Guide to Closing MSL/MSO in the COPMS (RANDA) for 2020-2021 school year

For districts/BOCES using the Colorado Performance Management System (COPMS) in RANDA, the following steps outline how to close MSL/MSO for educators within the system given the modifications to MSL/MSO monitoring for the 2020-21 evaluation cycle. The evaluator (or district administrator) will complete a force close of MSL/MSO for **each** individual educator. Districts/BOCES that decide not to engage with MSL/MSO for the 2020-21 school year are encouraged to do this sooner than later in the evaluation cycle.

Steps within COPMS/RANDA

1) Complete the following steps for each individual educator:

   a. Go to the "Evaluations" page.

   b. Enter *each* educator's evaluation through the "Edit" button.

   c. Scroll down to the educator's MSL/MSO Worksheet.

   d. Go to the column on the far-right side and select "Close/Complete Activity"

   e. Within the drop-down options under "Reason" for the close, choose "Other", and within the comments section add "COVID-19".

2) Complete observations and feedback associated with the professional practices portion of educators evaluations, along with the rest of the evaluation process in the same manner as previous years. With the completed changes, the final effectiveness rating will automatically be calculated solely based on professional practices.

QUESTIONS?
Contact your Educator Effectiveness Regional Specialist for support and more information, or identify who to contact by using the regional map or email: support@copms.randasolutions.com

For additional information regarding resources and responses from CDE and the Educator Talent division, please use the following links:

COVID-19 Resources for Schools

Planning for the 2020-2021 School Year: A Framework and Toolkit for School and District Leaders

Educator Talent COVID-19 FAQs

Planning for Educator Evaluations in the 2020-21 School Year