



COLORADO
Department of Education

Colorado Performance Management System (COPMS) in RANDA

ORIENTEERING GUIDE FOR SYSTEM USERS

Preparing & Launching the School Year

General Maintenance

Colorado Department of Education

Educator Effectiveness Office

Summer 2025

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Overview

The Colorado Performance Management System (COPMS) is a software platform developed by RANDA Solutions, Inc. as an optional tool to support districts in the implementation, data collection and effective use of the Colorado State Model Evaluation System.

COPMS includes an electronic interface and data collection tools for the state model evaluation rubrics, measures of student learning/outcomes (MSLs/MSOs), final effectiveness ratings, Highly Effective evaluation process, and aggregate reports to support principals and district leaders in providing useful and actionable feedback, possible professional development opportunities for educators, and summative reports for local and state data collections. For more information, [please download our fact sheet \(PDF\)](#).

Note: Districts are not required to utilize this online system to comply with educator effectiveness requirements in state statute and State Board rule. The use of COPMS in RANDA is completely optional as a support to district/BOCES in the implementation of educator evaluations in their local setting.

Part I: Local Access Managers (LAMs)

CDE requires that each district designate a specific Local Access Manager (LAM) for COPMS/RANDA to assign user roles for the system. Assigning user roles is important as each role is assigned varying levels of permissions within the system. For those unfamiliar with the LAM role and responsibilities, please send an email to copms@cde.state.co.us for additional information. The LAM role can be dedicated solely to assigning staff roles within COPMS (i.e., RANDA-LAM) or can support access and use of other systems maintained by CDE (e.g., UIP, Data Access, and EDIS, among others.) How you design your LAM role(s) depends upon the resources and structure within your organization. For more information on the Identity Management (IdM) process, please visit the [Identity Management \(IdM\) website](#).

As employees join or leave the school, or switch roles or buildings, it is the responsibility of the LAM to make sure updates occur within the IdM so that the COPMS reflects current information.

NOTE: An uploading of information from IdM into COPMS occurs nightly, except during the annual rollover and system maintenance period each July. In general, any changes made by the LAM in IdM will show up in COPMS the following day, after the nightly sync of information between IdM and COPMS.

Specific edits and updates made by the LAM include:

- If an employee joins the district/BOCES, the LAM will need to add the new employee using CDE IdM.
- If an employee leaves the district/BOCES, the LAM will need to disable the account for that employee using CDE IdM.

Please note: An employee cannot have an active role in IdM in more than one district/BOCES. Therefore, disabling roles for staff who have left your district/BOCES is a critical step each year.

- For employees switching roles or buildings, LAMs will need to make adjustments in CDE IdM to reflect the new role and/or building.
- For employees switching evaluators, adjustments will need to be made within the COPMS to reflect the new evaluator. LAMs may or may not have this access to make these changes within COPMS. Assigning evaluators within COPMS is typically completed by someone with an HR/Admin or Superintendent role (not necessarily the district's superintendent.)

Note: If you have been selected to be a LAM for your district/BOCES and require LAM rights to be provided to you, please reach out to copms@cde.state.co.us or view the [LAM Quick Guide](#).

Determine Educator Roles in COPMS

One of the major responsibilities of a LAM is to ensure that all certified staff in a district are assigned to the correct schools and “roles” inside of IdM. This will allow COPMS evaluation software (which pulls staff assignments from IdM through the overnight sync) to accurately place educators with evaluators.

Before you begin working within IdM, it is suggested that you verify first, which roles each member of your staff will hold inside of IdM (and subsequently within COPMS), based on their role in the district/BOCES and/or their intended responsibilities within COPMS.

Using the “Selecting a Role” Document

There are 19 user roles that can be assigned to educators inside of IdM. Some of these may correspond directly with their role(s) inside of the district, while others may be an IdM-only role. To assist with selecting the proper roles, please use the [COPMS Selecting a Role](#) document.

HR Administrator Roles

Some roles may not be involved with evaluating educators and can be assigned editing rights to certain settings. This is the **HR Administrator** role.

Evaluator Roles

Various roles can be assigned that will be responsible for the evaluation of others. These are the Evaluator Only, BOCES Executive Director, Superintendent*, Assistant Principal, and Principal roles. Some of these roles may be evaluated by others, and some of these roles may have no personal evaluation completed within COPMS. Educators with an AP or Principal role will have their own evaluation within COPMS.

*The role assignment of “Superintendent” within IdM for COPMS may or may not be the district superintendent and only reflects the access rights within the system.

Educator Roles

Roles that will only view and complete their own evaluation include Teacher (i.e., Teacher, Teacher Librarian, Teacher on Special Assignment [TOSA], or Special Education Teacher) or one of the nine Special Services Provider (SSP) roles. Please see the [COPMS Selecting a Role](#) document for a complete list of these roles.

Update Staff List for Bulk Upload

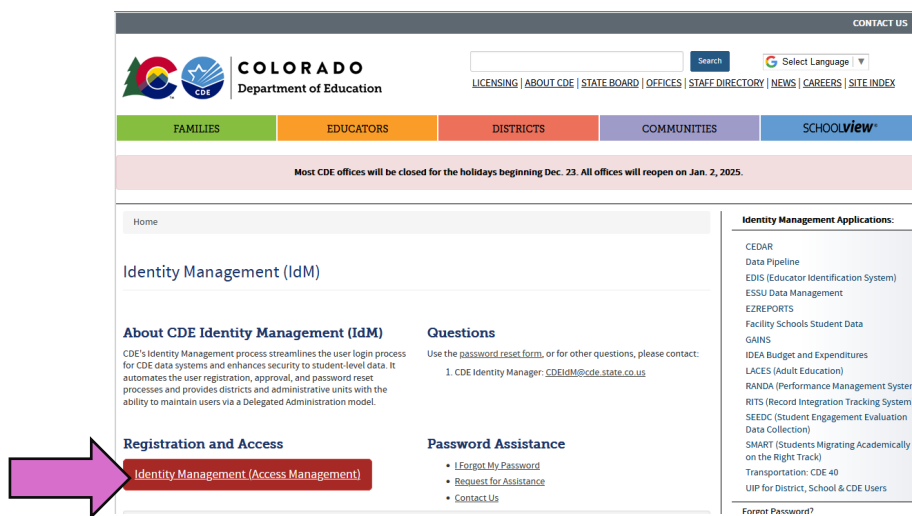
Your district/BOCES may already have a master list of licensed personnel to be included in the required annual evaluation process. To ensure that everything aligns inside of IdM, CDE provides a template for use when uploading a roster of staff assignments. Formatting in this template may or may not closely align with your own master list.

CDE suggests downloading this template from IdM and copy/paste your own data into the corresponding file *one column at a time*.

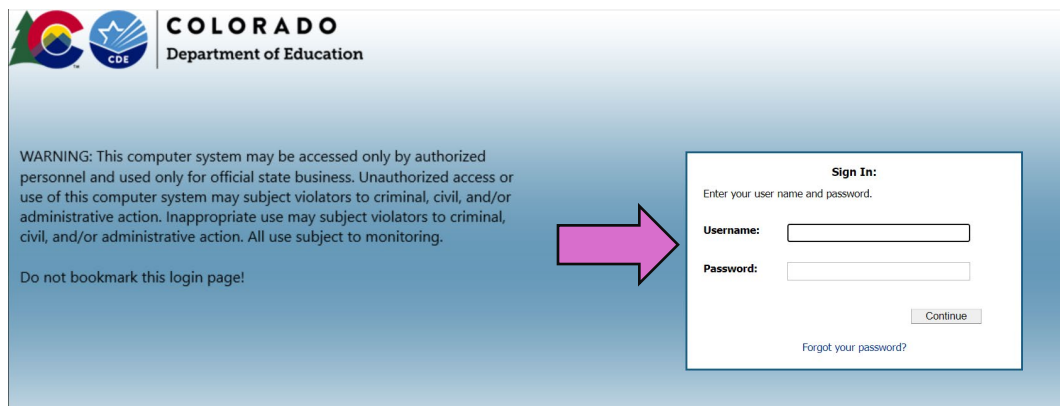
Note: The option exists to create individual user accounts for each educator, one at a time, instead of completing a bulk upload. For instructions on how to create individual accounts, please see the [LAM Quick Guide](#).

To download the template, please follow these instructions:

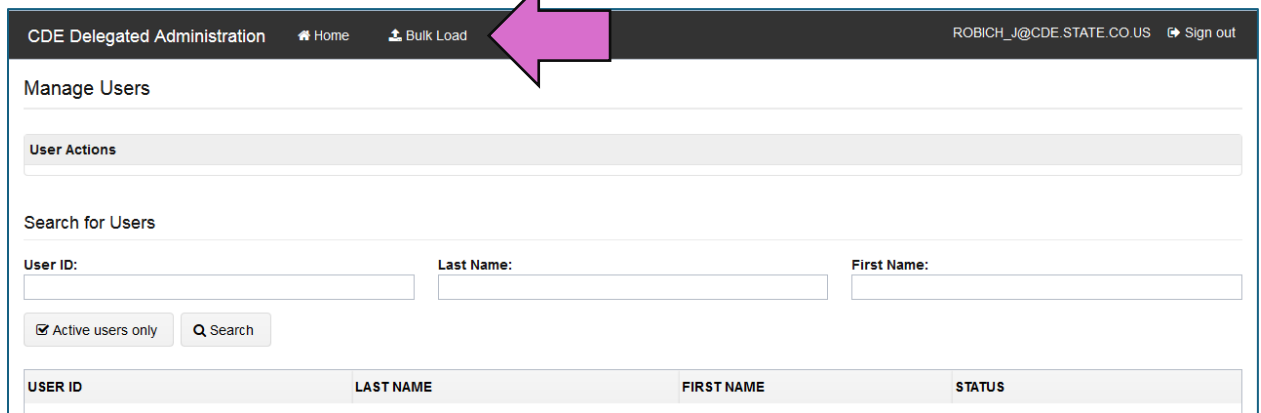
1. From the IdM webpage at <https://www.cde.state.co.us/idm>, click on **Access Management**.



2. Enter your username (email) and password.



3. Click on Bulk Load at the top of the webpage.



CDE Delegated Administration Home Bulk Load ROBICH_J@CDE.STATE.CO.US Sign out

Manage Users

User Actions

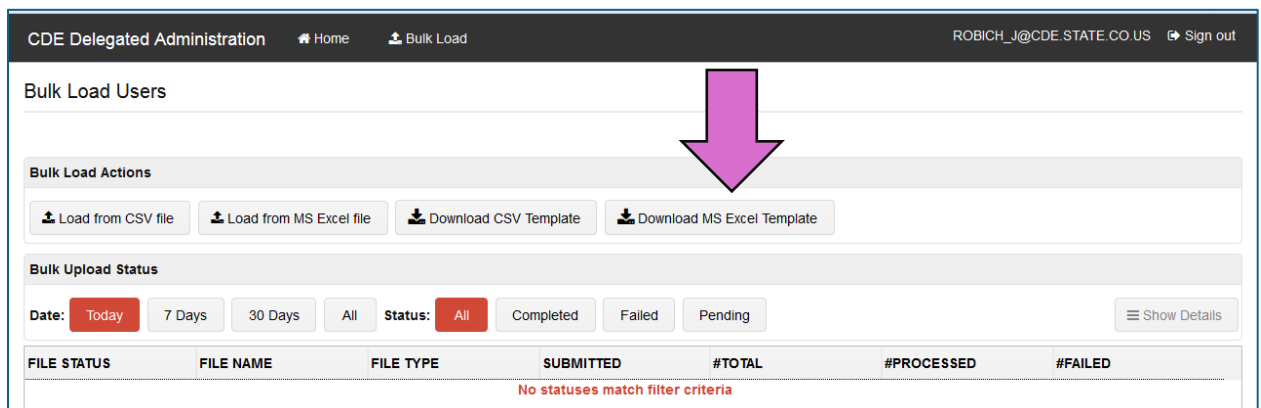
Search for Users

User ID: Last Name: First Name:

☒ Active users only

USER ID	LAST NAME	FIRST NAME	STATUS
---------	-----------	------------	--------

4. This brings you to **Bulk Load Users**. Organizations will have the option to upload using either a CSV file or an Excel file. **Select the Download MS Excel File option.** This will ensure that the dropdown menus are correctly utilized when completing the template.



CDE Delegated Administration Home Bulk Load ROBICH_J@CDE.STATE.CO.US Sign out

Bulk Load Users

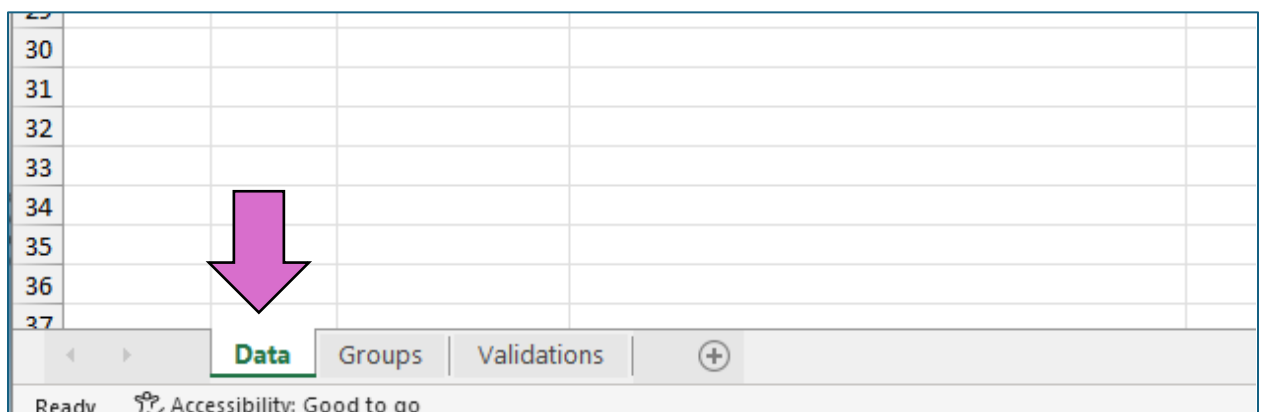
Bulk Load Actions

Bulk Upload Status

Date: **Today** 7 Days 30 Days All Status: **All** Completed Failed Pending

FILE STATUS	FILE NAME	FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED
No statuses match filter criteria						

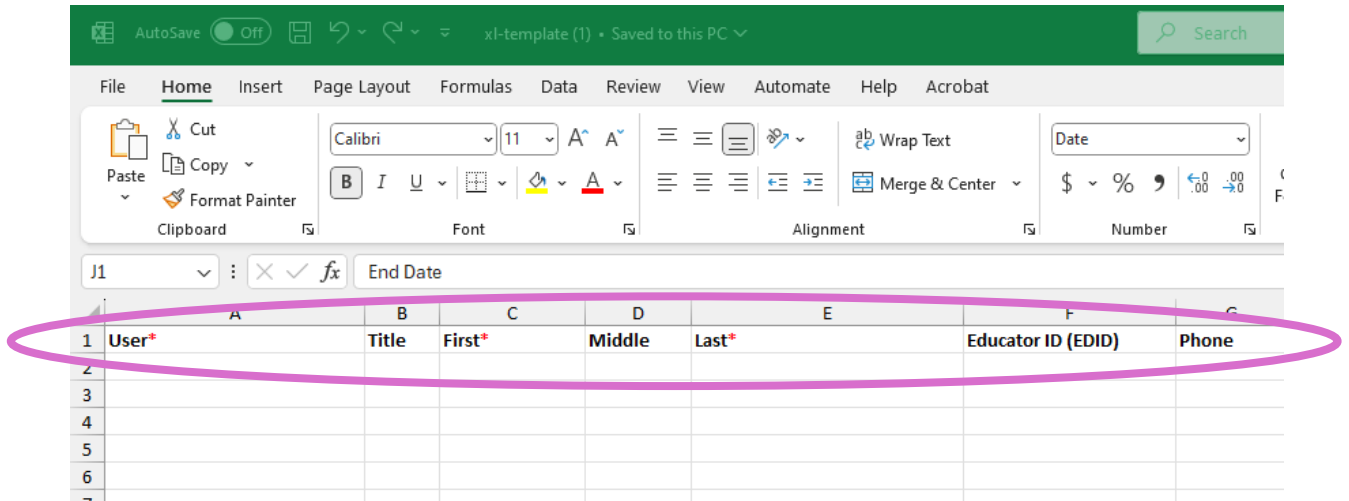
5. The resulting file will have three tabs at the bottom. Make sure that the **Data** tab has been selected and that all the data fields are visible (you may need to scroll to the left).



30					
31					
32					
33					
34					
35					
36					
37					

Ready Accessibility: Good to go

Data Groups Validations



6. Next, complete all the required fields to add or remove groups in bulk.
 - a. **NOTE:** If you need to make edits to the Colorado Performance Management System (COPMS) in RANDA, the EDID is required.
7. Both the **Groups to Add** and **Groups to Remove** have drop down menus to ensure the roles are added with the correct naming convention.
 - a. **NOTE:** It may be helpful to use the Export Users feature, especially for Groups to Remove, to start with a list of all users (as the file format is the same) and simply move the role from Groups to Add to Groups to Remove to use the Bulk Load.
 - b. See the [LAM Quick Guide](#) for those instructions.
8. Once the file is ready, save it, then proceed to the instructions in the next section of this document.

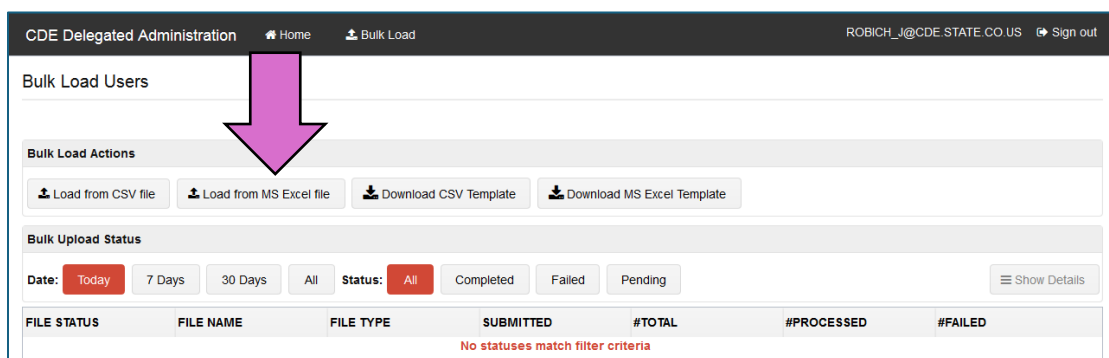
Completing the Bulk Upload

Once you have completed the file by adding all staff members with roles for COPMS into the Excel template, you are ready to upload the template into IdM.

After the upload is complete, all users from the template will show up in COPMS the next day, following the overnight sync between the two systems (COPMS and IdM).

To upload the template, please follow these instructions:

- Once the file is ready, click on **Load from MS Excel File**.



CDE Delegated Administration Home Bulk Load ROBIH_J@CDE.STATE.CO.US Sign out

Bulk Load Users

Bulk Load Actions

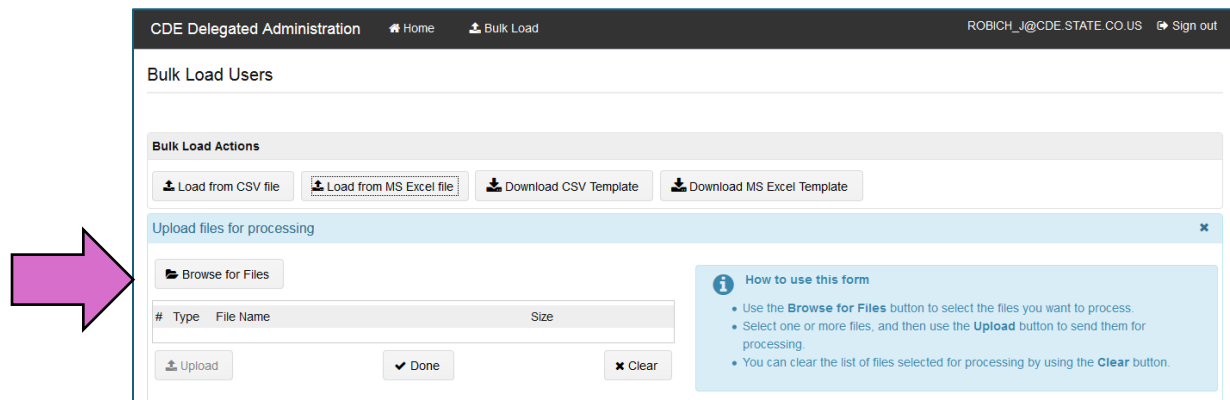
Load from CSV file Load from MS Excel file Download CSV Template Download MS Excel Template

Bulk Upload Status

Date: Today 7 Days 30 Days All Status: All Completed Failed Pending Show Details

FILE STATUS	FILE NAME	FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED
No statuses match filter criteria						

- Click on **Browse for Files**.



CDE Delegated Administration Home Bulk Load ROBIH_J@CDE.STATE.CO.US Sign out

Bulk Load Users

Bulk Load Actions

Load from CSV file Load from MS Excel file Download CSV Template Download MS Excel Template

Upload files for processing

Browse for Files

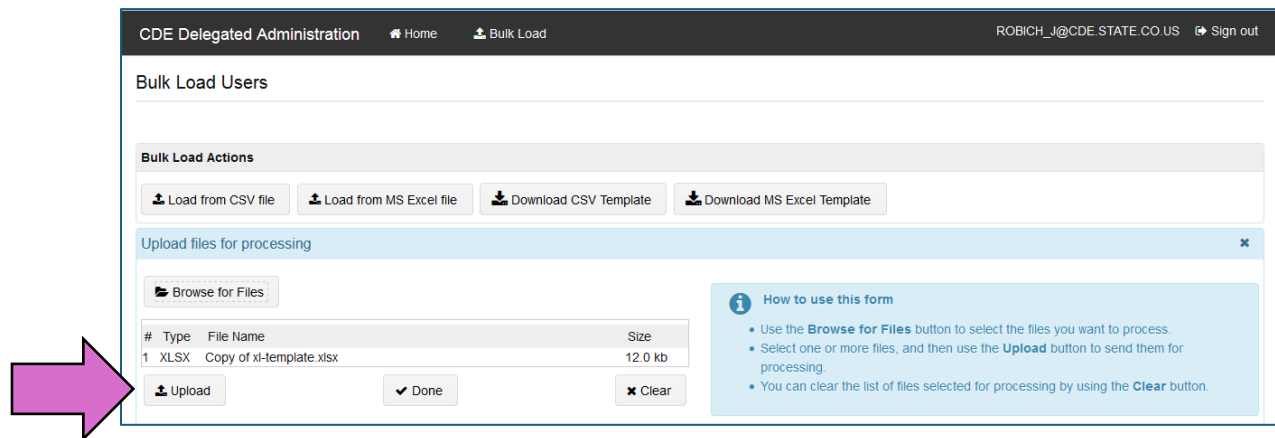
#	Type	File Name	Size
---	------	-----------	------

Upload Done Clear

How to use this form

- Use the **Browse for Files** button to select the files you want to process.
- Select one or more files, and then use the **Upload** button to send them for processing.
- You can clear the list of files selected for processing by using the **Clear** button.

- Locate the file and click on **Upload**.



CDE Delegated Administration Home Bulk Load ROBICH_J@cde.state.co.us Sign out

Bulk Load Users

Bulk Load Actions

[Load from CSV file](#)
[Load from MS Excel file](#)
[Download CSV Template](#)
[Download MS Excel Template](#)

Upload files for processing

[Browse for Files](#)

#	Type	File Name	Size
1	XLSX	Copy of xl-template.xlsx	12.0 kb

[Upload](#)
[Done](#)
[Clear](#)

How to use this form

- Use the **Browse for Files** button to select the files you want to process.
- Select one or more files, and then use the **Upload** button to send them for processing.
- You can clear the list of files selected for processing by using the **Clear** button.

- Once the **Bulk Load** is complete, it will display below and indicate if any submissions failed.

Bulk Load Actions

[Load from CSV file](#)
[Load from MS Excel file](#)
[Download CSV Template](#)
[Download MS Excel Template](#)

Bulk Upload Status

Date: [Today](#) [7 Days](#) [30 Days](#) [All](#)
 Status: [All](#) [Completed](#) [Failed](#) [Pending](#)
[Show Details](#)

FILE STATUS	FILE NAME	FILE TYPE	SUBMITTED	#TOTAL	#PROCESSED	#FAILED
SUCCESS	Copy of xl-template.xlsx	XLS	03/09/2016 12:44 PM	1	1	0

- The LAM can then search for the new user account(s) to verify, if desired.

Maintenance and the LAM Quick Guide

There are several things that LAMs will be responsible for during the course of a school year.

- If an employee joins the district/BOCES, and needs to be included in COPMS for their evaluation, the LAM will need to add the new employee using CDE IdM.
- If an employee leaves the district/BOCES, the LAM will need to disable the account for that employee using CDE IdM.
 - The ideal timing for disabling accounts for educators who are no longer in your district/BOCES is during the annual rollover and system maintenance period in July each year - and prior to launching the new school year.
- For employees switching roles or buildings, LAMs will need to make adjustments in CDE IDM to reflect the new role and/or building.
- For employees switching evaluators, adjustments will need to be made within the COPMS to reflect the new evaluator. LAMs typically do not have this access unless they've added a RANDA group to their account.

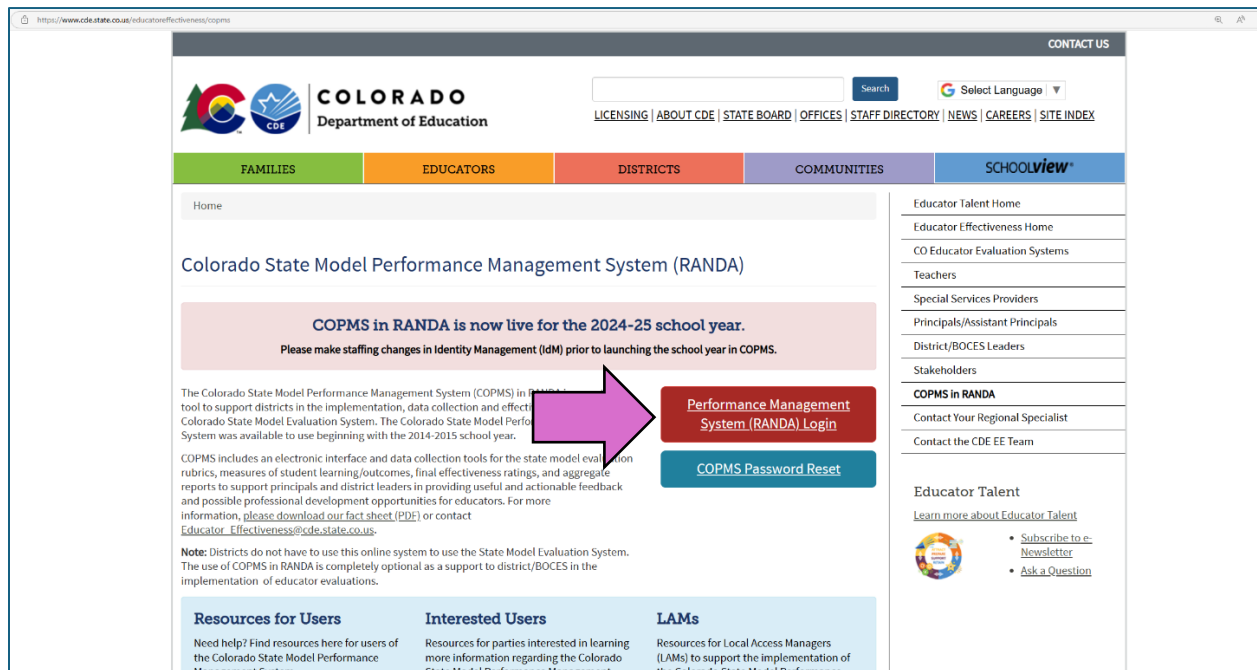
NOTE: Changes to an educator's role and/or evaluator are ill-advised once the evaluation process is underway. Any data entered into the educator's evaluation will be lost following such a change. Please contact comps@cde.state.co.us if changes are necessary to an educator's profile once the evaluation cycle has started and data has been added to their account.

IdM Import Status Errors

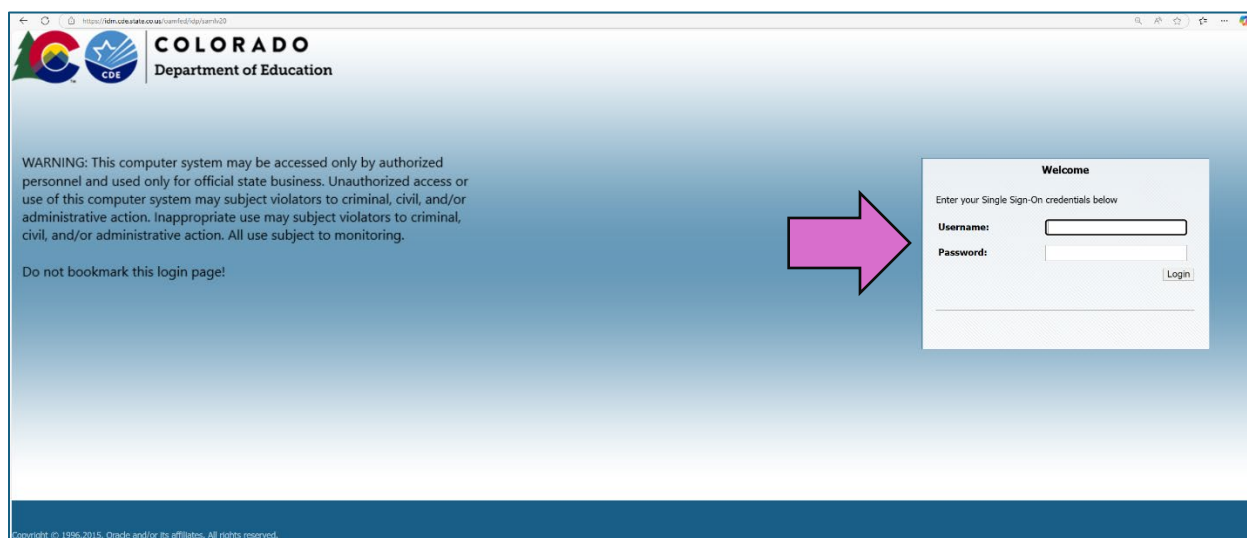
One of the most important ways to address any issues before they arise during the course of the evaluation cycle is the address any errors found in the IdM Import Status function from within COPMS.

To check for any errors, please follow these instructions:

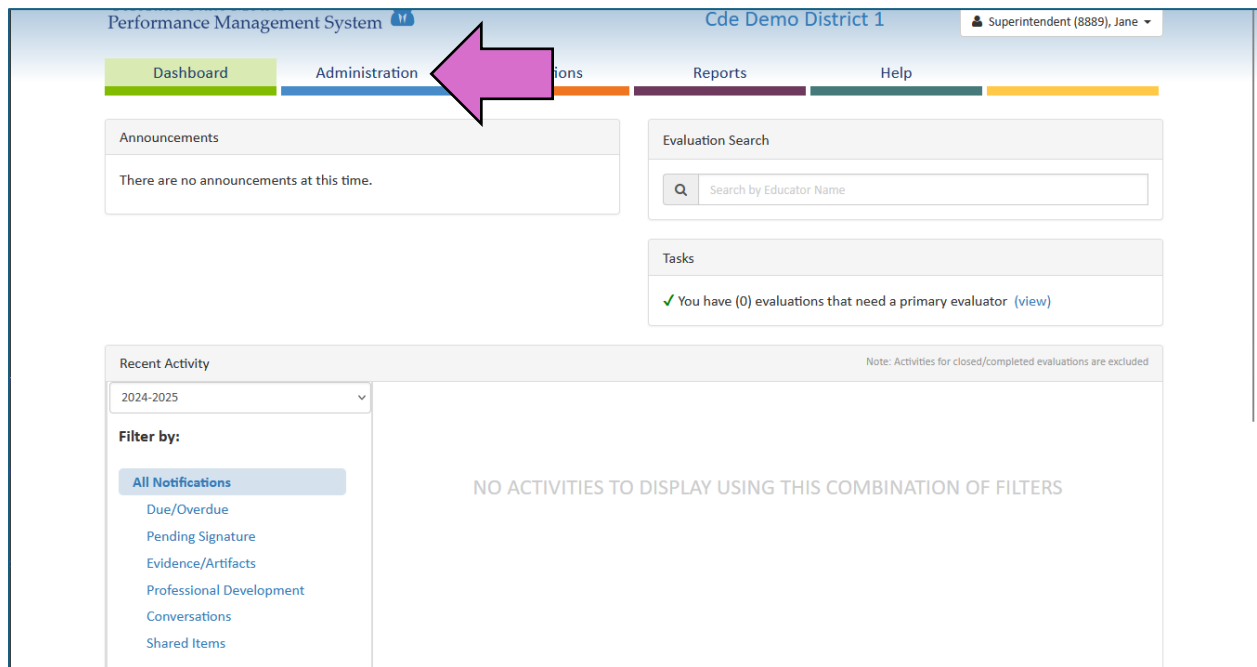
1. From the COPMS login page
<https://www.cde.state.co.us/educatoreffectiveness/copms> select the red **Performance Management System (RANDA) Login** button.



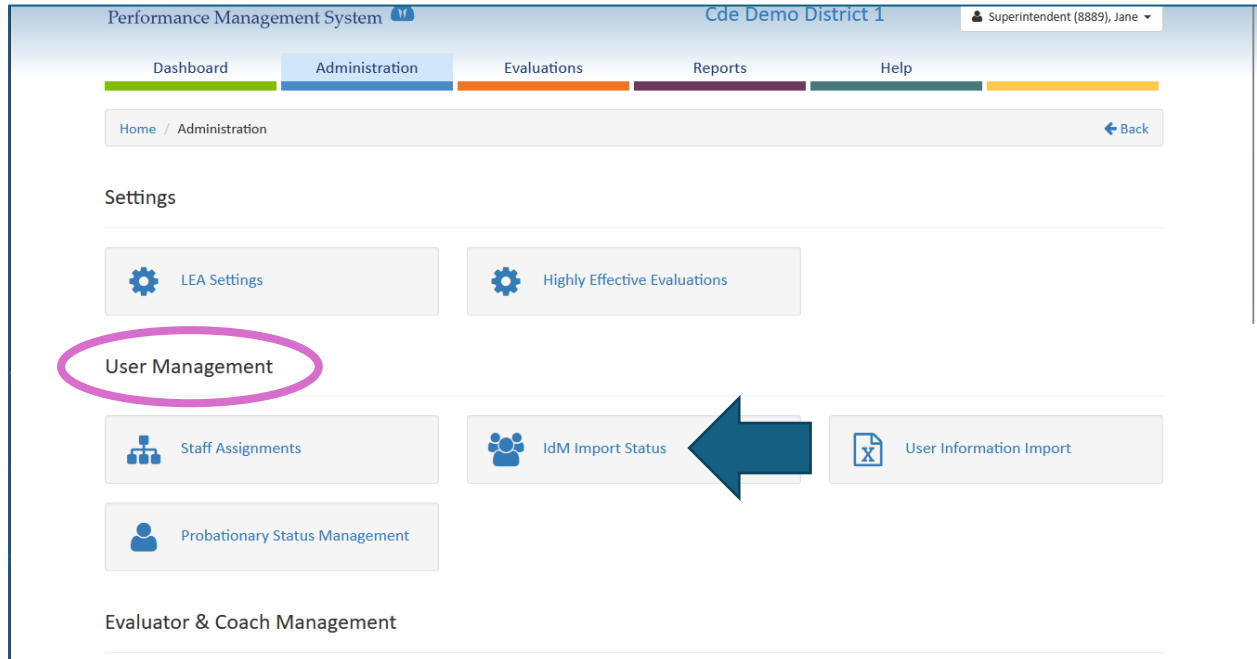
2. Enter your Single Sign-On (SSO) email address and password.



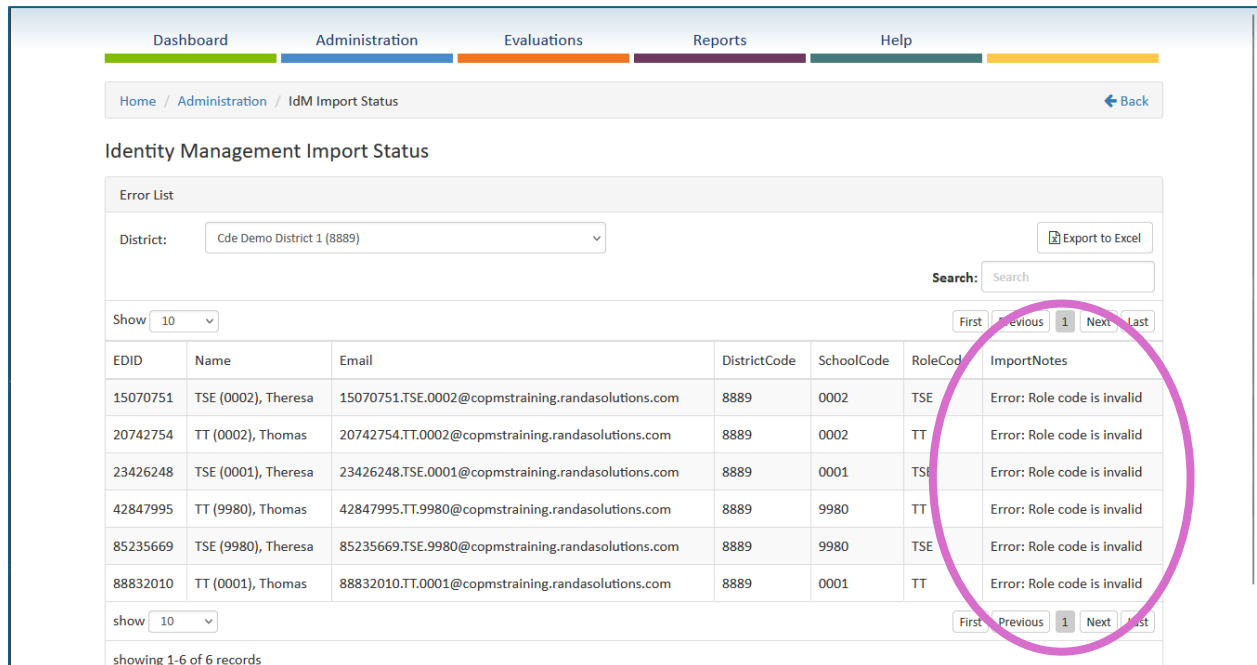
3. Select **Administration** from the top navigation menu.



4. Under *User Management*, select the **IdM Import Status** button.



5. This page will list any import errors/conflicts that arise from the overnight sync.



The screenshot shows the 'Identity Management Import Status' page. At the top, there are navigation tabs: Dashboard, Administration, Evaluations, Reports, and Help. Below these is a breadcrumb trail: Home / Administration / IdM Import Status. The main heading is 'Identity Management Import Status'. Below this is an 'Error List' section. It includes a 'District' dropdown menu set to 'Cde Demo District 1 (8889)', a search bar, and an 'Export to Excel' button. A table displays the error list with columns: EDID, Name, Email, DistrictCode, SchoolCode, RoleCode, and ImportNotes. The table contains 6 records, all with the note 'Error: Role code is invalid'. A pink circle highlights the 'ImportNotes' column. Below the table are pagination controls showing '1' of 6 records.

EDID	Name	Email	DistrictCode	SchoolCode	RoleCode	ImportNotes
15070751	TSE (0002), Theresa	15070751.TSE.0002@copmstraining.randasolutions.com	8889	0002	TSE	Error: Role code is invalid
20742754	TT (0002), Thomas	20742754.TT.0002@copmstraining.randasolutions.com	8889	0002	TT	Error: Role code is invalid
23426248	TSE (0001), Theresa	23426248.TSE.0001@copmstraining.randasolutions.com	8889	0001	TSE	Error: Role code is invalid
42847995	TT (9980), Thomas	42847995.TT.9980@copmstraining.randasolutions.com	8889	9980	TT	Error: Role code is invalid
85235669	TSE (9980), Theresa	85235669.TSE.9980@copmstraining.randasolutions.com	8889	9980	TSE	Error: Role code is invalid
88832010	TT (0001), Thomas	88832010.TT.0001@copmstraining.randasolutions.com	8889	0001	TT	Error: Role code is invalid

6. These errors will result in various conflicts/blocks within the system throughout the evaluation cycle. Please contact the Educator Effectiveness team using the copms@cde.state.co.us email address for assistance with any errors that cannot be resolved by the LAM directly.

Other Maintenance and Responsibilities

Throughout the year, the LAM may need to make IdM changes due to incoming/outgoing staff, position changes, and/or password resets, among others.

To assist with this, the CDE has created a [LAM Quick Guide](#). Please feel free to download and use this resource.

If you have any questions, please reach out to the Educator Effectiveness team at copms@cde.state.co.us

Part II: Superintendent Role

The “Superintendent” role in IdM/COPMS is a user-assigned code/role within IdM/COPMS and *does not* necessarily align with a district’s Org Chart or titles for administrators.

A “Superintendent” in IdM/COPMS is a user-assigned role that grants specific editing and access rights within COPMS. The “Superintendent” role can be assigned to any staff member based on the district’s need for access to the associated permissions.

For the sake of consistency, the term *superintendent-role* will be used for the rest of this guide to indicate the user-role in IdM/COPMS and to separate the term from the standard vernacular as a title held by a district administrator.

A user assigned to the *superintendent-role* has the following permissions/identifiers:

- Does not have a personal evaluation within COPMS.
- Evaluate teachers, SSPs, and principals/APs when assigned as their evaluator.
- Manage settings for all educators in their district/LEA, including assigning educators to other evaluators.
- Create MSL/MSO templates and release to evaluators to finalize.
- Access to run and download district-level reports.
- Access to set district/LEA settings, specifically: use of Highly Effective evaluation process, %/weights for professional practices (rubrics) and MSLs/MSOs, upload district/LEA graphic, minimum requirements for observations, and annual launch of the school year.

The New School Year

The process of “Launching the School Year” a very important step in the Evaluation Cycle and contains several steps.

Detailed steps and suggestions for “Launching the School Year” is beyond the scope of this Orienteering Guide, and detailed steps and suggestions can be found in the [Evaluation Cycle Guide \[coming soon\]](#).

Before the *superintendent-role* logs into COPMS the first time, there are a few things that need to be considered.

The Highly Effective Evaluation Process

School districts and BOCES may choose to offer a Highly Effective evaluation process to educators who have consecutively earned a Highly Effective rating for the previous three years. This modified evaluation process can be an opportunity to provide educators with avenues to continue to grow and deepen their practices. The Highly Effective evaluation process is applicable to all licensed educator roles (i.e., teachers, Special Services Providers [SSPs], and Principals/APs). Once a district/BOCES elects to offer a Highly Effective evaluation process to eligible educators, the district/BOCES also must create guidance for implementation.

For districts/BOCES using the Colorado Performance Management System (COPMS) also known as RANDA, the Highly Effective evaluation process is supported within the system, including a modified rubric for licensed educators (i.e., teachers, SSPs, and principals).

You will need to determine whether your district will be utilizing this feature for the school year.

This decision is made annually, and may not be changed once the evaluation cycle is underway.

CDE provides more details and guidance on timing and key points on the CDE’s [Highly Effective Evaluation Process Overview website](#).

It is also highly recommended that you make use of external conversations through your local [Advisory Personnel Performance Evaluation Council \(1338 Council\)](#) to ensure alignment with local values and priorities.

Verify Staff Assignments and Evaluators

To streamline the process after the school year is launched and the Evaluation Cycle has begun, prepare a comprehensive list of all staff members and who their intended primary and secondary (if applicable) evaluators will be.

This may need to be a conversation held with educators prior to any assignments being created in COPMS.

NOTE: Educators may be assigned more than one evaluator. Only the “primary” evaluator will be able to make changes to the evaluation in COPMS and serve as the evaluator of record for that educator. A secondary evaluator may provide insights and key feedback based on observations and/or additional, specific content knowledge.

Launch the New School Year (Launch IdM)

Once the decisions mentioned above have been reached, we are almost ready to launch the new school year.

Before that can be done, there is a window in which IdM and COPMS **do not** sync their data (i.e., during the annual rollover and maintenance period, typically in July each year). To prevent errors from happening, launching the school year should **only** occur after the following steps have been taken.

1. The LAM has updated the staff roster in IdM.
2. The LAM has disabled all accounts for educators who have left the organization (see [LAM Quick Guide](#)).
3. The LAM has updated all staff roles and building assignments as needed/applicable (see [LAM Quick Guide](#)).
4. The LAM has added any new educators coming into the organization - this can be done throughout the year as well (see [LAM Quick Guide](#)).
5. **Please do NOT make any IdM changes prior to the annual rollover/maintenance window in the summer - dates are announced annually on the [CDE COPMS Website](#).**

After COPMS completes the annual transition, any *superintendent-role* or *Executive Director-role* may launch the school year.

Determine the LEA Settings

After logging in the first time, and after the above decisions/steps have been made, the *superintendent-role* user will need to update the settings that will be used by their district in COPMS for the coming school year in the LEA Settings section of COPMS, **including launching the school year**.

These settings are described in detail in the next section.

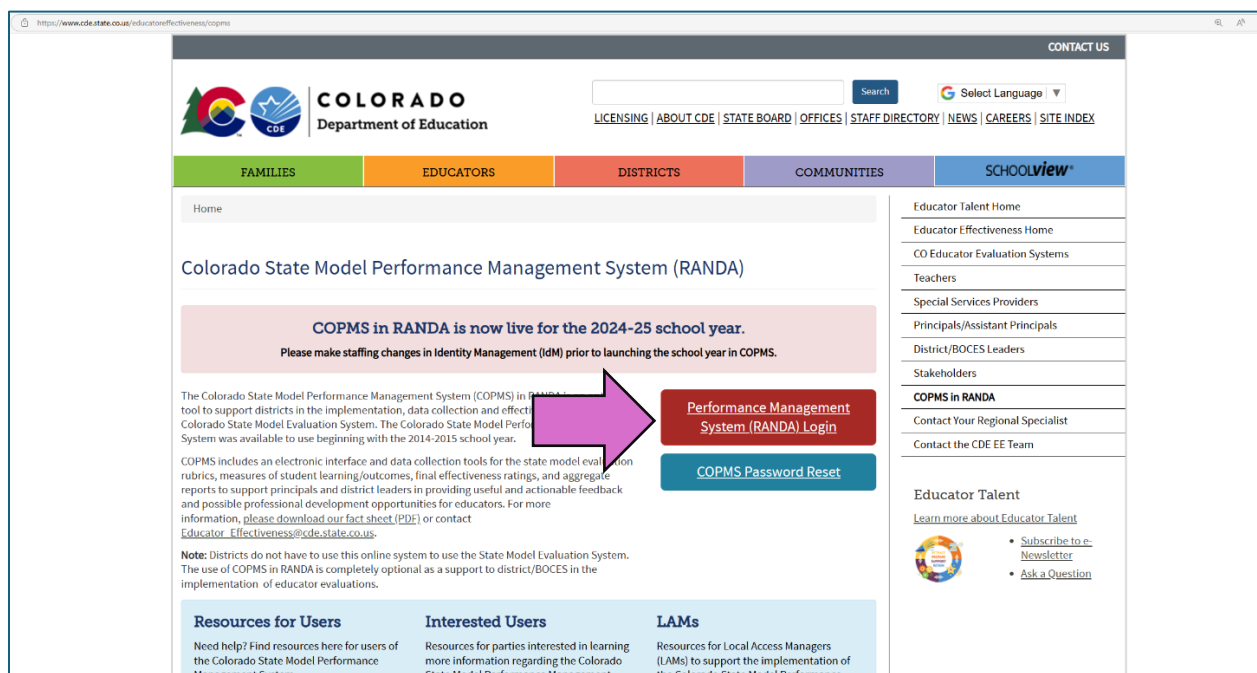
LEA Settings

After logging in the first time, and after the above decisions/steps have been made, the *superintendent-role* user will need to decide the settings that will be used by their district in COPMS, through the edits made in the *LEA Settings*, including launching the school year.

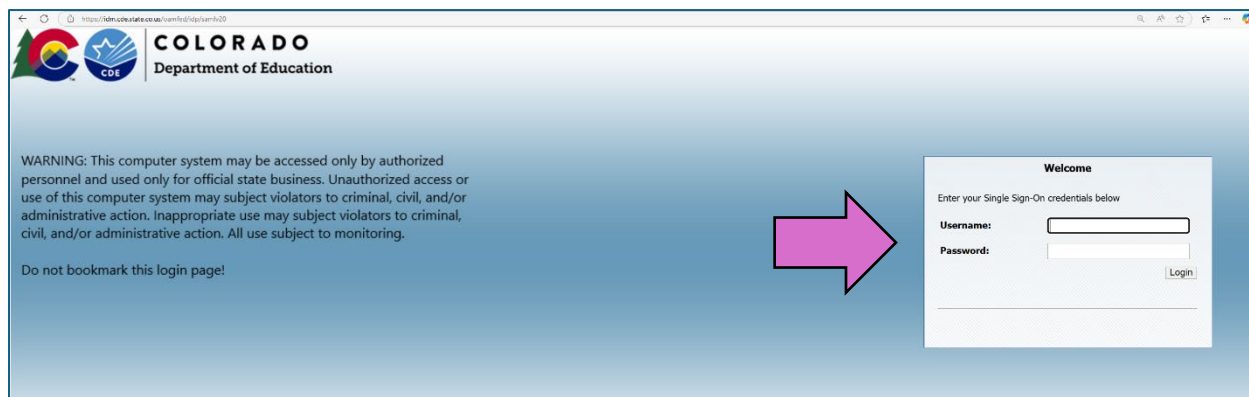
These settings are described in detail below, following the login procedures.

To access these settings in COPMS, please follow these instructions:

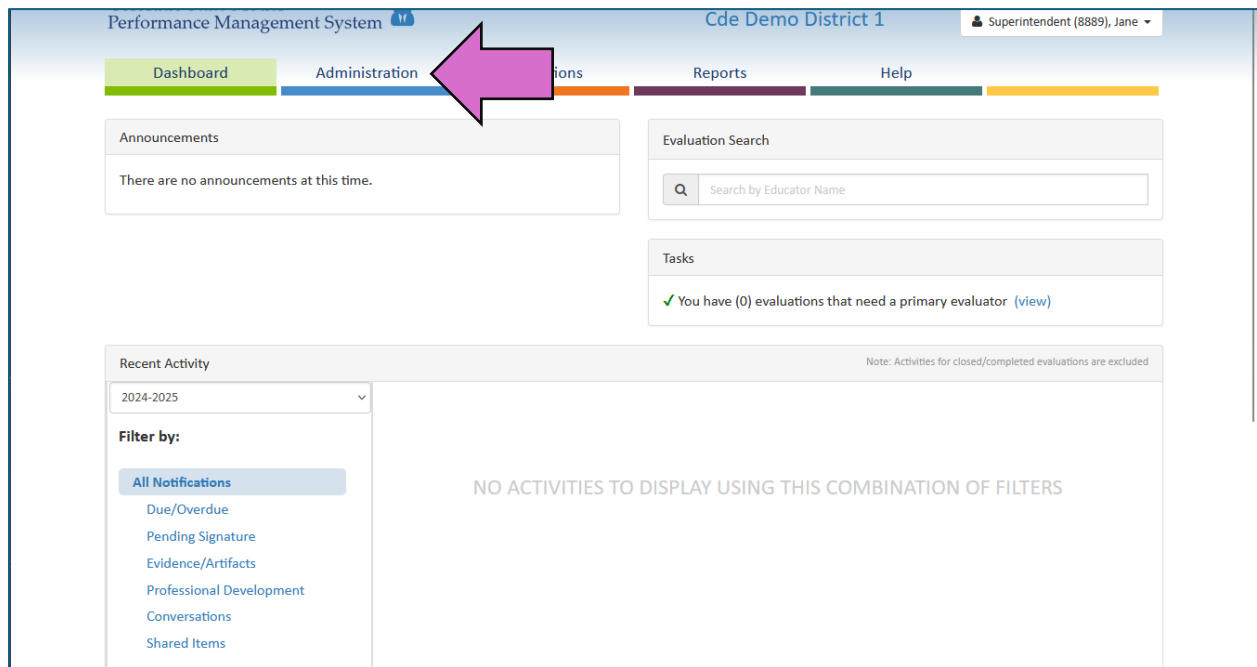
1. From the COPMS login page
<https://www.cde.state.co.us/educatoreffectiveness/copms> select the red **Performance Management System (RANDA) Login** button.



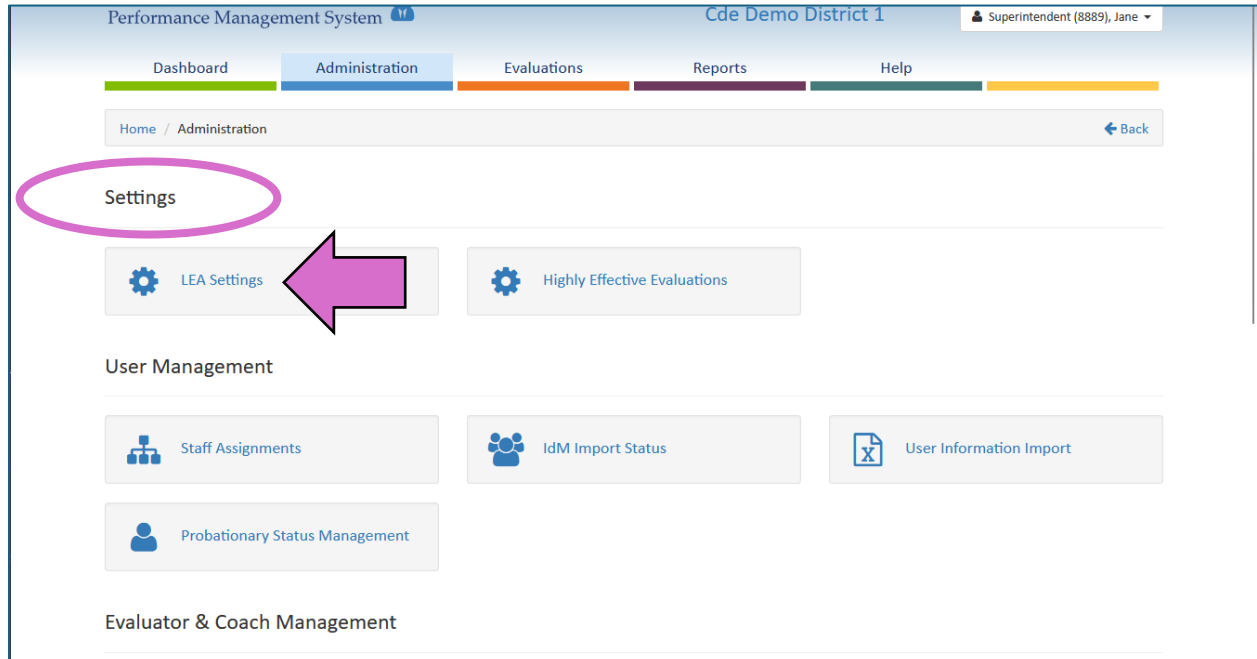
2. Enter your Single Sign-On (SSO) email address and password.



3. Select **Administration** from the top navigation menu.



4. Under *Settings*, select the **LEA Settings** button.



General *(Required)*

In the *General* tab, you will find three sections:

Highly Effective Process: Select “Yes” *only* if your district/BOCES (ideally with stakeholder input) decide to offer this evaluation process for the coming school year. **Must be selected BEFORE launching the school year.** Then click “Confirm.” This selection is made each year.

Launch Identity Management: *This is colloquially known as “Launching the School Year.”* When all of the steps and decisions from the previous section - The New School Year - have been completed, select the checkmark box to fill it in and then click “Launch.” After that, please confirm your choice in the popup that appears.

LAM Contact Information: CDE encourages all LEAs to designate a specific LAM for COPMS/RANDA within your organization. This individual may be different from the person who serves as the LAM for other CDE systems or applications. Please ensure the contact information for your COPMS/RANDA LAM is included or updated in this section.

Professional Practice Standards (Required)

General
Professional Practice Standards
Important Dates
Professional Development
MSL/MSO
Assessment Settings
Site Logo
Legal

Observation Requirements

Rubric	Min # for Non-Probationary/Other	Min # for Probationary
Teacher Librarians	1	2
Teacher	1	2
Special Education Teachers	1	2
TOSA	1	2
SSP-Audiologist	1	2
SSP-Counselor	1	2
SSP-Nurse	1	2

It is highly recommended that you make use of external conversations through your local [Advisory Personnel Performance Evaluation Council \(1338 Council\)](#) to ensure alignment with local values and priorities when completing this tab’s settings.

In the *Professional Practice Standards* tab, you will find three sections:

Observation Requirements: For each educator with a statute-required minimum number of observations, you can choose to increase that number, if desired. Please note that you cannot go lower than the statute-required minimum. This will determine the number of observations that your district **requires to be completed** within COPMS. If you select 8, then you **must** complete 8 observations for the evaluation to be completed.

Professional Practice Standards Weighting by Rubric: For each educator-role with an evaluation rubric, you can choose to either use the default spread of percentage weights across the four Quality Standards (i.e., each standard equally weighted), or you can

weight them according to your organization's priorities and values. Please note that no matter what values you input the percentage weights for each of the Quality Standards, they must add up to 70%, so that when combined with the 30% for the MSL/MSOs, the final cumulative percentage is at 100%.

Release Settings to all School(s): You can choose to release the above settings as early as you like to educators (after launching the school year). If this step is not completed by the district/BOCES, the system will automatically release whatever settings are in place - default or otherwise - on December 31st. Please note that no changes can be made to the entire *Professional Practice Standards* tab after these settings have been released.

Important Dates *(Required)*

The screenshot shows the 'Important Dates' tab within a web application. The top navigation bar includes links for General, Professional Practice Standards, Important Dates (active), Professional Development, MSL/MSO, Assessment Settings, Site Logo, and Legal. The main content area is divided into two panels. The left panel, titled 'Assessment Due Dates', contains two sections: 'Self-Assessment' and 'Evaluator Assessment'. Each section has a text input field and a 'Save' button. The right panel, titled 'Connections', contains instructions: 'Please input the start dates for the Fall, Mid-Year, and Spring connections. The other dates will auto-populate after you click save.' Below this, there is a table with columns for 'Start Date' and 'End Date'. The rows are 'Beginning of Year', 'Fall', 'Mid-Year', and 'Spring'. The 'Beginning of Year' row has pre-filled dates. The 'Fall', 'Mid-Year', and 'Spring' rows have empty input fields. A 'Save' button is located at the bottom of the 'Connections' panel.

	Start Date	End Date
Beginning of Year	09/01/2024	08/31/2025
Fall		
Mid-Year		
Spring		

So that all users in your organization are aligned with your evaluation cycle, you will need to generate the dates for each of the boxes located in this tab. Once those dates have been completed, all evaluators and educators will see them listed in their respective dashboards and evaluations (if applicable).

Note: Leave these blank if you wish for the principals to determine these for each of their own schools.

Professional Development (Optional)

The screenshot shows the 'Professional Development' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Enable Professional Development'. It contains a table with three columns: 'Rubric', 'Enabled', and 'Reflection Required'. The table lists four roles: Principal, Teacher, Special Education Teachers, and Teacher Librarians. Each role has an unchecked checkbox in the 'Enabled' column and a checked checkbox in the 'Reflection Required' column.

Rubric	Enabled	Reflection Required
Principal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Education Teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher Librarians	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In this tab, if your organization chooses to require Professional Development for your educators, you can enable this setting for any evaluated role. If this PD opportunity also requires that the educator submit a reflections, this can be enabled here as well.

When this feature is enabled, principals will be able to create specific goals from their own login/dashboard.

MSL/MSO (RARELY USED)

The screenshot shows the 'MSL/MSO' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Disable Internal MSL/MSO Worksheet Scoring'. It contains a paragraph of text explaining the feature: 'Using this feature disables the MSL/MSO Worksheet features in COPMS for the selected rubric. The overall points must be manually entered for each educator on the Final Effectiveness Ratings page. This is not a commonly used feature. Please only select this feature if scoring will be completed by an external system.' Below the text is a table with two columns: 'Rubric' and 'Disabled'. The table lists nine roles: Principal, Teacher, Special Education Teachers, Teacher Librarians, TOSA, SSP-Audiologist, SSP-Counselor, SSP-Nurse, and SSP-School Nurse. Each role has a checked checkbox in the 'Disabled' column.

Using this feature *disables* the MSL/MSO Worksheet features in COPMS for the selected rubric. The overall points must be manually entered for each educator on the Final Effectiveness Ratings page. This is *not* a commonly used feature. Please only select this feature if scoring will be completed by an external system.

Rubric	Disabled
Principal	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Special Education Teachers	<input checked="" type="checkbox"/>
Teacher Librarians	<input checked="" type="checkbox"/>
TOSA	<input checked="" type="checkbox"/>
SSP-Audiologist	<input checked="" type="checkbox"/>
SSP-Counselor	<input checked="" type="checkbox"/>
SSP-Nurse	<input checked="" type="checkbox"/>
SSP-School Nurse	<input checked="" type="checkbox"/>

For organizations that wish to utilize their own, external MSL/MSO scoring system, this feature allows the LEA to **disable the COPMS rubric scoring MSL/MSO templates within the system**. Therefore, to generate a final effectiveness rating for each educator, the MSL/MSO scores must be manually entered into COPMS from the external scoring system. Districts/BOCES using this feature must maintain their own documentation of the MSL/MSO portion of the educators' evaluation.

Only select the checkboxes for the educator roles that you would be scoring externally. To use the MSL/MSO features within the system, skip this section and leave all boxes unchecked.

Districts/BOCES are strongly encouraged to work with their local [Advisory Personnel Performance Evaluation Council \(1338 Council\)](#) before selecting this option, as well as ensure there is local capacity to support completing and documenting the MSL/MSO portion of the evaluation for the selected roles. Please [contact your Educator Effectiveness Regional Specialist](#) for more information and support.

Assessment Settings (RARELY USED)

General	Professional Practice Standards	Important Dates	Professional Development	MSL/MSO	Assessment Settings	Site Logo	Legal																
<p>Enable Check All Feature</p> <p>This feature allows all the professional practices to be checked with a single click through each rating level while still allowing users to check and uncheck individual professional practices. This ensures that the most accurate representation of an educator's practice is communicated for coaching and feedback.</p> <p>Select the rubrics below to enable this feature.</p> <p>Select All Rubrics Select None</p> <table border="1"> <thead> <tr> <th>Rubric</th> <th>Enabled</th> </tr> </thead> <tbody> <tr> <td>Principal</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Teacher</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Special Education Teachers</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Teacher Librarians</td> <td><input type="checkbox"/></td> </tr> <tr> <td>TOSA</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SSP-Audiologist</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SSP-Counselor</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>								Rubric	Enabled	Principal	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Special Education Teachers	<input type="checkbox"/>	Teacher Librarians	<input type="checkbox"/>	TOSA	<input type="checkbox"/>	SSP-Audiologist	<input type="checkbox"/>	SSP-Counselor	<input type="checkbox"/>
Rubric	Enabled																						
Principal	<input type="checkbox"/>																						
Teacher	<input type="checkbox"/>																						
Special Education Teachers	<input type="checkbox"/>																						
Teacher Librarians	<input type="checkbox"/>																						
TOSA	<input type="checkbox"/>																						
SSP-Audiologist	<input type="checkbox"/>																						
SSP-Counselor	<input type="checkbox"/>																						

This feature allows all the professional practices to be checked with a single click through each rating level while still allowing users to check and uncheck individual professional practices.

To allow evaluators to do this, simply select any educator-role for which you would like this feature activated.

Site Logo (Optional)

The screenshot shows the 'Site Logo' tab in the COPMS platform. The page has a navigation bar with tabs: General, Professional Practice Standards, Important Dates, Professional Development, MSL/MSO, Assessment Settings, Site Logo (selected), and Legal. The main content area is titled 'LEA Logo'. It contains the following fields:

- Existing Image:** No image has been uploaded.
- Link Display Name:** Radio buttons for 'Lea Name' (selected) and 'Custom Text'.
- Link:** A text input field and a 'Save' button.
- Upload an image for your LEA:** A section with a 'Select files' button, a file upload area, and a 'Start Upload' button. The status shows '0% 0 kb'.

It is highly encouraged, though optional, that you upload an image of your organization's logo to the COPMS platform. This logo will appear at the top of every page, beside your organization's name.

Legal (Required)

The screenshot shows the 'Legal' tab in the COPMS platform. The page has a navigation bar with tabs: General, Professional Practice Standards, Important Dates, Professional Development, MSL/MSO, Assessment Settings, Site Logo, and Legal (selected). The main content area is titled 'End User License Agreement'. It contains the following information:

- LEA**
- Status:** Not Signed
- Instructions:** If you have the authorization, you may complete the End User License Agreement (EULA) for complete the document, scan the completed EULA, and submit it here. or you may download the EULA in PDF format, print it out,
- Buttons:** 'Complete EULA Online' and 'Submit Completed EULA'.

This tab supports the completion of an online user license agreement between your organization and Randa Solutions, Inc. using an electronic webpage accept or by downloading a PDF, signing it, and uploading it.

LEAs **with** existing signed online user license agreements already in the system will find it attached and there is nothing to be done.

LEAs **without** existing signed online user license agreements will need to either use the button for *Complete EULA Online* or *Submit Completed EULA*.

The Evaluation Cycle

Completion of the LEA settings will allow the school year's evaluation cycle to begin. From here you may start assigning evaluators to educators, as well as working on MSL/MSO templates for your organization.

These tasks, among others, are beyond the scope of this document and will be covered in detail in the ***Evaluation Cycle Guide [coming soon]***.

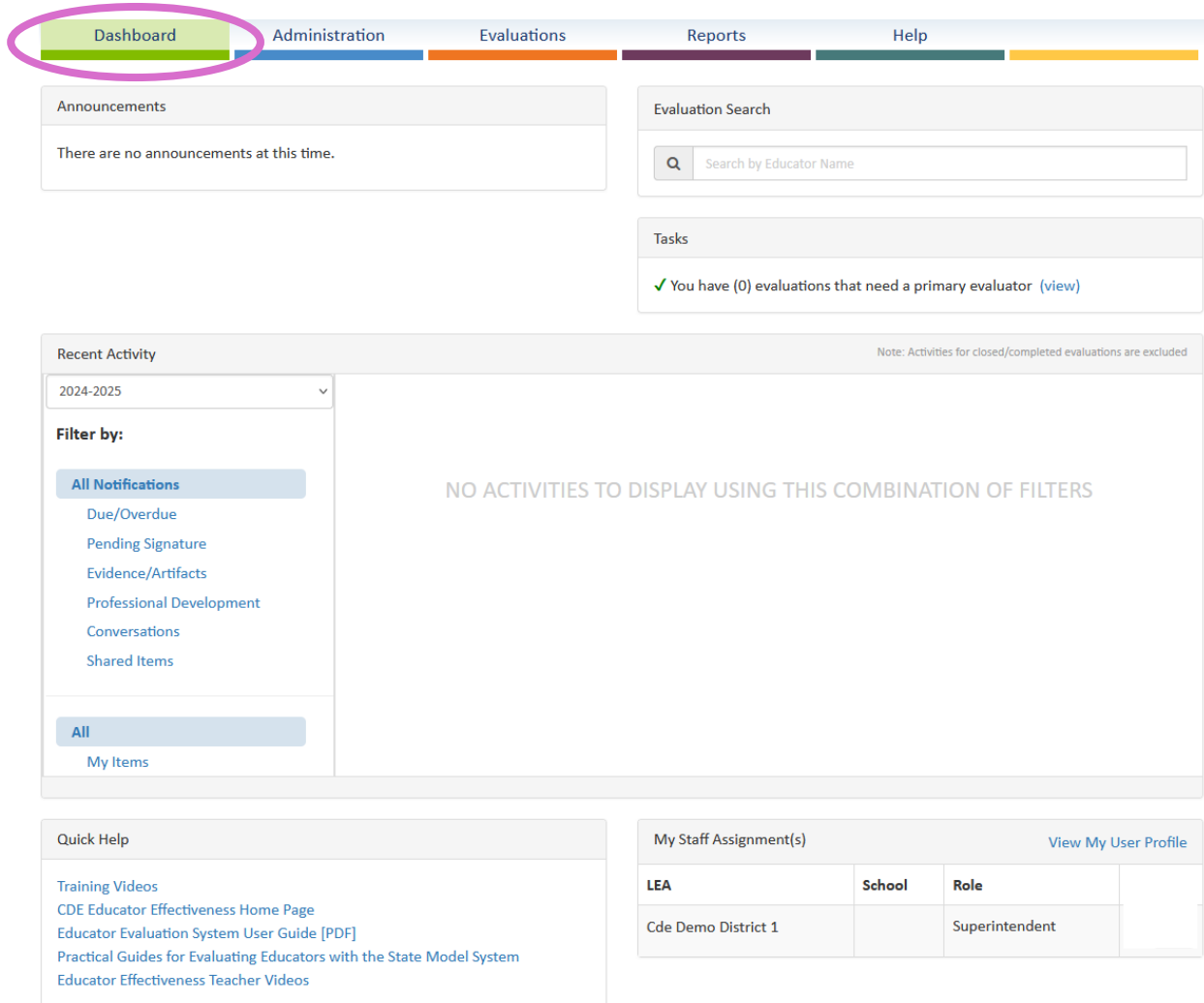
Please refer to the CDE documentation regarding the [Evaluation Cycle: Timeline and Implementation Best Practices](#) as well as [key milestones during the school year for those using the Colorado Performance Management System \(COPMS\)](#) for additional information.

Dashboard: Superintendent Role

When you log in to COPMS, the first page displayed is your *Dashboard* page.

Your dashboard is personalized based on your role and responsibilities. The dashboard for an educator provides the information the educator needs, while the dashboard for an evaluator or administrator will provide the additional information that role requires.

Dashboard provides at-a-glance information such as Announcements, Evaluation Search, Tasks, Recent Activity, Quick Help links, and My Staff Assignment(s).



The screenshot shows the COPMS Dashboard for a Superintendent role. The top navigation bar has tabs for Dashboard, Administration, Evaluations, Reports, and Help. The Dashboard tab is selected and highlighted. Below the navigation bar, there are several sections:

- Announcements:** A box stating "There are no announcements at this time."
- Evaluation Search:** A search bar with the placeholder text "Search by Educator Name".
- Tasks:** A box stating "You have (0) evaluations that need a primary evaluator (view)".
- Recent Activity:** A section with a dropdown menu for the year "2024-2025" and a filter by section. The filter by section dropdown is open, showing options: All Notifications, Due/Overdue, Pending Signature, Evidence/Artifacts, Professional Development, Conversations, and Shared Items. Below this, there are buttons for "All" and "My Items". The main area of this section displays "NO ACTIVITIES TO DISPLAY USING THIS COMBINATION OF FILTERS".
- Quick Help:** A box containing links to Training Videos, CDE Educator Effectiveness Home Page, Educator Evaluation System User Guide [PDF], Practical Guides for Evaluating Educators with the State Model System, and Educator Effectiveness Teacher Videos.
- My Staff Assignment(s):** A table showing the user's assignments. The table has columns for LEA, School, Role, and a link to View My User Profile.

LEA	School	Role	
Cde Demo District 1		Superintendent	View My User Profile

Announcements

The section will assist CDE and RANDA Solutions in communicating to all COPMS users about release dates, special announcements, due dates, and deadlines that may be approaching. LEA administrators may optionally use the Announcements feature to post messages to users within the LEA.

Evaluation Search

Evaluation Search is available to administrators and evaluators to quickly locate and access a specific educator record. The text box is a dynamic search and updates as you type to continually refine search results and efficiently locate an educator evaluation.

Tasks

The section displays items requiring your attention in the COPMS application and includes a view link adjacent to each task for one-click access to view or complete the related task.

Recent Activity

This section of the dashboard includes a timeline of evaluation activity (relevant to the role) and allows quick access to related items in the system.

To filter this section, select and click on the drop-down menu to display other available academic years.

To filter this section by the type of activity, click the filter link to display only those items.

Quick Help

This section allows quick access to links with important resources that are available within COPMS.

Additional educator effectiveness information, resources, and supports are available on the [Resources for District/BOCES Leaders webpage](#) and through your [EE Regional Specialist](#).

Part III: Principal Role

Principals and evaluators serve a crucial role in leading and supporting the ongoing professional development of educators. School leaders are tasked with being instructional leaders and advancing the practice of those whom they evaluate. Through their own evaluation, they also engage in supporting their own professional growth and development.

Within COPMS, the principal role is usually assigned to the school leader(s) and is responsible for evaluating educators and/or selecting evaluators for educators.

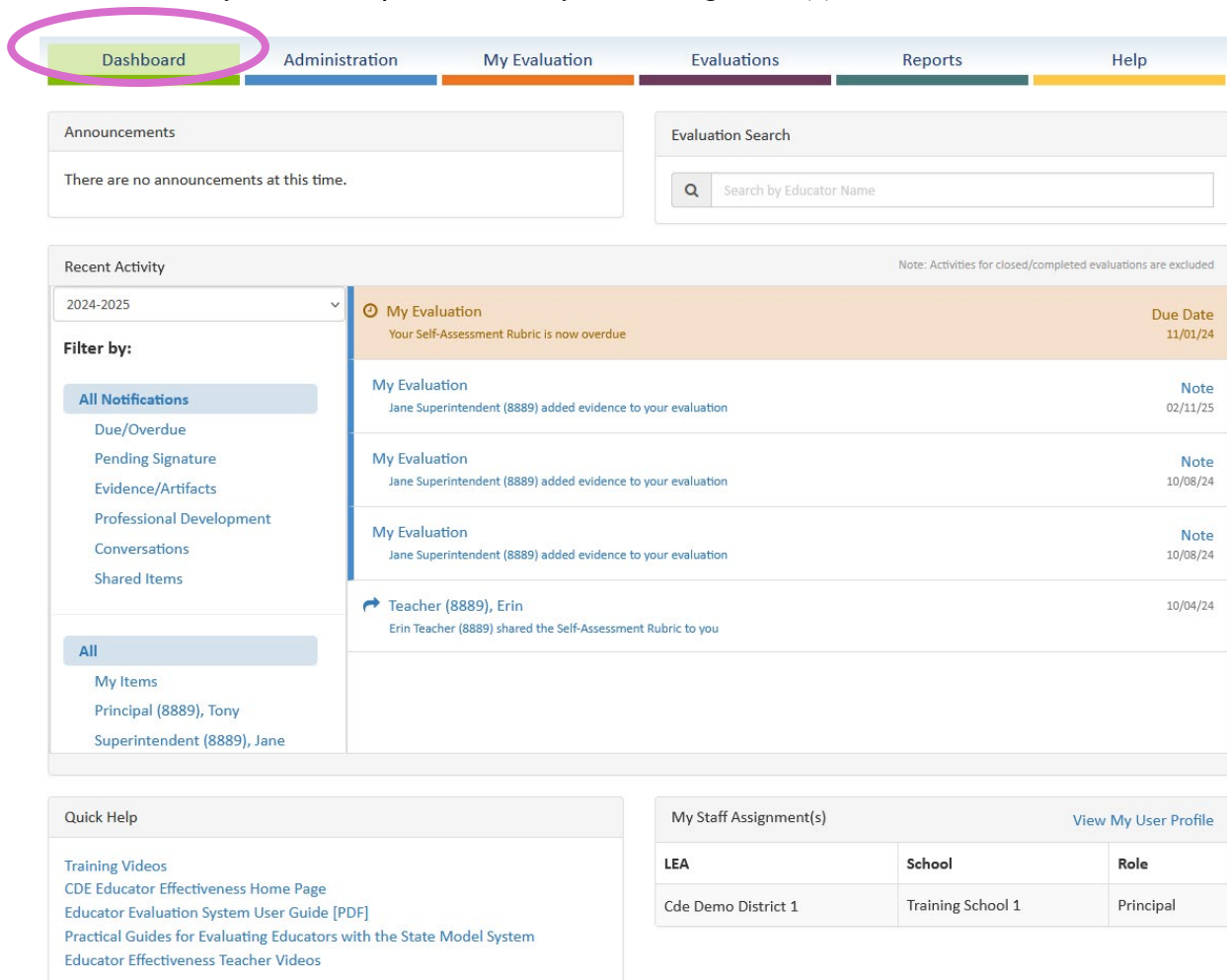
Depending on the settings chosen by the superintendent-role user, the principal may or may not have to ability alter certain settings related to the evaluation cycle - e.g., creating MSL/MSO templates.

Dashboard: Principal Role

When you log in to COPMS, the first page displayed is your *Dashboard* page.

Your dashboard is personalized based on your role and responsibilities. The dashboard for an educator provides the information the educator needs, while the dashboard for an evaluator or administrator will provide the additional information that role requires.

Dashboard provides at-a-glance information such as Announcements, Evaluation Search, Tasks, Recent Activity, Quick Help links, and My Staff Assignment(s).



Dashboard Administration My Evaluation Evaluations Reports Help

Announcements
There are no announcements at this time.

Evaluation Search
Search by Educator Name

Recent Activity Note: Activities for closed/completed evaluations are excluded

2024-2025

Filter by:

- All Notifications
 - Due/Overdue
 - Pending Signature
 - Evidence/Artifacts
 - Professional Development
 - Conversations
 - Shared Items
- All
 - My Items
 - Principal (8889), Tony
 - Superintendent (8889), Jane

My Evaluation
Your Self-Assessment Rubric is now overdue **Due Date** 11/01/24

My Evaluation
Jane Superintendent (8889) added evidence to your evaluation **Note** 02/11/25

My Evaluation
Jane Superintendent (8889) added evidence to your evaluation **Note** 10/08/24

My Evaluation
Jane Superintendent (8889) added evidence to your evaluation **Note** 10/08/24

Teacher (8889), Erin
Erin Teacher (8889) shared the Self-Assessment Rubric to you 10/04/24

Quick Help
Training Videos
CDE Educator Effectiveness Home Page
Educator Evaluation System User Guide [PDF]
Practical Guides for Evaluating Educators with the State Model System
Educator Effectiveness Teacher Videos

My Staff Assignment(s) [View My User Profile](#)

LEA	School	Role
Cde Demo District 1	Training School 1	Principal

Announcements

The section will assist CDE and RANDA Solutions in communicating to all COPMS users about release dates, special announcements, due dates, and deadlines that may be approaching. LEA administrators may optionally use the Announcements feature to post messages to users within the LEA.

Evaluation Search

Evaluation Search is available to administrators and evaluators to quickly locate and access a specific educator record. The text box is a dynamic search and updates as you type to continually refine search results and efficiently locate an educator evaluation.

Tasks

The section displays items requiring your attention in the COPMS application and includes a view link adjacent to each task for one-click access to view or complete the related task.

Recent Activity

This section of the dashboard includes a timeline of evaluation activity (relevant to the role) and allows quick access to related items in the system.

To filter this section, select and click on the drop-down menu to display other available academic years.

To filter this section by the type of activity, click the filter link to display only those items.

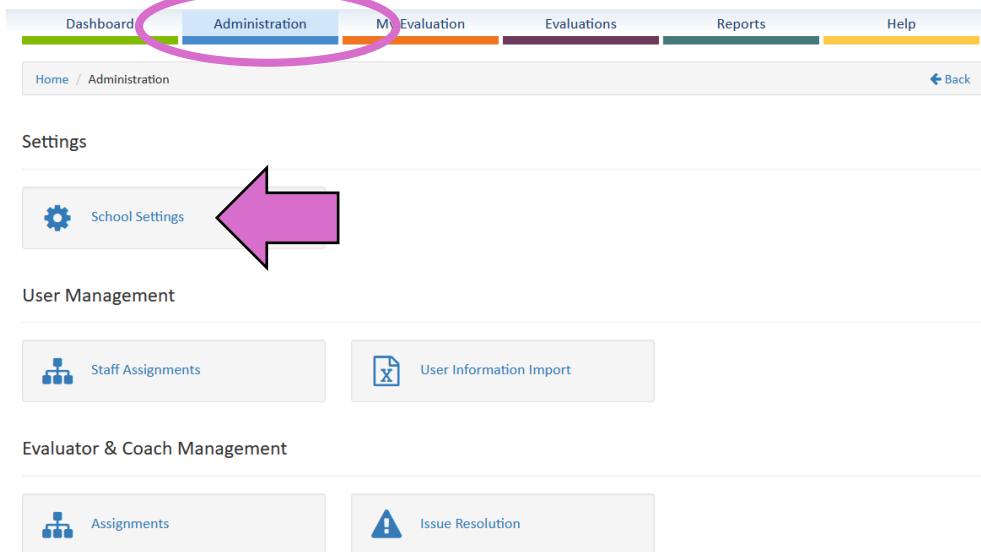
Quick Help

This section allows quick access to links with important resources that are available within COPMS.

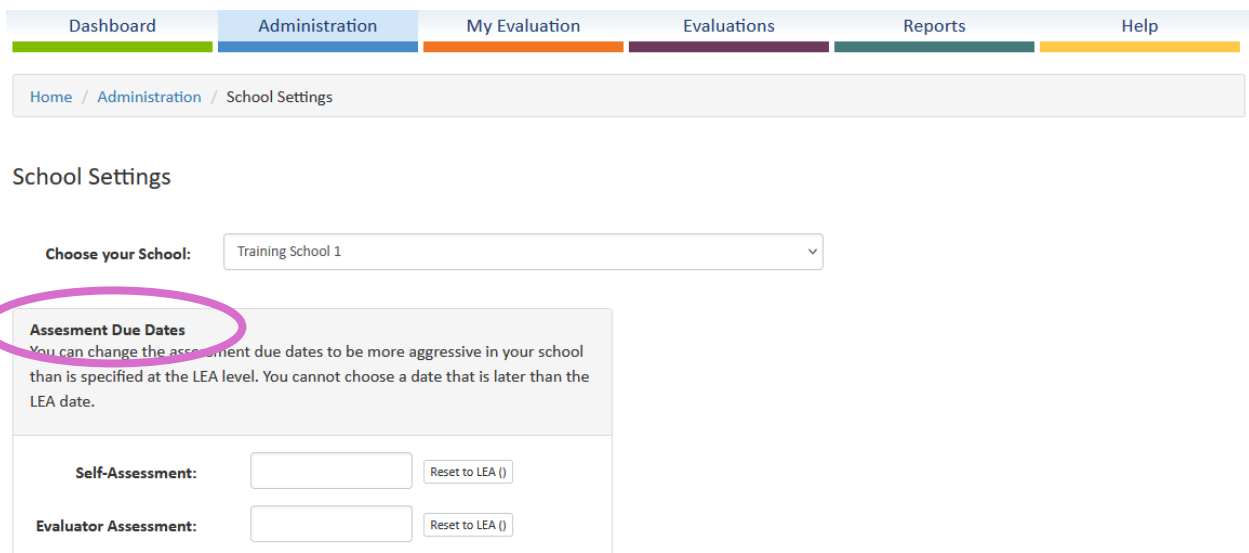
Additional educator effectiveness information, resources, and supports are available on the [Resources for Principals/Assistant Principals webpage](#).

School Settings

Under the *Administration* tab in COPMS for those with a principal role, the previous LEA Settings is replaced by the **School Settings**. In **School Settings**, there is only one setting that may be available to the principal - Assessment Due Dates.



If the person with the *superintendent-role* chose to leave these blank during the [LEA Settings](#) setup, then the principal-role will be able to choose their own dates for the educator self-assessment and the evaluators' assessment.



My Evaluation

Because principals are included within the requirements for evaluating licensed personnel in statute and rule, they have a navigation tab across the top that the *superintendent-role* does not - *My Evaluation*.

In this tab, similar to Teachers and SSPs later in this document, you will be able to see your own previous evaluations using the “View History” link and begin working your way through your current evaluation by using the clickable links on the left.

Dashboard Administration **My Evaluation** Evaluations Reports Help

Home / My Evaluation / Principal (8889), Sally (XXXX9164) [Back](#)

Principal (8889), Sally (XXXX9164) [Print to PDF](#)

2024-2025 [View History](#) [Cde Demo District 1](#) [Training School 2 - Principal](#)

Educator Information

Grade(s): K, 1, 2, 3, 4, 5, 6, 7, 8
Content Area(s): Other

Evaluators & Coaches

Primary: Superintendent (8889), Jane
Secondary:
Coach:

[List](#) [Connections](#)

Activity	Status	Educator Signature	Evaluator Signature	
Training/Orientation	Completed	02/20/25 11:56 AM	Not Required	0
Focus Area Worksheet (HE)	Completed	02/20/25 12:04 PM	02/20/25 12:05 PM	0
Professional Growth Plan (HE)	Not Started			0
Mid-Year Review (HE)	Not Started			0
Evaluator Assessment Rubric (HE)	Not Started	Not Required		0
End-of-Year Review (HE)	Not Started			0
MSL/MSO Worksheet	Not Started	Not Required		0
Final Effectiveness Rating	Not Started			0
Goal-Setting and Performance Planning (HE)	Not Started		Not Required	0

Evaluations

The *Evaluations* tab will list any evaluations that have either been assigned to you by the *superintendent-role* or that you have assigned yourself. This page will also provide a graphic representation of the completion status of any educators that are displayed based on the selections by in the dropdown boxes on the left.

For details on how to assign evaluators to educators, please see the [**Evaluation Cycle Guide \[coming soon\]**](#).

The screenshot displays the 'Evaluations' tab in a web application. The top navigation bar includes 'Dashboard', 'Administration', 'My Evaluation', 'Evaluations' (highlighted), 'Reports', and 'Help'. Below the navigation bar, the breadcrumb 'Home / Evaluations' is shown.

On the left, there are several dropdown filters: 'Year' (2024-2025), 'LEA' (Cde Demo District 1 (8889)), 'School' (Training School 2 (0002)), 'Group' ((All Groups)), 'Evaluation Process' (All), and 'Activity' ((No chart filter applied)). A 'Refresh Charts' button is present, along with a note: 'charts are refreshed at least once per day.' A legend indicates 'Complete' (blue), 'Incomplete' (orange), and 'Closed By Admin' (grey). A 'Final Effectiveness Approval' button is also visible.

The main area displays a grid of nine pie charts representing completion status for different evaluation components: 'Training/Orientation' (66.7% Complete, 33.3% Incomplete), 'Self-Assessment Rubric' (100.0% Complete), 'Professional Growth Plan' (100.0% Complete), 'Mid-Year Review' (100.0% Complete), 'Evaluator Assessment Rubric' (100.0% Complete), 'End-of-Year Review' (100.0% Complete), 'MSL/MSO Worksheet' (100.0% Complete), 'Final Effectiveness Rating' (100.0% Complete), and 'Observations' (100.0% Complete).

Below the charts, there is a section for '(All Groups) (Active)'. It includes a 'Show Inactive Staff' link and a search bar labeled 'Search: Educator Name or School'. A 'show' dropdown is set to 10. The table below lists three educators, with the first two circled in red:

Educator	School(s)	Status	Obs #	Complete	In progress	Not Started	Primary Evaluator	
Principal (8889), Sally (XXXX9164) (HE)	Training School 2	O	0	0	0	0	Superintendent (8889), Jane	Edit
Teacher (8889), Michael (XXXX5361) (HE)	Training School 2	O	0	0	0	0	Principal (8889), Sally	Edit
TL (0002), Lesley (XXXX7072)	Training School 2	P	0	0	0	0	Principal (8889), Sally	Edit

At the bottom, there is a 'show' dropdown set to 10 and a note 'showing 1-3 of 3 records'.

The Evaluation Cycle

Once you have familiarized yourself with these tabs, you may begin assigning/modifying evaluators and begin working on MSL/MSO templates for your organization (if applicable).

These tasks, among others, are beyond the scope of this document and will be covered in detail in the **Evaluation Cycle Guide [coming soon]**.

Please refer to the CDE documentation regarding the [Evaluation Cycle: Timeline and Implementation Best Practices](#) as well as [key milestones during the school year for those using the Colorado Performance Management System \(COPMS\)](#) for additional information.

Part IV: Teachers and SSPs

Teachers are at the heart of students' success, both in school and in life. Similarly, Special Services Providers (SSPs) are absolutely vital to the academic achievement and skill development of students. Students have the greatest chance to succeed when Teachers and SSPs receive meaningful feedback, as well as support and opportunities for ongoing professional growth and development.

Within COPMS, the teacher and SSP roles are assigned to individuals serving in those roles and correlate with the rubric used in the educator's evaluation. Teachers and SSPs have access to view and complete all components of their own evaluation within the system.

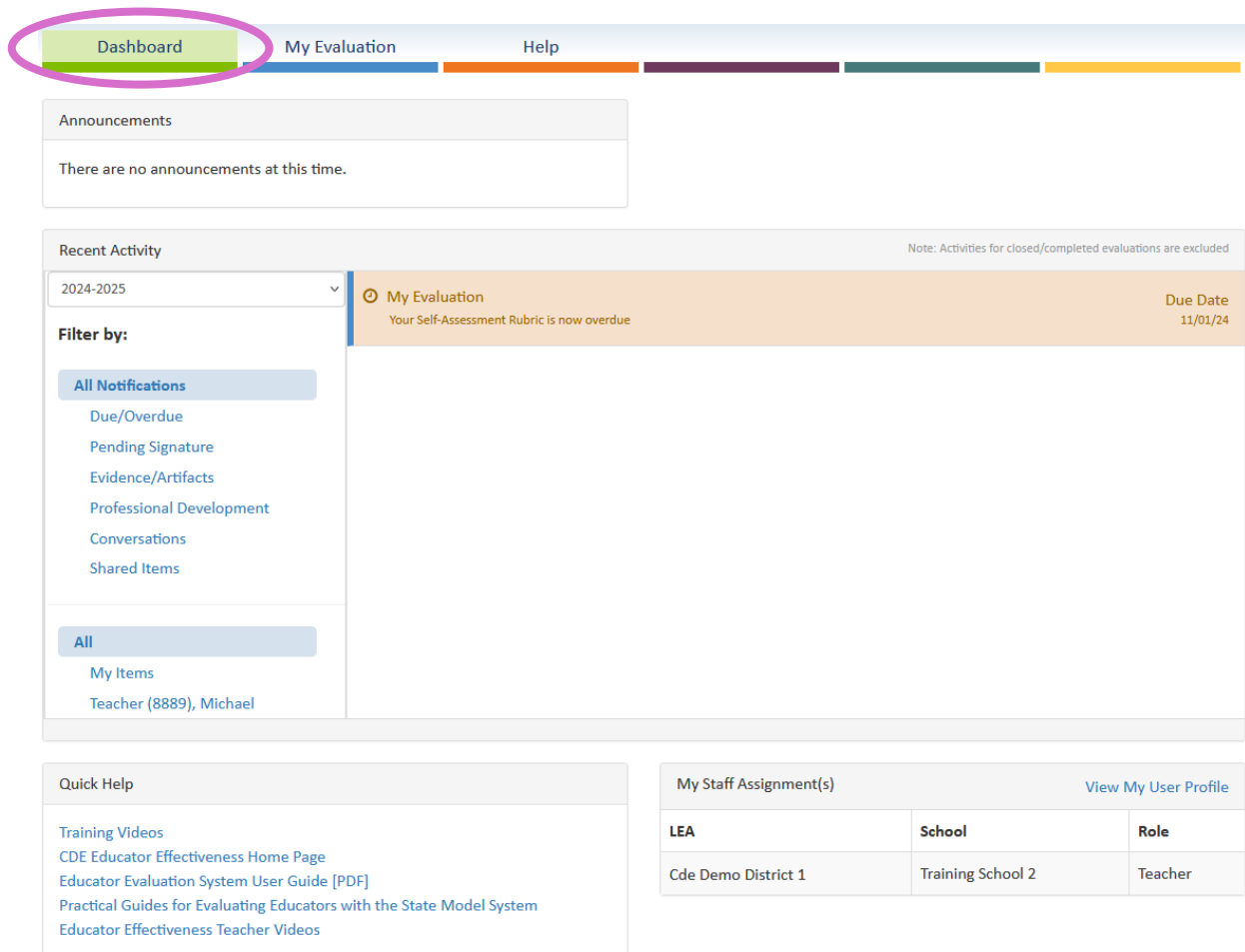
Additional educator effectiveness information, resources, and supports are available on the [Resources for Teachers](#) and [Resources for Special Services Providers \(SSPs\)](#) webpages.

Dashboard: Teachers and SSPs

When you log in to COPMS, the first page displayed is your *Dashboard* page.

Your dashboard is personalized based on your role and responsibilities. The dashboard for an educator provides the information the educator needs, while the dashboard for an evaluator or administrator will provide the additional information that role requires.

Dashboard provides at-a-glance information such as Announcements, Tasks, Recent Activity, Quick Help links, and My Staff Assignment(s).



Dashboard | My Evaluation | Help

Announcements

There are no announcements at this time.

Recent Activity Note: Activities for closed/completed evaluations are excluded

2024-2025

Filter by:

- All Notifications
 - Due/Overdue
 - Pending Signature
 - Evidence/Artifacts
 - Professional Development
 - Conversations
 - Shared Items
- All
 - My Items
 - Teacher (8889), Michael

My Evaluation Due Date 11/01/24
Your Self-Assessment Rubric is now overdue

Quick Help

- Training Videos
- CDE Educator Effectiveness Home Page
- Educator Evaluation System User Guide [PDF]
- Practical Guides for Evaluating Educators with the State Model System
- Educator Effectiveness Teacher Videos

My Staff Assignment(s) [View My User Profile](#)

LEA	School	Role
Cde Demo District 1	Training School 2	Teacher

Announcements

The section will assist CDE and RANDA Solutions in communicating to all COPMS users about release dates, special announcements, due dates, and deadlines that may be approaching. LEA administrators may optionally use the Announcements feature to post messages to users within the LEA.

Tasks

The section displays items requiring your attention in the COPMS application and includes a view link adjacent to each task for one-click access to view or complete the related task.

Recent Activity

This section of the dashboard includes a timeline of evaluation activity (relevant to the role) and allows quick access to related items in the system.

To filter this section, select and click on the drop-down menu to display other available academic years.

To filter this section by the type of activity, click the filter link to display only those items.

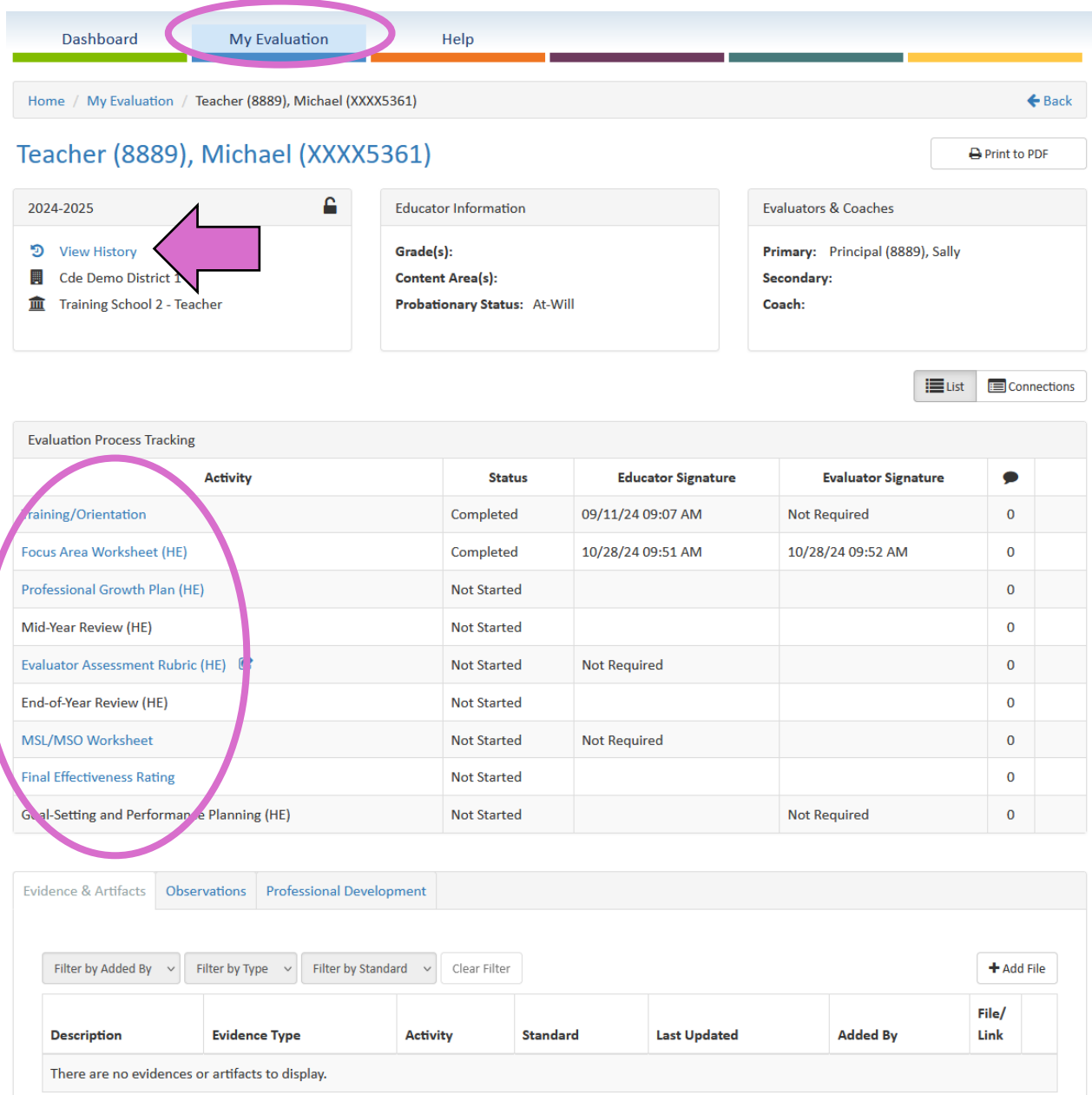
Quick Help

This section allows quick access to links with important resources that are available within COPMS.

My Evaluation

As an evaluated role, you have a navigation tab next to the *Dashboard* tab that is the primary focus area of your account in the system - *My Evaluation*.

In this tab, you will be able to see your previous evaluations using the “View History” link and begin working your way through your current evaluation by using the clickable links on the left.



Dashboard **My Evaluation** Help

Home / My Evaluation / Teacher (8889), Michael (XXXX5361) [Back](#)

Teacher (8889), Michael (XXXX5361) [Print to PDF](#)

2024-2025

- [View History](#)
- Cde Demo District 1
- Training School 2 - Teacher

Educator Information

Grade(s):

Content Area(s):

Probationary Status: At-Will

Evaluators & Coaches

Primary: Principal (8889), Sally

Secondary:

Coach:

[List](#) [Connections](#)

Activity	Status	Educator Signature	Evaluator Signature		
Training/Orientation	Completed	09/11/24 09:07 AM	Not Required	0	
Focus Area Worksheet (HE)	Completed	10/28/24 09:51 AM	10/28/24 09:52 AM	0	
Professional Growth Plan (HE)	Not Started			0	
Mid-Year Review (HE)	Not Started			0	
Evaluator Assessment Rubric (HE)	Not Started	Not Required		0	
End-of-Year Review (HE)	Not Started			0	
MSL/MSO Worksheet	Not Started	Not Required		0	
Final Effectiveness Rating	Not Started			0	
Goal-Setting and Performance Planning (HE)	Not Started		Not Required	0	

Evidence & Artifacts **Observations** Professional Development

Filter by Added By Filter by Type Filter by Standard Clear Filter [+ Add File](#)

Description	Evidence Type	Activity	Standard	Last Updated	Added By	File/Link
There are no evidences or artifacts to display.						

The Evaluation Cycle

Once you have familiarized yourself with these tabs, you may begin working through the “Evaluation Process Tracking” in your *My Evaluation* tab, beginning with the *Training/Orientation* link. That link, the rest of the tasks in this menu, and their timeline, will be determined by the evaluation cycle set by your organization, including your Professional Growth Plan and MSL/MSOs.

These tasks, among others, are beyond the scope of this document and will be covered in detail in the ***Evaluation Cycle Guide [coming soon]***.

Please refer to the CDE documentation regarding the [Evaluation Cycle: Timeline and Implementation Best Practices](#) as well as [key milestones during the school year for those using the Colorado Performance Management System \(COPMS\)](#) for additional information.

Part V: Appendices

The following appendices offer additional and clarifying information as needed. Please [contact the Educator Effectiveness Office](#) with specific questions and/or requests for assistance at educator_effectiveness@cde.state.co.us.

[Appendix I: Glossary of Terms](#)

[Appendix II: IdM Import Errors](#)

[Appendix III: Common Contact Information](#)

Appendix I: Glossary of Terms

Advisory Personnel Performance Evaluation Council (1338 Council): An advisory council required in State Board rule for each Colorado school district and BOCES to consult with the local school/BOCES board as to the fairness, effectiveness, credibility, and professional quality of local evaluation systems, processes, procedures.

Board of Cooperative Educational Systems (BOCES): BOCES exist to supply educational services to two or more school districts that alone cannot afford the service, or find it advantageous and cost-effective to cooperate with other districts. These services represent a financial commitment that is best met by several districts sharing costs and programs. In some instances, BOCES also operate as Special Education Administrative Units, in which Colorado Revised Statutes require a minimum number of students or participants in order to qualify.

Colorado Performance Management System (COPMS): Software platform developed for CDE by Randa Solutions, Inc. as an optional tool to support Colorado school districts, BOCES, and charter schools in the implementation, data collection, and effective use of the Colorado State Model Evaluation System for evaluating licensed personnel (i.e., Teachers, SSPs, and Principals/APs).

Educator Identifier (EDID): Unique 8-digit numeric identifier assigned to any educator with a license in the state of Colorado.

Educator Identification System (EDIS): CDE system for editing and maintaining EDIDs.

Identity Management (IdM): CDE's Identity Management process streamlines the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.

Local Access Manager (LAM): An employee assigned the task of updating and editing the CDE's Identity Management System. This role may be the responsibility of a single employee, or assigned to multiple employees in an LEA.

Local Educational Agency (LEA): The highest-level organization-user in COPMS. This could be a district or BOCES or other organization responsible for the evaluation of employees under their purview.

Measures of Student Learning (MSL): MSLs are data points which directly measure educator impact on student learning. All teachers and principals are required to have the MSL portion of their evaluation contribute 30% to their final effectiveness rating. Specific requirements exist regarding the content of the MSL for teachers and principals respectively.

Measures of Student Outcome (MSO): MSOs are data points which directly measure the impact of SSP service delivery on student outcomes. All SSPs are required to have the MSO portion of their evaluation contribute 30% to their final effectiveness rating. Specific requirements exist regarding the content of the MSO for SSPs and are slightly different than the requirements for teachers and principals.

RANDA: The abbreviated name of the company (Level Data, LLC, d.b.a., Randa Solutions, Inc.) contracted by CDE to develop and maintain the Colorado Performance Management System (COPMS).

Special Services Provider (SSP): Licensed service providers in nine (9) categories of special services (referred to as other licensed personnel in law) with shared Quality Standards and distinct rubrics (i.e., professional practices) to maximize opportunities for meaningful and actionable feedback in support of ongoing professional growth and development. SSPs include School Audiologists, School Counselor, School Nurse, School Occupational Therapists, School Orientation and Mobility (O&M) Specialist, School Physical Therapists, School Psychologist, School Social Worker, and School Speech-Language Pathologist.

Status: (*As listed within COPMS*) The identifier for an educator as either *Probationary* (P) or *Non-Probationary* (NP).

Superintendent-role: A user-assigned role that grants specific editing and access rights within COPMS. The “Superintendent” role can be assigned to any staff member based on the district’s need for access to the associated permissions. The person filling this role may, or may not, be the person serving as superintendent for the school district.

Appendix II: IdM Import Errors

The following are a few of the most common errors found in the COPMS IdM Import Errors page and the suggested troubleshooting steps:

- ***EDID does not match previous import operation for this email account:***

This error usually occurs when an employee's EDID in IdM does not match the EDID found in COPMS. The LAM will need to first verify the EDID for the employee and then determine where the EDID is wrong - in IdM or in COPMS.

1. If the EDID is incorrect in IdM, then changing the EDID inside of IdM to the correct one should clear the error.
2. If the EDID is incorrect in COPMS, then please create a ticket to address this by emailing support@copms.randasolutions.com with a description of the error.
3. NOTE: Never supply the full EDID over email. Use the xxxx#### numbering to refer to the employee's EDID (e.g., xxx1111).
4. NOTE: Any change in IdM will not take effect in COPMS until the overnight sync has occurred. COPMS will reflect these changes the next day.

- ***EDID is used for more than one email:***

This error usually occurs when an employee is active in two different LEAs. To clear this error, the LAM will need to complete the [Assistance Request Form](#).

1. In the **Organization Name** box in this form, you will need to *select the former district of the employee throwing the error*.
2. In the **Service Request** box, you will need to indicate the name of the employee and a request for that district's LAM to inactivate that employee in their IdM.
3. NOTE: Any change in IdM will not take effect in COPMS until the overnight sync has occurred. COPMS will reflect these changes the next day.

Appendix III: Common Contact Information

- CDE COPMS Support: copms@cde.state.co.us
 - Technical issues within COPMS
 - Faculty not showing up in COPMS
 - General Inquiries about COPMS
 - IdM Import Status Error Reports listed in COPMS
 - EDID Conflicts
- CDE Educator Effectiveness Office: educator_effectiveness@cde.state.co.us
 - Connection to Educator Effectiveness Regional Specialists
 - Inquiries about the State Model Evaluation System
 - Highly Effective Evaluation Process Guidance
 - Inquiries about Probationary Status
 - Assistance with Advisory Personnel Performance Evaluation Council (1338 Council)
 - CDE's E-Train and Evaluator Training Requirements
- End User Agreement and System Tech Support: support@copms.randasolutions.com