

Collaboration and Mutual Accountability Guide

Audience: Teachers

This document provides step-by-step guidance for completing the **Collaboration and Mutual Accountability (CMA)** component in the **ProGOE²** portal.

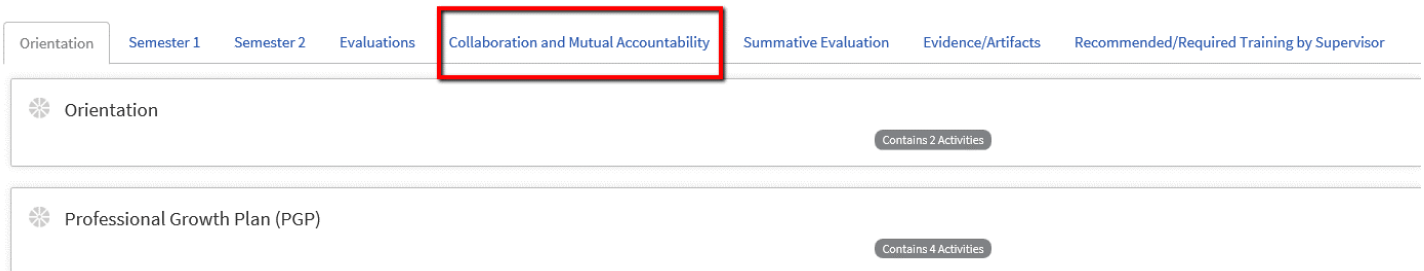
- To begin, log into your **ProGOE²** account
- From the Home page, click on the evaluation name

My Evaluations Teaser

Evaluation		
Name	Step	Updated
 2016-2017 Non-Classroom Teacher Evaluation (0-2 yrs)		08/26/2016
 View Archived		



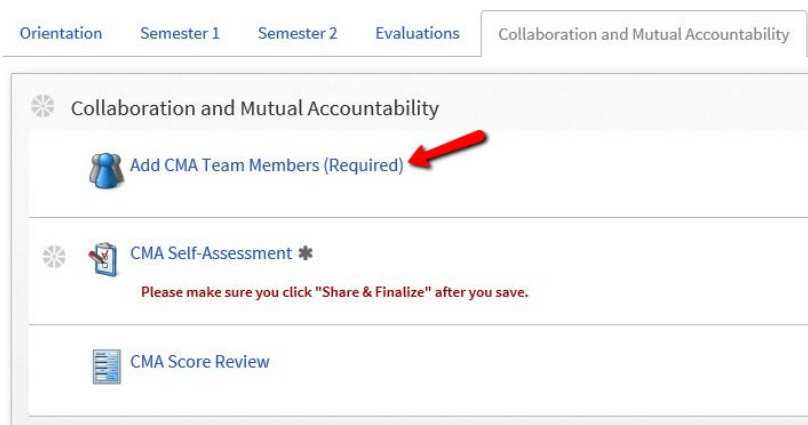
- Click on the **Collaboration and Mutual Accountability** container



The first step in the CMA container is the **Add CMA Team Members (Required)** activity. This activity provides the ability to add your CMA team members so that they may have permissions to enter a CMA score on your evaluation plan.

Note: If you skip this step, your team members will not have the ability to view and/or enter a CMA score on your evaluation plan.

- Click **Add CMA Team Members (Required)** to access this activity



- Click **New User** to add your team member

CMA Team Members

New User Add CMA Team Members (Required)

- Enter the teacher's name
- Click **Search**

Member User Search ✕

First Name:

Last Name:

- Select the appropriate teacher

Member User Search

First Name:

Last Name:

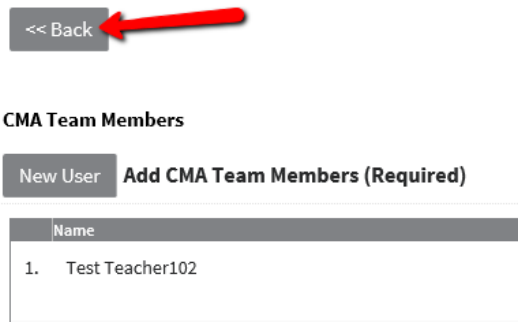
	Name	Email	Site	District	County	Region	Demographics
<input type="checkbox"/>	Test Teacher10	noreply@truenorthlogic.com	Test School 2	Test District	County1	Region1	
<input type="checkbox"/>	Test Teacher100		Test School 1	Test District	County1	Region1	
<input type="checkbox"/>	Test Teacher101	qgreen@truenorthlogic.com	Test School 1	Test District	County1	Region1	
<input checked="" type="checkbox"/>	Test Teacher102		Test School 1	Test District	County1	Region1	

- Click **Add Selected Users**

<input type="checkbox"/>	Test Teacher108		Test School 1	Test District	County1	Region1
<input type="checkbox"/>	Test Teacher109		Test School 1	Test District	County1	Region1

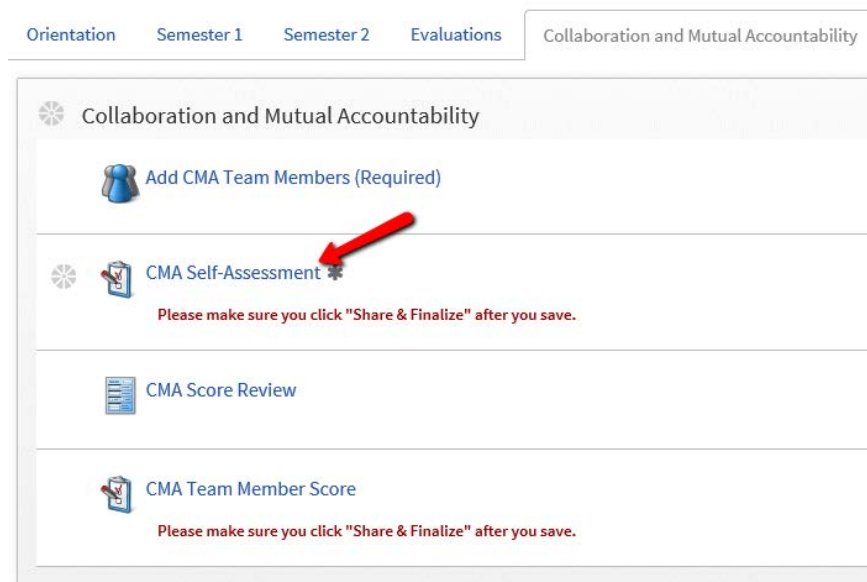
- Repeat as necessary

- Upon completion, click **Back** return to the **Collaboration and Mutual Accountability** container



The second step in the CMA container is the **CMA Self-Assessment** activity.

- Click **CMA Self-Assessment** to enter a CMA rating



- Use the drop-down menus to select the **Rating**
- Click **View Rubric** to view the CMA Rubric
- Click **Edit** to enter comments, if applicable
- Click **Save Changes** when completed

CMA Rubric



The **Share & Finalize** button will appear once the rating has been saved.

- Click **Share and Finalize** to share the form with the administrators and lock the form to prevent further edits.

CMA Rubric
Print Save & Exit Observing: Teacher105, Test

Save Changes **Share & Finalize** Preview

CMA Self-Assessment for Teacher105, Test

Evaluator: Test Teacher105
Assessment Date: 02/02/2017

Collaboration and Mutual Accountability	Rating
* Collaboration and Mutual Accountability View Rubric	4

* Required

- Click **Exit** to return to the **Collaboration and Mutual Accountability** container

CMA Rubric
Print **Exit** Observing: Teacher105, Test

Preview

CMA Self-Assessment for Teacher105, Test

Evaluator: Test Teacher105
Assessment Date: 02/02/2017

Collaboration and Mutual Accountability

* Collaboration and Mutual Accountability
[View Rubric](#)

To view the scores within the CMA component, you may click on **CMA Score Review**.

Orientation Semester 1 Semester 2 Evaluations Collaboration and Mutual Accountability

Collaboration and Mutual Accountability Last Status Update - 02/02/2017 @ 3:27 PM

Add CMA Team Members (Required)

CMA Self-Assessment *
Last Status Update - 02/02/2017 @ 3:27 PM
Please make sure you click "Share & Finalize" after you save.

CMA Score Review

CMA Team Member Score
Please make sure you click "Share & Finalize" after you save.

The **CMA Team Score** consists of an average of all CMA ratings completed by your CMA Team Members.

	Score
Self-Assessment	4.0
CMA Team Score	4.0
? CMA Rating	4.0

Note: The CMA Team Score may be blank if there aren't any entries completed by your CMA Team Members.

- Click **Back** to return to the **Collaboration and Mutual Accountability** container.

View Activity



The last step to complete the CMA component is to enter the CMA Team Score for your team members.

Note: This step cannot be completed until your CMA team members add **your** name to the CMA Team Members list on **their** evaluation plan.

- Click the **Evaluation Participation** tab



A list of individuals of whom you have rights to access their evaluation plan will appear.

- Locate and click on the plan owner's (teacher) name

	Status	Archived	OwnerName	Evaluation Type
1	<input type="checkbox"/>	—	Teacher105, Test	Non-classroom Teacher 0-2 Years
2	<input type="checkbox"/>	—	Teacher106, Test	Non-classroom Teacher 3+ Years
3	<input type="checkbox"/>	—	Teacher107, Test	Non-classroom Teacher 3+ Years
4	<input type="checkbox"/>	—	Teacher108, Test	Non-classroom Teacher 3+ Years

4 results

- Click on the **Collaboration and Mutual Accountability** container



- Click **CMA Team Member Score** to enter a CMA rating

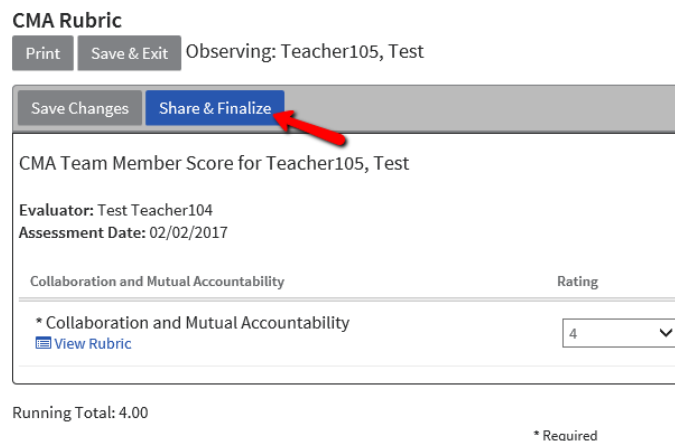


- Use the drop-down menus to select the **Rating**
- Click **View Rubric** to view the CMA Rubric
- Click **Edit** to enter comments, if applicable
- Click **Save Changes** when completed

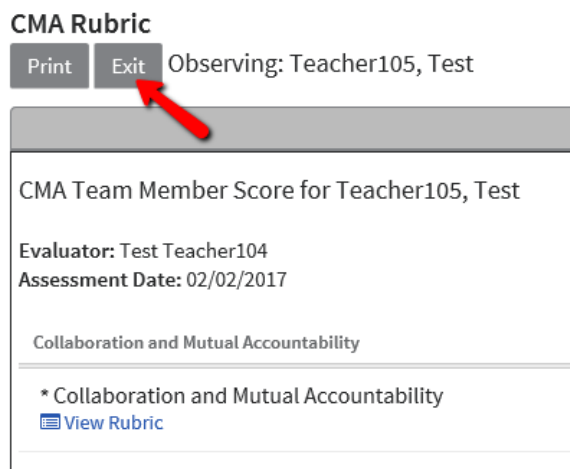


The **Share & Finalize** button will appear once the rating has been saved.

- Click **Share and Finalize** to share the form with the teacher and lock the form to prevent further edits.



- Click **Exit** to return to the **Collaboration and Mutual Accountability** container



Repeat the steps to enter a CMA Team Member Score for the remaining CMA Team Members.

Instructions on report writing for this component will be forthcoming.