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# EVALUATIONS

## SANDBOX GUIDE

*for Evaluations Monitor*

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Evaluations is a flexible, configurable tool that school districts can use to manage the evaluations process for staff district-wide. Educator Evaluations allows for a list of predefined tasks for each Evaluatee, and additional tasks may be added at any time.

Monitors can use their view to help track and monitor Evaluators as they move through the school year evaluating staff and Evaluatees on how they are doing.

### **LOGIN INSTRUCTIONS:**

URL: <https://sandbox.schooldata.net/v2/evaluations>

Username: Evaluations.Monitor

Password: Evaluations.Monitor.Password



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# Introduction

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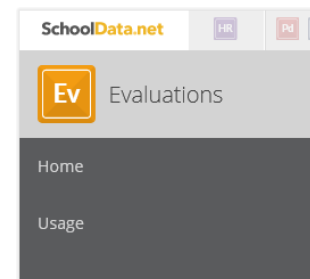
Monitors can use their view to help track and monitor Evaluators as they move through the school year evaluating staff and Evaluatees on how they are doing.

## Login instructions

URL: <https://sandbox.schooldata.net/v2/evaluations>

Username: Evaluations.Monitor

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# Navigating the Application

When a user is a Monitor and any other additional personas, Evaluator or Evaluatee, on the left navigation side they need to be sure to click the Monitor persona tab.

## Areas to Investigate

While there are many features to investigate, we are going to focus on the following:

- Monitor Dashboard tools
- Evaluator list view
- View of an Evaluatee
- Task views and tools

## Monitor Dashboard Tools

This allows the Monitor to get a quick view of an Evaluator's group of staff to see how they are progressing in their tasks for the year.

- Click an Evaluator to expand and see all the Evaluatees assigned to them, which will also provide a quick view of tasks with visual representation of what is complete and not complete.
- Click the printer icon on the Evaluator row to generate a Final Summary PDF report of all Evaluatee's assigned to that particular Evaluator
- Click the top most right-sided gear icon and choose Print all Evaluatees to generate a Final Summary PDF report of all Evaluatee's setup for the school year

The screenshot shows the 'MONITOR Summary' section. At the top, there are two instructions: 'Click an Evaluator to see the Evaluatees assigned to them' and 'Click the gear icon and choose Print All Evaluations to generate a Final Summary print report for all Evaluations'. Below this is the 'Evaluations Monitor Summary (3 records)' section. It lists three evaluators: Debra Acosta (3), Antonio Cable (7), and Aubrey Place (2). Each evaluator row has a printer icon on the right. Below the evaluator list, there is a table of staff assigned to Aubrey Place:

Teacher	Primary Evaluator	Supplemental Evaluators	Total Min. Observed	Progress	Actions
Teacher - Focus Yr1 Molina, Brittney	Primary Evaluator Place, Aubrey	Supplemental Evaluators None	Total Min. Observed: 0	Progress: 0/10 (1 warning icon)	Search, Edit
Teacher - Comprehensive Rivera-Ramos, Alijah	Primary Evaluator Place, Aubrey	Supplemental Evaluators None	Total Min. Observed: 0	Progress: 0/10 (1 warning icon)	Search, Edit

## Evaluator's List

After expanding the Evaluator list, the Monitor can see Evaluatees in the list and their Position Level assigned, Supplemental Evaluators, or Total Minutes Observed.

The screenshot shows the 'Position Level' section for 'Aubrey Place (2)'. It displays a list of staff assigned to the evaluator, including their names, positions, supplemental evaluators, and total minutes observed. The progress bar for each staff member shows the status of their tasks. The 'Edit' button is visible at the top right, and the 'View' button is at the bottom right.

Teacher	Primary Evaluator	Supplemental Evaluators	Total Min. Observed	Progress	Actions
Teacher - Focus Yr1 Molina, Brittney	Primary Evaluator Place, Aubrey	Supplemental Evaluators None	Total Min. Observed: 0	Progress: 0/10 (1 warning icon)	Search, Edit
Teacher - Comprehensive Rivera-Ramos, Alijah	Primary Evaluator Place, Aubrey	Supplemental Evaluators None	Total Min. Observed: 0	Progress: 0/10 (1 warning icon)	Search, Edit

Section of circle icons represents tasks assigned to the Evaluatee. Hover to see the name of the task and click to view the task for the Evaluatee. The colors represent status:

- yellow exclamation = past due date and not marked complete
- green checkmark = marked complete
- empty/blank = not a required task and hasn't been completed

Click the pencil icon, if present, to change the Evaluator, add Supplemental Evaluators, or update their Position Level.

The screenshot shows a modal window titled "Edit Evaluatee" with a close button (X) in the top right corner. Below the title bar is a profile icon. The form contains three main sections: "Position Level (optional)" with a dropdown menu showing "Teacher - Focus Yr1"; "Primary Evaluator (optional)" with a dropdown menu showing "Julia P..." and a magnifying glass icon; and "Supplemental Evaluators (0)" with a plus sign icon. Below this is a section for "Supplemental Evaluator (optional)" with an empty dropdown menu and a minus sign icon.

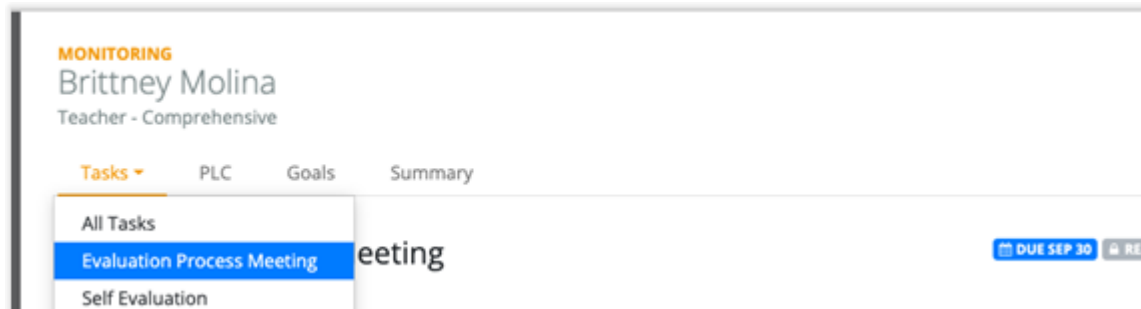
Click the magnifying glass icon to drill into the Evaluatee's account to tasks and other areas.

## View of an Evaluatee

Drilling into an Evaluatee view allows the Monitor to access specific tasks or other areas on the Evaluatee account.

Tasks displays first; hover on Tasks to switch to other tasks they have to accomplish.

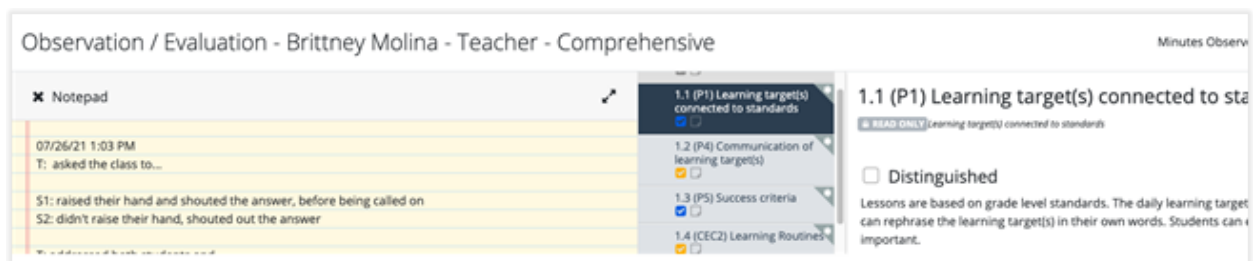
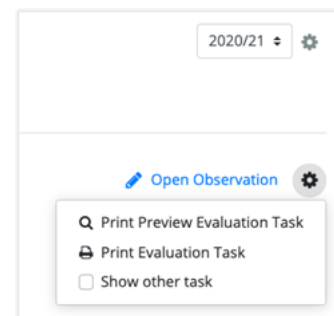
Click any of the other tabs below the Evaluatee's name to navigate around to see what they or the Evaluator have entered.



## Tasks Views and Tools

Each task is possibly set up with different tools, based on the need and configuration.

Where you see Open Observation, the Monitor can open up to view specific ratings, notes, and the notepad that the Evaluator can use during an Observation.



Some tasks might have forms with questions and answers for either the Evaluator or Evaluatee answer questions designed specifically to fill the needs of the district.

The screenshot shows a software interface with a top navigation bar containing 'Tasks', 'PLC', 'Goals', and 'Summary'. The 'Tasks' tab is selected. Below the navigation bar are two rows, each with a circular icon. A section titled 'FILES (1)' contains a file named 'Lesson Plan for Week 5 .pdf - Jul 26, 2021'. Below this is a section titled 'Additional Data:' with two numbered questions. The first question is '1. WHAT IS YOUR EXPECTED OUTCOME FOR T' and the second is '2. WHAT WOULD YOU LIKE ME TO SPECIFICAL'. Each question has a corresponding 'Evaluatee Notes' field with a speech bubble icon and a text entry area.