

Useful Tips for Using the Framework for Teaching Proficiency System

1. Sign in as soon as possible to become acclimated with the system. Familiarize yourself with the structure of the Framework for Teaching System.
2. Complete the system check on any and all computers you will be using to access the system.
3. If you forget your password/logon information, email Tyra Lewis for a password reset.
(tyra.lewis@rcsdk12.org)
4. Pace yourself so you minimize feeling overwhelmed. Create a timeline for completion and check-off components when completed (use template that can be found under "APPR Administrators resources at engage Rochester.org).
5. Use a log sheet to check off completed tasks.
6. Become familiar with the rubric language of Domains 2 and 3. Make a hard copy and highlight critical words for each domain component. Consider laminating them and keeping a set near you as you use the system.
7. Avoid rushing through the components just to complete them. Make sure you understand and can apply the information covered.
8. Be sure to press "log out" to completely log out of the system after every work session.
9. Allocate 3-4 hours of dedicated time to complete each test portion because the test needs to be completed in one sitting. However, if you do get interrupted, you have a maximum of 6 hours to complete each test portion before the system time out.
10. Plan to complete all training and testing by the end of July. The deadline for completion is 8/15.
11. If you are unsuccessful in passing the test portion, go back and review the

material before re-taking it.

12. Consider attending several sessions of the voluntary offerings listed in Avatar with a colleague(s) or pair up once you arrive.

13. If you need any assistance or support, feel free to reach out. Report any technical issues to Tyra (262-8217) right away so we can contact Teachscape directly to get them resolved.