

ASEP TRAINING FOR 2016-2017 REPORTING – JULY 28, 2017

Division of Educator Preparation and Program Accountability



- ▶ 2016-2017 ASEP Technical Manual ("ASEP Manual")
- ▶ 2016-2017 GPA Spreadsheet
- ▶ 2016-2017 GPA Spreadsheet Data Dictionary & Addendum ("Dictionary")

HELPFUL RESOURCES



- ▶ Vanessa Alba (512) 463-6282
- ▶ Lorrie Ayers (512) 936-2166
- ▶ Mike Vriesenga (512) 463-8911

HELPFUL PEOPLE



- ▶ GPA Spreadsheet
- ▶ Other Enrolled & Finisher Lists
- ▶ Annual Performance Report (APR)
- ▶ Observations
- ▶ Affidavit

AGENDA



- ▶ GPA Spreadsheet
- ▶ Other Enrolled and Finisher Lists
- ▶ Annual Performance Report
- ▶ Observations

Please **DO NOT** send in your affidavit until after your program specialist has reviewed and approved your submissions.

THESE ARE DUE SEPTEMBER 15



- ▶ Use the GPA spreadsheet all year to record important data regarding candidates admitted since September 1, 2016.
- ▶ The GPA spreadsheet should include **all** in all routes and classes, and **only** candidates admitted between September 1, 2016 and August 31, 2017.
- ▶ Everyone on your GPA spreadsheet should be on either your Other Enrolled or Finisher lists.

GPA SPREADSHEET



- ▶ Use the correct GPA Spreadsheet file name for your EPP
- ▶ For example: UTPB_068502_GPA2017
 - ▶ See pages 29-31 in the Dictionary.

GPA SPREADSHEET - FILENAME



- ▶ Use secure procedures this year to submit your GPA Spreadsheet.
- ▶ Login here:
<https://sendfiles.tea.state.tx.us/courier/web/1000@/wmLogin.html>
- ▶ Create an account if needed.
- ▶ Use the Send File tab to send the file to us
- ▶ Use your file name as the subject
 - ▶ See page 27 in the Dictionary.

GPA SPREADSHEET - SUBMISSION



- ▶ Does the number of persons on the GPA spreadsheet match the number of persons admitted on the APR?
- ▶ Does the number of persons on the GPA spreadsheet match the number of persons granted test approval or eligibility with admission dates between September 1, 2016 and August 31, 2017?
- ▶ Are all the candidates on the GPA spreadsheet also listed on the Other Enrolled or Finisher lists?
- ▶ Are the GPAs on the spreadsheet the GPAs at time of admission?
- ▶ Are the Admission GPAs equal to or higher than the Overall GPAs?

CROSSCHECK THE GPA SPREADSHEET



- ▶ To review the GPA spreadsheet, click in cell A5, then press Control, Shift & End simultaneously to highlight all the data.
- ▶ Sort by Column C – Date Admitted
 - ▶ Are all the dates between September 1, 2016 and August 31, 2017?
 - ▶ Do the dates in this column match the admission date from Test Approval?
- ▶ Sort by Column D – Cert Field
 - ▶ Do all the candidates have a certification field
- ▶ Sort by Column G – Admission GPA
 - ▶ Are all the admission GPAs above 2.5, or did you grant exceptions?

CROSSCHECK YOUR GPA SPREADSHEET



- ▶ Look down columns J and K – Basic Skills and PACT
 - ▶ Every candidate should have an “E”, “M”, “Y”, or “N”
- ▶ Sort by column AE – GRE/SAT/ACT not required
 - ▶ Most candidates will have a “Y” in column AE
 - ▶ For candidates without a “Y” in column AE, glance over columns L-AD to ensure relevant data is there.
- ▶ Ensure all candidates have a “Y” or “N” in column AF – Probationary Certificate.
- ▶ You can conduct similar checks with the administrative and student services candidate worksheets.

GPA SPREADSHEET CROSSCHECK



- ▶ Includes anyone who has been admitted to your program at any time, i.e. 2016-2017 and any other year, who has not finished, withdrawn or been discharged or released.
 - ▶ Does the number of Other Enrolled equal the number Retained on your APR?
- ▶ Your Other Enrolled list rolls over from year to year.
- ▶ You can change or add students individually using the Student Search function in the ASEP menu.
 - ▶ See page 18 in the Technical Manual
- ▶ Uploading a group of Other Enrolled candidates using a “CSV” file is efficient.
 - ▶ See page 20 in the Technical Manual

OTHER ENROLLED



- ▶ Includes anyone who finished your program between September 1, 2016 and August 31, 2017.
 - ▶ Finishers (or completers) are persons who have met all the requirements of your program.
- ▶ You can change candidates to finisher status individually using the Student Search function in the ASEP menu.
 - ▶ Finishers should have been in your current or a past Other Enrolled list
- ▶ Does the number of finishers match the number of Completers in your APR?

FINISHERS



- ▶ Remember!!! Always re-enter the year before entering the numbers of candidates in the Annual Performance Entry/Review window.
- ▶ Make a table for yourself on paper with the “right” answers.

Demog Group	Applied	Admitted	Retained	Completed
All				
Female				
Male				
African American				
Hispanic				
Other				
White				

ANNUAL PERFORMANCE REPORT



- ▶ Do the numbers of males and females equal All in each column?
- ▶ Do the ethnic groups add to All in each column?
- ▶ Does the number admitted equal the number of candidates on the GPA spreadsheet?
- ▶ Does the number Retained equal the number of Other Enrolled?
- ▶ Does the number Completed equal the number of Finishers?
- ▶ Does the APR match the paper version you made?

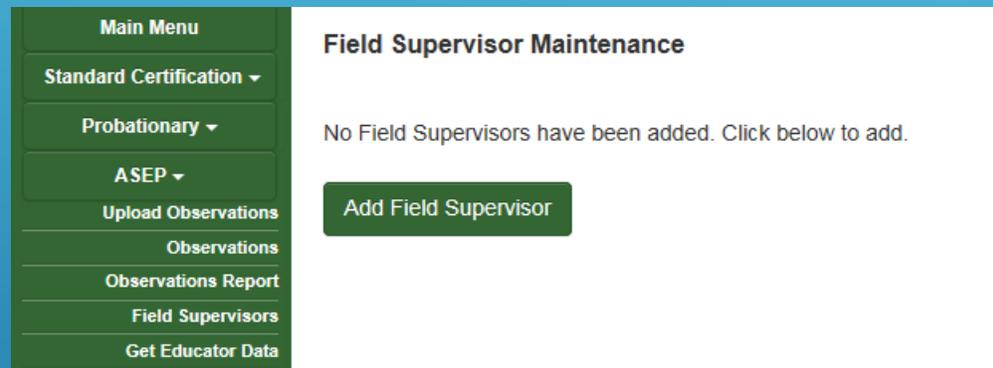
Demog Group	Applied	Admitted	Retained	Completed
All	98	58	154	45
Female	79	47	126	38
Male	19	11	28	7
African American	13	7	9	4
African American	13	7	9	4
Hispanic	12	4	11	4
Hispanic	12	4	11	4
Other	2	1	4	0
White	71	46	130	37
White	71	46	130	37

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APR CROSSCHECK



- ▶ Remember every field supervisor must have a TEA ID number.
- ▶ You will have to add your field supervisors before you can add your observations (see ASEP Manual page 29).



OBSERVATIONS – FIELD SUPERVISORS

Asep Observations

Add Record

Candidate First Name **Don**

Candidate Last Name **Gottit**

TEA ID **2080774**

Supervisor TEA ID

Supervisor First Name

Supervisor Last Name

Comment

Observation Date

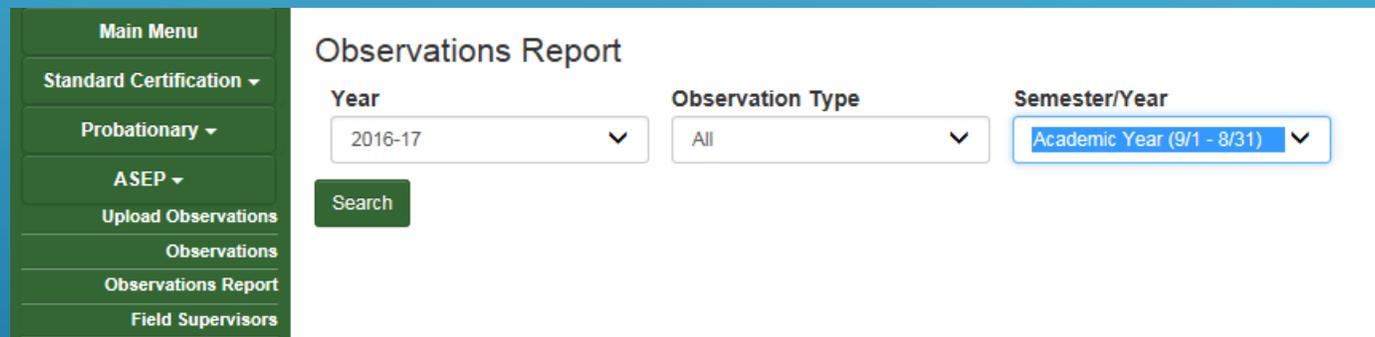
Observation Duration hrs mins

Assignment Begin Date

- ▶ You must enter the Supervisor TEA ID to add an observation.
- ▶ Report all teacher candidates (intern and clinical), but no non-teachers.
- ▶ The assignment begin date should be the same for all observations for each candidate.
 - ▶ The assignment date is the first date with students

ADDING OBSERVATIONS

- ▶ You can see all the observations for your EPP in ASEP this year.
- ▶ Select Year (2016-17)
- ▶ Select Observation Type (All)
- ▶ Select Semester/Year (Academic Year)



The screenshot shows a web interface for generating an Observations Report. On the left is a dark green sidebar menu with the following items: Main Menu, Standard Certification (with a dropdown arrow), Probationary (with a dropdown arrow), ASEP (with a dropdown arrow), Upload Observations, Observations, Observations Report, and Field Supervisors. The main content area is white and titled "Observations Report". It contains three dropdown menus: "Year" with "2016-17" selected, "Observation Type" with "All" selected, and "Semester/Year" with "Academic Year (9/1 - 8/31)" selected. Below these menus is a green "Search" button.

OBSERVATIONS – REPORT INPUT

Observations Report

Year: 2016-17 | Observation Type: All | Semester/Year: Academic Year (9/1 - 8/31)

Search

Assignment Begin Date	Assignment Type	Candidate TEA ID	Candidate Name	Visit Date	Duration Hours	Supervisor TEA ID	Supervisor Name	Comments
01/04/2016	1st Year Clinical Teacher			12/25/2016	1:00			Test
01/04/2016	1st Year Clinical Teacher			12/26/2016	1:00			Test 2
01/04/2016	1st Year Clinical Teacher			12/27/2016	1:00			Test 3
11/08/2016	1st Year Clinical Teacher			01/27/2017	1:00			This is testing the wrapping of th...
09/01/2015	1st Year Clinical Teacher			11/24/2016	0:45			see student file
09/01/2015	1st Year Clinical Teacher			11/11/2016	0:45			see student file
09/01/2015	1st Year Clinical Teacher			10/10/2016	0:45			see student file
09/01/2015	1st Year Clinical Teacher			12/11/2016	0:45			see student file
09/01/2015	1st Year Clinical Teacher			09/30/2016	0:45			see student file
09/01/2015	1st Year Clinical Teacher			01/05/2017	0:45			see student file
09/01/2015	1st Year Clinical Teacher			11/03/2016	0:45			see student file
09/01/2015	1st Year Clinical Teacher			12/09/2016	0:45			see student file

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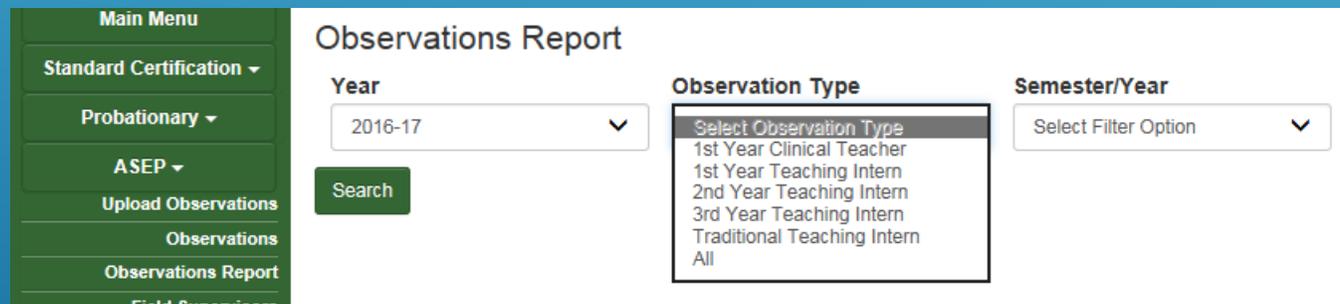
next page

Click [Here](#) to download the data in comma delimited form.
Click [Here](#) to download the data in text form.

- ▶ You can see all the observations for your EPP in ASEP this year.

OBSERVATIONS – REPORT OUTPUT

- ▶ Observation Type function does not work as hoped.
 - ▶ Candidates may be misclassified
 - ▶ Candidates from Other Enrolled may populate although not observed
 - ▶ Summary table may be inaccurate
- ▶ TEA will calculate observation compliance outside ASEP in 2016-2017



The screenshot shows a web interface for generating an Observations Report. On the left is a green sidebar with a 'Main Menu' containing 'Standard Certification', 'Probationary', 'ASEP', 'Upload Observations', 'Observations', 'Observations Report', and 'Field Supervisors'. The main content area is titled 'Observations Report' and contains three dropdown menus: 'Year' (set to '2016-17'), 'Observation Type' (with a dropdown menu open showing options: 'Select Observation Type', '1st Year Clinical Teacher', '1st Year Teaching Intern', '2nd Year Teaching Intern', '3rd Year Teaching Intern', 'Traditional Teaching Intern', and 'All'), and 'Semester/Year' (set to 'Select Filter Option'). A green 'Search' button is located below the 'Year' dropdown.

OBSERVATIONS – LIMITATIONS



- ▶ 2016-2017 ASEP will be locked on September 16
- ▶ TEA staff will review the data you submitted using many of the crosschecks I just described.
- ▶ You will get an email/letter identifying discrepancies in your data.
 - ▶ Fix what needs to be fixed.
 - ▶ Fixed GPA spreadsheets should have a “v2” suffix.

AFTER SEPTEMBER 15



- ▶ AFTER your program specialist approves your submissions, submit an affidavit affirming the accuracy of the data you submitted directly to your program specialist.
- ▶ Put the affidavit on [your program letterhead](#).
- ▶ Ensure the legal authority signs your affidavit.
- ▶ Submit your affidavit using the file names on page 47 of the ASEP Manual.
 - ▶ For example, UTPB__068502_AFFIDAVIT2017

AFFIDAVIT



- ▶ Vanessa Alba (512) 463-6282
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- ▶ Mike Vriesenga (512) 463-8911

“WE’RE HERE TO HELP”



THANK YOU FOR ATTENDING