Creating eForms for Teacher Evidence

Modified on: Mon, 23 Mar, 2020 at 12:55 PM

Creating an eForm for Teacher Evidence

District Administrators can create an eForm that will be used by the teachers to create their evidence in RightPath. This evidence can then be attached to the evaluations done throughout the year. The teachers can open the eForm and fill in the blanks. The District Administrator has complete control over the layout and type of responses to be added to the form.

To access this functionality, please navigate to the Utilities>Custom Forms option from the black menu bar. This will direct you to the page where you will create the eForm. Please be aware your menu choices may be different than the ones shown below.
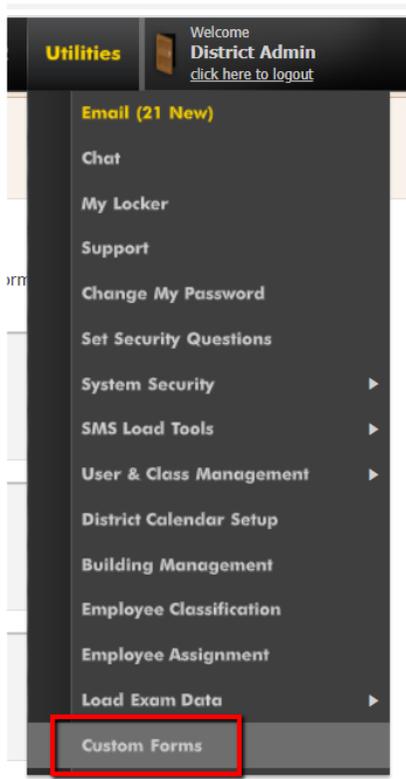
You will land on the Edit Custom Forms page. Click on the "Add Form" button in the top right corner to start a new eform.

A pop-up will display. Enter the name of the eForm and check off 'Artifact'. Next, click the "Add Form" button.

A green alert will let you know that the Form was created.

Scroll to the eForm name, which will be listed at the bottom of the list. Click on the "Edit" button to create the layout of the eForm.

You will be directed to the page to set up the layout of your new eForm.

On this screen you will Enter the "Field Name", select the "Field Type" and enter the "Choices" if needed, You can also add the "Optional Display Label" if you don't want to display the actual field name. Next click the "Add Row" button.

There are several field types that can be used. Determine the data type by the response you are expecting your teacher to fill in. .

The data field types are as follows:

- Single Line Text – use this data type when the teacher needs to enter a single line of data or to add the name of your form or single line instructions
- Multi-Line Text – use this data type when you need the teacher to add multiple lines of data
- Drop Down List – use this data type when you have multiple choices you want the teacher to choose from
- Number (integer) - use this data type when an integer is needed
- Number (decimal) – use this data type when a decimal is needed
- Yes/No (checkbox) – use this data type when you need a yes or no answer, checking the box = yes
- Date - use this data type when you need to enter a date or pick a date off the calendar
- Radio Button List – use this data type when you choose to offer choices listed with radio buttons
- Paragraph - use this data type for adding instructions and not expecting a response from the teacher

Look at the example below.

The "Teacher Name" field would only require 1 line of text versus the Statement of Goal(s) which could be a paragraph and require multiple lines of text.

For the field "Indicators", I choose to show the Radio Button Format and gave the choices 1,2,3,or 4. The teacher MUST pick one of my choices. This could have been a "Single Line Text" field type that would allow the teacher to enter anything they wanted. I'm only expecting a number from 1 to 4, so I gave the choices.

A green alert will display to let you know the row was added successfully.

Continue to build your eForm by adding the rows needed. Remember that each field name must be unique or it will not be added to the eForm.

You can always click the pencil to edit a choice if you need to change it. Make your change and click the floppy disk icon to save the change.

If you are adding a field that requires choices (Radio button or Drop Down List), add the choices to the "Choices" text box and click "Add Row" button.

In this example below, I have added an Optional Label Display. The Optional Label Display "Years experience working with the special ed population" will show on the form instead of the field name "Years Special Ed".

If you need to remove a field, click on the "Remove" Button that displays the icon of the red circle with white dash to delete the field.

If you want to change the order of your fields, you can click and drag the field name to the desired location. When you click the field you want to move, you will see a 4 way arrow. Drag the row to the new location. Your eForm will be re-ordered to the new layout.

Once you have completed designing the eForm, you can click on the 'Return to Custom Form' link at the top of the page. The form is now ready for a teacher to open and complete in the "Teacher Evidence" page.

This eForm is now complete and ready for a teacher to use to add their evidence. The district admin can navigate to APPR>Teacher Evidence to view the eForm (follow the instructions in the section below for the teacher to see your eForm). It is a good idea to check out the form your created before you let the teachers know it is available. As soon as you click the "Return to Custom Forms" option, the form is available to the teachers.

NOTE: At any time, while on the Edit Custom Forms page, you can click on the name of an eForm to see the layout of the without actually opening it.

Click name again to close it. Click on the "Edit" button if you would like to make changes to this eForm.
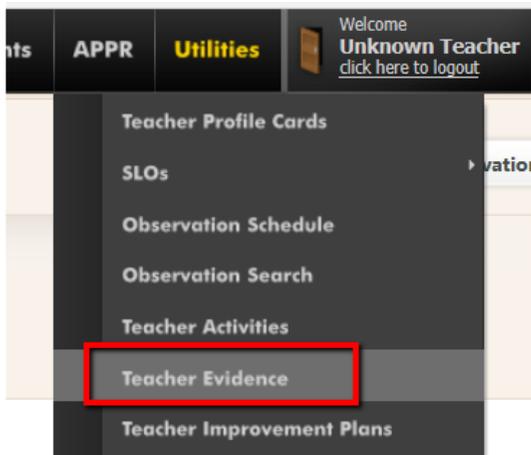

Using the New Artifact eForm (Teacher)

The teacher will navigate to APPR>Teacher Evidence to access the eForm that was created.

Next, the teacher will click the "Add Form" button and a pop up will appear.

The teacher will select the form from the drop down menu.

Click the "Add" button.

The teacher can now click the blue "View Form" link listed in the grid in line with the form they want to work on.

Below is a copy of what was created from the Custom Form that was set up in our example. This is what the teacher will view.

The teacher will fill in the blanks, select the correct info and then click the "Save" button. They can also click "Print" to print their evidence and click "Close and Return" when they are done.
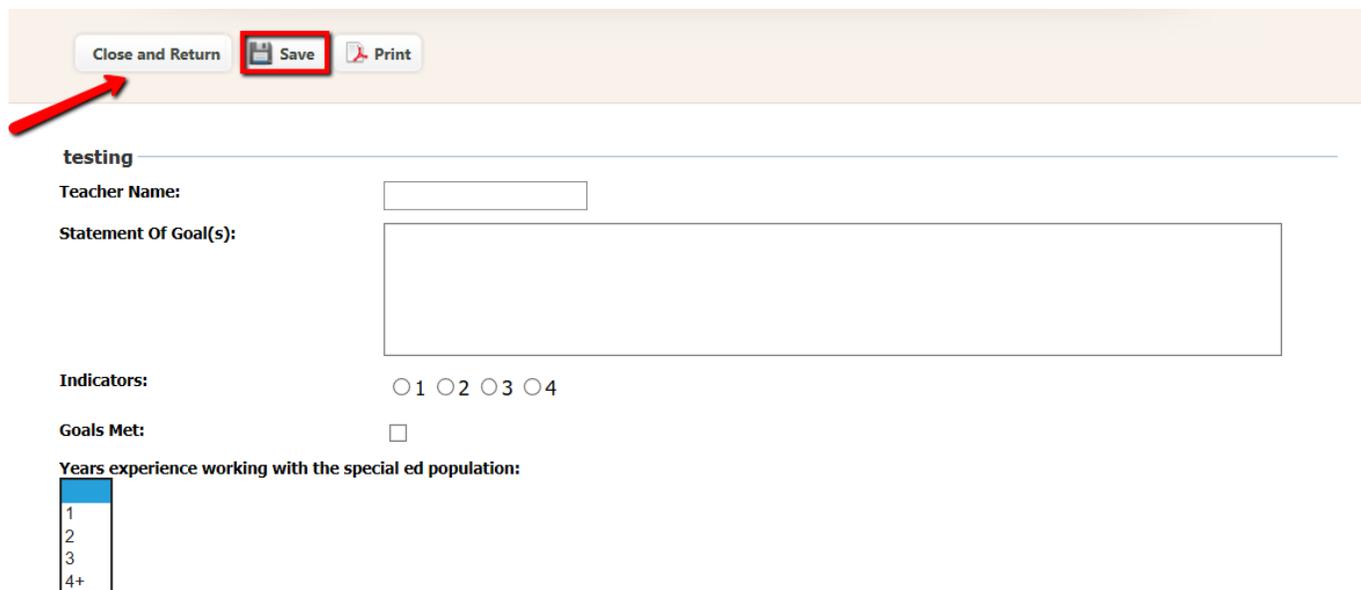
Once a teacher has saved this evidence, an administrator can attach it to an evaluation. Once it has been attached, a teacher can no longer make changes to it. If changes are needed, the administrator needs to remove the evidence from the evaluation so the teacher can make their changes and save it again. The administrator will need to attach this updated evidence again.