeric. No decimals.
GUI 1.4.11	Populated From:	<ul style="list-style-type: none"> The measure “Total LOI Points Earned” is populated from “Pscore” Total for the Points Earned (at the bottom of column 3) from the Learning Observation Score Report. The measure “Pct. LOI Elements Rated 3+” is populated from “Pscore” Total for the “Pct. Rated 3+” (at the bottom of column 5) from the Learning Observation Score Report.
GUI 1.4.12	Alignment:	Center.
GUI 1.4.13	Business Rule:	Display Performance Score value(s) only when an observation evaluation cycle has been completed and posted to DSRS
GUI 1.4.14	Business Rule:	<p>Non-zero performance scores should display as a navigation link.</p> <ul style="list-style-type: none"> When the link adjacent to the measure “Total LOI Points Earned” then the screen should refresh to display the Summative Cycle Report. When the link adjacent to the measure “Pct. LOI Elements Rated 3+” then the screen should refresh to display the LOI 3+ Points Report.

GUI 1.4.15	Field Name:	Weight
GUI 1.4.16	Type:	Display
GUI 1.4.17	Format:	Numeric. No decimals.
GUI 1.4.18	Business Rule:	The sum total of all weights should always equal 100%.
GUI 1.4.19	Populated From:	Weight assigned to the measure.
GUI 1.4.20	Alignment:	Center
GUI 1.4.21	Field Name:	Points Earned
GUI 1.4.22	Type:	Display
GUI 1.4.23	Format:	Numeric. No decimals.
GUI 1.4.24	Populated From:	Points Earned = Performance Score * Weight for the measure. Points Earned must never exceed the Total Points Possible for the measure. For example a Performance Score of 4 multiplied by a weight factor of 25 will result in 100 Points Earned out of 125 Total Points Possible.
GUI 1.4.25	Alignment:	Center
GUI 1.4.26	At the bottom of the Scorecard is a row that contains the Totals.	
GUI 1.4.27	Field Name:	Total Points Possible
GUI 1.4.28	Type:	Display
GUI 1.4.29	Format:	Numeric. No decimals.
GUI 1.4.30	Populated From:	Total Points Possible for the measure.
GUI 1.4.31	Alignment:	Center
GUI 1.4.32	At the bottom of the Scorecard is a row that contains the Totals.	
GUI 1.4.33	Field Name:	Report Total Label
GUI 1.4.34	Type:	Display
GUI 1.4.35	Format:	Literal Value
GUI 1.4.36	Populated From:	“REIL Totals“
GUI 1.4.37	Alignment:	Left
GUI 1.4.38	Business Rule:	The REIL score will not be calculated until all of the observation cycles and assessments are complete for the school year. Prior to that time, the only data that would display on the scorecard would be LOI data for each completed observation evaluation cycle.
GUI 1.4.39	Field Name:	Total Points Earned

GUI 1.4.40	Type:	Display
GUI 1.4.41	Format:	Numeric. No decimals.
GUI 1.4.42	Populated From:	Total Points Earned = Sum (Points Earned for all measures)
GUI 1.4.43	Alignment:	Center
GUI 1.4.44	Field Name:	Total Points Possible
GUI 1.4.45	Type:	Display
GUI 1.4.46	Format:	Numeric. No decimals.
GUI 1.4.47	Populated From:	Total Points Possible = Sum (Points Possible for all measures)
	Alignment:	Center

GUI 1.5: Observation upper section of Figure 1 - General Requirements

GUI 1.5.1	Section name is Learning Observation Score Chart
GUI 1.5.2	This subsection contains a graphical presentation for the Points Earned from the data grid at the bottom for completed observation evaluation cycles that should be displayed as in the previous figure.

GUI 1.5: Observation upper section of Figure 1 - Field Requirements

GUI 1.5.3	The “X axis” should contain “breaks” for LOI Point Earned.
GUI 1.5.4	The “Y axis” should contain the number of observation evaluation cycles which for a teacher may be as many as 5.
GUI 1.5.5	Adjacent to the chart is the legend for the mandatory rubrics only since optional rubrics are not included in the REIL Score calculation. The five colors displayed in the bar chart should correspond to the same order of the colors in the legend.
GUI 1.5.6	The “bars” in the chart should be hot links and navigational. When the bar adjacent to a cycle is selected then the screen should refresh to display the Observation Cycle Report (i.e., cycle 2 is selected then cycle 2 of the Observation Cycle Report should be displayed).

GUI 1.5: LOI 3+ Rate lower section of Figure 1 - General Requirements

GUI 1.5.7	This subsection with the following column headings: LOI Cycle, Points Earned, PScore, Pct. Rated 3+, and PScore should be displayed as in the previous figure.	
	The number of the observation evaluation cycle should be listed in the first column as displayed in the previous figure. At the bottom of the report is a totals line.	
GUI 1.5.8	Field Name:	LOI Cycle
GUI 1.5.9	Type:	Display. Label “LOI Cycle”

GUI 1.5.10	Format:	Numeric. No decimals.
GUI 1.5.11	Populated From:	The number of the completed observation evaluation cycle during the school year. There may be up to five completed observation evaluation cycles per school year for teachers.
GUI 1.5.12	Alignment:	Center
GUI 1.5.13	Field Name:	Points Earned
GUI 1.5.14	Type:	Display
GUI 1.5.15	Format:	Numeric. No decimals.
GUI 1.5.16	Populated From:	The sum of all points earned for each rubric element for a completed observation evaluation cycle. See Observation Cycle Report.
GUI 1.5.17	Business Rule:	<p>Non-zero scores should display as a navigation link.</p> <ul style="list-style-type: none"> When the non-zero link for “Points Earned” adjacent to a cycle is selected” then the screen should refresh to display the Observation Cycle Report
GUI 1.5.18	Alignment:	Center
GUI 1.5.19	Field Name:	Pct. Rated 3+
GUI 1.5.20	Type:	Display
GUI 1.5.21	Format:	Numeric. No decimals. Percentage. Rounded to nearest whole number.
GUI 1.5.22	Populated From:	<p>The percentage of rubric elements with a recorded score greater than or equal to three (3) to the total number of rubric elements for the cycle..</p> <p>Pct. of 3+ LOI Points Earned = Count (LOI Points Earned for all elements for all rubrics for all completed observation evaluation cycles >= 3)/ Count (Count of the number of elements for all rubrics for all completed observation evaluation cycles). For example 87/100 = 87% represents a total of 87 rubric/elements scored 3 or higher out of a total possible 100 rubric/elements for 5 completed cycles. See 4.1.5 - LOI 3+ Points Report.</p>
GUI 1.5.23	Alignment:	Center
GUI 1.5.24	Field Name:	PScore (for Pct. Rated 3+)
GUI 1.5.25	Type:	Display
GUI 1.5.26	Format:	Numeric. No decimals.
GUI 1.5.27	Populated From:	Refer to Appendix 6.2 – Pct. Of LOI Elements 3+ Conversion Chart that describes how to convert the percentage of rubric elements with points earned that are rated as 3 or higher to a performance score

GUI 1.5.28	Alignment:	Center
GUI 1.5: LOI 3+ Rate lower section (Totals) of Figure 1 - General Requirements		
GUI 1.5.29	Field Name:	Not Applicable
GUI 1.5.30	Type:	Display
GUI 1.5.31	Format:	Literal Value
GUI 1.5.32	Populated From:	“Totals“
GUI 1.5.33	Alignment:	Left
GUI 1.5.34	Field Name:	Points Earned (Totals)
GUI 1.5.35	Type:	Display
GUI 1.5.36	Format:	Numeric. No decimals.
GUI 1.5.37	Populated From:	Total Points Earned = Sum (Points Earned) for all completed observation evaluation cycles.
GUI 1.5.38	Business Rule:	<p>Non-zero scores should display as a navigation link.</p> <ul style="list-style-type: none"> When the non-zero link for “Total Points Earned” is selected” then the screen should refresh to display the Summative Cycle Report
GUI 1.5.39	Alignment:	Center
GUI 1.5.40	Field Name:	PScore (Totals for Points Earned)
GUI 1.5.41	Type:	Display
GUI 1.5.42	Format:	Numeric. No decimals.
GUI 1.5.43	Populated From:	Refer to Appendix 6.1 - LOI Points Earned Conversion Charts for the charts that describe how to convert the total learning observation instrument points earned to a performance score which is dependent upon the number of observation evaluation cycles completed. For example the cumulative LOI Pscore is “3” for two completed observation evaluation cycles where the total number of LOI Points is 147.
GUI 1.5.44	Alignment:	Center
GUI 1.5.45	Field Name:	Pct. Rated 3+ (Totals)
GUI 1.5.46	Type:	Display
GUI 1.5.47	Format:	Numeric. No decimals. Percentage. Rounded to nearest whole number.
GUI 1.5.48	Populated From:	This would be calculated the same as it would be for one cycle (as described above) except that it would be an average of all completed

		observation evaluation cycles.
GUI 1.5.49	Alignment:	Center
GUI 1.5.50	Field Name:	PScore (Totals for Pct. Rated 3+)
GUI 1.5.51	Type:	Display
GUI 1.5.52	Format:	Numeric. No decimals.
GUI 1.5.53	Populated From:	Refer to Appendix 6.2 – Pct. Of LOI Elements 3+ Conversion Chart that describes how to convert the percentage of rubric elements with points earned that are rated as 3 or higher to a performance score
GUI 1.5.54	Business Rule:	<p>Non-zero performance scores should display as a navigation link.</p> <ul style="list-style-type: none"> When the link adjacent to the measure “Pct. LOI Elements 3+” then the screen should refresh to display the LOI 3+ Points Report.
GUI 1.5.55	Alignment:	Center

GUI 1.6: School Growth section of Figure 1 - General Requirements

GUI 1.6.1 Section name is **School Growth**

GUI 1.6: School Growth section of Figure 1 - Field Requirements

GUI 1.6.2 Since no data will be available in iteration 1, the system should display a message comparable to “There is no data available to report at this time.”

4.1.2 Observation Cycle Report

REIL DSRS Welcome <firstname> <lastname> | Change View | Quick Links | Help | Logout

REIL is an initiative of **MCESA**
Maricopa County Education Service Agency

Observation Cycle Report Print Documents

Cycle: Post Date: 10/12/2012 Subject: 9th Grade Math Evaluator: <first name> <last name> Score: 54 / 90

CONTENT RUBRIC								
RUBRIC	SESSION DATE	10/11/2012	10/11/2012	10/18/2012	TOTAL	SCORE	COMMENTS	
	Element	Pre	Obs	Post	Sum	Points Possible		
CONTENT RUBRIC	Conceptual Understanding		3		3	5	15/25	
	Task Analysis	3	3		6	10		
	Connections to Content		3		3	5		
	Content Accessibility	3			3	5		

FORMATIVE ASSESSMENT RUBRIC								
RUBRIC	SESSION DATE	10/11/2012	10/11/2012	10/18/2012	TOTAL	SCORE	COMMENTS	
	Element	Pre	Obs	Post	Sum	Points Possible		
FORMATIVE ASSESSMENT RUBRIC	Real-Time (during & end-of-lesson) Assessment	missing			0	5	3/15	
	Student Progress			3	3	5		
	Correct Level of Difficulty	missing			0	5		

INSTRUCTIONAL STRATEGIES RUBRIC								
RUBRIC	SESSION DATE	10/11/2012	10/11/2012	10/18/2012	TOTAL	SCORE	COMMENTS	
	Element	Pre	Obs	Post	Sum	Points Possible		
INSTRUCTIONAL STRATEGIES RUBRIC	Teacher Role		4		4	5		

REILize Decision Support System | Rewarding Excellence in Instruction and Leadership

Internet | Protected Mode: On | 100%

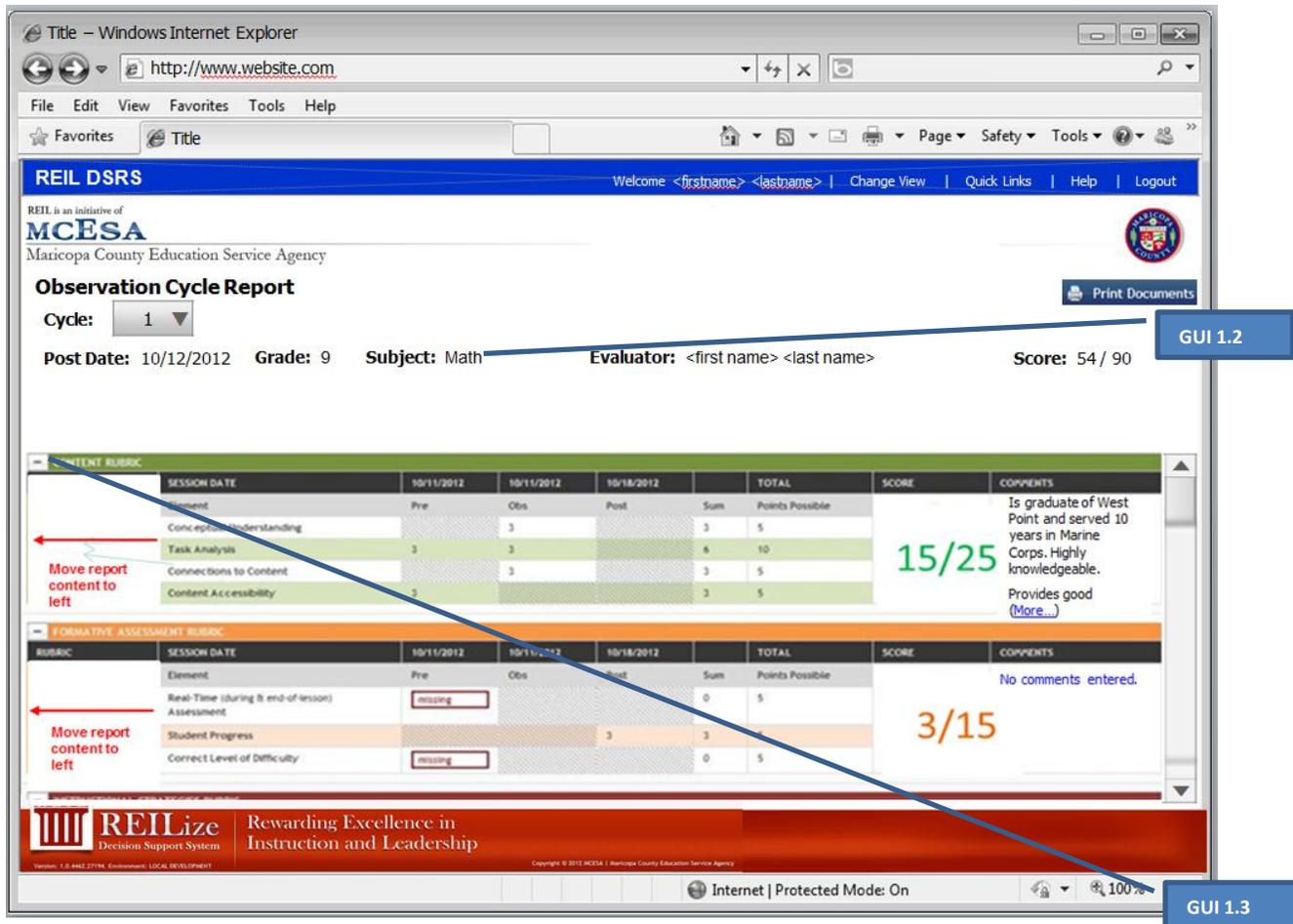


Figure 2 - Observation Cycle Report

Note: For further details, refer to section 4.3.1 - Refresh Evaluation Observation Data.

GUI 1.1: Figure 2 - General Requirements	
GUI 1.1.1	Screen name is Observation Cycle Report .
GUI 1.1.2	The purpose of this report is to provide a detail view of a single completed observation evaluation cycle for a teacher.
GUI 1.1.3	The report should consist of a report header and report detail subsections.
	The report header should include the Cycle Number being viewed along with the Overall Score Achieved, Total Points Possible, and Evaluator Name.
	The report detail is similar to a data grid presentation and contains the following column headers: Rubric; Session Date for Pre-Conference, Observation, and Post-Conference; Sum of Actual Points Scored; Total Points Possible; Total Score; and Total Points Possible for the entire rubric along with Comments. Note: The Professional Responsibility rubric will display on this report broken out separately from the other rubrics because it is not included in the REIL score.

Traceability	
	Traceability: See 5.1.3 View Observation Cycle Evaluations in DSRS BRD.
	Traceability: See 2.5 Observation Cycle Report in MCESA DSRS Use Case Document.

GUI 1.2: Observation Cycle Report section of Figure 2 - Field Requirements

GUI 1.2.1	Subsection:	Observation Cycle Report Header Area
GUI 1.2.2	Field Name:	Post Date
GUI 1.2.3	Type:	Display
GUI 1.2.4	Format:	Date. MM/DD/YYYY. Label = "Post Date:"
GUI 1.2.5	Populated From:	Date that the observation evaluation was recorded in the database.
GUI 1.2.6	Alignment:	Left-justified.
GUI 1.2.7	Field Name:	Grade
GUI 1.2.8	Type:	Display
GUI 1.2.9	Format:	Text. Label = "Grade:"
GUI 1.2.10	Populated From:	Grade associated with a completed observation evaluation cycle.
GUI 1.2.11	Alignment:	Left-justified.
GUI 1.2.12	Field Name:	Subject
GUI 1.2.13	Type:	Display
GUI 1.2.14	Format:	Text. Label = "Subject:"
GUI 1.2.15	Populated From:	Subject associated with a completed observation evaluation cycle.
GUI 1.2.16	Alignment:	Left-justified.
GUI 1.2.17	Field Name:	Evaluator Name
GUI 1.2.18	Type:	Display
GUI 1.2.19	Format:	Text. Label = Evaluator:"
GUI 1.2.20	Populated From:	Concatenation of the Evaluators Name: "First Name" and "Last Name" separated by a single space for a completed observation evaluation cycle.
GUI 1.2.21	Alignment:	Left-justified.
GUI 1.2.22	Field Name:	Score/Total Points Possible

GUI 1.2: Observation Cycle Report section of Figure 2 - Field Requirements

GUI 1.2.23	Type:	Display
GUI 1.2.24	Format:	Numeric. No decimals. Label = "Score:"
GUI 1.2.25	Populated From:	Concatenation of: <Total LOI Points Earned> " / " <Total LOI Points Possible>: > Total LOI Points Earned = Sum (actual LOI points earned for each rubric element for all sessions (if there is more than one) for one completed observation evaluation cycle. > Total LOI Points Possible = Sum (LOI points possible for each rubric element for all sessions (if there is more than one) for one completed observation evaluation cycle.
GUI 1.2.26	Alignment:	Center

GUI 1.2: Observation Cycle Report section of Figure 2 - Command Requirements

GUI 1.2.27	Cycle (Drop-down List). Label = "Cycle".
GUI 1.2.28	When Cycle is selected from the list of available cycle numbers that is different from what is currently being displayed, then the system shall refresh the screen and display the Observation Cycle Report for the request.” The number of the completed observation evaluation cycle during the school year (e.g., from 1 up to 5). Note: Default view should be to display Cycle 1.
GUI 1.2.29	Print (icon). Mouseover tool tip = “Print Document”
GUI 1.2.30	When Print is selected, then the system shall display the print function in a popup window that would allow the User to proceed to print a print-friendly copy of the REIL Performance Dashboard to a local printer. Note: Other print capabilities may be available browse/select a local printer, print, formatting, save as a file, etc. but will not be included in these specifications

GUI 1.3: Observation Cycle Report section of Figure 2 - Field Requirements

GUI 1.3.1	Subsection:	Observation Cycle Report Details
GUI 1.3.2	Field Name:	Rubric Description label
GUI 1.3.3	Type:	Display
GUI 1.3.4	Format:	Text
GUI 1.3.5	Populated From:	Rubric Description from the completed observation evaluation for this cycle. Note: Any optional rubrics should be clearly broken out from the mandatory rubrics in the report and additionally they do not get included in the overall points earned calculations.
GUI 1.3.6	Alignment:	Left-Justified

GUI 1.3: Observation Cycle Report section of Figure 2 - Field Requirements

GUI 1.3.7		
GUI 1.3.8		
GUI 1.3.9		
GUI 1.3.10		
GUI 1.3.12	Field Name:	Rubric Element
GUI 1.3.13	Type:	Display
GUI 1.3.14	Format:	Text
GUI 1.3.15	Populated From:	Each Element that is defined for the associated Rubric and which should be displayed below its column header. It is against this data attribute that the observation evaluation scores are recorded for one or more sessions, a sum total of all points earned, that there should be a corresponding total of points possible, and where comments may also be recorded.
GUI 1.3.16	Alignment:	Left-Justified
GUI 1.3.17	Field Name:	Session Date
GUI 1.3.18	Type:	Display
GUI 1.3.19	Format:	Text
GUI 1.3.20	Populated From:	Date of each session of a completed observation evaluation for this cycle. Note: Each date displays to the right of the "Session Date" header as distinct column headers. If there is only one session, then there should only be one date.
GUI 1.3.21	Alignment:	Center.
GUI 1.3.22	Field Name:	Session Points Earned
GUI 1.3.23	Type:	Display
GUI 1.3.24	Format:	Numeric. No decimals.
GUI 1.3.25	Populated From:	Session Points Earned = actual points earned for each session for each element for each rubric for the completed evaluation cycle.
GUI 1.3.26	Alignment:	Center
GUI 1.3.27	Field Name:	Points Earned Total (Sum)
GUI 1.3.28	Type:	Display
GUI 1.3.29	Format:	Numeric. No decimals.
GUI 1.3.30	Populated From:	Points Earned Total = Sum (points scored for all sessions, if there is

GUI 1.3: Observation Cycle Report section of Figure 2 - Field Requirements

		more than one, for each rubric element for the completed evaluation cycle).
GUI 1.3.31	Alignment:	Center
GUI 1.3.32	Field Name:	Total Points Possible
GUI 1.3.33	Type:	Display
GUI 1.3.34	Format:	Numeric. No decimals.
GUI 1.3.35	Populated From:	Total points possible = Sum (total points possible for all sessions, if there is more than one, for each rubric element for the completed evaluation cycle).
GUI 1.3.36	Alignment:	Center
GUI 1.3.37	Field Name:	Score/Total Points Possible
GUI 1.3.38	Type:	Display
GUI 1.3.39	Format:	Numeric. No decimals.
GUI 1.3.40	Populated From:	Concatenation of: <Total LOI Points Earned> " / " <Total LOI Points Possible> > Total LOI Points Earned = Sum (actual LOI points earned for each element for one rubric for all sessions (if there is more than one) for one completed observation evaluation cycle. > Total LOI Points Possible = Sum (LOI points possible for each element for one rubric for all sessions (if there is more than one) for one completed observation evaluation cycle.
GUI 1.3.41	Alignment:	Center. Merged.
GUI 1.3.42	Field Name:	Rubric Element Comments
GUI 1.3.43	Type:	Display
GUI 1.3.44	Format:	Text
GUI 1.3.45	Populated From:	Rubric Element Comments if any were recorded.
GUI 1.3.46	Alignment:	Left-Justified. Wrap text.

GUI 1.3: Observation Cycle Report section of Figure 2 - Command Requirements

GUI 1.3.47	Field Name:	Show/Hide Rubric Section
GUI 1.3.48	Type:	Control
GUI 1.3.49	Format:	The control shows or hides a section of the report. Default: Show. When "Show" is selected then all session details should display. When "Hide" is selected then all session details should be hidden

GUI 1.3: Observation Cycle Report section of Figure 2 - Field Requirements

		except for the rubric description label where the control displays.
GUI 1.3.50	Populated From:	Not Applicable
GUI 1.3.51	Alignment:	Left-Justified

4.1.3 Summative Cycle Report

The screenshot shows a web browser window displaying the 'Summative Cycle Report' page. The page is divided into three main sections: 'OBSERVATIONS', 'RUBRIC SCORES', and 'REINFORCEMENT/REFINEMENT'. The 'OBSERVATIONS' section lists three cycles with details like Post Date, Subject, and Evaluator. The 'RUBRIC SCORES' section is a table with columns for Content, Formative assessment, Instructional strategies, Learner engagement, and Learning community. The 'REINFORCEMENT/REFINEMENT' section lists rubrics and elements for each cycle. A 'Cumulative Summary' table is located at the bottom. Callouts point to various GUI elements: GUI 1.3 points to the 'RUBRIC SCORES' header, GUI 1.4 to the 'OBSERVATIONS' header, GUI 1.5 to the 'Formative assessment' column, GUI 1.6 to the 'REINFORCEMENT/REFINEMENT' section, GUI 1.2 to the 'Cumulative Summary' table, and GUI 1.1 to the overall page content.

Completed Cycles:	4	Results	Performance Score
Total LOI Points Earned:		369 out of 440 possible	4 out of 5 possible
Pct. LOI Elements Rated 3+:		86%	3 out of 5 possible

Figure 3 - Summative Cycle Report

GUI 1.1: Figure 3 - General Requirements

GUI 1.1.1	Screen name is Summative Cycle Report .
GUI 1.1.2	The purpose of this report is to provide a summative view of each completed observation evaluation cycle for a teacher.
GUI 1.1.3	The cumulative summary provides a snapshot view of the number of observation evaluation cycles that have been completed to date and for each the results and performance score for two key measures: Total LOI Points Earned and % LOI 3+

Elements.

The report detail displays each completed observation evaluation cycle including date, subject and evaluator; summative score by rubric including point's earned and total points possible; and lastly associated reinforcement and refinement action items if this was recorded. **Note: The Professional Responsibility rubric will display on this report broken out separately from the other rubrics because it is not included in the REIL score.**

Traceability

Traceability: See 5.1.8 View REIL Score in DSRS BRD.

Traceability: See 2.6 Summative Cycle Report in MCEA DSRS Use Case Document.

GUI 1.2: Figure 3 - Field Requirements

GUI 1.2.1	Subsection:	Cumulative Summary - for <u>all</u> completed observation evaluation cycles the following summary report should be displayed beneath the heading "Cumulative Summary":
GUI 1.2.2	Field Name:	Completed Cycles
GUI 1.2.3	Type:	Display
GUI 1.2.4	Format:	Numeric. No decimals. Label = "Completed Cycles:"
GUI 1.2.5	Populated From:	Completed Cycles = Count (of the total number of completed observation evaluation cycles).
GUI 1.2.6	Alignment:	Center.
GUI 1.2.7	Field Name:	(Column Heading)
GUI 1.2.8	Type:	Label
GUI 1.2.9	Format:	"Results"
GUI 1.2.10	Populated From:	Not Applicable
GUI 1.2.11	Alignment:	Center.
GUI 1.2.12	Field Name:	(Column Heading)
GUI 1.2.13	Type:	Label
GUI 1.2.14	Format:	"Performance Score"
GUI 1.2.15	Populated From:	Not Applicable
GUI 1.2.16	Alignment:	Center.
GUI 1.2.17	Field Name:	Total LOI Points Earned Results
GUI 1.2.18	Type:	Display
GUI 1.2.19	Format:	Numeric and text. Label = "Total LOI Points Earned:"

GUI 1.2.20	Populated From:	<ul style="list-style-type: none"> Concatenation of: <Total LOI Points Earned> " out of " <Total LOI Points Possible> " possible": Total LOI Points Earned = Sum (actual LOI points earned for each rubric element for all sessions (if there is more than one) for all completed observation evaluation cycles. Total LOI Points Possible = Sum (LOI points possible for each rubric element for all sessions (if there is more than one) for all completed observation evaluation cycles.
GUI 1.2.21	Alignment:	Center.
GUI 1.2.22	Field Name:	Total LOI Points Earned Performance Score
GUI 1.2.23	Type:	Display
GUI 1.2.24	Format:	Numeric and text.
GUI 1.2.25	Populated From:	Concatenation of: <Total Performance Score> " out of " <Total Performance Score Possible> " possible". Refer to Appendix 6.1 - LOI Points Earned Conversion Charts for the charts that describe how to convert the total learning observation instrument points earned to a performance score which is dependent upon the number of observation evaluation cycles completed. For example the cumulative LOI Pscore is “3” for two completed observation evaluation cycles where the total number of LOI Points is 147.
GUI 1.2.26	Alignment:	Center.
GUI 1.2.27	Field Name:	Pct. LOI Elements Rated 3+ Elements Results
GUI 1.2.28	Type:	Display
GUI 1.2.29	Format:	Numeric. No decimals. Percentage.
GUI 1.2.30	Populated From:	Pct of 3+ LOI Points Earned = Count (LOI Points Earned for all elements for all rubrics for all observation evaluation cycles >= 3)/ Count (Total of elements for all rubrics for all observation evaluation cycles). For example 21/22 = 95% .
GUI 1.2.31	Alignment:	Center.
	Field Name:	Pct. LOI Elements Rated 3+ Performance Score
GUI 1.2.32	Type:	Display
GUI 1.2.33	Format:	Numeric and text.
GUI 1.2.34	Populated From:	Concatenation of: <Total Performance Score> " out of " <Total Performance Score Possible> " possible". Refer to Appendix 6.2 – Pct. Of LOI Elements 3+ Conversion Chart that describes how to convert the percentage of rubric elements with points earned that are rated as 3 or higher to a performance score

GUI 1.2.35	Alignment:	Center.
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GUI 1.3: Figure 3 - Field Requirements

GUI 1.3.1	Subsection:	Summative Cycle Report Headings
GUI 1.3.2	Field Name:	(Heading)
GUI 1.3.3	Type:	Label
GUI 1.3.4	Format:	"Observations"
GUI 1.3.5	Populated From:	Not Applicable
GUI 1.3.6	Alignment:	Center.
GUI 1.3.7	Field Name:	(Heading)
GUI 1.3.8	Type:	Label
GUI 1.3.9	Format:	"Rubric Scores"
GUI 1.3.10	Populated From:	Not Applicable
GUI 1.3.11	Alignment:	Center.
GUI 1.3.12	Field Name:	(Heading)
GUI 1.3.13	Type:	Label
GUI 1.3.14	Format:	"Reinforcement/Refinement"
GUI 1.3.15	Populated From:	Not Applicable
GUI 1.3.16	Alignment:	Center.
GUI 1.3.17	Field Name:	(Subheading)
GUI 1.3.18	Type:	Label
GUI 1.3.19	Format:	Text
GUI 1.3.20	Populated From:	Rubric Description for each included in the observation evaluation cycle.
GUI 1.3.21	Alignment:	Center.
GUI 1.3.22	Field Name:	(Subheading)
GUI 1.3.23	Type:	Label
GUI 1.3.24	Format:	"Reinforcement"
GUI 1.3.25	Populated From:	Not Applicable
GUI 1.3.26	Alignment:	Center.

GUI 1.3: Figure 3 - Field Requirements

GUI 1.3.27	Field Name:	(Subheading)
GUI 1.3.28	Type:	Label
GUI 1.3.29	Format:	"Refinement"
GUI 1.3.30	Populated From:	Not Applicable
GUI 1.3.31	Alignment:	Center.

GUI 1.4: Figure 3 - Field Requirements

GUI 1.4.1	Subsection:	Summative Cycle Report Observations - for <u>each</u> completed observation evaluation cycle the following should be displayed:
GUI 1.4.2	Field Name:	Cycle Number
GUI 1.4.3	Type:	Link
GUI 1.4.4	Format:	Numeric. No decimals. Label = "Cycle #"
GUI 1.4.5	Populated From:	The number of the completed observation evaluation cycle during the school year (e.g., from 1 up to 5 in ascending sequence).
GUI 1.4.6	The cycle links should be navigational. When the cycle number link is selected then the screen should refresh to display the Observation Cycle Report (i.e., Cycle 2 is selected then cycle 2 of the Observation Cycle Report should be displayed).	
GUI 1.4.7	Alignment:	Left-justified.
GUI 1.4.8	Field Name:	Post Date
GUI 1.4.9	Type:	Display
GUI 1.4.10	Format:	Date. MM/DD/YYYY. Label = "Post Date:"
GUI 1.4.11	Populated From:	Date that the observation evaluation cycle was recorded.
GUI 1.4.12	Alignment:	Left-justified.
GUI 1.4.13	Field Name:	Subject
GUI 1.4.14	Type:	Display
GUI 1.4.15	Format:	Text. Label = "Subject:"
GUI 1.4.16	Populated From:	Subject associated with a completed observation evaluation cycle.
GUI 1.4.17	Alignment:	Left-justified.
GUI 1.4.18	Field Name:	Evaluator Name
GUI 1.4.19	Type:	Display

GUI 1.4: Figure 3 - Field Requirements

GUI 1.4.20	Format:	Text. Label = "Evaluator:"
GUI 1.4.21	Populated From:	Concatenation of the name of the Evaluator that performed the observation evaluation cycle: "First Name" and "Last Name" separated by a single space.
GUI 1.4.22	Alignment:	Left-justified.

GUI 1.5: Figure 3 - Field Requirements

GUI 1.5.1	Subsection:	Summative Cycle Report Rubric Scores - for <u>each</u> completed observation evaluation cycle the following should be displayed:
GUI 1.5.2	Field Name:	Rubric Score / Rubric Total Points Possible
GUI 1.5.3	Type:	Display
GUI 1.5.4	Format:	Numeric. No decimals.
		Concatenation of: <Rubric Score> " / " <Rubric Total Points Possible>: <ul style="list-style-type: none"> Rubric Score = Sum (Actual Points Earned for all sessions for all elements for one rubric) for a completed observation evaluation cycle. Rubric Total Points Possible = Sum (Total Points Possible for all sessions for all elements for one rubric for a completed observation evaluation cycle.
GUI 1.5.5	Populated From:	Note: The Rubric Score and the Rubric Total Points Possible should be separated by " / ". For example "20 / 30." The pie chart presentation of this data is a "nice to have" feature for iteration 1.
GUI 1.5.6	Alignment:	Center

GUI 1.6: Figure 3 - Field Requirements

GUI 1.6.1	Subsection:	Summative Cycle Report Reinforcement/Refinement - for <u>each</u> completed observation evaluation cycle the following should be displayed:
GUI 1.6.2	Field Name:	Reinforcement
GUI 1.6.3	Type:	Display.
GUI 1.6.4	Format:	Text
GUI 1.6.5	Populated From:	Reinforcement comments text of the rubric from the completed observation evaluation cycle. Note: Comment entries are options and may contain tagged content (e.g., bold font, etc.)
GUI 1.6.6	Alignment:	Left-Justified.
GUI 1.6.7	Field Name:	Refinement
GUI 1.6.8	Type:	Display.
GUI 1.6.9	Format:	Text
GUI 1.6.10	Populated From:	Refinement comments text of the rubric from the completed observation evaluation cycle. Note: Comment entries are options and

GUI 1.6: Figure 3 - Field Requirements

		may contain tagged content (e.g., bold font, etc.)
GUI 1.6.11	Alignment:	Left-Justified.

4.1.4 Scoring Rubrics

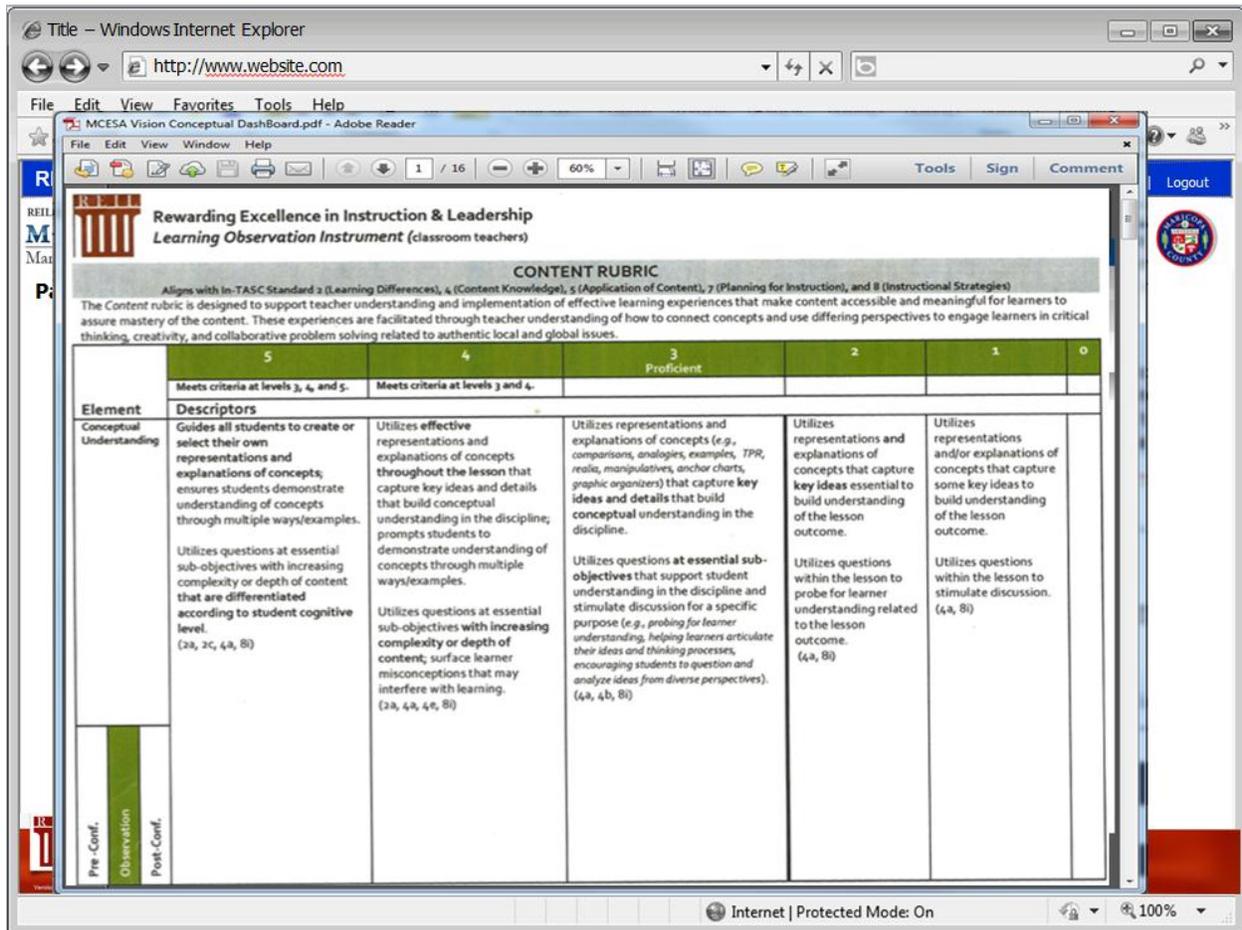


Figure 4 - Scoring Rubrics

GUI 1.1: Figure 4 - General Requirements

GUI 1.1.1	Screen name is Scoring Rubrics .
GUI 1.1.2	The purpose of this PDF is to describe the scoring rubric details including proficiency levels and measurement criteria for each, relative to each rubric element and their alignment to standards. Note: There will be one discrete Scoring Rubric PDF per user type in order to differentiate them correctly. Therefore a teacher has their own unique scoring rubric document as well as a Building Administrator, etc.
GUI 1.1.3	The PDF should generally consist of: Section 1 - Rubric Title, Standards Alignment, and Rubric Description. Note: The Professional Responsibility rubric will display on this report broken out separately from

the other rubrics because it is not included in the REIL score.
 Section 2 - Repeat for each rubric; each element and each of the proficiency levels appropriate to the job position (e.g., 0 - 5 for teachers from highest to lowest) along with their corresponding descriptors and any standards to which they are aligned. It should also indicate which sessions are scored.

GUI 1.1.4 Business Rule: The system should detect whether or not the User has Adobe Acrobat installed on their systems and provide a link and option to install it should they need this option.

Traceability

Traceability: See 5.1.4 View Scoring Rubrics in DSRS BRD.

Traceability: See 2.6 Scoring Rubrics Report in MCESA DSRS Use Case Document.

GUI 1.2: Header section of Figure 4 - Command Requirements

GUI 1.2,1 (Close window icon)

GUI 1.2.2 When is selected, then the system shall close the popup window and display the previous page same as before. **Note:** Other PDF capabilities may be available depending upon the version that is installed on the User's PC System such as paging, print, save, etc. but will not be included in these specifications.

4.1.5 LOI 3+ Points Report

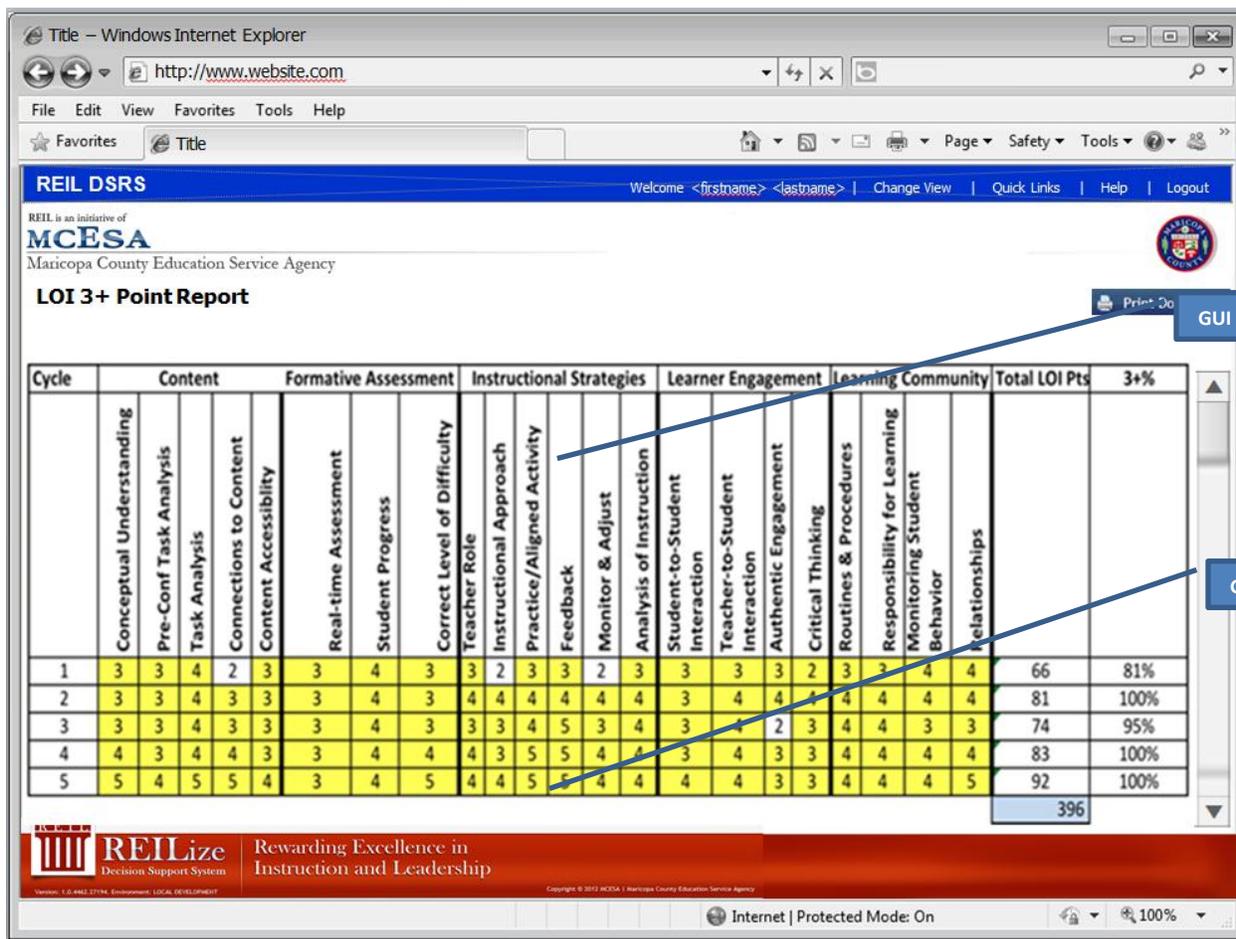


Figure 5 - LOI 3+ Points Report

GUI 1.1: Figure 5 - General Requirements	
GUI 1.1.1	Screen name is LOI 3+ Points Report .
GUI 1.1.2	The purpose of this report is to provide a summary view of each completed observation evaluation cycle for an education professional (i.e., Evaluatee). Note: If there is more than one session (e.g., pre-conference and observation) for a given rubric element, then they are summed and displayed as a total on this report.
GUI 1.1.3	The primary report header should include the Cycle Number; each Rubric included in the observation evaluation; the Total Learning Observation Points (i.e., Total LOI Pts), and the percentage of element scores with a rating of three or higher (i.e., 3+%) to the total number of element scores possible. The secondary report header should only display each Element Description for each Rubric. Note: The Professional Responsibility rubric will display on this report broken out separately from the other rubrics because it is not included in the REIL score.
Traceability	

	Traceability: See 5.1.3 View Observation Cycle Evaluations in DSRS BRD.
	Traceability: See 2.8 LOI +3 Report in MCESA DSRS Use Case Document.
GUI 1.2: Figure 5 - Command Requirements	
GUI 1.1.4	Print (icon). Mouseover tool tip = "Print Document"
GUI 1.1.5	When Print is selected, then the system shall display the print function in a popup window that would allow the User to proceed to print a print-friendly copy of the REIL Performance Dashboard to a local printer. Note: Other print capabilities may be available browse/select a local printer, print, formatting, save as a file, etc. but will not be included in these specifications

GUI 1.2: Header section of Figure 5 - Field Requirements		
GUI 1.2.1	Subsection:	LOI 3+ Points Report Headings
GUI 1.2.2	Field Name:	(Heading)
GUI 1.2.3	Type:	Label
GUI 1.2.4	Format:	"Cycle"
GUI 1.2.5	Populated From:	Not Applicable
GUI 1.2.6	Alignment:	Center.
GUI 1.2.7	Field Name:	(Heading)
GUI 1.2.8	Type:	Display
GUI 1.2.9	Format:	Text
GUI 1.2.10	Populated From:	Description text for each rubric for each completed observation evaluation cycle.
GUI 1.2.11	Alignment:	Center.
GUI 1.2.12	Field Name:	(Subheading)
GUI 1.2.13	Type:	Display
GUI 1.2.14	Format:	Text
GUI 1.2.15	Populated From:	Description text for each element within a rubric for each completed observation evaluation cycle. Each element should be grouped and displayed below its associated rubric in the header.
GUI 1.2.16	Alignment:	Left-Justified. Rotate the text up 90 ⁰ .

GUI 1.2: Header section of Figure 5 - Field Requirements

GUI 1.2.17	Field Name:	(Heading)
GUI 1.2.18	Type:	Label
GUI 1.2.19	Format:	"Total LOI Pts"
GUI 1.2.20	Populated From:	Not Applicable
GUI 1.2.21	Alignment:	Center.
GUI 1.2.22	Field Name:	(Heading)
GUI 1.2.23	Type:	Label
GUI 1.2.24	Format:	"3+ %"
GUI 1.2.25	Populated From:	Not Applicable
GUI 1.2.26	Alignment:	Center.

GUI 1.3: Detail section of Figure 5 - Field Requirements

GUI 1.3.1	Subsection:	LOI 3+ Points Report Detail
GUI 1.3.2	Field Name:	Cycle Number
GUI 1.3.3	Type:	Display
GUI 1.3.4	Format:	Numeric. No decimals.
GUI 1.3.5	Populated From:	The number of the completed observation evaluation cycle during the school year (e.g., from 1 up to 5).
GUI 1.3.6	Alignment:	Center.
GUI 1.3.7	Field Name:	Points Earned
GUI 1.3.8	Type:	Display
GUI 1.3.9	Format:	Numeric. No decimals.
GUI 1.3.10	Populated From:	Points Earned = sum (actual points earned for each session for each element for each rubric for a single evaluation cycle). If the points earned ≥ 3 then highlight the cell color as indicated. For example, the sum of all recorded observation evaluations for the rubric "Task Analysis" in cycle 5 is "5" which should also be highlighted.

GUI 1.3: Detail section of Figure 5 - Field Requirements

GUI 1.3.11	Alignment:	Center.
GUI 1.3.12	Field Name:	Total LOI Pts
GUI 1.3.13	Type:	Display
GUI 1.3.14	Format:	Numeric. No decimals.
GUI 1.3.15	Populated From:	Total LOI Points = Sum (Points Earned for all elements for all rubrics for a single observation evaluation cycle).
GUI 1.3.16	Alignment:	Center.
GUI 1.3.17	Field Name:	% 3+
GUI 1.3.18	Type:	Display
GUI 1.3.19	Format:	Numeric. No decimals. Percentage. Rounded to nearest whole number.
GUI 1.3.20	Populated From:	Pct of 3+ LOI Points Earned = Count (LOI Points Earned for all elements for all rubrics for a single observation evaluation cycle ≥ 3) / Count (Total 3 of elements for all rubrics for a single observation evaluation cycle). For example 21/22 = 95% .
GUI 1.3.21	Alignment:	Center.
GUI 1.3.22	Field Name:	Grand Total LOI Points Earned
GUI 1.3.23	Type:	Display
GUI 1.3.24	Format:	Numeric. No decimals.
GUI 1.3.25	Populated From:	Grand Total LOI Points Earned = Sum of Total LOI Points Earned for all completed observation cycles.
GUI 1.3.26	Alignment:	Center.

4.2 IMS

This section provides more detail functional specifications around integration of DSRS with IMS but there is no GUI, wireframes, mockups, and command specifications since the presentation layer and functionality is actually wholly owned by the IMS project team. **Note:** *Since the capabilities of the IMS solution are not known to the author, the specifications try to define in terms of what DSRS may need and not actually how they might ultimately be delivered.*

4.2.1 Manage User Accounts

General Requirements	
001	In order to create or update user accounts which will require access to DSRS, IMS should provide the capability to bulk load and/or manually enter them into IMS.
002	The system should provide the capability such as create, edit, delete, activate and inactivate, grant and revoke, assign, etc. if a UI is provided. The system should also provided the capability to manage, set, and reset passwords.
003	User accounts should only consist of education professionals identified as a teacher or special education teacher.
004	User accounts should only consist of education professionals identified as a teacher or special education teacher should only be assigned the “Evaluatee” role or comparable designation.
005	The system should provide the capability to print a simple list view/report of user accounts and associated attributes.
Data Requirements	
006	Data elements: salutation (e.g. Mr, Ms, Mrs, Dr, etc.), first name, middle initial, last name, suffix (e.g. Jr) email account, status (e.g., active, inactive), school, school district, job position (e.g. teacher, special education teacher, etc.), password.
Business Rules	
007	BR: The system should be able to uniquely identify each user account.
008	BR: A user account may be assigned one or more applications or systems (e.g. TODCT and DSRS).
009	BR: A user account may be assigned one or more roles.
010	BR: A user account may be assigned one or more administrative permissions.
011	BR: For each role, a user account may have access to one or more screens.
012	BR: For each permission, a user account may have access to one or more capabilities or functions.
013	BR: A teacher or special education teacher should not have a subordinate person assigned to them.
014	BR: A teacher or special education teacher may be assigned to one or more schools

within a school district. **Note:** A school district should be identified as either REIL, REIL Alliance, or REIL TNG. REIL TNG school districts will receive performance awards starting with the 2013-14 school years.

Traceability

015 **Traceability:** See 5.4.3 Manage User Accounts, Roles & Groups and 5.4.5 Manage Organizational Hierarchy Structure in DSRS BRD.

4.2.2 Manage Roles

General Requirements

001 In order to create or update roles for user accounts which will require access to DSRS, IMS should provide the capability to bulk load and/or manually enter them into IMS.

002 **Roles:** Evaluatee, Evaluator, and Administrator.

Data Requirements

None identified at this time

Business Rules

003 **BR:** The system should be able to uniquely identify each role.

004 **BR:** A user account may be assigned one or more roles.

005 **BR:** For each role, a user account may have access to one or more screens.

Traceability

006 **Traceability:** See 5.4.3 Manage User Accounts, Roles & Groups in DSRS BRD.

4.2.3 Manage Password

General Requirements

001 The system should also provide a method to automate a password reset in case the User has forgotten their User ID and/or Password (e.g., [Forgot Password?](#)).

Data Requirements

None identified at this time

Business Rules

002 **BR:** A password must be encrypted when stored in a database and must be masked (e.g., asterisks) when displayed on a screen.

003 **BR:** The strength of password setting may be required to be very strong to reduce the ability for unauthorized personnel to view other User’s data.

Traceability	
004	Traceability: See 5.4.2 Manage Password in DSRS BRD.

4.2.4 Log In

General Requirements	
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001	The system should also provide the capability for a user that has a user account established and granted access to DSRS to login to IMS.
-----	--

Data Requirements	
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	None identified at this time
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Business Rules	
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	None identified at this time
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Traceability	
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002	Traceability: See 5.4.11 Identity Management & Interoperability in DSRS BRD.
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4.2.5 Access DSRS

General Requirements	
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001	The system should also provide the capability for a user that successfully logs into IMS, can select or navigate over to DSRS.
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Data Requirements	
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	None identified at this time
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Business Rules	
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	None identified at this time
--	-------------------------------------

Traceability	
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002	Traceability: See 5.4.11 Identity Management & Interoperability in DSRS BRD.
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4.2.6 Log Out

General Requirements	
001	The system should also provide the capability for a user that has a user account established and granted access to DSRS can logout directly from DSRS and IMS.
Data Requirements	
	None identified at this time
Business Rules	
	None identified at this time
Traceability	
002	Traceability: See 5.4.11 Identity Management & Interoperability in DSRS BRD.

4.3 System Integration

This section provides more detail functional specifications around external systems and interfaces with DSRS that exchange data.

4.3.1 Refresh Evaluation Observation Data

General Requirements	
001	The system should provide a capability to periodically collect data from the Teacher Observation Data Capture Tool which should provide teacher and special education teacher evaluation observations for each completed cycle and feed it to DSRS. For example if only the pre-conference was completed, then it does not constitute a full evaluation cycle.
Data Requirements	
002	<p>Data elements:</p> <p><u>Evaluatee information:</u> first name, last name, job position (e.g. teacher, special education teacher, etc.), school, and school district.</p> <p><u>Observation Evaluation information for Evaluatee:</u> rubric description, element description, session date, session description, rubric element score, and rubric element comments.</p>
Business Rules	
003	BR: Data should be collected and passed to DSRS if a previously completed evaluation cycle has been revised in order to feed any change activity. Note: The system should provide audit history of new and change record activity so that it will be possible to track when it occurred and by whom. But only the latest data will display in the DSRS reports in iteration 1.
004	BR: Depending upon the position of the person being evaluated, there may be from one to five evaluation observation cycles completed during the course of a school year.
005	BR: There is one and only one evaluator per evaluation observation cycle.
006	BR: Each evaluation observation cycle may include the following session types: pre-conference, observation, and post-conference. Any of the session types are considered optional but at least one session type if mandatory for a given rubric element, Each session should include the date of when it occurred.
007	BR: For each evaluation observation cycle there may be one or more rubrics being reviewed.
008	BR: For each rubric there may be one or more elements being reviewed.
009	BR: For each rubric element combination a score for each session and optionally a general comment may be recorded. The sum of the recorded scores across all sessions for each rubric element should be calculated.
010	BR: Data should be collected and passed to DSRS if an evaluation observation cycle has been fully completed. For example if only the pre-conference was completed, then it

	does not constitute a full evaluation cycle and should not be fed to DSRS.
011	BR: Data should be collected and passed to DSRS if a previously completed evaluation cycle has been revised in order to feed any change activity.
Traceability	
	Traceability: See 6.2.4 in DSRS BRD.

4.3.2 Link Scoring Rubrics

General Requirements	
001	The system should provide a capability to load the scoring rubrics PDF and make it available to the logged in teachers.

5.0 Document Information

5.1 References

Name	Location/Path	Date	Author
DSRS Scope Statement	DSRS SCOPE STMT V1_2 BASELINE FINAL SIGNOFF	02/20/2013	Rich Schnettler
DSRS BRD	DSRS BRD V1_0 BASELINE FINAL	02/20/2013	Rich Schnettler
DSRS Use Case	DSRS UC v0_2 DRAFT	02/20/2013	Debbie Stirling
DSRS Site Map	MCESA REIL DSRS-DVT Site Map V0_1	02/22/2013	Rich Schnettler
DSRS Functional Model	MCESA REIL DSRS-DVT Functional Model V0_1	02/11/2013	Rich Schnettler
REIL Visual Design Artifact Collection	ODCT Project Design Documents/02-05 ODCT Visual Design Documents Folder . Note: Laurie King and AI Dullum acknowledged that this is the latest set of guidelines to be used.	02/26/2013	Rich Schnettler
REIL Guidebook for Teachers	REIL_Guidebook_teachers	03/05/2013	Rich Schnettler

5.2 Change Record

Date	Author	Version	Status	Change Reference
02/20/2013	Rich Schnettler	0.1	Draft	Initial version created.
02/28/2013	Rich Schnettler	0.2	Draft	Updated with feedback received from Hyong Kim, Debbie Stirling, Don Hiatt, and Ellen Grein-Bell.
03/07/2013	Rich Schnettler	0.3	Baseline	Finalized wireframes with Debbie and updated to create baseline version for final internal ADE review. AI Dullum and Laurie King will represent MCESA for any reviews.
03/12/2013	Rich Schnettler	1.0	Signoff Candidate	Conducted review with Laurie King and AI Dullum from MCESA and Christa Thompson (ADE) and only some cosmetic (e.g., report labels, etc.) changes were required to the REIL Performance mock-ups. Added 4.3.2 Link Scoring Rubrics. Other comments will be considered in the next iteration of DSRS. Ready for approvals.

5.3 Contributors & Reviewers

Name	Position	Version	Date
Don Hiatt	Enterprise Architect	0.1	02/26/2013
Hyong Kim	Development	0.1	02/26/2013
Debbie Stirling	Business Analyst	0.1	02/26/2013
Niranjan Dravid	Project Manager	0.1	02/26/2013
Note: Only the IMS section was reviewed on 2/26/13 in this first session.			
Don Hiatt	Enterprise Architect	0.3	02/28/2013
Hyong Kim	Development	0.3	02/28/2013
Debbie Stirling	Business Analyst	0.3	02/28/2013
Niranjan Dravid	Project Manager	0.3	02/28/2013

5.4 Approval Signatures

The signatures below certify that this document has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Signature	Name	Title/Role	Version	Date
	Kristine Morris	Project Sponsor (MCESA)	1.0	
	Christa Thompson	MCESA Program Manager (ADE)	1.0	
	Don Hiatt	Enterprise Architect	1.0	
	Brent Erdman	Solution Architect	1.0	

6.0 Appendix

6.1 LOI Points Earned Conversion Charts

The following set of tables are used to convert the total learning observation instrument points earned to a performance score dependent upon the number of cycles completed for teachers.

6.1.1 Five Cycles Completed - Conversion Chart

Performance Score	Total LOI Points Earned (5 Observation Cycles)
5	470 – 550
4	386 – 469
3	290 – 385
2	165– 289
1	0 – 164

6.1.2 Four Cycles Completed - Conversion Chart

Performance Score	Total LOI Points Earned (4 Observation Cycles)
5	376 – 440
4	309 – 375
3	232 – 308
2	132– 231
1	0 – 131

6.1.3 Three Cycles Completed - Conversion Chart

Performance Score	Total LOI Points Earned (3 Observation Cycles)
5	282 – 330
4	232– 281
3	174 – 231
2	99 – 173
1	0 – 98

6.1.4 Two Cycles Completed - Conversion Chart

Performance Score	Total LOI Points Earned (2 Observation Cycles)
5	189 -220
4	155 - 188
3	117 – 154
2	67 – 116
1	0 – 66

6.1.5 One Cycle Completed - Conversion Chart

Performance Score	Total LOI Points Earned (1 Observation Cycles)
5	95 – 110
4	77 – 94
3	58 – 76
2	33– 57
1	0 – 32

6.2 Pct. Of LOI Elements 3+ Conversion Chart

The following set of tables are used to convert the total learning observation instrument points earned to a performance score dependent upon the number of cycles completed for teachers.

Performance Score	Percent of Elements Rated 3 or Higher
5	100%
4	90% to 99%
3	60% to 89%
2	25% to 59%
1	0% to 24%

6.3 REIL Performance Score - Conversion Chart

This conversion chart should only be used for the school year 2012-13 when 5 observation cycles have been completed for the following measures:

- Total LOI Points Earned
- Pct. LOI Elements Rated 3 or Higher



REIL Performance Score Conversion Chart: 2012-13

Measure	Score Criteria				
	1	2	3	4	5
Total LOI Points Earned	Total LOI points earned over 5 observation cycles is between 0 and 164 .	Total LOI points earned over 5 observation cycles is between 165 and 289 .	Total LOI points earned over 5 observation cycles is between 290 and 385 .	Total LOI points earned over 5 observation cycles is between 386 and 469 .	Total LOI points earned over 5 observation cycles is between 470 and 550 .
Pct. LOI Elements Rated 3 or Higher	0% to 24% of LOI element ratings are greater than or equal to 3.	25% to 59% of LOI element ratings are greater than or equal to 3.	60% to 89% of LOI element ratings are greater than or equal to 3.	90% to 99% of LOI element ratings are greater than or equal to 3.	100% of LOI element ratings are greater than or equal to 3.