Creating an Evidence Binder to Document Your Program/School Story
Why Collect Evidence

• Document program/school activities
• Provide proof that you are meeting criteria for
  ➢ Perkins Grant
  ➢ School District
  ➢ Program Advisory Board
  ➢ Other Certifying Agencies
• Program reflection tool
Other reasons to collect evidence

• CAPE Academy Annual Registration
  ➢ Florida Legislature passed Career and Professional Education Act. School districts with registered CAPE Academies are eligible for additional funding in the Florida Education Finance Program (FEFP).

• Industry Certifications
  ➢ Create an evidence binder for intent forms

• Career and Technical Organizations (CTSO)
  ➢ FBLA club documentation

• Administrative buy in
  ➢ Provide new administrators information about program/school activities

• Program sustainability
Evidence Collection Process

• 2014-2015 Perkins IV Program Improvement Plan should be the driving document

• Program Team and Faculty Meetings (Monthly Meetings)
  - Every agenda should have specific target area items to review
  - Open discussions about:
    ▪ Program Action Plan
    ▪ current practices
    ▪ students’ needs
    ▪ goals for continuous improvement
      - as a Program/School
      - individually as teachers

• Interim/follow up meetings
  - Required to meet deadlines
Relevant Evidence

- What evidence is most representative of your program
- Who has relevant evidence to provide

- Teachers
  - Curriculum
  - Student attendance
  - Special projects

- Guidance Counselor/Graduation Coach/CAP Advisor
  - Enrollment data
  - Four Year Plan

- Program Administrator
  - Data

- Advisory Board and Community Partners
  - Special meeting for self-evaluation & evidence

- District Office
  - Data
    - District Administrative Support Documentation
Managing Evidence & Staying Organize

• Create a Perkins IV Program Improvement Plan Evidence Folder

• Create sub-folders:
  ➢ 1A1 Technical Skills
  ➢ 2A1 Completion
  ➢ 3A1 Retention or Transfer
  ➢ 4A1 Placement
  ➢ 5A1 Non-Traditional Enrollment
  ➢ 5A2 Non-Traditional Completion
Managing Evidence & Staying Organize

Create a Perkins IV Program Improvement Plan Evidence Folder
Creating sub-folders: Folders represented are the 6 target areas:

- Technical Skills
- Completion
- Retention or Transfer
- Placement
- Non-Traditional Enrollment
- Non-Traditional Completion
Livebinders 101

How to use Livebinders to collect evidence
What is Livebinders?

- **Livebinders©** is a digital 3 ring binder
- Everything is organized by tab and sub tabs
- Can put virtually anything into a Livebinder webpage, PDF, document, image, or video
How does Career and Technical Education use this tool?

• To facilitate evidence collection for
  • All NAF Academies for the (NAF Assessment process)
  • Advisory Board (information Exchange)
  • CTE Binder (School/Program Specific)
  • CAPE Binder (Teacher schedules, copy of industry certification, intent form, CTE department information)

• A link to the appropriate Perkins IV Program Improvement Plan template will be provided to use to upload program/school information

• Each program/school team is responsible for uploading and up-keeping the digital binder
Step 1- “Log In” or “Sign Up” to create an account
Step 2: accessing the CTE Template for Perkins IV evidence binder

• Everyone will receive a Notification email

“I wanted to share this LiveBinder with you - Copy of MDCPS Perkins IV Program Improvement Plan Evidence Binder Template

http://www.livebinders.com/play/play?id=1568954

Click on the link to binder

And Log In
Step 3: Copy the folder

The 2014-2015 PERKINS IV PROGRAM IMPROVEMENT PLAN Evidence Binder is a component of the Career and Technical Education Continuous Improvement Cycle.

The information for the Local Program Improvement Plan will be submitted using the LiveBinders Program. All required documentation will be stored in evidence folders online.

The evidence binder is structured around six performance areas:

- 1A1 Technical Skills
- 2A1 Completion
- 3A1 Retention
- 4A1 Placement
- 5A1 Non-traditional enrollment
- 5A2 Non-traditional completion
Follow the next 2 Steps

Click on "MDCPS Perkins Evidence Binder"

One more step—Click on My Binders
This is your shelf housing all your binders

Click on the binder icon to start editing.
Step 4: Editing your Binder

After a binder template is copied and renamed, you can edit the binder to upload evidence documents.

To start editing your binder, click on the “pen and book” icon to open the “edit tool box” on the top left of the screen.

Editing Tools
Step 4b: change binder setting

1. Change the “Binder Name” *(School / Program Name)*
2. Change the “Description”
3. Add “Binder Author”
4. Add “Key” code
5. Add “Collaborators” *(other team members)*
   - Each team member will need to set up his/her own account
6. SAVE
Click on Tab and Sub-tab

Click on each tab to open and see the Tab

Tabs Identifying Strategic Sections

List of evidence required for this section

Sub-tabs

Base Tab
Step 5: How to upload content

1. With the Sub-Tab active, click on “Add Content(2)” to upload evidence.

2. Click on “Add Content” to proceed and upload evidence.
Step 5a: How to upload content
How to upload a website

1. Type in the website link
2. Insert Link
3. Close

Would you like to add a link to a website as an evidence?
1. Type in or copy and paste the link
2. Push insert
3. Close
How to share a binder

1. Scroll overshare and select email
2. Click on “email” to open two different email options
3. Option #1 email box with link opens. Just type in the email addresses
Tips & Tricks for Using LiveBinders

• Create a list of instructions for your team
  ➢ to ensure consistency

• Combine documents that are related
  ➢ scan into one PDF

• Document size constraints (5 MB)
  ➢ Convert large documents to PDF
  ➢ Save as reduced size PDF

• Save frequently
  ➢ LiveBinders would freeze and data was lost

• Allow ample time for uploading process
Tips & Tricks for Using LiveBinders

• Storage constraints for entire binder
  ➢ Storage of 100MB
  ➢ File size upload limit of 5MB
  ➢ Benefit of Pro/Company license

• Public vs. Private online binders
  ➢ Free version is only public

• Use collaboration feature
  ➢ District supervisors can access and collaborate with Academy Lead Teachers

• Access LiveBinder using Google Chrome
**Tips & Tricks about the process**

1) Download and save instruction PowerPoint and save so it is easily accessed by all team members.

2) Review the Livebinders 101 PowerPoint with your team

3) Create a digital Perkins IV Program Improvement Plan Evidence folder that is accessible to all team members

4) Create subfolders for each tab and sub tabs (you might want to have subfolders for each team member to upload documents before reviewing and uploading as final evidence)

5) When documents are related, combine them by scanning and saving as pdf (this makes uploading and reviewing much easier. It also saves you space on the Livebinders)

6) Videos can be great sources of evidence, but they must be uploaded into YouTube first and all you have to provide is the URL

7) Be sure to save frequently. Not sure why, but LiveBinders would freeze, and when we resumed, the work which is not saved might be lost!

8) Give yourselves ample time to complete the upload process.
Tips & Tricks about the process

• Allow advisory board members and business partners to review your evidence binder
  ➢ Process will offer valuable opinion and information
  ➢ Criticism and questions are important to the evidence collecting process

• Share the whole story about your program
  ➢ Challenges are an important part of the whole picture
  ➢ Victories are the program/school accomplishments on display

• Ask questions or for HELP!
  ➢ Livebinder is a new process
    − Collaborating will simplify the process

• Follow the MDCPS Perkins IV Program Improvement Plan Evidence Template
  ➢ Description and examples of the evidence to use
Summary

• Evidence Binder is the driving document

• Collaboration with academy team is crucial
  ➢ Prompts reflection
  ➢ Promotes goals for continuous improvement

• Scrutinize evidence to maximize representation of program school and culture

• Create a timeline
  ➢ Allow ample time for uploading process
  ➢ Distractions can interfere with progress
Your Program Story: what we learn from evidence

• How important collecting evidence was to the growth of our program
  ➢ Provide an opportunity to review all aspects of the academy
  ➢ Evaluate hard questions and discuss what pieces were missing

• Receive feedback from all stakeholders
  ➢ Include advisory board member/business partner
  ➢ local and district support

• Use pictures and graphic designs to show program at work