

RANDA FAQs for Educators Being Evaluated

1. What is **RANDA**?
 - RANDA is the acronym for R & A Solutions Inc. This is the company that created the software to manage the Colorado State Model Teacher Performance Standards.
 - RANDA will replace Bloomboard as the platform for managing yearly teacher and principal evaluations.

2. How do I **Login** to RANDA?
 - Login by accessing the Colorado State Model Performance Standards page on the CDE website
 - www.cde.state.co.us/educatoreffectiveness/randa
 - Your district 6 email will serve as your username. Use a temporary password when you log in to RANDA for the first time. (Abc123!!!) Please change your password after you log in for the first time. Is there a way to push up the universal pw prior to first time login
 - On RANDA training day, will SLOs be covered?
 - For a more in depth explanation of the login process and how to access help, click the link below
 - <https://vimeo.com/album/3011044/video/104458084>

3. Where do I go if I am **Having Trouble** using RANDA?
 - Once you have logged in to RANDA click the Help Tab at the upper right hand corner of the page
 - Additionally, a link to training videos is located in the bottom left hand corner of your Dashboard

4. Where can I find **Videos** to help with different parts of the evaluation process?
 - At the bottom left hand side of your Dashboard window, you will find over 30 short videos that will guide you through all aspects of the evaluation process.

5. How do I complete my RANDA **Training/Orientation**?
 - Attend the training session at your school when you return in August.
 - Click on the Training/Orientation hyperlink on your My Evaluation page. Answer the questions, and hit the submit button
 - For more information about completing the RANDA Training/Orientation click the link below
 - <https://vimeo.com/album/3011044/video/104565176>

6. How do I complete my **Self Assessment**?

- Login to RANDA
- Go to My Evaluation Tab
- After signing off on your Training/Orientation , the hyperlink for completing your self assessment will turn from black to blue.
- Click on the self-assessment hyperlink
- Rate yourself for each element within each standard.
- Please note that at the bottom of Standard 1, for elements b and c there are yes/no questions that need to be answered before you can successfully submit your self-assessment.
- After submitting your self-assessment, you will have the opportunity to share your self-assessment with your evaluator. This is not required, but is highly recommended.
- For a more information on how to complete your self-assessment, click the link below
- <https://vimeo.com/album/3011044/video/104565637>

7. How do I enter my **Professional Growth Plan**?

- Login to RANDA
- Click on the My Evaluation Tab
- Click on Professional Growth Plan
- In the table that pops up, click on add a goal
- Define a Goal Name and Goal Description
- Click Save
- Click on the goal name and add action steps by clicking the add action button and follow the prompts
- Click Save
- Repeat the process to add additional goals as needed
- When finished with your goals, click the box that says "I submit my professional growth plan as part of my evaluation process."
- Click the submit button to share with your evaluator
- For more information on how to complete your professional growth plan, click on the link below
- <https://vimeo.com/album/3011044/video/104568156>

8. What do I need to do for **Observations**?

- Your evaluator will begin the observation process
- Your evaluator will determine if the observation is scheduled or unscheduled, announced or unannounced, and formal or informal

- Your evaluator can take notes, upload files, and link the evaluation to specific standards. Once your evaluator shares and submits the evaluation to you the educator, you will have the ability to add comments

9. How do I complete my **Mid-Year Review**?

- An online form is used to document the review. It is meant to show progress toward achieving school and individual professional goals
- The professional growth plan must be completed by the educator and the evaluator prior to the mid year review
- The review is a collaborative activity. The evaluator(s) can contribute to the status for each action, followed by the educator
- As a result of the review, every educator being evaluated should have a clear understanding of his or her potential final effectiveness rating based on evidence available to date.
- Your evaluator will initiate the mid year review.

10. How do I upload **Evidence/Artifacts**?

- Go to your My Evaluation Tab
- Beneath the Evaluation Process Tracking Table, you will find a second table with a tab labeled "Evidence and Artifacts"
- Click on +Add file
- A new window will open
- Select the artifact type from the drop down menu
- Enter a description
- Select the evidence type: Either file, web link, or note
- Select the file, url, or type a note
- Select the standard or element of a standard to which the artifact applies
- Click Save
- Your artifact will appear on your my evaluation tab, below the Evaluation Process Tracking Table
- Click on the link to edit if necessary