InterLEAD Connector™

Connecting appraisal with professional learning,
reflection and teacher growth

ADMINISTRATORS GUIDE
Frequently asked questions

interLEAD™
connector

Set up a new staff member / user

Click on the 'Manage Staff' tab and then click the NEW MEMBER button, then you can fill out the new users details and click the INVITE button. They will then be sent an invitation e-mail.

They can click on a link on the 'invitation' e-mail and create their own password (please remember their username is their e-mail address).

Edit an existing staff member / user profile

Click on the 'Manage Staff' tab and then click on the little green pencil to the right of the users name, this will take you to their profile. Once you have updated their profile hit the save button.

Please note this function can only be performed by people with editing rights on the system.

Deactivate an existing staff member / user

Click on the 'Manage Staff' tab, then locate the person you wish to delete and click on the red 'x' and deactivate the user, please click yes to the prompt.

Please note that the deactivated staff member stays on the system but they are unable to login. This allows their historical appraisal input data to be used in both their own and other staff members past reports (where applicable).

Create School / Centre Wide Custom Templates (for Leaders / Administrators to create)

Go to Journal and click on the 'Add New Reflection' button. Select the Custom Template option at the bottom of the page, use the format to create Headings/Titles (plus add additional information or images - these can be inserted under each heading in the box provided). Then decide who you want to share the template with - choose either:

No One – Only you can use the template.

With Journal – Allow those with whom you have shared your Journal with to use this template when writing a reflection on your Journal.

With School/Centre – Allow everyone in your school/centre to use this template in their own Journals.

Once you have set up a template you have the ability to edit or delete it. This won't change the reflections that have already been written, staff just won't be able to use the old template to reflect from that point onward.

Set up a new appraisal for a staff member/user

Click on the 'Staff Reviews' tab, then click on the Schedule Appraisal link that is to the right of the particular staff member you wish to appraise. Once on the next screen choose which question sets the person is going to be appraised on, these are broken into eight areas:

1) The Classrooom (Schools) or Centre Environment (ECE)
2) Tātaiako
3) Contributing to a Professional Learning Community
4) Professional Leadership
5) Management
6) Professional Practices
7) Ancillary / Support Staff
8) Student Voice (Schools)

TThe question sections you wish the staff member to answer should all have a tick in them, the areas you wish to exclude should have no tick in the box.

Then choose a 'Due Date', the date you want the appraisal completed, by clicking in the box at the bottom of the page and choosing a date from the calendar that appears. Then hit the 'Create' button.

At this point you have set up a 'Self Appraisal' for this particular staff member and they will be e-mailed informing them that a self appraisal has been set up for them to complete. They will also have the Self Appraisal appear under the 'Self Appraisals' heading on their homepage.

You will then be taken to a page which will show each question set heading, that were included, and the self appraisers name under each one (please scroll down the page to see these sections). To add another appraiser, to all selected question sections, please go to the 'Add Appraisers to all Question Groups' at the top right of the page.

Once you have highlighted one (or multiple users in the box under the 'Add Appraisers to All Question Groups' heading) to be an 'other appraiser/s' please hit the 'Add Appraisers' button and they will be invited to appraise the appraisee on the questions in the Appraisal section included in the Appraisal. They will be automatically e-mailed informing them of this invitation and the invitation will appear under the 'Appraisals for Others' heading on their home page.

To add an 'other appraiser' to individual question sections please go down to the section you wish to add them to and then locate the 'Assign another person to complete this appraisal section', click on the dropdown box highlight the 'other appraisers name' you wish to add and then click the red 'Add Appraiser' button.

Add a staff member / user to an existing appraisal

Go to the 'Staff Reviews' tab, click on the relevant appraisal link under the 'existing appraisals' column and to the right of the Appraisees name (i.e Appraisal Set Due … xxx). Once through to the next page then locate the 'Assign another person to complete this appraisal section' or 'Add appraisers to all question groups' heading if have multiple people appraising each section and add users as required by clicking the Add Appraiser button (much the same as the above paragraphs).

Delete a staff member / user from an existing appraisal

Go to the 'Staff Reviews' tab, click on the relevant appraisal link under the 'existing appraisals' column and to the right of the Appraisee's name (as per above). Once through to the next page then locate the staff member you wish to delete and click the 'Remove Appraiser' link next to their name and then confirm it. **Please be careful, as this cannot be undone. (Remember to do this for each section of the Appraisal).**

This is very useful if a staff member has missed the due date of an appraisal and therefore is holding up the completion of an appraisal. Once you have delete out all the people who have not completed an appraisal then the appraisal will be complete and available for viewing after the due date.

Create Teams / Departments / Syndicates

Please note this is only available if this is turned on for your School or Centre, if you can't find it please contact us at connector@interlead.co.nz and we will turn the feature on for you at no extra cost.

Go to Manage Staff, then click on the red 'Edit Teams' button. To create a new team please click the 'Create New Team' button, then please put in the name of you team and click the Create button. Please repeat this process to set up more than one Team. (Note we have used the word teams - but it could say Centres or Syndicates or Departments etc.).

Once the Team/s are set up you can start adding staff to different teams. The first thing to do is make the 'Head' of this area the administrator of the group, to do this highlight their name in the staff list next to the Team name, then tick the box underneath that says 'Make Member Admin for the Group', then click the ADD button, their name will appear in the right hand side box with (admin) next to it, you can then go and add other members to the Team and there names will appear under the (admin) name.

Please note these teams are designed to be actively managed, so if people leave or move Teams then the School or Centre administrator has to Add/Remove as required.

Delete an appraisal I have set up

Go to the 'Staff Reviews' tab, click on the relevant appraisal link under the 'existing appraisals' column and to the right of the Appraisee's name (i.e Appraisal Set Due ...xxx). Once through to the next page then you can click on the 'Delete Entire Appraisal' button on the top left of the page. Once you have pressed this and then confirmed your deletion the entire appraisal will be completed.

Change the due date of an appraisal

Go to the 'Staff Reviews' tab and then click the little box in front of each 'Appraisal Set Due ...' appraisal link you wish to change the date for, this is under the 'existing appraisals' column and to the right of the Appraisee's name. Once you have ticked all the boxes please scroll to the bottom of the page and select the new Due Date from the calendar and the click the 'Update Due Date', the selected appraisals will have their Due Date changed to the new date.

Viewing appraisal reports

View an appraisal report

Appraisal Reports are available for viewing once two criteria have been met,

1. the due date has passed and

2. all participants in an appraisal have completed all their questions.

The appraisee can then see them under My Reports and the staff with 'View Other Reports' permission can see them under Staff Reports.

View an appraisal report early

An Appraisal Report can be viewed early by changing the Due Date to a date before the current date (please see 'How can I change the Due Date of an Appraisal').

Please also note that all participants have to have completed all their questions (or been deleted out) for the report to be complete and available for viewing.

Include the Student Voice option

Please note that each staff member can now schedule their own Student Voice Appraisal. However, if you need to schedule one for a staff member please follow the instructions below;

To include the Student Voice option in a staff members appraisal please tick the 'Student Voice' option when setting up a staff members appraisal. This will automatically prompt the staff member to then seek student feedback, which they can do either via e-mail requests or by printing unique code sheets and handing these to individual students. (Instructions will be provided for Staff Members - see the InterLEAD Connector™ User Guide available for download from our website).

If you wish to add 'Student Voice' to an existing appraisal please go to the Staff Appraisals tab, click on the current appraisal link (either red or black), then scroll down and find the Student Voice Option. Then tick the box next to the Student Voice option and click Save, the staff member will be automatically e-mailed letting them know that they are required to gather student feedback for this appraisal (example below).

Dear XXXXXX,

You have an InterLEAD appraisal requiring student feedback via Student Voice. This appraisal is due Sat 29 Mar 2020. To generate codes for your students please click on the following link:

InterLEAD Connector™ - Appraisal due Sat 29 Mar 2020

If you can't access the appraisal using this link, log in to appraisals.interlead.co.nz and click the 'Appraisals due' tab.

Regards,
School Administrator

The Staff Member then logs on to the InterLEAD Connector™ and seeks student feedback either via e-mail prompt or unique code sheets (as per Student Voice instructions in the InterLEAD Connector™ User Guide).

The actual Student Feedback is then gathered by the students going to the website www.studentvoice.co.nz, putting in their unique code and then answering a series of questions on the staff member who requested the feedback. There are a number of questions for each student to answer. Each student then has the ability to write comments to support the questions they have answered.

The students are prompted in writing to go to www.studentvoice.co.nz when they are either e-mailed or handed the unique code.

Questions - please contact us

Learn more at **www.interlead.co.nz**, email
connector@interlead.co.nz or contact one of our team.
We will be happy to provide you with more information.

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