

# **The Juror's Guide to using the Instructional Unit Processing System**

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## Purpose

In performing your duties as a juror for the Delaware Model Unit Gallery, you will be interacting with the Delaware Recommended Curriculum (DRC) Group's Instructional Unit Processing System (IUPS). Within IUPS, you will:

- apply to jury various content areas and grade levels,
- confirm your acceptance of jury assignments,
- enter your decision for each assignment,
- upload decision rubrics to support your decision.

This document will guide you through all of the above tasks using screen captures from the IUPS application to help you along the way.

## Training

In order to be a juror for the Delaware Model Unit Gallery, you must take the Department of Education's Juror Training Course. To sign up for the course, please contact Juley Harper or Dusty Shockley of the Department of Education:

- Juley Harper, [jharper@doe.k12.de.us](mailto:jharper@doe.k12.de.us), (302) 735-4180
- Dusty Shockley, [pshockley@doe.k12.de.us](mailto:pshockley@doe.k12.de.us), (302) 735-4180

## Volunteering to be a Juror

Once you have completed the course, you will make your request to be a juror through the Instructional Unit Processing System. IUPS is available through the Department of Education's Single Sign-On system at <https://login.doe.k12.de.us>. Click on

**Instructional Unit Processing System** from the Single Sign-On menu. You will see the IUPS main screen (Figure 1):



Figure 1: IUPS main menu

Click the menu option that says **I would like to be a Juror**. You will see the following screen (Figure 2):

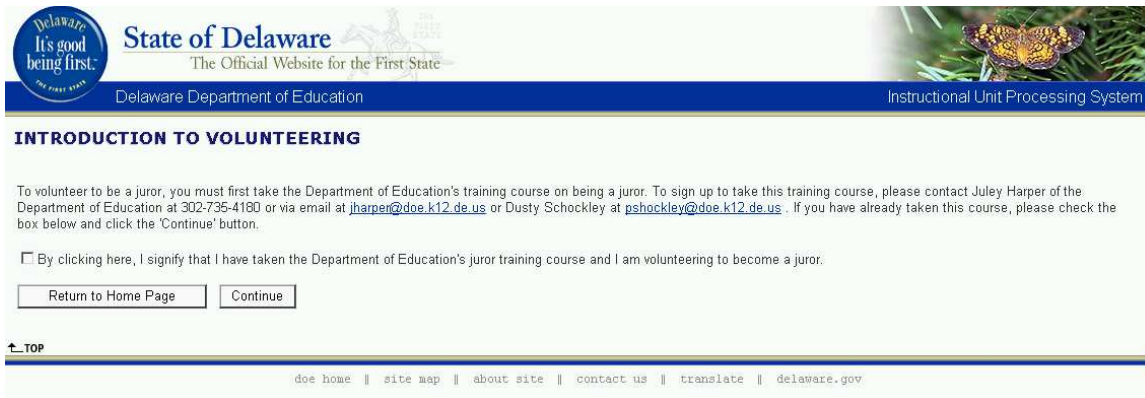


Figure 2: Introduction to Volunteering

Click the check box to indicate you have completed the Juror Training Course and click the **Continue** button. You will be taken to the screen shown in Figure 3.

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## VOLUNTEER TO BE A JUROR

The chart below specifies the content area(s) and grade level(s) that you are willing to juror. You must specify at least one content area and grade level. To add a content area and grade level, select the appropriate content area and grade level from the drop down boxes and press the Add button. Repeat this process for each content area/grade level combination that you wish to volunteer to jury.

Content Area	Grade Level	I Taught This	
AgriScience	All Grades	<input type="checkbox"/>	Add

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Figure 3: Volunteer to be a Peer Review Coach

You will volunteer to be a juror for one or more content areas and grade level combinations. You must select the content area and grade level for each content/grade level combination for which you are applying. For example, if you wish to volunteer to jury English Language Arts for grades 9 through 12 select the Content Area “English Language Arts” from the left hand drop down list, select “Grade 9” from the right hand drop down list. If you have taught this content area/grade level combination, check the box for **I Taught This**. Click the **Add** button next to add this content area/grade level combination to the list of areas for which you are volunteering. Repeat this for grade levels 10 through 12. When finished, your screen should look like that shown in Figure 4.

## VOLUNTEER TO BE A JUROR

The chart below specifies the content area(s) and grade level(s) that you are willing to juror. You must specify at least one content area and grade level. To add a content area and grade level, select the appropriate content area and grade level from the drop down boxes and press the Add button. Repeat this process for each content area/grade level combination that you wish to volunteer to jury.

Content Area	Grade Level	I Taught This		
English Language Arts	Grade 9	<input type="checkbox"/>	Edit	Delete
English Language Arts	Grade 10	<input type="checkbox"/>	Edit	Delete
English Language Arts	Grade 11	<input type="checkbox"/>	Edit	Delete
English Language Arts	Grade 12	<input type="checkbox"/>	Edit	Delete
AgriScience	All Grades	<input type="checkbox"/>	Add	

Return to Main Menu    Apply

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Figure 4: Volunteer to be a Peer Review Coach for ELA grades 9 through 12

When you have selected all of the content area/grade level combinations for which you are applying, press the **Apply** button. You will be taken to a screen acknowledging your application.

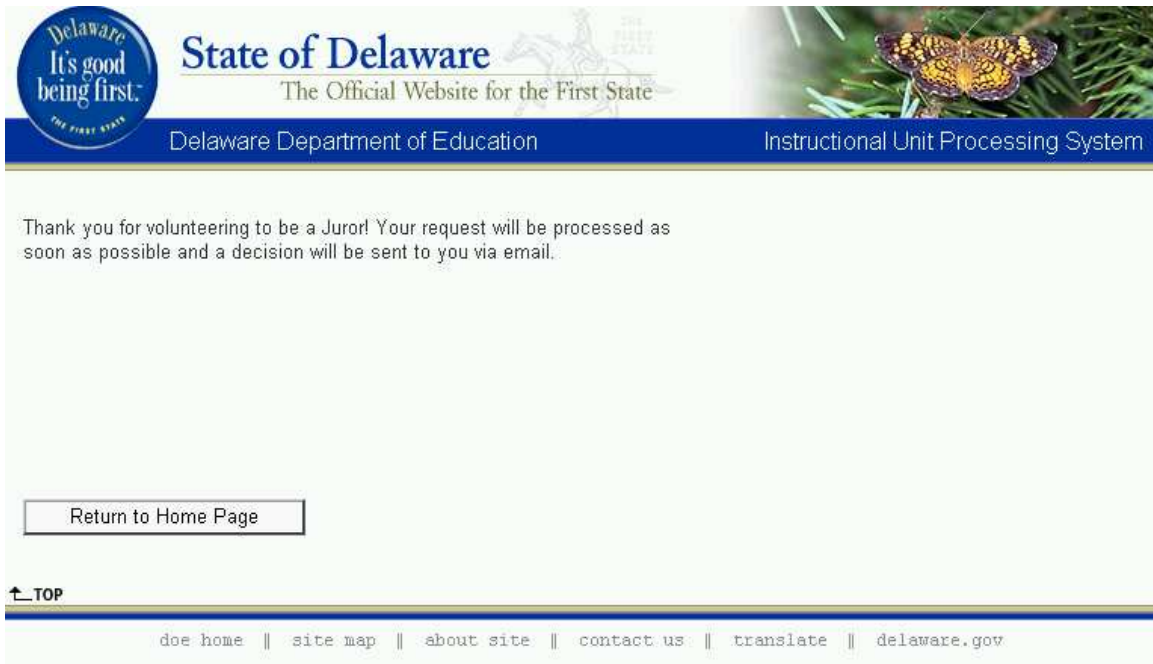


Figure 5: Acknowledgement of your request to be a juror.

Click **Return to Home Page** to return to the IUPS main menu as shown in Figure 1.

Within a week or two, you will receive an email from the IUPS application indicating whether or not you have been accepted as a juror for the Delaware Model Unit Gallery. You may be accepted for all of the content area/grade level combinations for which you applied, some of them, or none of them depending on the need for jurors in those areas. The email you receive will resemble the one in Figure 6.

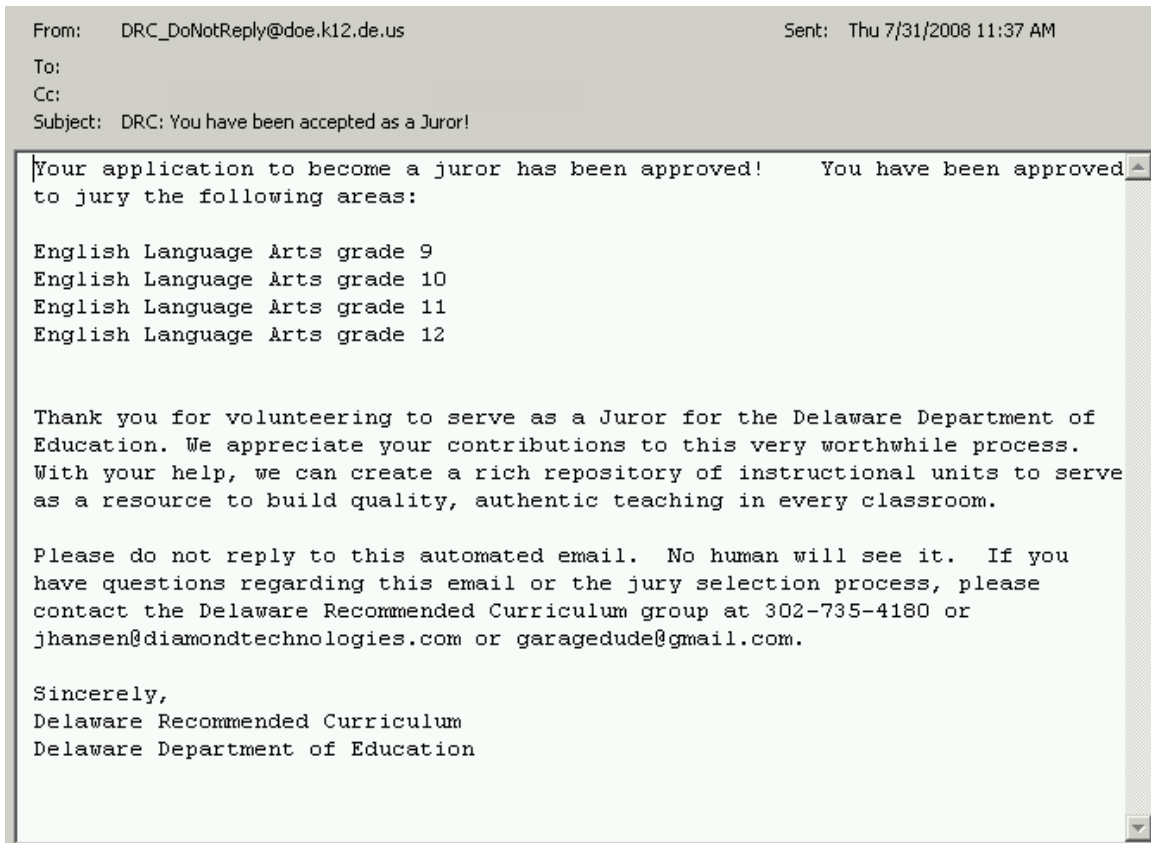


Figure 6: Juror Acceptance Email

## Receiving an Assignment

Once you have been approved to be a Juror by the staff of the Delaware Recommended Curriculum Group, you will be assigned to jury instructional units for inclusion in the Delaware Model Unit Gallery. When you are assigned to be a juror, you will be notified in an email like the one in Figure 7.

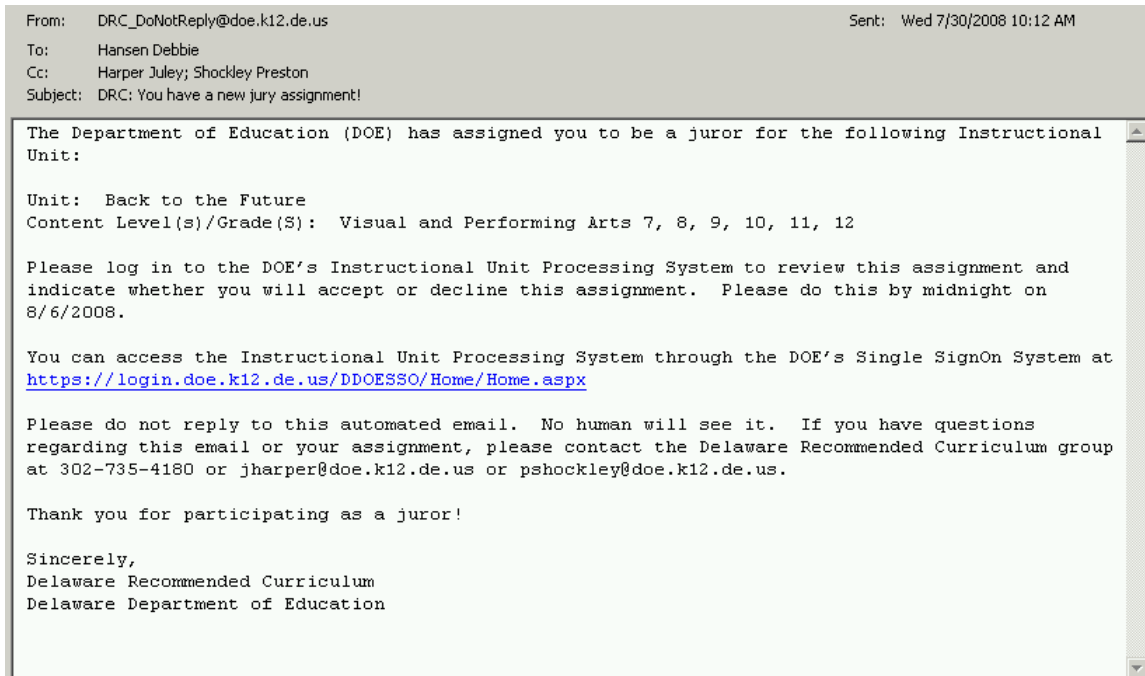


Figure 7: Juror Tentative Assignment

## Accepting an Assignment

This assignment is only tentative until you log in to the IUPS application and accept it. The link to Single Sign-On in the application is a live link, so you may click it to be taken directly to that application to log in. Sign in as described on page 1 of this document. Once at the IUPS main menu, select the **Show the People I am Coaching** option.



Figure 7: Current Coaching Assignments

You will be shown a screen which will list all of your jury assignments whether they are tentatively assigned, accepted, or completed. See (some Figures are written with a capital F and some are lower cased) Figure 7. Click the Select button next to the new, tentative assignment to view its details.

**PROCESS UNIT**

**Assignment Status:** Tentatively Assigned  
**Response Deadline:** 8/7/2008

**Designer:** Jeff Hansen  
**District:** CHRISTINA SCHOOL DISTRICT

**Unit Name:** Math 101  
**Unit Summary:** New math unit.

**Content and Grade Level(s):** Mathematics 5

**Design Principles:**

- 8th Grade Technology Literacy
- International Education
- Differentiated Instruction
- Universal Design for Learning
- 21st Century Learning

Figure 8: New Assignment Detail

The screen in Figure 8 will summarize your tentative assignment. You will know who the designer is, the district in which they are employed, and the basic details they provided about their instructional unit. You will also be able to view the unit document and Peer Review data.

Any new assignment will be labeled as “tentatively assigned” until you confirm that you will accept it. Accepting the assignment is at your discretion. If you know that there are reasons that will preclude you from completing the assignment in a timely fashion, you have the option to decline the assignment. **You have seven days from receipt of the email to log in and accept or decline the assignment.** If after seven days you have not acted upon this invitation, this assignment will automatically be declined on your behalf. If you know you are not going to be able to accept the assignment, please decline it as soon as possible so that another coach may be assigned.

Click the **Accept Assignment** button to accept this assignment or the **Decline Assignment** button if you wish to decline. Please note that if you decline the assignment, you will be asked to provide the reason for declining. Your reason will be shared with the Department of Education.

**DECLINE JURY ASSIGNMENT**

Unit: **Math 101**  
Submitted by: **Jeff Hansen**

Please specify the reason you are declining this jury assignment. Note that this reason will be shown to DOE.

Characters left: 512

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Figure 9: Declining an assignment

If you choose to decline this assignment, your task is complete until you are tentatively assigned to coach another designer.

If you accept the assignment and clicked the “Accept Assignment” button, as shown in Figure 8, a confirmation email will automatically be sent to the IUPS system administrator, and also to you, confirming acceptance of this assignment. You are now ready to jury the unit you have accepted.

### **Working With IUPS to perform your Jury Review**

Once you accept the assignment, you will note that the screen you were looking at has changed slightly (see Figure 10 – compare to Figure 8).

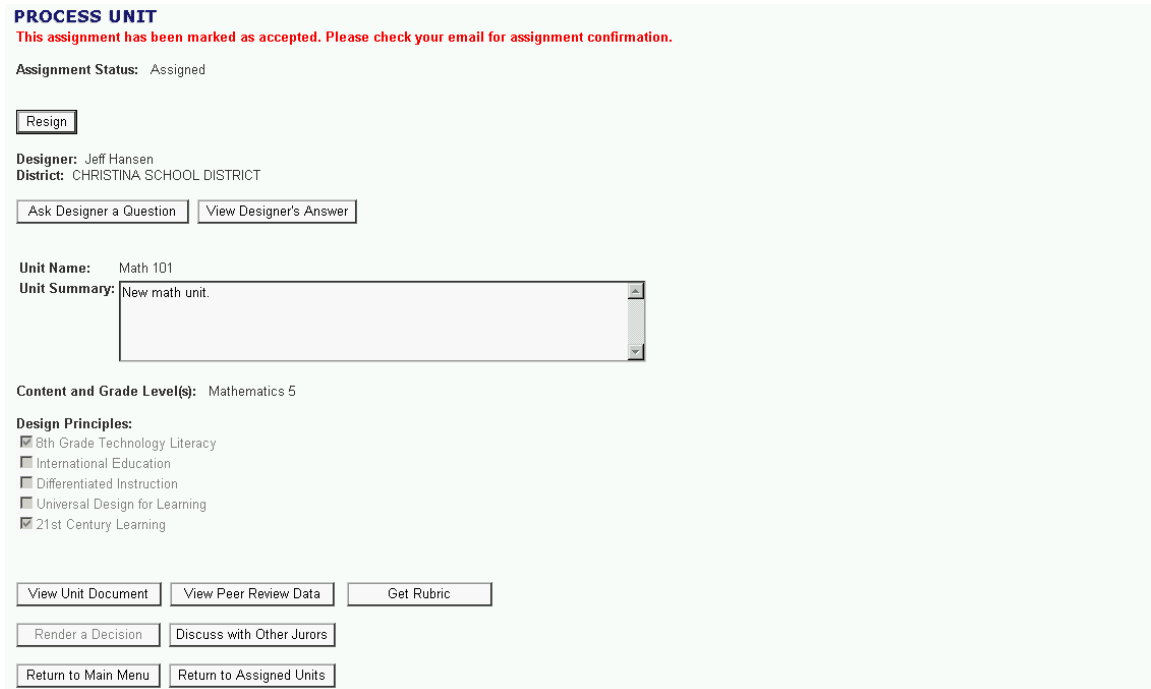


Figure 10: Unit detail screen after jury assignment has been accepted.

Note the **Accept** and **Decline** buttons have been replaced by the **Resign** button. Use the Resign button if you must terminate this jury assignment. You will need to provide a reason for the termination.

Two additional buttons appear at the bottom of the screen. Let's go through all of them.

**View Unit Document:** clicking this button will open the designer's unit document. You may save it to your hard drive if you wish.

**View Peer Review Data:** clicking this button will allow you to view the Peer Review Coach's data for this unit. You will also have the opportunity to view the coaching rubric that the Peer Review Coach submitted.

**Get Rubric:** clicking this button will open a copy of the rubric you will use to jury this unit. Save this document to your hard disk and record all required information in it. **You will be responsible for uploading this document to the IUPS application when you are finished reviewing this instructional unit.**

**Discuss with Other Jurors:** clicking this button will take you to a discussion forum where you can anonymously communicate with the other two jurors assigned to jury this unit. You may communicate with the jurors before or after you render your decision, but before is generally the best time.

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## JURY DELIBERATION

Jury Deliberation for unit Math 101

There has been no discussion on this unit. Please enter your question or comment below if you wish to converse with the other jurors about this unit.

Enter your text below (2500 characters or less). Optionally attach a document, then click 'Submit' to submit your discussion item to the other jurors of this unit.

Characters left: 2500

Attach document (optional):

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Figure 11: Jury Deliberation.

Once you submit a question to the other jurors, the IUPS application will both jurors an email indicating your action. When either has provided feedback to your question, you will receive an email from the application indicating there has been a response to your query.

**Render a Decision:** clicking this button will take you to the screen where you will record a “meets the standard” / “does not meet the standard” decision. You will also upload your completed rubric document from this screen (see Figure 12).

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## RENDER A DECISION

Unit Name: **Math 101**  
Designer: **Jeff Hansen**

Please indicate your decision regarding this unit.

This Unit Meets the Standard  
 This Unit DOES NOT Meet the Standard

Enter the name of the file you are submitting which contains the rubric for the unit you juried. The name of the file should include the full path to the location on your computer where the file resides. You may press the Browse button to locate the file.

**At this time, only Microsoft Word (.doc) and Adobe Acrobat (.pdf) files less than 4 MB can be accepted. If your file is greater than 4 MB, it may not upload properly.**

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Figure 12: Render a Decision.

- **You MUST supply an electronic copy of your completed rubric document to the IUPS application when submitting your verdict.**
- **You MUST supply the required data and document in order to save your decision.**

Once you have supplied the required data and documents, click the **Submit Decision** button at the bottom of the screen. You will receive a response back from the IUPS application that your decision and document(s) have been successfully saved (see Figure 13). If you do not receive this message, your decision has NOT been saved.

**PROCESS UNIT**  
**Your decision has been recorded. Thank you!**

Assignment Status: Assigned

Designer: Jeff Hansen  
 District: CHRISTINA SCHOOL DISTRICT

Ask Designer a Question View Designer's Answer

Unit Name: Math 101  
 Unit Summary: New math unit.

Content and Grade Level(s): Mathematics 5

Design Principles:  
 6th Grade Technology Literacy  
 International Education  
 Differentiated Instruction  
 Universal Design for Learning  
 21st Century Learning

**On 7/31/2008 2:25:31 PM you determined this unit MEETS THE STANDARD.**

View Unit Document View Peer Review Data Get Rubric

Render a Decision Discuss with Other Jurors

Return to Main Menu Return to Assigned Units

Figure 13: Decision successfully saved.

Once you have rendered your decision, you are finished with this jury assignment, at least for the time being. If the unit is found to have met the standard by at least two of the three jurors and confirmed by the supervising Education Associate, this unit will be considered worthy of inclusion in the Delaware Model Unit Gallery and your job as a juror for this unit is complete. If two of three jurors and/or the Education Associate find that this unit does NOT meet the standard for inclusion in the Delaware Model Unit Gallery, you may be asked to reconsider subsequent submissions of this instructional unit. If this is the case, you will perform these same steps to reconsider any subsequent submissions.

You may change your decision at any time up until the current jurying period closes. After the jurying period closes, your decision is locked and cannot be changed.

Once you have successfully entered your data and document(s) and received the success message shown above, your jury assignment may or may not be considered complete.

Click the **Return to Home Page** button at the bottom of the screen to return to the IUPS main menu.

If you are unsure when the next unit submission period begins and ends, please contact Juley Harper or Dusty Shockley for this information (contact information at the top of this document).