

The Peer Review Coach's Guide to using the Instructional Unit Processing System

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Purpose

In performing your duties as a Peer Review Coach 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 coach for various content areas and grade levels,
- confirm your acceptance of coaching assignments,
- enter peer review data for each assignment,
- upload assigned designer's unit document on their behalf, and
- upload decision rubrics regarding each assigned instructional unit's readiness for jury processing.

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 Peer Review Coach for the Delaware Model Unit Gallery, you must take the Department of Education's Peer Review 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, (302) 735-4180
- Dusty Shockley, pshockley@doe.k12.de.us, (302) 735-4180

Volunteering to Coach

Once you have completed the course, you will make your request to be a Peer Review Coach 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 Peer Review Coach**. You will see the following screen (Figure 2):

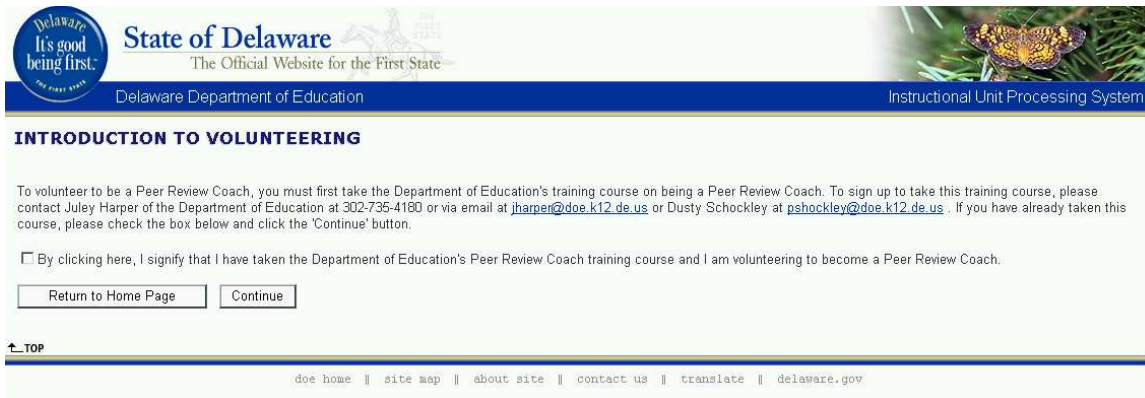


Figure 2: Introduction to Volunteering

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

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Delaware Facts & Symbols

Delaware Department of Education
Instructional Unit Processing System

VOLUNTEER TO BE A PEER REVIEW COACH

The chart below specifies the content area(s) and grade level(s) that you are willing to coach. 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 coach.

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

Return to Main Menu Apply

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Figure 3: Volunteer to be a Peer Review Coach

You will volunteer to coach 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 coach 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 PEER REVIEW COACH

The chart below specifies the content area(s) and grade level(s) that you are willing to coach. 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 coach.

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	Kindergarten	<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.

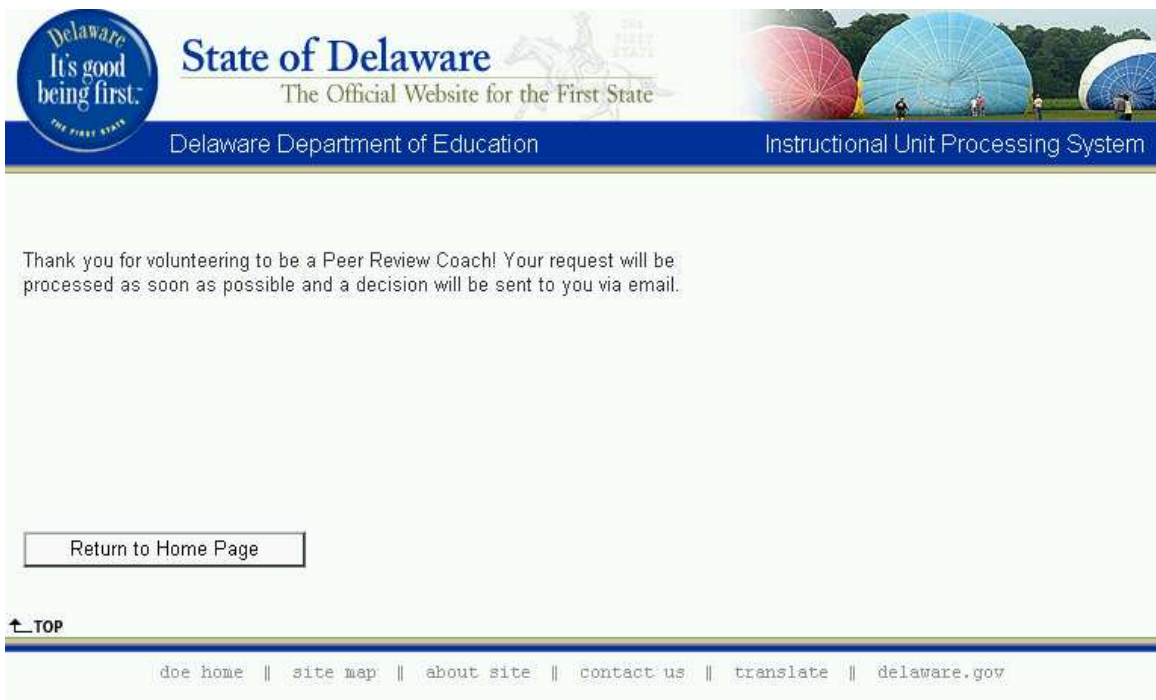


Figure 5: Acknowledgement of your request to be a Peer Review Coach

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 accepted as a Peer Review Coach 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 coaches in those areas. The email you receive will resemble the one in Figure 6.

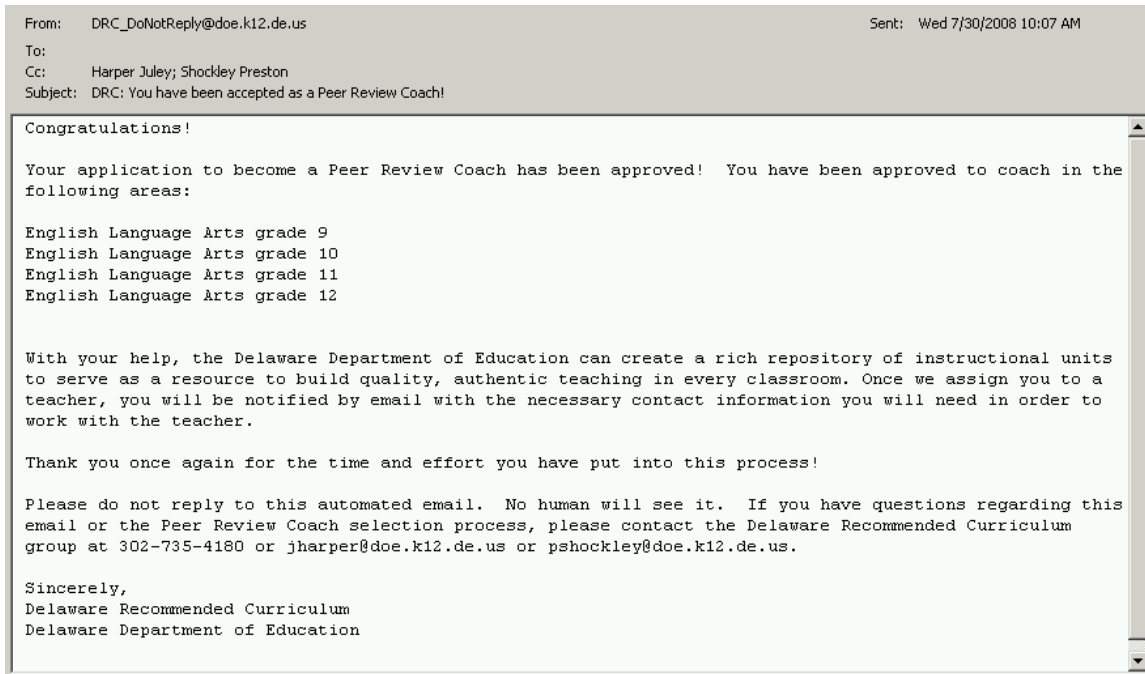


Figure 6: Peer Review Coach Acceptance Email

Receiving an Assignment

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

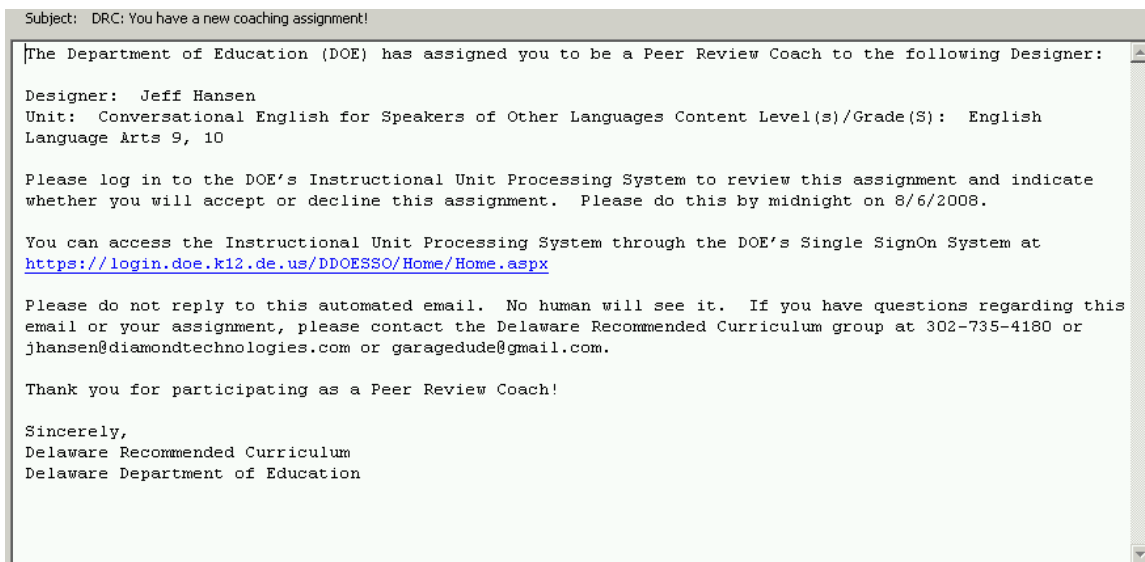


Figure 7: Peer Review Coach Tentative Assignment

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.

SELECT COACHING ASSIGNMENT

These are the units you have been assigned or have completed coaching. Press the 'Select' button on the row containing the unit you wish to view or process.

Unit Name	Designer	Assignment Date	Status
Science for Kindergarten	Jeff Hansen	7/29/2008 10:42:11 AM	Completed
test 20080325	Jeff Hansen	2/14/2008 4:11:20 PM	Completed
Math Made Easy	Jeff Hansen	11/6/2007 2:58:52 PM	Completed
Science for Seniors	Jeff Hansen	10/9/2007 4:05:55 PM	Completed
Science for Seniors	Jeff Hansen	10/8/2007 4:41:06 PM	Completed
Social Studies Made Easy	Jeff Hansen	9/19/2007 3:29:15 PM	Completed
Math 101	Jeff Hansen	9/10/2007 9:50:53 AM	Completed
English Made Easy	Jeff Hansen	9/7/2007 10:59:38 AM	Completed
Conversational English for Speakers of Other Languages	Jeff Hansen		Tentatively Assigned

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Figure 7: Current Coaching Assignments

You will be shown a screen which will lists all of your coaching assignments whether they are tentatively assigned, accepted, or completed. See Figure 7. Click the **Select** button next to the new, tentative assignment to view its details.

REVIEW POTENTIAL COACHING ASSIGNMENT

Designer: Jeff Hansen
District: CHRISTINA SCHOOL DISTRICT
Unit Name: Conversational English for Speakers of Other Languages
Unit Summary: This unit will assist students whose primary language is not english in using conversational english in their every day lives.
Content: English Language Arts 9, 10
Response Deadline: 8/6/2008 10:44:58 AM

Accept Assignment Decline Assignment

Return to Home Page Return to Units you are Coaching

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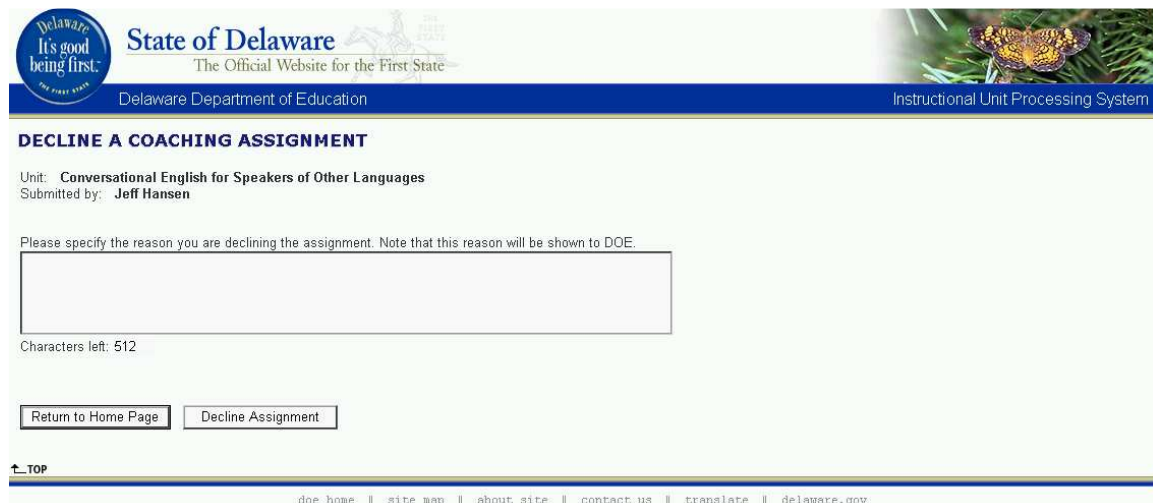
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Figure 8: New Assignment Detail

The screen in Figure 8 shows everything that 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.

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.



The screenshot shows a web page for declining a coaching assignment. At the top, there is a header with the Delaware Department of Education logo and the text "State of Delaware The Official Website for the First State" and "Delaware Department of Education". On the right side of the header, there is a butterfly image and the text "Instructional Unit Processing System". Below the header, the main heading is "DECLINE A COACHING ASSIGNMENT". Underneath, it says "Unit: Conversational English for Speakers of Other Languages" and "Submitted by: Jeff Hansen". A text box is provided for the user to specify the reason for declining the assignment, with a note that the reason will be shown to DOE. Below the text box, it says "Characters left: 512". At the bottom of the form, there are two buttons: "Return to Home Page" and "Decline Assignment". At the very bottom of the page, there is a "TOP" link and a navigation bar with links for "doe home", "site map", "about site", "contact us", "translate", and "delaware.gov".

Figure 9: Declining an assignment

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

If you accept the assignment and clicked the **Accept Assignment** button as shown in Figure 8, an email will be sent to you and the designer introducing you to each other (see Figure 10). The email will contain each of your names, email addresses, and telephone numbers (if known). It will then be your responsibility to make contact with the designer to begin the coaching process.

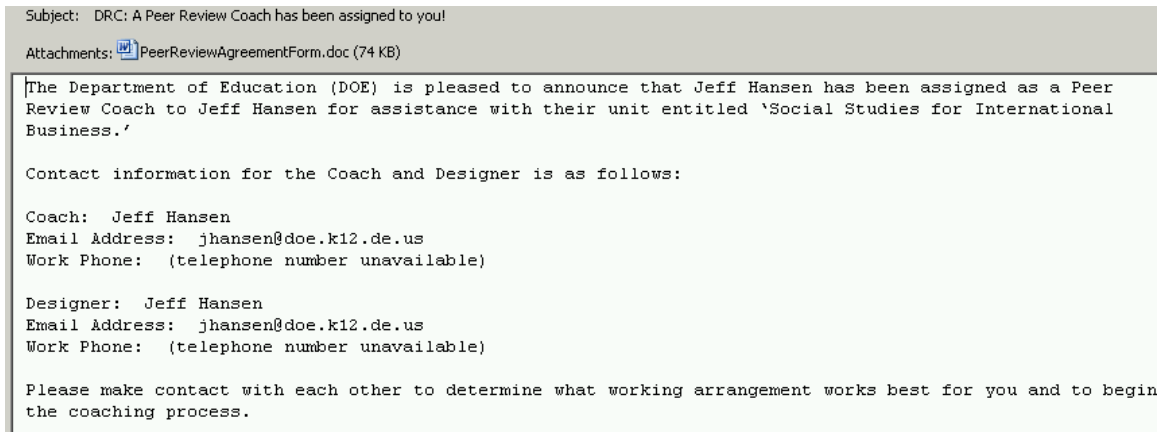


Figure 10: Sample acceptance email (please note that for this example, the coach and designer are the same person; this would normally not be the case!)

Note that the *Peer Review Agreement Form* will be attached to the acceptance email. This is a form that both the coach and the designer will complete. Each will enter the data from this form in to IUPS at a later date.

Submitting Results of the Assigned Peer Review

Once you have finished your peer review coaching duties, you must enter the results in to the IUPS application. As a coach, you must enter your results from the *Peer Review Agreement Form* and the *DE Model Unit Gallery Peer Review Coach's Rubric* to support your decision as to whether or not the designer's instructional unit is ready for peer review. If the unit is ready for peer review, you must upload the designer's unit document on their behalf. **Please note the designer must formally submit the unit for jurying, but the coach is responsible for submitting the unit document.**

To enter your peer review data, select the **Show the People I am Coaching** option from the IUPS main menu. Select the unit with which you are working from the list of coaching assignment shown on the next menu. You will be presented with a screen that mimics the *Peer Review Agreement Form* (see figure 11).

PEER REVIEW AGREEMENT FORM

Unit Name: **Conversational English for Speakers of Other Languages**
Designer: **Jeff Hansen**
Assigned On: **7/30/2008 11:17:33 AM**
Assignment Status: **Assigned**

Step 1 - Enter Peer Review Data

	Your response (Y or N)	Your comments and feedback are required.
Cover Sheet is present and completed?	<input type="checkbox"/>	<input type="text"/> 1000
Appropriate Delaware Model Unit template is used for this Model Unit?	<input type="checkbox"/>	<input type="text"/> 1000
All three stages of Backward Design are complete?	<input type="checkbox"/>	<input type="text"/> 1000
Model Unit is aligned to Delaware content standards?	<input type="checkbox"/>	<input type="text"/> 1000
Suggested resources are available?	<input type="checkbox"/>	<input type="text"/> 1000
At least one Design Principle is addressed?	<input type="checkbox"/>	<input type="text"/> 1000
Is this unit ready to be submitted to the Department of Education for a jury review?	<input type="checkbox"/>	

Step 2 - Specify the location of your rubric document

To support your decision that this unit is or is not ready for a jury review, please upload the rubric document that you completed to show the basis for your decision. 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. If you previously submitted a rubric for this Designer and you are just looking at or changing your Peer Review data, there is no need to upload another document unless there have been changes to the rubric you uploaded previously.

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.

Step 3 - Specify the location of Designer's Unit Document

If this unit is ready for submittal, you must upload the unit document on behalf of the Designer. Enter the name of the file you are submitting which contains the Designer's unit. **Units must be uploaded as one single file.** 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. Only submit the document if the unit is ready to be juried! If you previously submitted a file for this Designer and you are just looking at or changing your Peer Review data, there is no need to upload another document unless there have been changes to the document you uploaded previously.

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 11: Peer Review Agreement data entry screen

- You **MUST** answer each of the seven questions “Y” or “N” in Step 1.
- For the first six questions, you **MUST** also provide comments to support your answer. You are limited to 1,000 characters per comment.
- You **MUST** also supply an electronic copy of your completed rubric document to the IUPS system in Step 2.
- **IF** you have indicated that the designer’s instructional unit is ready for jury review, you **MUST** also supply an electronic copy of the designer’s unit document in Step 3.
- You **MUST** supply all of the required data and documents in order to save your data. Once you have supplied all of the required data and documents, click the **Save Data** button in the bottom center of the screen. You will receive a response back from the

IUPS application that your data and document(s) have been successfully saved (see figure 12). **If you do not receive this message, your data has NOT been saved.**

The screenshot shows the 'PEER REVIEW AGREEMENT FORM' interface. At the top, there is a header for the State of Delaware Department of Education and the Instructional Unit Processing System. Below the header, the form title is 'PEER REVIEW AGREEMENT FORM'. The unit information is: Unit Name: Conversational English for Speakers of Other Languages; Designer: Jeff Hansen; Assigned On: 7/30/2008 11:17:33 AM; Assignment Status: Assigned. The current step is 'Step 1 - Enter Peer Review Data'. A red success message reads: 'Thank you! Your answers have been recorded. The Designer's unit document file has been saved. Your rubric document file has been saved.' Below the message is a table with two columns: 'Your response (Y or N)' and 'Your comments and feedback are required.' The table contains two rows of data.

	Your response (Y or N)	Your comments and feedback are required.
Cover Sheet is present and completed?	<input type="checkbox"/>	No problems. 988
Appropriate Delaware Model Unit template is used for this Model Unit?	<input type="checkbox"/>	Yes, no problems. 1000

Figure 12: Success Message.

Once you have successfully entered your data and document(s) and received the success message shown above, your coaching assignment is considered complete. Click the **Return to Home Page** button at the bottom of the screen to return to the IUPS main menu.

If you indicated the designer's unit is ready for jury review, inform the designer that he or she can submit their unit into the IUPS. They will complete this task via the IUPS application. The submittal process is found in the "New User" document, available from the first menu item on 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).