Evaluation Icons and Their Meanings

Icon	Name	Purpose
Q	Magnifying glass	Click to go to the task list and other areas for an Evaluatee.
	Task List	Click to change which Evaluatee's task list is displayed on the right side of the Evaluator Dashboard.
	Settings/ Options	Click to open a menu with various options in the selected area. Tasks: Mark task complete, Share with Evaluatee, Import Task Info, tasks viewed in the list Evaluation task: view the alternate arrangement of criteria, hide/show sections of the Evaluation
	Print	Generates PDF of highlighted task view, Evaluation task, or user selections in the Summary
	Share	Click to send the meeting date/time/location via email with a calendar invite to the Evaluatee.
	Add Task	Click to add a task to the Evaluatee's task list. Additional input is needed.
(blue)	Focused	Indicates a criterion has been designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis. It can be turned on or off by clicking the corner of the criterion.
*REQUIRED (red)	Required	Criterion: this designation cannot be removed. It is set up in advance for the position level (e.g., Teacher-Comprehensive). Task: a required task cannot be deleted. Tasks are added at the beginning of the year as required, or an Evaluatee/Evaluator can add a required task.
(yellow)	Late	The task due date has passed.

(green)	Completed	The task has been marked complete.
	Not yet due	The task is not yet due, late, or completed.
(blue or grey)	Notes	Represent notes have been entered or can be entered.
	Expand / collapse	Click this icon to either expand or collapse an area.
	Edit	Click to edit a variety of things in the selected area. Tasks: add or change notes in note boxes Evaluator Dashboard: change Position Level or Evaluator, add Supplemental Evaluator
	Upload	Upload files to a task.
🔒 READ ONLY	Read Only	Displays for either the Evaluator or Evaluatee if a task is read-only for them.
⎘ SHARED (blue)	Shared	Displays when either the Evaluator or Evaluatee has shared an Evaluation type task.