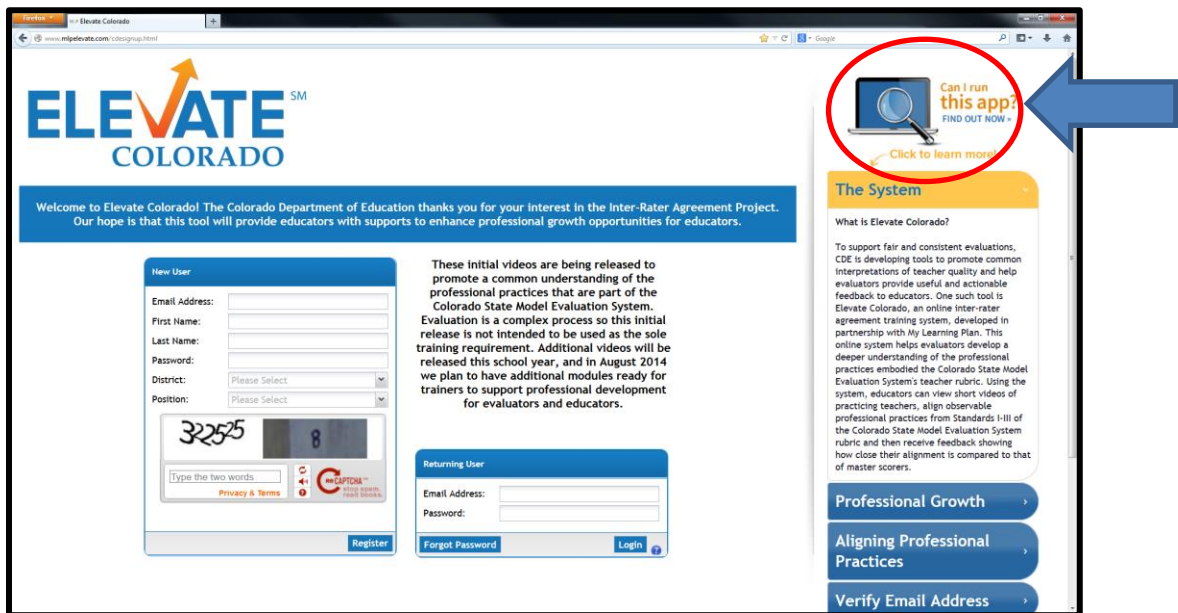
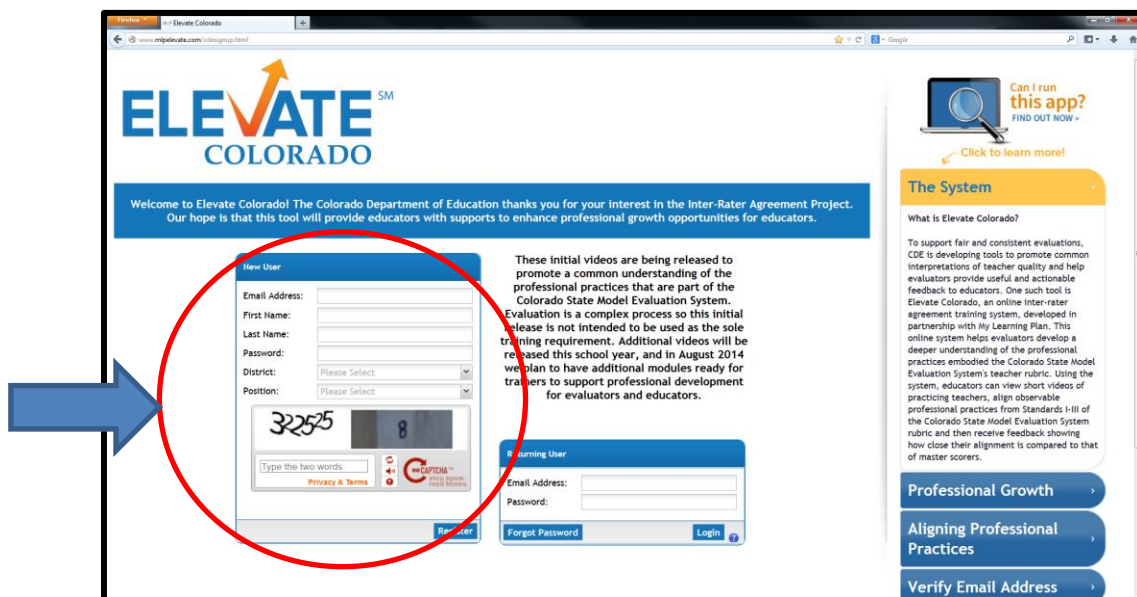


Create an account in Elevate Colorado

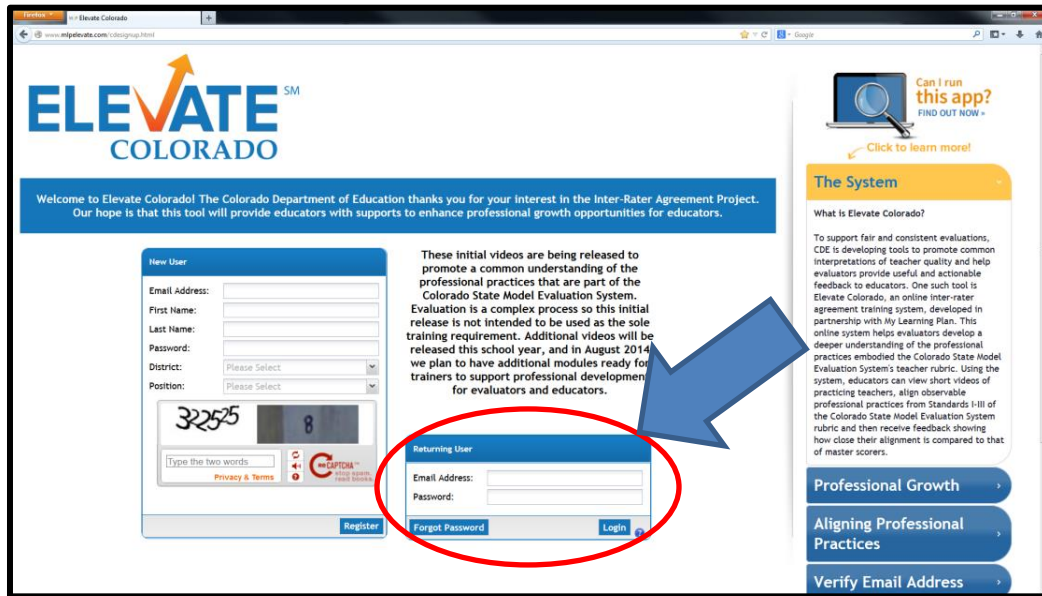
1. Visit <http://www.mlpelevate.com/cdesignup.html>. The browsers that best support this system are Google Chrome or Mozilla Firefox. It is strongly encouraged to utilize "Can I run this app?" to ensure your computer meets the minimum system requirements.




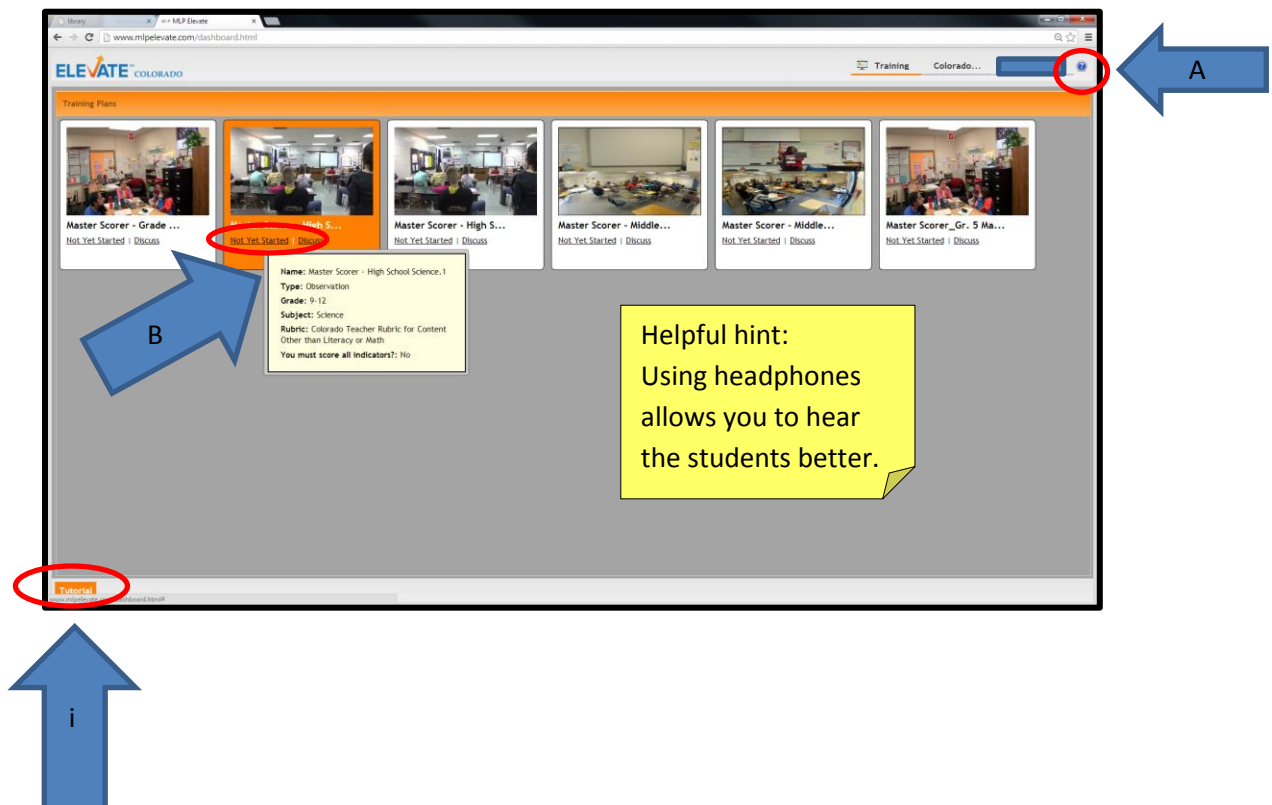
2. Complete the "New User" fields to create an account. Most users may choose to use their work email address.



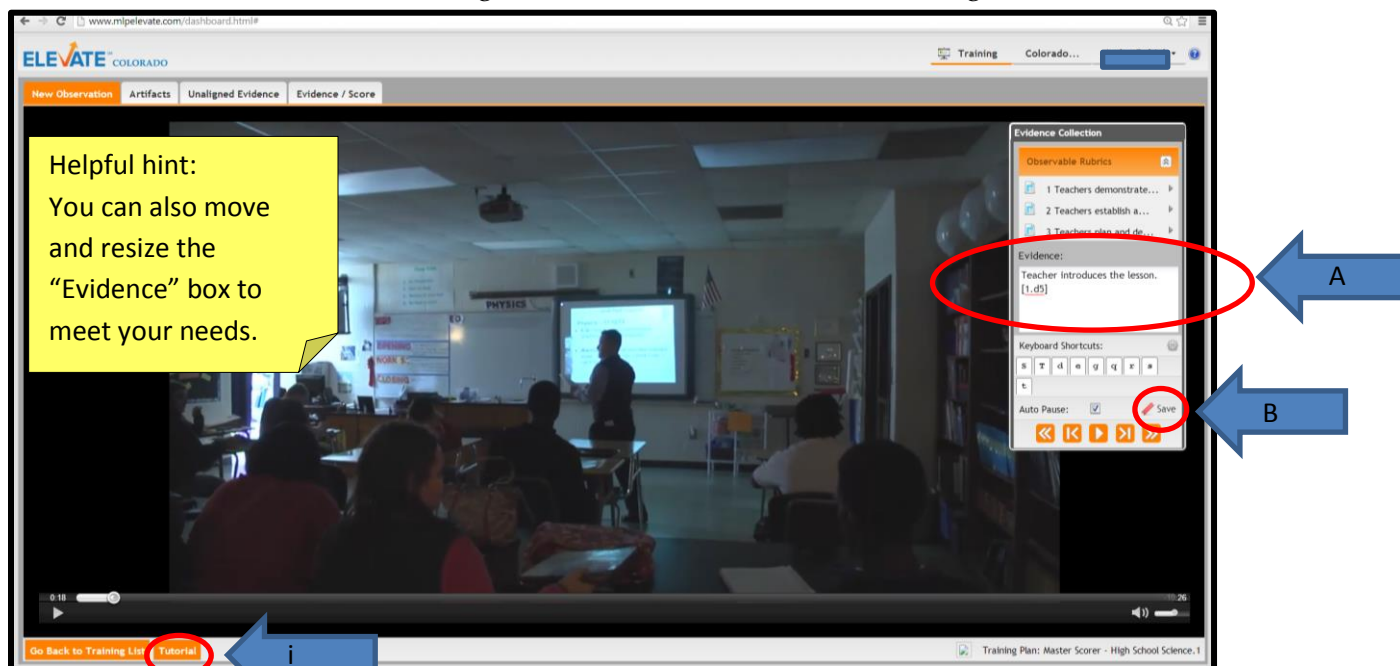
- You will receive an email to complete the registration process. Return to the Elevate Colorado homepage and fill out the “Returning User” fields.




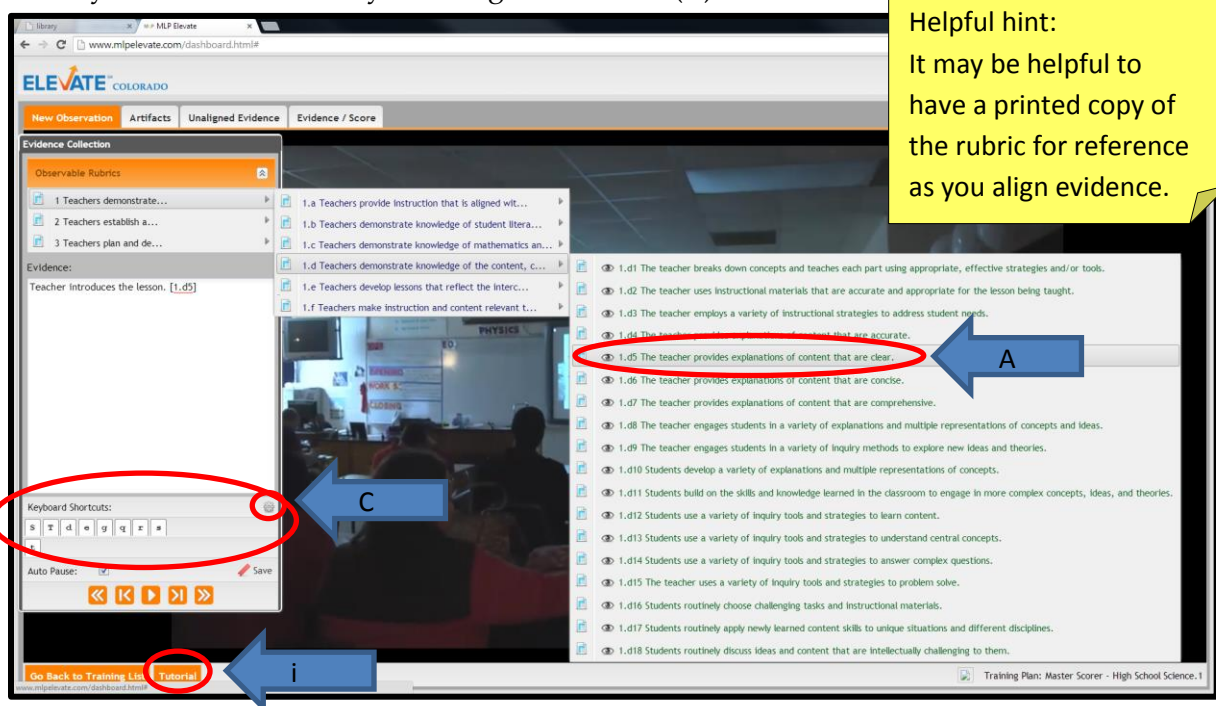
- You will see the available training plans you can view. **Please note that each page within Elevate Colorado has a different “Tutorial” Button (i).** You can watch these for additional help as you use the system. Also, you can select the  button to visit the helpdesk which can answer most questions as well (A). Hover over the “Not Yet Started” text for each video to review more information regarding the video (B). Click on that text to take you to that training plan.



5. Once you are inside a plan, you can begin collecting evidence. You can record observations by writing in the “Evidence Box” (A) and hitting “Save”(B). The video will pause each time you enter text in the Evidence Box. You will be able to align this evidence later under the Unaligned Evidence tab.



6. You also have the option to align while watching the video by selecting the appropriate professional practice. By hovering over the Quality Standards, then Elements, all the professional practices will be visible (A). There are shortcuts for words you may use often while recording evidence (B). You can also create your own shortcuts by selecting the  icon (C).



7. If you did not align the evidence while watching the video, you can do so by selecting the “Unaligned Evidence” tab (A). In order to align to the rubric, select the observation (B), the professional practice(s) to which it aligns (C), and then click the “Align” button (D).

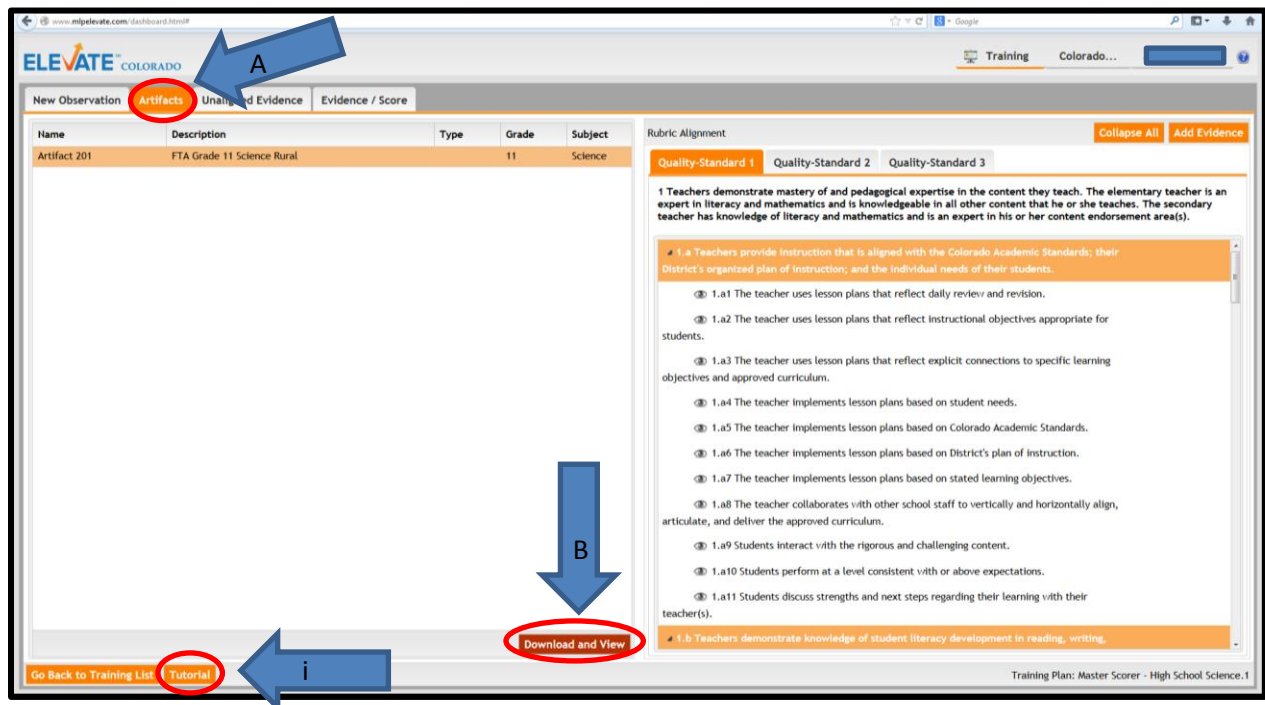
Helpful hint:
To select more than one professional practice within the rubric, hold the CTRL key and select all the professional practices that apply.

The screenshot shows the ELEVATE Colorado dashboard. At the top, there are tabs for 'New Observation', 'Artifacts', 'Unaligned Evidence' (labeled A), and 'Evidence / Score'. Below these is a table with columns 'Observation', 'Time', 'Comment', 'Edit', and 'Delete'. The first row, 'New Observation' (labeled B), shows a time of '00:03' and a comment 'Teacher Introduces the lesson.'. To the right is the 'Rubric Alignment' section, which includes a list of professional practices. The practice '1.d5 The teacher provides explanations of content that are clear' (labeled C) is selected. At the top right of the rubric section is a 'Collapse' button and an 'Align' button (labeled D). A yellow box with a helpful hint is overlaid on the left side of the dashboard. At the bottom left, there are links for 'Go Back to Training List' and 'Tutorial' (labeled i).

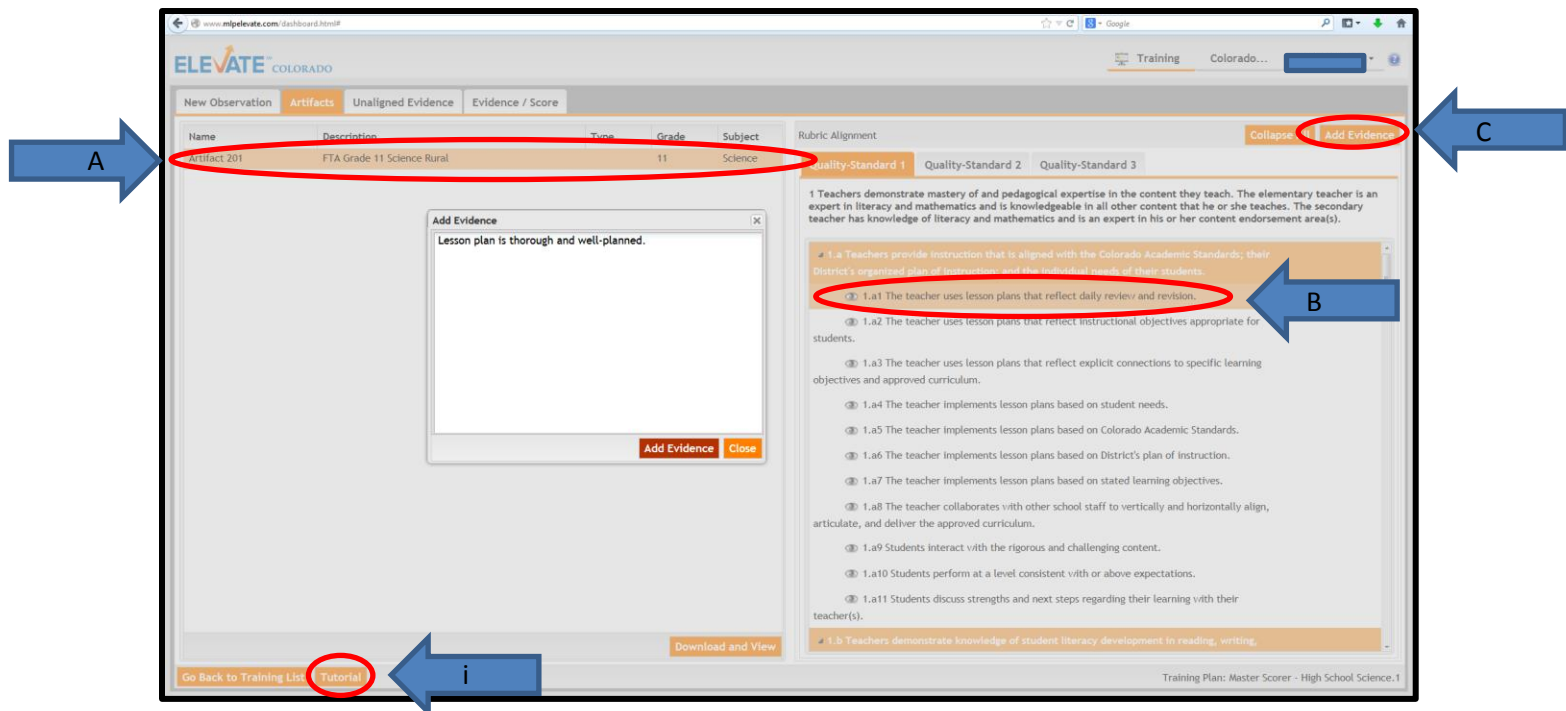
8. Once you click on “Align,” you will see a green checkmark to know it has been aligned (A). The evidence captured will also appear within the Rubric Alignment box (B). If you hover over the buttons with the evidence, you can realign, edit, or delete the evidence as needed (C). By selecting “Collapse All,” you can minimize the evidence as you align if it is difficult to search the rubric (D).

The screenshot shows the ELEVATE Colorado dashboard with the 'Evidence / Score' tab selected. The 'New Observation' row (labeled B) now has a green checkmark in the 'Observation' column (labeled A). The 'Rubric Alignment' section shows the selected professional practice '1.d5 The teacher provides explanations of content that are clear' (labeled C). At the top right of the rubric section, there is a 'Collapse All' button (labeled D) and an 'Align' button. A yellow box with a helpful hint is overlaid on the left side of the dashboard. At the bottom left, there are links for 'Go Back to Training List' and 'Tutorial' (labeled i).

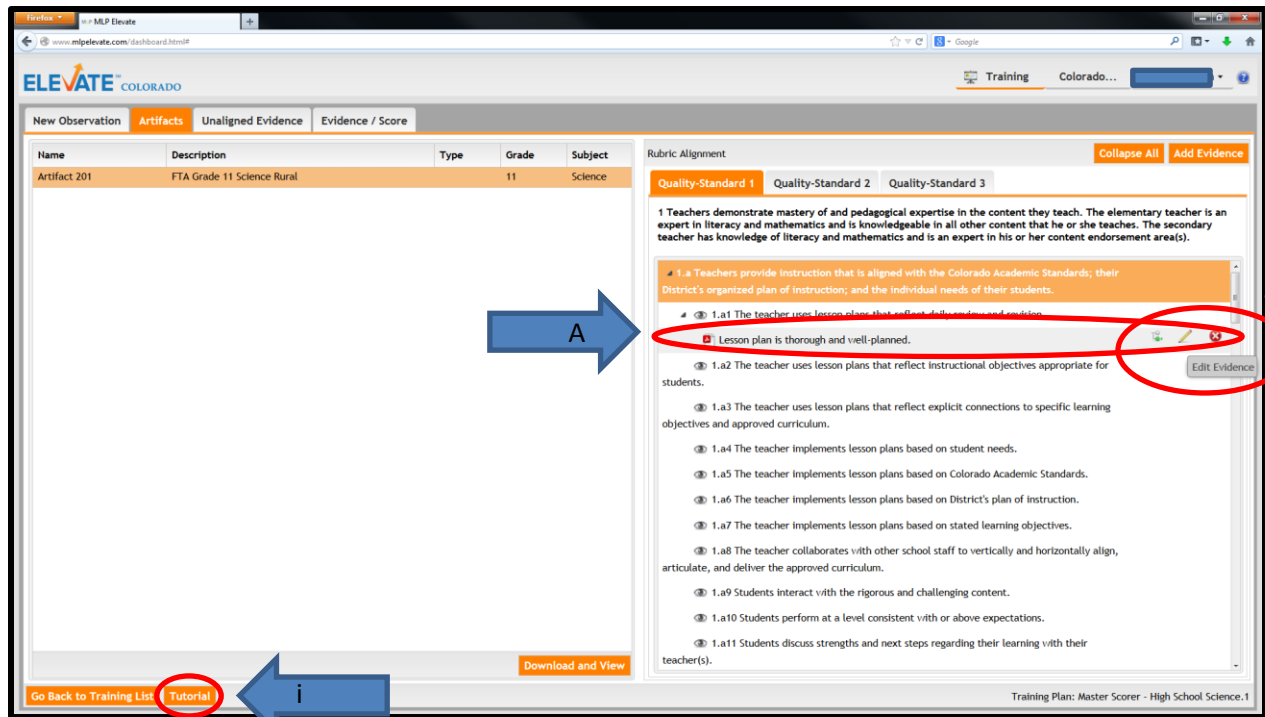
9. Artifacts can be aligned by selecting the “Artifacts” tab (A). Select the artifact you wish to view and then click on “Download and View” and the artifact will open in a new window (B).



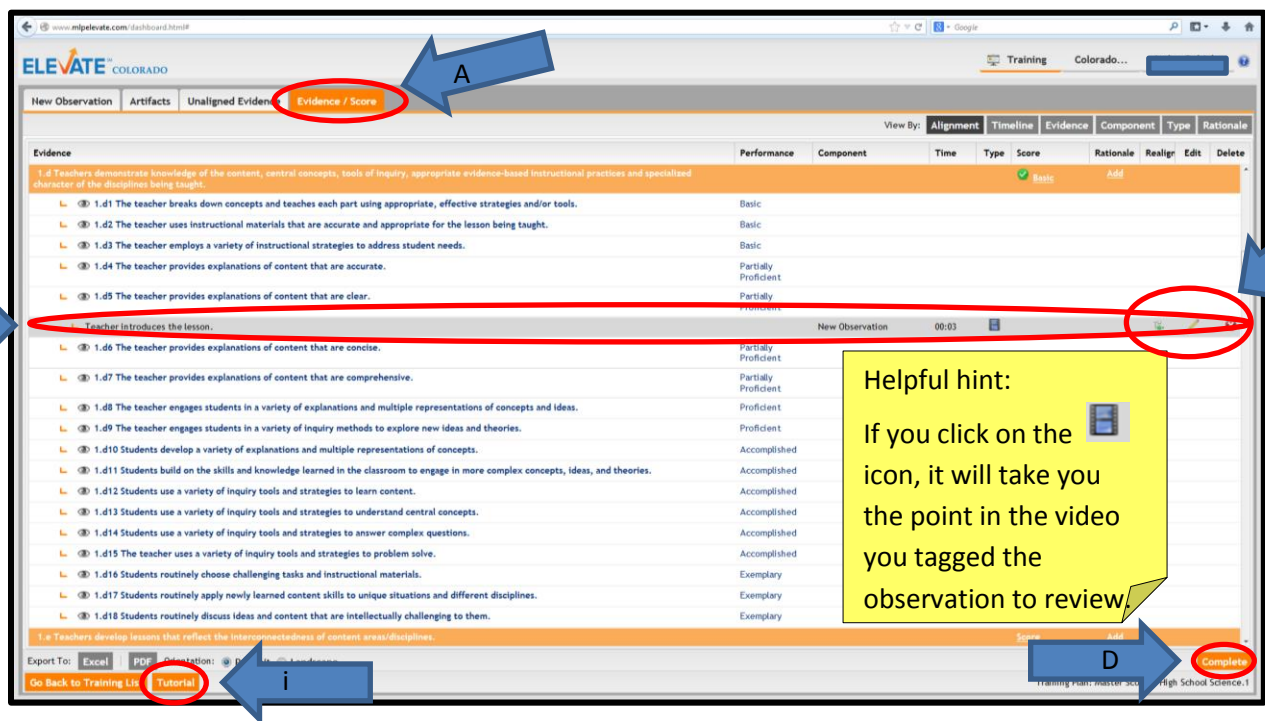
10. Once you have reviewed the artifact and determined that it adds evidence to your plan, you can attach it to the rubric by selecting the artifact (A) and the Professional Practice(s) to which it aligns (B), then click on “Add Evidence” (C). To select more than one professional practice within the rubric, hold the CTRL key and select all the professional practices that apply. A popup box will appear and you can add your evidence.



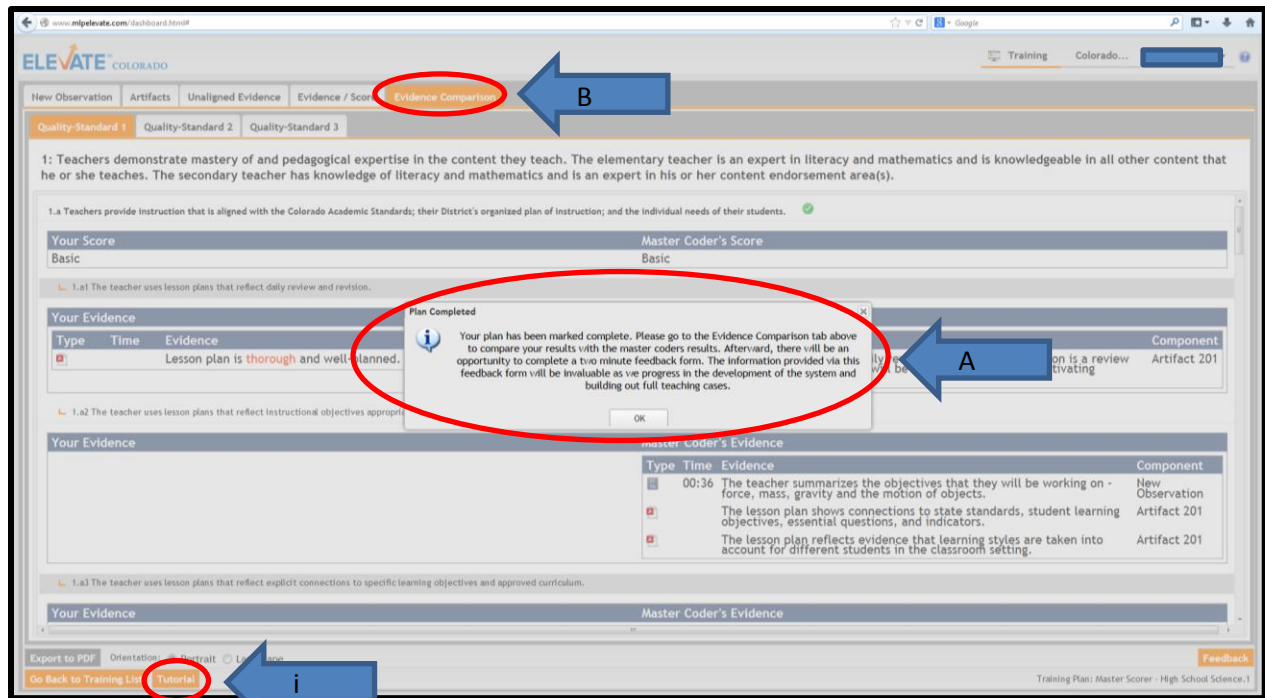
11. Once you click on “Add Evidence,” it will be added into the Rubric Alignment box (A). If you hover over the buttons with the evidence, you can realign, edit, or delete the evidence as needed (B).




12. After all the evidence has been collected, it is time to visit the “Evidence/Score” tab (A). You can review all the evidence you’ve collected (B) and determine if you would like to realign, edit, or delete any items (C). Once you are satisfied with your evidence, click on the “Complete” button (D). You will be asked if you are sure and if you are satisfied, click on “yes.”



13. Once your plan is complete, you will receive some instructions on comparing your evidence to the Master Coders' Results and the feedback survey (A). This creates a new tab in your plan (B).



14. Compare your evidence to that which the Master Coders found. To see where the Master Coders' observed their evidence, you can click on the  icon (A), it will take you to the point in the video they tagged the observation to review. Keep in mind, each Quality Standard has its own tab, so make sure you review the entire rubric (B). Once you have compared all the evidence, please click on the "Feedback" button so that CDE can continue to make improvements to the system (C). It should take about 2-3 minutes.

