



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

September 2015

# IMPACT Database: Schedule Submission Guidance

Thank you for taking the time to submit your schedule to the IMPACT Database. This document provides instructions for submitting your schedule and answers to frequently asked questions. In order to better serve you throughout the cycle, please submit your schedule by **Friday, September 18**. We will continue to accept updates to your schedule throughout the school year. These updates can be submitted at any time via the IMPACT Database at <http://impactdcps.dc.gov/>. For additional assistance, please contact the IMPACT team at 202.719.6553 or [impactdcps@dc.gov](mailto:impactdcps@dc.gov).

## Instructions

To submit your classroom schedule, please follow these instructions.

1. **Log-In:** Log on to the IMPACT Database at [impactdcps.dc.gov](http://impactdcps.dc.gov/).
2. **Select from Menu:** Click on the link titled *Enter/Edit Schedule* on the left-hand side under the *Interact* heading.

The screenshot shows the IMPACT 2014-2015 interface. On the left is a navigation menu with categories: Interact, Resources & Tools, and Prior Year Assessments. The 'Interact' menu has 'Enter/Edit Schedule' highlighted with a red box. The main content area shows the profile for 'Miller, Andrew' at Aiton ES and Test School. Below the profile is a table of assessment components.

Component	Scoring Cycle	Score	Standard Weight
TLF	Administrator Cycle 1	Informal	75%
	Administrator Cycle 2		
	Master Educator Cycle 1	Informal	
	School 2 - Administrator Cycle 1		
	School 2 - Administrator Cycle 2		
	Administrator Cycle 3		
Master Educator Cycle 2			
School 2 - Administrator Cycle 3			
TAS	Year-End		15%
	School 2 - Year-End		
CSC	Administrator Cycle 1		10%
	School 2 - Administrator Cycle 1		
	Administrator Cycle 3		
	School 2 - Administrator Cycle 3		
CP	Administrator Cycle 1		
	School 2 - Administrator Cycle 1		
	Administrator Cycle 3		
	School 2 - Administrator Cycle 3		

Note: At the end of the year, the component scores above will be averaged together and then multiplied by the percentage on the right side of the table. This will create a "weighted score" for each component. The weighted scores will then be added together to produce your final IMPACT score. If any one component cannot be calculated, your TLF average will take its place.

3. **Enter Details for your Day:** Following the instructions outlined on the dashboard, enter a daily schedule for each unique day that you teach. For example, if you have one schedule on a red day and one schedule on a blue day, you will need to enter two daily schedules. The information collected for each unique day includes:

- **Day Name:** What day is this a schedule for? For example, A Day or B Day, Red Day or Blue Day, Monday, or Wednesday and Friday.

Day Name:	<input type="text"/>
Semester:	First Semester ▾
School Name:	<input type="text"/>
Context:	<input type="text"/>

- **Semester:** Is this a first semester, second semester, or full year class?

Day Name:	<input type="text"/>
Semester:	First Semester ▾
School Name:	<input type="text"/>
Context:	<input type="text"/>

- **School Name:** At which school are you teaching for this daily schedule?

Day Name:	<input type="text"/>
Semester:	First Semester ▾
School Name:	<input type="text"/>
Context:	<input type="text"/>

- **Daily Notes:** Is there anything unique about this particular day we may need to know about? For example “I depart school at 2:15 on this day” or “I have a co-teacher on this day.”

Day Name:	<input type="text"/>
Semester:	First Semester ▾
School Name:	<input type="text"/>
Daily Notes:	<input type="text"/>

4. Enter each block that you teach.

- **Start Time:** Enter the starting time for the first block you teach.

No.	Start Time(H:M)	End Time(H:M)	Describe the Block
1	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
2	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>

- **End Time:** Enter the end time for the first block you teach.

No.	Start Time(H:M)	End Time(H:M)	Describe the Block
1	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
2	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>

- **Describe the Block:** Enter block-specific information. For example: AP World History; Morning Meeting; Planning Period; Small Group Reading; or Lunch and Recess. You may also enter contextual information specific to the block such as “three inclusion students join my class” or “student-teacher teaches this block”

No.	Start Time(H:M)	End Time(H:M)	Describe the Block
1	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
2	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>

5. Continue to enter the following items for all other blocks that you teach in the rows below, in the order they occur:

- start time,
- end time, and
- describe the block.

6. To submit another daily schedule, click “Save & Add Another Day.”

8	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
9	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
10	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>

7. When you have entered a daily schedule for each unique type of day you teach, please click "Save." You have completed submitting your schedule.

8	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
9	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
10	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>

[Save](#) [Save & Add Another Day](#)

8. Review the schedule you have submitted by clicking the link titled "Enter/Edit Schedule" on the left-hand side of the main screen under the *Interact* heading.

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**IMPACT 2014-2015**  
THE DCPS EFFECTIVENESS ASSESSMENT SYSTEM FOR SCHOOL-BASED PERSONNEL

**Interact**

- School 1 - TAS Goals
- School 2 - TAS Goals
- Class Context
- Enter/Edit Schedule**

**Resources & Tools**

- DCPS TAS Guidance
- Guide to enter TAS
- IMPACT Guidebook
- Contact Us
- Logout

**Prior Year Assessments**

- 13-14 Assessments
- 12-13 Assessments
- 11-12 Assessments
- 10-11 Assessments
- 09-10 Assessments

**Miller, Andrew**  
Aiton ES and Test School  
Group 6 - Shared Special Subject Teachers  
LIFT Stage: Advanced  
4th and Music & PE

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CP	Administrator Cycle 1	School 2 - Administrator Cycle 1	
	School 2 - Administrator Cycle 1		
	Administrator Cycle 3		
	School 2 - Administrator Cycle 3		

Note: At the end of the year, the component scores above will be averaged together and then multiplied by the percentage on the right side of the table. This will create a "weighted score" for each component. The weighted scores will then be added together to produce your final IMPACT score. If any one component cannot be calculated, your TLF average will take its place.

## Frequently Asked Questions

1. Why are you asking for my schedule data?  
*Submitting your schedule will help master educators determine what times of day you can be observed. It will also help master educators plan potential meeting times for a post observation conference.*
2. What if my schedule changes during the year?  
*If your schedule changes for any reason, log back on to the IMPACT Database, click “Enter/Edit Schedule” and revise the blocks or daily schedules that are no longer applicable. Your schedule will automatically be updated when you click “Save.”*
3. What should I do if my daily schedule has more than 10 blocks?  
*If your schedule has more than 10 blocks, please combine non-teaching blocks whenever possible. For example, if you have a lunch period and a planning period in a row, please enter them as one block. If combining non-teaching blocks still does not provide you with enough rows to outline your blocks, please leave off all non-teaching blocks and only submit blocks you are responsible for teaching.*
4. Can I request my observations occur during a particular period?  
*All observations by master educators are unannounced and observations may occur any time instruction is taking place. Please submit a schedule that outlines all blocks you are responsible for teaching.*
5. How can I provide additional context about my daily schedule or block?  
*To provide additional context, please submit the context on the IMPACT Database in the 24 hours following your observation with a master educators. You can submit this context by clicking on “Class Context” under the “Interact” heading.*
6. Who should I contact if I need more assistance or have questions?  
*For additional assistance, please contact the IMPACT team at 202.719.6553 or [impactdcps@dc.gov](mailto:impactdcps@dc.gov).*