

# HEDI Sheets

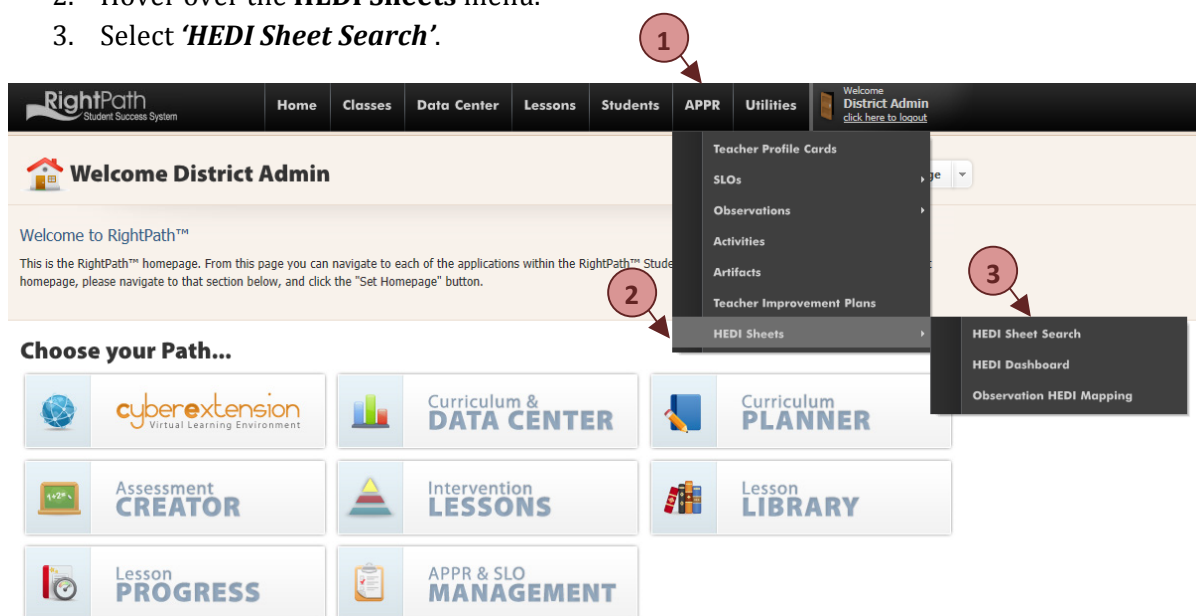
The HEDI Sheets feature of the RightPath™ Student Success System allows you to create and manage HEDI sheets within your district. The following information will allow you to become comfortable accessing and utilizing this feature. We will discuss the HEDI Sheets Search page and the HEDI Dashboard.

## HEDI Sheets Search

### Accessing the HEDI Sheets Search

To access the HEDI Sheets Search page:

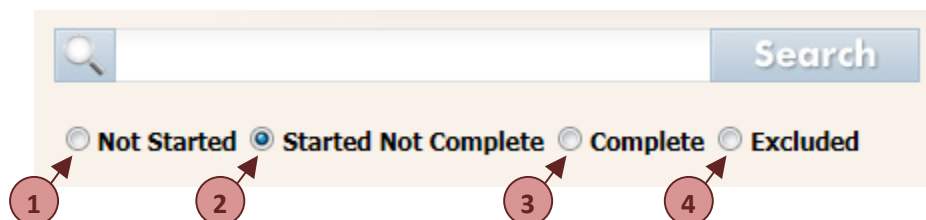
1. Hover over the **APPR** tab on the on the RightPath™ homepage.
2. Hover over the **HEDI Sheets** menu.
3. Select '**HEDI Sheet Search**'.



### Filters on HEDI Sheets Search

On the HEDI Sheets Search, there are four options that you can use for filtering purposes:

1. **Not Started:** Includes individuals who do not have a HEDI Sheet created at this point
2. **Started Not Complete:** Includes individuals who have a HEDI Sheet but information is missing
3. **Complete:** Includes HEDI Sheets that have been marked as complete
4. **Excluded:** Includes individuals who do not require a HEDI Sheet according to your district



## Choosing a HEDI Sheet

Once you have made your filtering selections, you can choose a HEDI Sheet by either:

1. Paging through the list of names in the Search Results
2. Typing a name into the search box

After you have located the individual whose HEDI Sheet you would like to view, simply click on his or her name to open the HEDI Sheet.

**RightPath** Student Success System

Home Classes Data Center Lessons Students APPR Utilities

Welcome District Admin [click here to logout](#)

### HEDI Sheet Search

Import Data Bulk PDF Exporting Data

Search

Not Started  Started Not Complete  Complete  Excluded

### Search Results

Command	ID	Teacher	Status
	146	Arnold, Charles	Started but not Completed
	153	Ashley, Annie	Started but not Completed
	165	Atherlay, Sara	Started but not Completed
	133	Betts, Olga	Started but not Completed
	167	Burns, Fred	Started but not Completed
	137	Chambers, Connie	Started but not Completed
	158	Chesser, Patricia	Started but not Completed
	135	Chestnut, Alexander	Started but not Completed
	160	Coffey, Mary	Started but not Completed
	173	Condon, Audrey	Started but not Completed

Page size: 10 56 items in 6 pages


## Parts of a HEDI Sheet

Each HEDI Sheet contains the teacher's State ID, a HEDI Score Table, and the HEDI Rubric for reference. Depending on your district, some of this information may be pre-loaded into the sheet.

**There are three categories that make up a HEDI score:**

1. State or SLO (20 points maximum)
2. Local (20 points maximum)
3. Observation/Other (60 points maximum)

These categories can be modified on a HEDI Sheet under the HEDI Score Table. As you modify the points, the Rating will change according to the information in the HEDI Rubric.




**HEDI Sheet**
[Return to HEDI Sheet Search](#)


### Betty Rose (86)

State ID

<b>State ID</b>	701115862
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HEDI Score Table


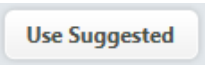

Category	Actual	Suggested
State	15.00	N/A
SLO	N/A	N/A 
Local	16.00	16
Observation/Other	N/A	34 <span style="margin-left: 10px;">Use Suggested </span>
<b>Total</b>	<b>31</b>	<b>50</b>
<b>Rating</b>	<b>Ineffective</b>	

Close
 Save
Complete

HEDI Rubric

Rating	SLO	Observation/Other	Total
Highly Effective	18-20	58-60	91-100
Effective	9-17	56-57	75-90
Developing	3-8	54-55	65-74
Ineffective	0-2	0-53	0-64


You may also notice some icons in the Suggested column of the HEDI Score Table:

- The  icon will appear if there are multiple SLO scores that are able to be weighted according to your district parameters, if there are no observations for the individual, or if the individual has multiple observations. If you click on this icon, you will be prompted to either choose items or create a new observation.
- The  button allows you to use the suggested score provided based on data stored within our system.
- The  button allows you to refresh a suggested score if an observation has recently taken place and may impact the suggested score.

Please note that if you enter a score for both the State and SLO categories, an error message will appear to alert you that this is not allowed. If this occurs, simply highlight the value you wish to remove and delete it from the HEDI Score Table.

 Cannot have both State and SLO scores.

As you make your changes, please remember to click the **'Save'** button to ensure that your changes are saved throughout the process.



 **HEDI Sheet** [Return to HEDI Sheet Search](#)

## Betty Rose (86)

State ID

<b>State ID</b>	<input type="text" value="701115862"/>
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HEDI Score Table

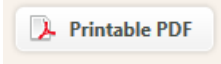
Category	Actual	Suggested
State	<input type="text" value="15.00"/>	N/A
SLO	<input type="text" value="N/A"/>	N/A 
Local	<input type="text" value="16.00"/>	16
Observation/Other	<input type="text" value="44.00"/>	34 <input type="button" value="Use Suggested"/> 
<b>Total</b>	<b>75</b>	<b>50</b>
<b>Rating</b>	<b>Effective</b>	

HEDI Rubric

Rating	SLO	Observation/Other	Total
Highly Effective	18-20	58-60	91-100
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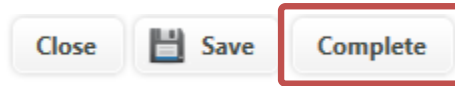
## Printing a HEDI Sheet

In order to access a printable version of the HEDI Sheet, first ensure that the sheet has been saved. Next,

click on the  button in the top right-hand corner of the HEDI Sheet window. This will open a PDF version of the HEDI Sheet in a format suitable for printing.

## Marking a HEDI Sheet as Complete

When you are ready to mark a HEDI Sheet as “Complete”, simply click on the **‘Complete’** button. This will move the sheet to the “Complete” category on the HEDI Sheet Search.



## Additional Features

From the HEDI Sheet Search page, you can also access three additional features located in the form of buttons in the top right-hand corner:

1. **Import Data:** Bulk upload scores in an Excel spreadsheet into our system
2. **Bulk PDF:** Bulk print HEDI Sheets
3. **Exporting Data:** Download an Excel spreadsheet in the Level 0 format to provide to the state.

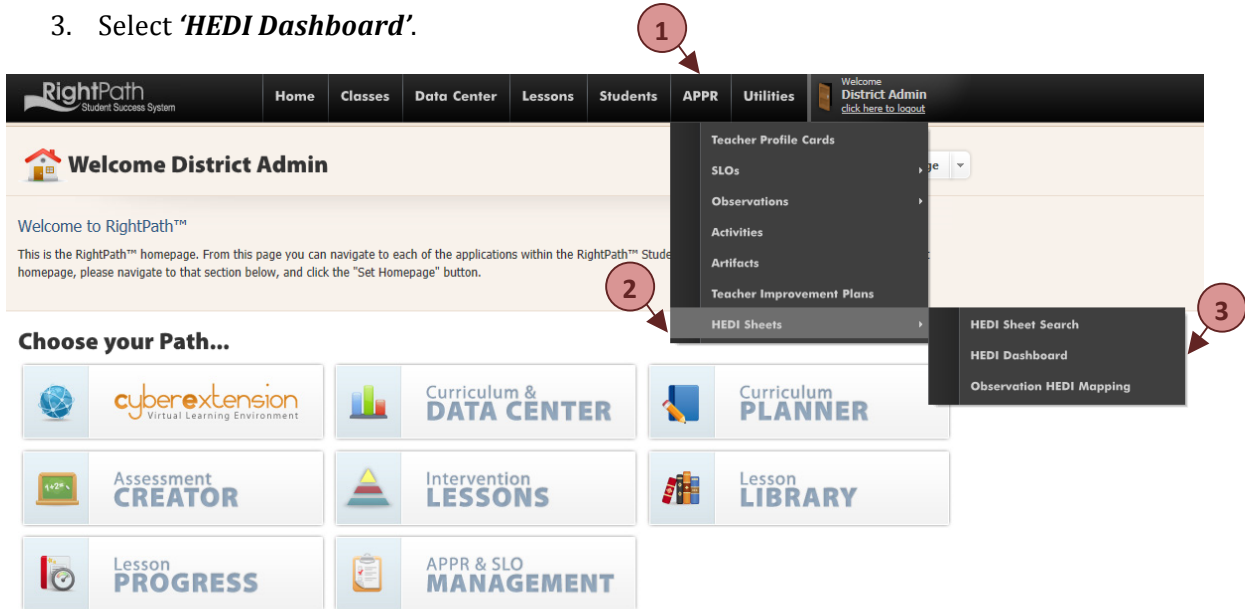


# HEDI Dashboard

## Accessing the HEDI Dashboard

To access the HEDI Dashboard, which will allow you to see an overview of all HEDI Sheets within you building and/or district:

1. Hover over the **APPR** tab on the on the RightPath™ homepage.
2. Hover over the **HEDI Sheets** menu.
3. Select '**HEDI Dashboard**'.



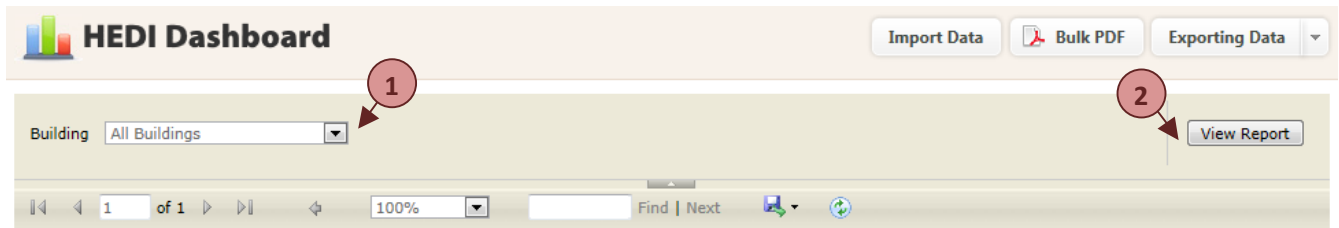
After the page refreshes, you will see a bar chart that shows you how many HEDI Sheets are in the categories of “Not Started”, “Not Complete”, “Complete”, and “Excluded”.

## Choosing a Building

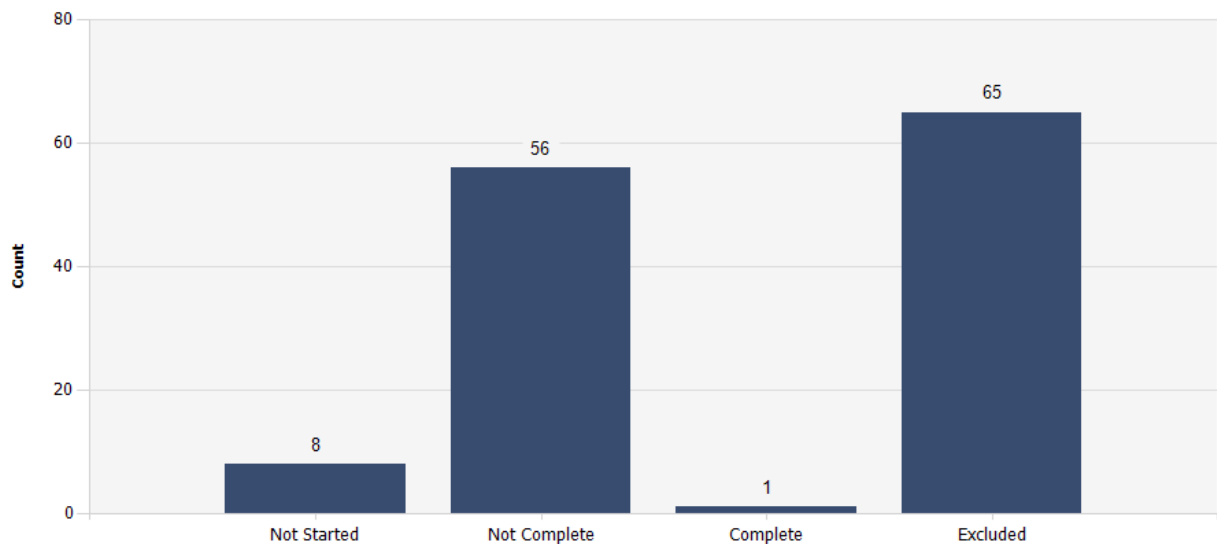
After the page refreshes, you will see a bar chart that shows you how many HEDI Sheets are in the categories of “Not Started”, “Not Complete”, “Complete”, and “Excluded”. The dashboard will default to showing all building within your district. If you would like to filter a specific district:

1. Choose the building you would like to view from the **Building** dropdown menu.
2. Click the **View Report** button.

The page will then refresh with the updated information for the building you chose.

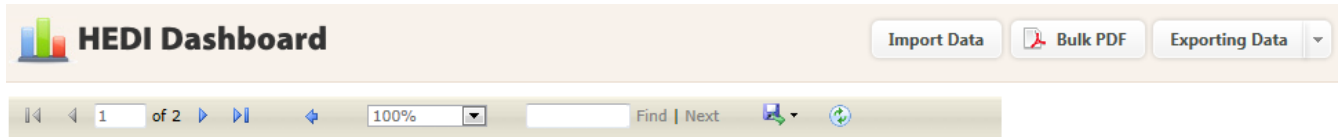


**HEDI Sheet Status - Bar Chart**



## Accessing the Details for Dashboard Categories

Each of the bars in the HEDI Dashboard are clickable. When you click on a bar, the details for that specific category will appear. You will then be presented with a list of individuals who fall within the category. From here, you are able to click on the individual's name to either create a new HEDI Sheet or to access an existing HEDI Sheet based on the category you choose.



## Not Completed HEDI Sheets

Building	Teacher Name	Status
	Atherlay, Sara	Not Complete
	Kosma, Melissa	Not Complete
Long Hill Middle/High School	Arnold, Charles	Not Complete
Long Hill Middle/High School	Ashley, Annie	Not Complete
Long Hill Middle/High School	Betts, Olga	Not Complete
Long Hill Middle/High School	Chambers, Connie	Not Complete
Long Hill Middle/High School	Chestnut, Alexander	Not Complete
Long Hill Middle/High School	Contreras, Clint	Not Complete
Long Hill Middle/High School	Coomer, Thomas	Not Complete
Long Hill Middle/High School	Crockett, Robert	Not Complete

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