

## EVALUATIONS Educator Evaluations Guide

<b>Introduction</b>	<b>3</b>
Login instructions	3
Navigating the Application	3
Areas to Investigate	3
Evaluator Dashboard	4
Filling in an Observation/Evaluation	6
Updating or Adding to the Task List	7
Filling in the End of Year Evaluation/Summary	9

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# Introduction

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, and additional tasks may be added at any time.

Evaluators use the tool to enter observation notes and code them to the designated framework criteria. Paired with the use of other SchoolData.net applications, student assessment data can also be pulled in as evidence to represent growth or other measures via charts.

## Login instructions

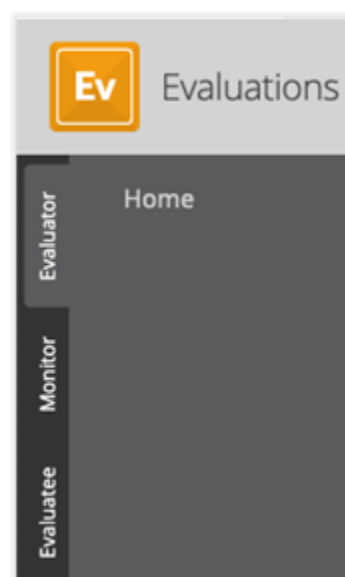
URL: <https://sandbox.schooldata.net/v2/evaluations>

Username: Evaluations.Evaluator

Password: Evaluations.Evaluator.Password

## Navigating the Application

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



## Areas to Investigate

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

- Evaluator Dashboard
- Filling in an Observation/Evaluation
- Updating/adding to the task list
- Filling in the Final Evaluation/Summary

## Evaluator Dashboard

This allows the Evaluator to get a quick view of the staff they are evaluating to see how they are progressing in their tasks for the year.

The screenshot shows the 'EVALUATOR Summary' dashboard. At the top right, there is a gear icon for settings and a 'Print All Evaluatees or switching the dashboard view' button. Below this is a 'View as Cards' button and a 'Print All Evaluatees' button. The main content area is titled 'Evaluations - Evaluator Evaluatees (6 records)'. It lists three staff members with their details: Position Level, Primary Evaluator, Supplemental Evaluators, and Total Min. Observed. To the right of each staff member is a row of circle icons representing task status. Red arrows point to a gear icon, a 'Print All Evaluatees' button, and a task icon labeled 'Student Growth Goal Setting'. Another red arrow points to a 'View, Add a Task, or Edit' button.

Click the top most right-sided gear icon

- Toggle between View as Cards or View as List to change the dashboard display
- choose Print All Evaluatees to generate a Final Summary PDF report of all Evaluatee's setup for the school year.

Along with being able to see the Evaluatee's Position Level, Supplemental Evaluators, and Total Minutes Observed, there is a section with circle icons representing the tasks assigned.


Each task assigned to the Evaluatee is represented by a circle. 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

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

**Edit Evaluatee** ✕



**Position Level** (optional)

Teacher - Comprehensive ⌵

**Primary Evaluator** (optional)

Aubrey Place ⌵

**Supplemental Evaluators (0)** +

**Supplemental Evaluator** (optional)

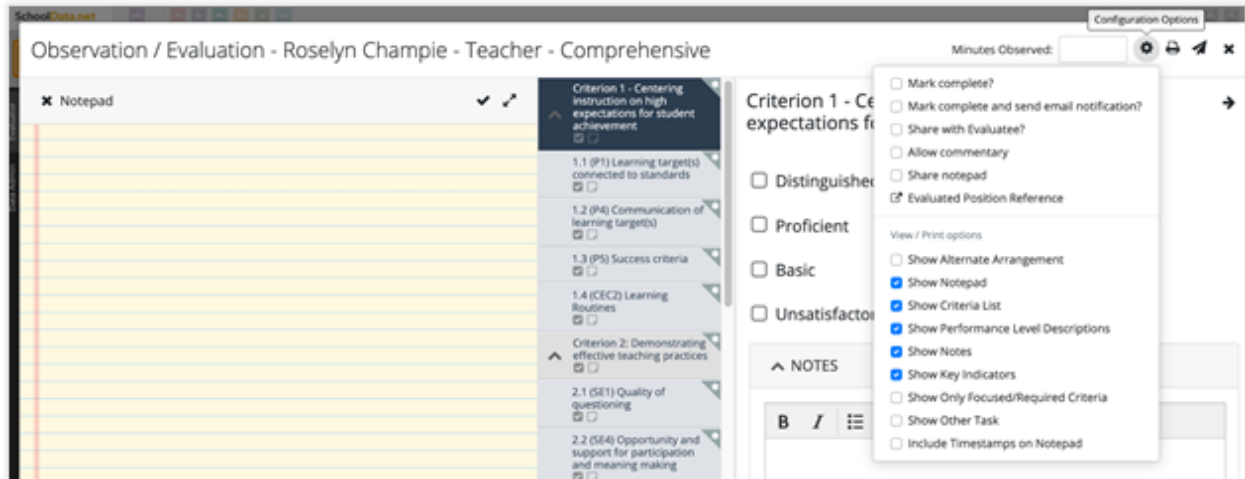
⌵ ⊖

Click the + icon to add to the Evaluatee's task list. This is a quick way to start an unplanned Observation.

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

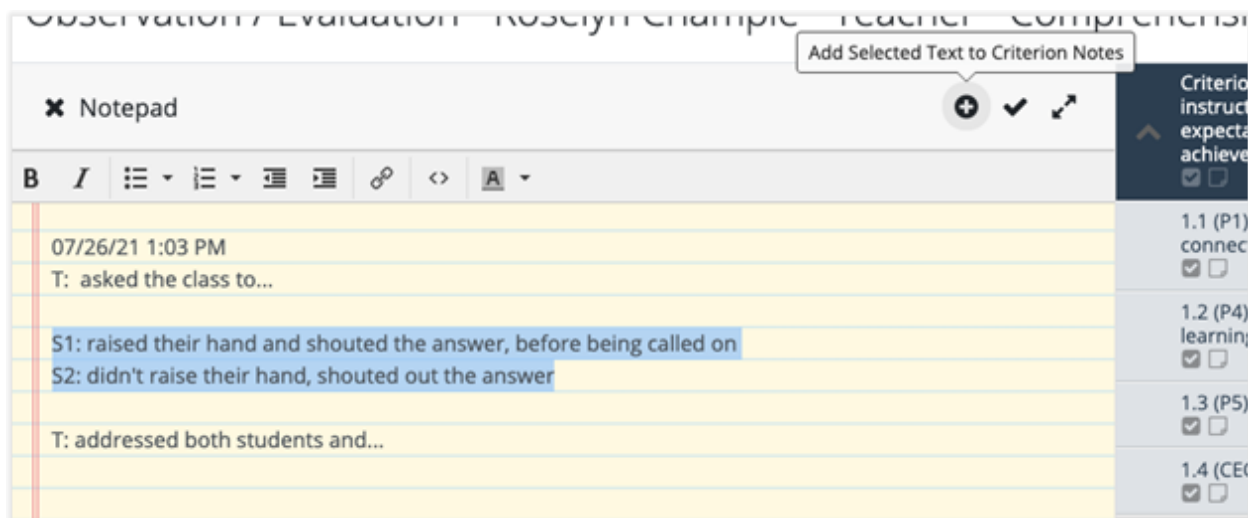
## Filling in an Observation/Evaluation

Make notes from observations directly in the Evaluations application for a record evaluators can reference anytime. During an observation, the Evaluator can navigate evaluation criteria and record number of minutes observed.



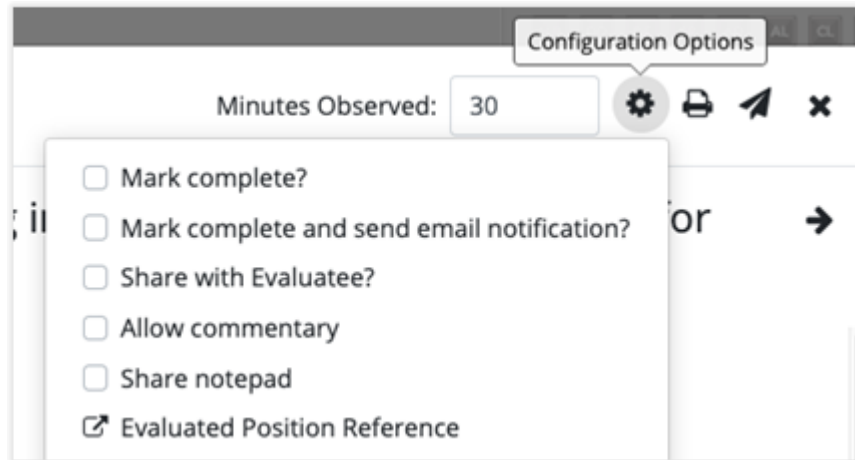
The built-in notepad makes it easy for free-form notes, only seen by the Evaluator.

When the Evaluator is ready to share the notes, they can either save the entire Notepad with the tools in the Configuration Options or use the +, Add Selected Text to Criterion Notes tool, to “code” the notes to specific criterion.



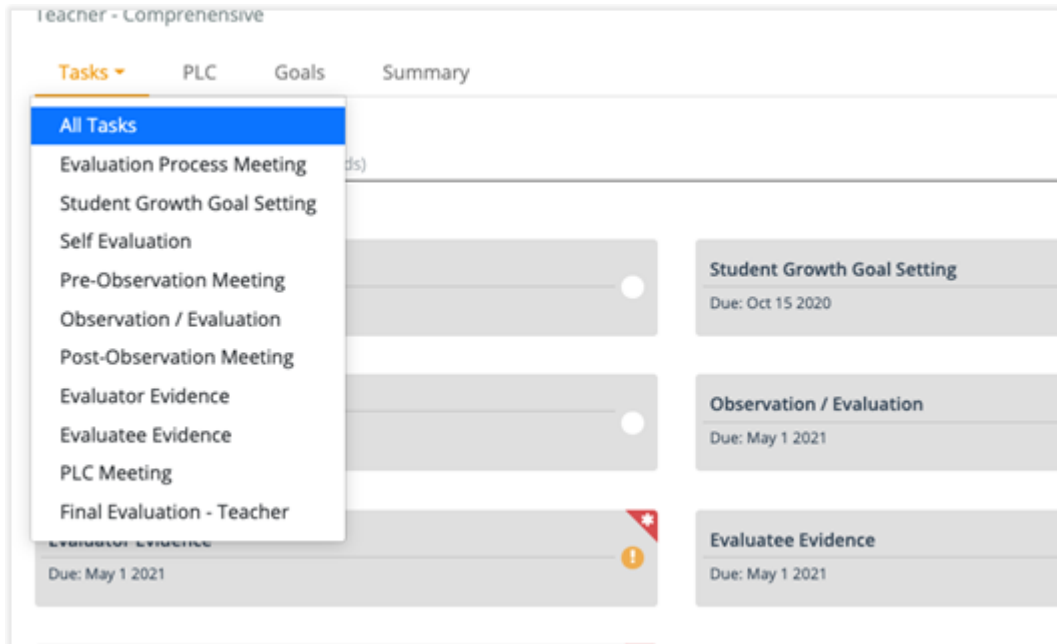
During any process of the Observation, the Evaluator can send a notification directly to Evaluatee using the paper airplane icon. This sends an email and provides them with a link to the task; the same occurs when the Share with Evaluatee is clicked. When Observations are shared they are read-only.

If the Evaluator turns on the Allow Commentary, the Evaluatee will be provided with Commentary boxes to add comments.

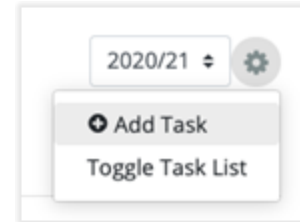


## Updating or Adding to the Task List

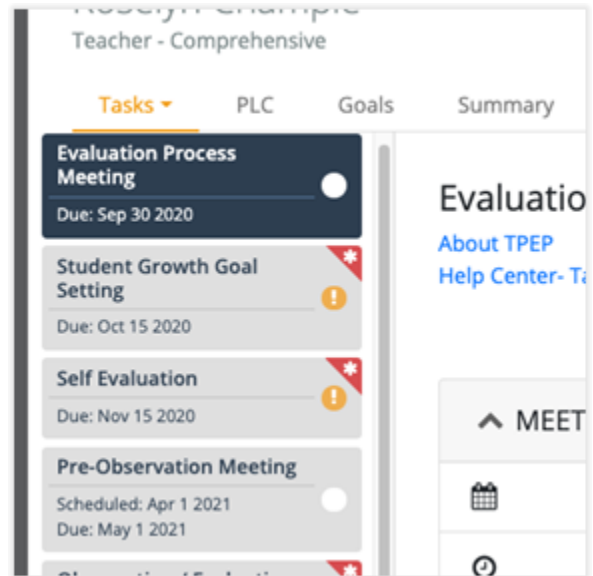
Users can go to the All Tasks page to view the available task and their due dates.



Another way to view is to use the Toggle Task List, which is found under the gear icon (settings) in the top far right. This has the task list persist on the screen.



Another option from the gear icon (settings) is Add Task. Same option as from the Evaluator Dashboard, this is a quick way to start an unplanned Observation or add an additional goal setting meeting.



### Add Task ✕ Cancel

**Task Template \***

**Earliest Allowable Completion Date**

📅

**Due Date**

📅

Is this task required?



## Filling in the End of Year Evaluation/Summary

With all the evidence, observations, and self-evaluations compiled, Evaluators can provide informed reviews for their Evaluatees from the End Of Year Summary/Evaluation.

The last column with rating dropdown selectors is for the Evaluator to fill in the end of year/Final Evaluation.

Expanding the criterion, if the Evaluator uses the sub-components for ratings first it will provide them a suggested overall rating on that criterion for them to either accept or dismiss. These range suggestions are district configurable.

If during the year any files, charts, links, or notes were associated to specific criteria, they will be displayed as an Evidence link and clickable for the Evaluator to review.

The screenshot shows the 'Annual Evaluation Summary - Comprehensive' interface for Roselyn Champie, Teacher - Comprehensive, for the year 2020/21. The interface includes a navigation menu with 'Tasks', 'PLC', 'Goals', and 'Summary' (selected). A table displays evaluation criteria with columns for 'Self Evaluation', 'Observation / Evaluation', 'Final Evaluation - Teacher', and 'Suggestions'. The table is filtered to show 'Criterion 1 - Centering instruction on high expectations for student achievement'. The criteria listed are:

Criterion	Self Evaluation	Observation / Evaluation	Final Evaluation - Teacher	Suggestions
Criterion 1 - Centering instruction on high expectations for student achievement	2	3		Proficient Accept • Dismiss
1.1 (P1) Learning target(s) connected to standards	2	2	2	
1.2 (P4) Communication of learning target(s)	2	3	3	
1.3 (P5) Success criteria	2	2	3	
1.4 (CEC2) Learning Routines	2	3	3	

Red arrows in the image point to the 'Evidence' links for criteria 1.1 and 1.4, and to the 'Suggestions' column header. Text annotations indicate that tasks with ratings are included in the summary and that the final evaluation provides suggestions.

Depending on the setup on the district's Evaluations, there may be an overall Evaluation rating section as well. These also provide suggestions to the Evaluator, though typically system-wide configured and not customizable by the district.

Preliminary Summative Rating (22)	<input type="text" value=""/>	3 Accept • Dismiss
Student Growth Impact (16)	<input type="text" value=""/>	A Accept • Dismiss
Final Summative Rating	<input type="text" value=""/>	
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	120	

[Accept All Suggestions](#)