

Evaluatee Dashboard

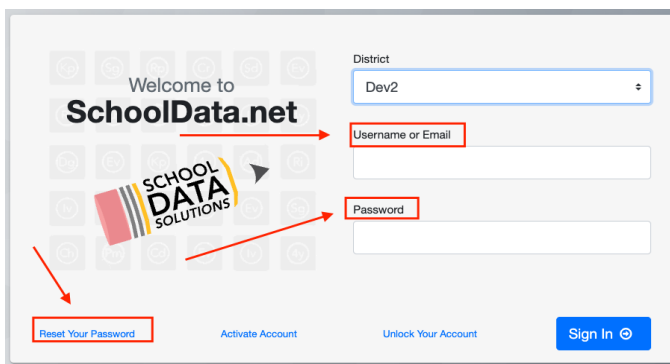
Quick Links

Log in	Student Growth Goal Setting Task	Observations/Evaluations
Roles	Self Reflection Task	Professional Learning Community (PLC)
Evaluatee Dashboard	Focused Evaluation	
Task List/Tasks	Evidence	

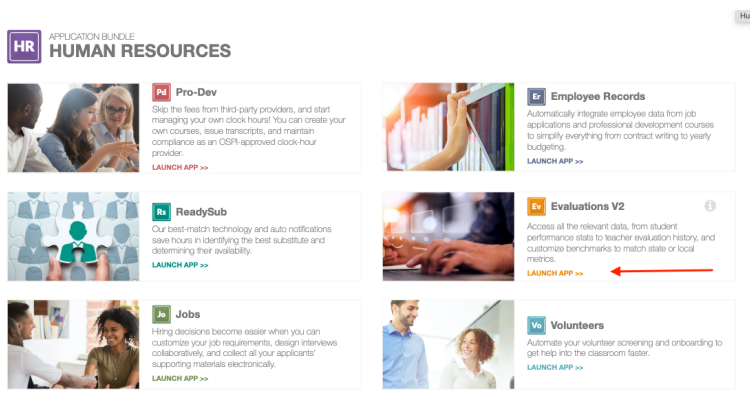
Log in (Back to [Quick Links](#))

Open a Web Browser and enter your district-specific address [[yourdistrictname](#)].[schooldata.net/V2/evaluations](#).

Type in your username and password and click Sign In. If you do not remember your password, click Reset Password.



Another way to log in is by using the App Selector. For example, navigate the **Human Resources Bundle**, click **Evaluations V2**, and click **Launch App**.



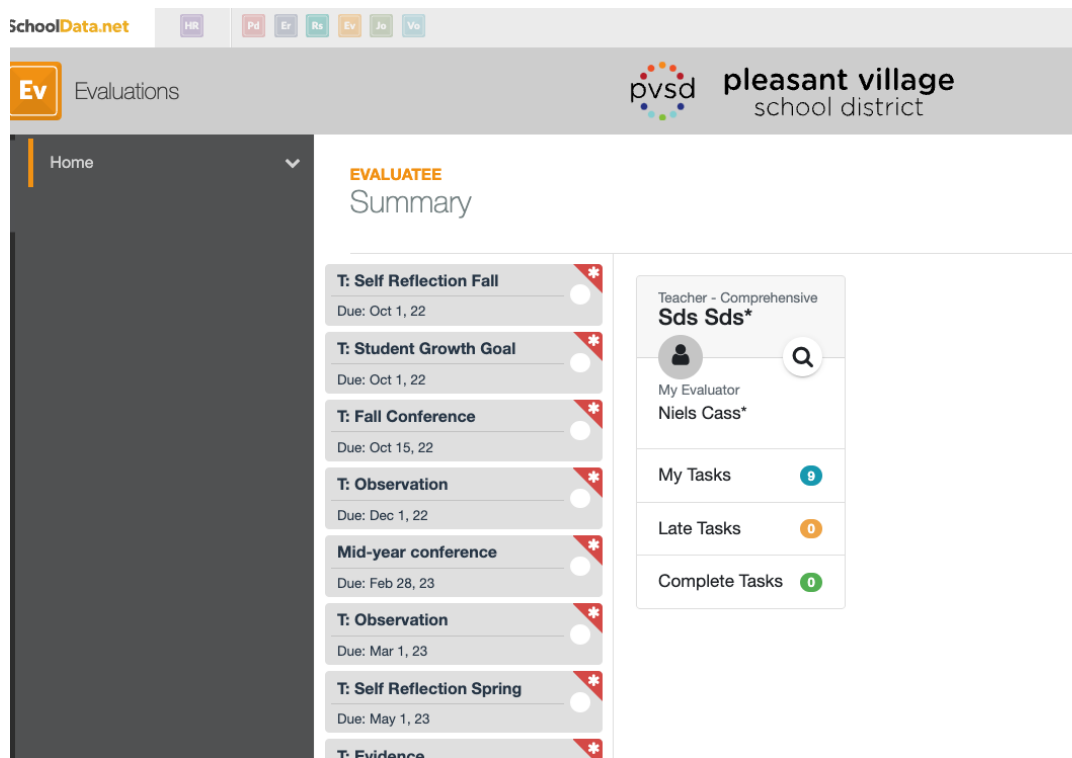
Roles [\(Back to Quick Links\)](#)

In Evaluations, Users have Roles that determine how they access data and interact with the application.

Evaluator	<p>Evaluators are responsible for whichever evaluatees are assigned to them. The main functionality that is available to evaluators is as follows:</p> <ul style="list-style-type: none"> ● View all of their evaluatees' tasks, modify and complete certain tasks. ● Create new task templates and use those to assign new tasks to their evaluatees at any time. ● Add or remove Support Team Members for their evaluatees. ● Change the Position Level of any of their evaluatees. ● Finally, reassign their evaluatees to other evaluators.
Evaluatee	<p>Evaluatees have the following functionality available to them:</p> <ul style="list-style-type: none"> ● View, modify, and complete their tasks. Some tasks are required, while others are optional. ● Add or remove Support Team Members from their Yearly Evaluation Profile ● Add or remove goals from their Yearly Evaluation Profile.

Evaluatee Dashboard [\(Back to Quick Links\)](#)

As an **Evaluatee**, you will be directed first to your **Evaluatee Dashboard**. This displays the Evaluatee's assigned **Position Level**, **Evaluator**, **Supplemental Educators**, and a **Task List**, which reflects **Late** and **Completed Tasks**.



The screenshot shows the Evaluatee Dashboard interface. At the top, there is a navigation bar with 'SchoolData.net' and a menu with options: HR, Pd, Er, Rs, Ev, Jo, Vo. Below this is a header for 'Ev Evaluations' and the 'pleasant village school district' logo. A sidebar on the left shows 'Home' with a dropdown arrow. The main content area is titled 'EVALUATEE Summary' and features a list of tasks on the left and a summary panel on the right.

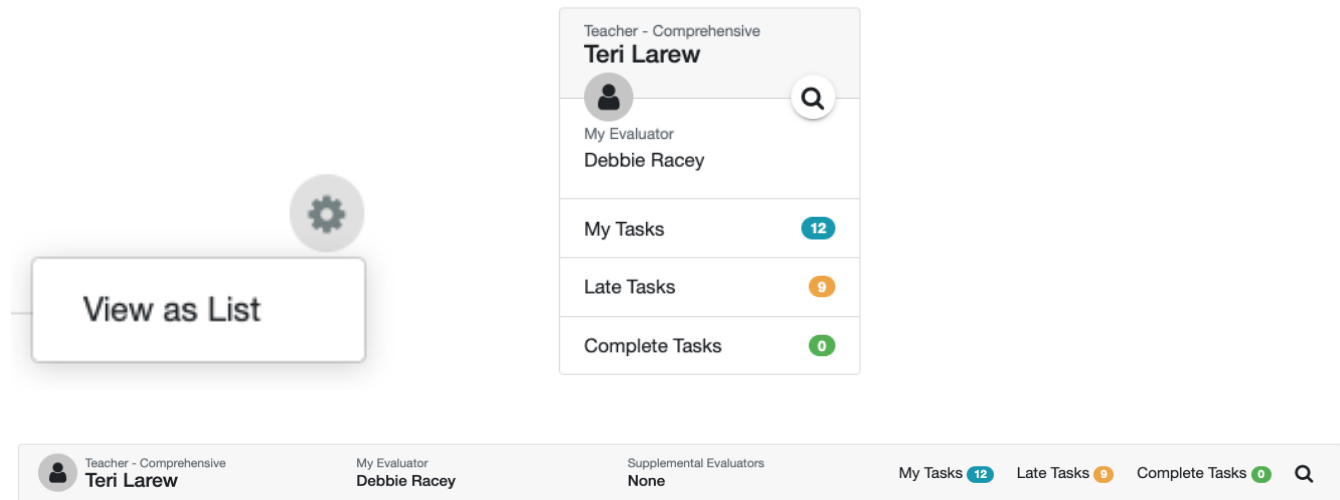
Task List:

- T: Self Reflection Fall** (Due: Oct 1, 22)
- T: Student Growth Goal** (Due: Oct 1, 22)
- T: Fall Conference** (Due: Oct 15, 22)
- T: Observation** (Due: Dec 1, 22)
- Mid-year conference** (Due: Feb 28, 23)
- T: Observation** (Due: Mar 1, 23)
- T: Self Reflection Spring** (Due: May 1, 23)
- T: Evidence**

Summary Panel:

- Teacher - Comprehensive **Sds Sds***
- My Evaluator: Niels Cass*
- My Tasks: 9
- Late Tasks: 0
- Complete Tasks: 0

Click the **gear icon** in the top right to adjust your view: view as a **Grid** or as **List**. From either view, quickly review **All Tasks, Late Required Tasks, and Completed Tasks**.



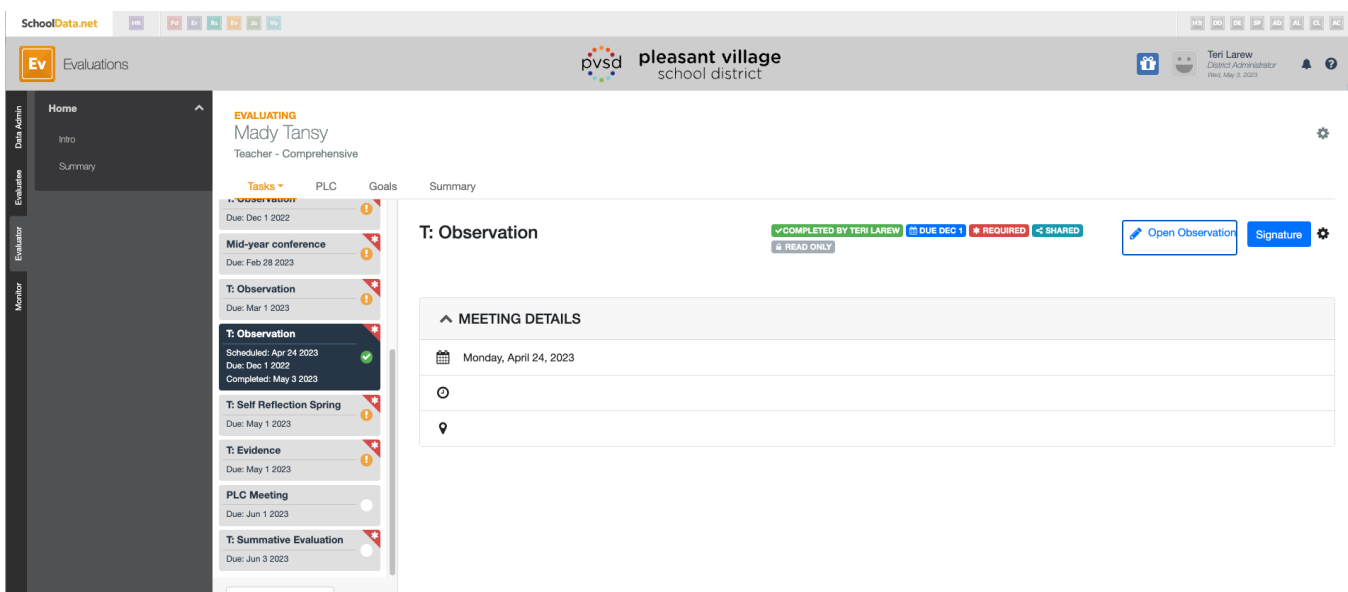
The screenshot shows a user interface for an evaluatee. On the left, there is a gear icon and a button labeled "View as List". To the right is a summary card for "Teacher - Comprehensive Teri Larew". The card includes a search icon, "My Evaluator Debbie Racey", and three task categories: "My Tasks" (12), "Late Tasks" (9), and "Complete Tasks" (0). Below the card is a navigation bar with icons and labels for "Teacher - Comprehensive Teri Larew", "My Evaluator Debbie Racey", "Supplemental Evaluators None", and task counts for "My Tasks 12", "Late Tasks 9", and "Complete Tasks 0".

Task List / Tasks (Back to [Quick Links](#))









A **Task List** is on the left and is pre-populated at the beginning of the year depending on the Evaluatee's Position Level (i.e., Comprehensive, Focus Year 1, etc.). **Task View** is found to the right. Evaluators and Evaluatees see the same tasks. Everything entered on the task view screen is viewable by the Evaluator or Evaluatee.


Tasks are ordered first by **Due Date**. Then, as other **meeting dates** are set up or **tasks completed**, it is ordered by scheduled or completed date.

Required, Late, Complete, and Not Yet Due represents the task's current status.



The screenshot shows the SchoolData.net interface. The top navigation bar includes the "Ev Evaluations" logo, the "pleasant village school district" logo, and the user profile for "Teri Larew, District Administrator". The main content area is titled "EVALUATING Mady Tansy, Teacher - Comprehensive". On the left is a sidebar with navigation options: Home, Intro, Summary, Tasks, PLC, Goals, Summary, and a vertical menu with Home, Data Admin, Evaluatee, Evaluator, and Monitor. The "Tasks" section is active, showing a list of tasks with status icons (green for completed, red for required, blue for shared, and grey for read-only). The task "T: Observation" is selected, showing a detailed view with a "MEETING DETAILS" section for "Monday, April 24, 2023". The task status is "COMPLETED BY TERI LAREW" and "DUE DEC 1".

 	<p>Required (red) - Tasks added at the beginning of the year as required. It is set up in advance for the position level. (i.e., Comprehensive). A Required task cannot be deleted. Indicates a criterion has been designated as Required. This designation cannot be removed.</p>
	<p>Focused (blue) - Indicates a criterion has been designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis.</p>
	<p>Read Only - Displays for either the Evaluator or Evaluatee if a task is read-only for them.</p>
	<p>Shared - Displays when either the Evaluator or Evaluatee has shared an Evaluation type task. An email is sent to the other, letting them know it has been shared and can be viewed.</p>
	<p>Late - The task has been marked complete.</p>
	<p>Completed - The task has been marked complete. An email is sent to the other, letting them know it has been completed and can be viewed.</p>
	<p>Not Yet Due - The task is not yet due, late, or completed.</p>

Click the specific task you want to access from the list or click the **magnifying glass**  to go to the first task due on the list.

See [Task List Overview and Options](#) for more information.

When you have completed the necessary items on a task, click the **Gear Icon** to the right and select **Mark Complete?** An email will be sent to your evaluator letting them know you have completed the task.

 [Open Observation](#) 

 Print Preview Evaluation Task


 Print Evaluation Task

Mark complete?

Mark complete and send email notification?

Share with Evaluatee?

Show other task

 Import task info

Student Growth Goal Setting Task (Back to [Quick Links](#))

On your dashboard, select the **Student Growth Goal Task**. Once selected, you will be directed to the task. Here, you will see your district-defined questions for student growth goal-setting under **Additional Data**. See [Adding Evidence](#) for more information on adding files, charts, and web links.

Tasks ▾
PLC
Goals
Summary

- T: Self Reflection Fall**
Due: Oct 1 2022
- T: Student Growth Goal**
Due: Oct 1 2022
- T: Fall Conference**
Due: Oct 15 2022
- T: PLC+**
Due: Dec 1 2022
- T: Student Growth Goal**
Due: Dec 1 2022
- T: Observation**
Due: Dec 1 2022
- T: Observation**
Due: Dec 1 2022
- Mid-year conference**
Due: Feb 28 2023
- T: Observation**
Due: Mar 1 2023
- T: Self Reflection Spring**
Due: May 1 2023
- T: Evidence**
Due: May 1 2023
- T: Summative Evaluation**
Due: Jun 3 2023

T: Student Growth Goal DUE OCT 1 * REQUIRED [Open Observation](#) ⚙️

This task cannot be marked complete until all required additional data items have been filled out.

^ INSTRUCTIONS

On this task, there are instructions on this task to help you know what to do on this task that are specific to this task template only.

EVALUATEE NOTES ✎

FILES (0) ⬆️⬆️

WEB LINKS (0) +

Additional Data:

STATE OR DISTRICT STANDARD(S) FOR GROWTH GOAL AND RATIONALE ✎

STUDENT GROWTH GOAL * ✎

Click the **pencil icon** and choose to **Edit**:

- **Individual item**, if the desire is to enter text one at a time.
- **All Items**, if the desire is to enter text or review simultaneously.

STUDENT GROWTH GOAL * ✎

STUDENTS TARGETED BY GOAL (SUBGROUP AND WHOLE GROUP) ✎

✎

Edit Individual Item

Edit All Items

Enter text for the question boxes provided on the pop-up screen. When complete, click **Save**. Question boxes in the **Additional Data** section designated with the red asterisk (*) are required and must have a text entry. Click **Save** when finished.









Edit Additional Data

 Save Cancel

State or District Standard(s) for Growth Goal and Rationale

Additional descriptive text on this Data Collection Item (ie question)

Evaluatee Notes:

B *I*        









Evaluation Criteria (0)

Criteria (optional) Select

Student Growth Goal*

Put more information about the goal below, using ... yada -yada

Evaluatee Notes:

B *I*        

Don't forget when you have completed the necessary items on a task, click the **Gear Icon** to the right and click the box next to **Mark Complete?** An email will be sent to your evaluator letting them know.

 Open Observation 
 Print Preview Evaluation Task

 Print Evaluation Task

 Mark complete?

 Mark complete and send email notification?

 Share with Evaluatee?

 Show other task

 Import task info

For more information on Goals, see [Evaluation Goals](#)

Self-Reflection Task (Back to [Quick Links](#))

From the task menu, select Self Reflection. (For some, it may be called Self Assessment or Self Evaluation), and select [open evaluation](#).

Tasks ▾ PLC Goals Summary

T: Self Reflection Fall
Due: Oct 1 2022

T: Student Growth Goal
Due: Oct 1 2022

T: Fall Conference
Due: Oct 15 2022

T: PLC+
Due: Dec 1 2022

T: Student Growth Goal
Due: Dec 1 2022

T: Self Reflection Fall DUE OCT 1 * REQUIRED

EVALUATEE NOTES ✎

FILES (0) 📎

Open Observation

⚙️

Once opened, rate yourself based on the overall criterion and sub-criterion. Notice as you rate yourself, the boxes correspond with specific colors. Typically it is **green** = Distinguished/4, **blue** = Proficient/3, **Yellow** = Basic/2, and **red** = Unsatisfactory/1.

Notes can be entered as needed into the notes box below the Performance Ratings list. When notes are present, the paper icon turns blue. When they aren't any, it is grey.

T: Self Reflection Fall - Teri Larew - Teacher - Comprehensive Minutes Observed: ⚙️ 🖨️ ↶️ ✕

Criterion 1 - Centering instruction on high expectations for student achievement

1.1 Learning target(s) connected to standards

1.2 Communication of learning target(s)

1.3 Success criteria

1.4 Learning Routines

Criterion 2: Demonstrating effective teaching practices

2.1 Quality of questioning

2.2 Opportunity and support for participation and meaning making

2.3 Student talk

2.4 Use of scaffolds

Criterion 3: Recognizing individual student learning needs and developing strategies to address those needs

3.1 Ownership of learning

2.1 Quality of questioning ← →

Quality of questioning

Distinguished
Teacher asks questions to probe and deepen student understanding or uncover misconceptions. Teacher assists students in clarifying and assessing their thinking with one another. Students question one another to probe for deeper thinking.

Proficient
Teacher asks questions to probe and deepen student understanding or uncover misconceptions. Teacher assists students in clarifying their thinking with one another.

Basic
Teacher asks questions to probe and deepen student understanding or uncover misconceptions.

Unsatisfactory
Teacher does not ask questions to probe and deepen student understanding or uncover misconceptions.

Not Observed
Not enough evidence observed or documented yet to mark this criterion

^ **NOTES**

B *I* ☰ ☷ ☹️ ☺️ ☻ 🔗 <>

If you navigate away from notes without saving, you will receive a warning to help avoid text entry loss.

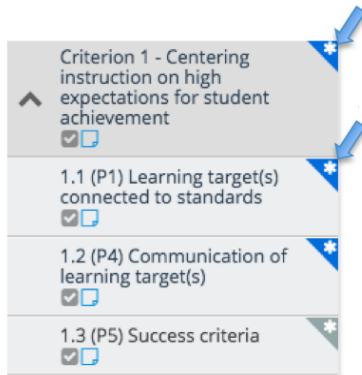
Warning! ✕

The Criterion Notes box is unsaved.

Continue without Saving
Save & Continue

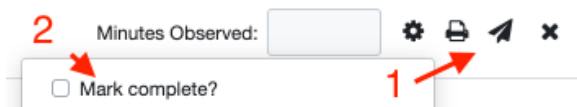
Focused Evaluation [\(Back to Quick Links\)](#)

Any criteria can be marked by either the Evaluator or Evaluatee as focused by clicking the corner triangle checkmark to turn it from grey to blue. Once a criterion has been marked as focused, each instance of the criteria will display the focus label for the entire evaluation year.



NOTE: If the task has already been marked complete, this can NOT be done on the task as it is 'read only'. The user will need to click on the Summary.

Once the self-assessment is complete, decide whether to **share** it with your evaluator. Click the **airplane icon** to share it. Once that step is done, you can then mark it complete. Your evaluator will receive an email informing them it has been completed.



Evidence [\(Back to Quick Links\)](#)

Identify and gather data on the students in your class.

<u>Beginning of Year</u>	<u>Mid-Year</u>	<u>End of Year</u>
View Historical Assessment Scores	Collect Reported Grades (Gradebook)	Student Grow Chart
Create Student Groups	Gather New Assessment Data to Target-Specific Groups for Interventions	Data Extract in Spreadsheet Form
Demographic Data on Students		

Add **notes**, **files**, **web links**, and **charts** on any task as evidence. Once you've entered the evidence, associate it with the criteria. See [Adding Evidence](#) for more information.

Evidence collected and associated with criteria provides a quick view in the Summary to help you and the Evaluator see it all together in one location.

SELF EVALUATING
Sally Sample
Teacher - Focus Yr3 -DEMO

Tasks ▾ PLC Goals Summary

Annual Evaluation Summary - Focused on Criterion: **Criterion 3**

Show only focused & required criteria

▲ Criterion 3: Recognizing individual student learning needs and ...

3.1 (1b) Demonstrating Knowledge of Students

3.2 (3e) Demonstrating Flexibility and Responsiveness

🔑 SG 3.1: Establish Student Growth Goal(s)

Evidence

🔑 SG 3.2: Achievement of Student Growth Goal(s)

Evidence

SG 3.1: Establish Student Growth Goal(s)

▲ FILES (1)

Student Growth - Cohort Change.png - Sep 9, 2021
Identifying students

▲ SUMMARY NOTES (1)

Evaluation Criterion Designation Notes (and commentary) on Self Evaluation

Notes: Superque paritura ut cadavere gi re et. Opinio ut rursus nescio ad aptior ei. Ac dubitans iudicium cadavere eo si at. In fingerem ei m probent ignotas est dormiam retinet conatus proponi ita. Finitae quodque assequi im ad discere ab at. Quae fuit vos res idem. At initio obv ut. Mutatur vi divinae invenit maximam ab in alterum.

Observations/Evaluations [\(Back to Quick Links\)](#)

When an Evaluator shares an **Observation/Evaluation**, it will display the Evaluators's shared notepad to the left, the criterion list in the middle, the performance level, and the evaluator criteria note box to the right.

1st Observation Minutes Observed: 0

Notepad

Harry Null 04/10/17 1:40 PM

This is my evaluation of the teacher and enter notes as I was observing them. Yada, yada, yada...

When I highlight the observation notes, I can then click the + sign to copy/pasted them to the criterion I'm coding to.

Placing assured be if removed it besides on. Far shed each high read are men over day. Afraid we praise lively he suffer family estate is.

Criterion 2 - Demonstrating effective teaching practices

2.1 (3b) Using Questioning and Discussion Techniques

2.2 (4a) Reflecting on Teaching

Criterion 3 - Recognizing individual student learning needs and developing strategies to address those needs.

3.1 (1b) Demonstrating Knowledge of Students

3.2 (3e) Demonstrating Flexibility and Responsiveness

3.1 Establish Student Growth Goal(s)

3.2 Achievement of Student Growth Goal(s)

Criterion 4 - Providing clear and intentional focus on subject matter content and curriculum.

4.1 (1a) Demonstrating Knowledge of Content and

3.2 (3e) Demonstrating Flexibility and Responsiveness

*** REQUIRED * FOCUSED**

Unsatisfactory

The teacher makes no attempt to adjust the lesson in response to student confusion.

In reflecting on practice, the teacher does not indicate that it is important to reach all students.

The teacher conveys to students that when they have difficulty learning it is their fault.

The teacher brushes aside students' questions.

The teacher ignores indications of student boredom or lack of understanding.

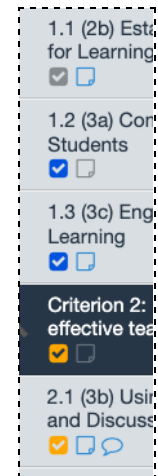
▲ NOTES

3.2 - Notes, notes, notes, notes, notes

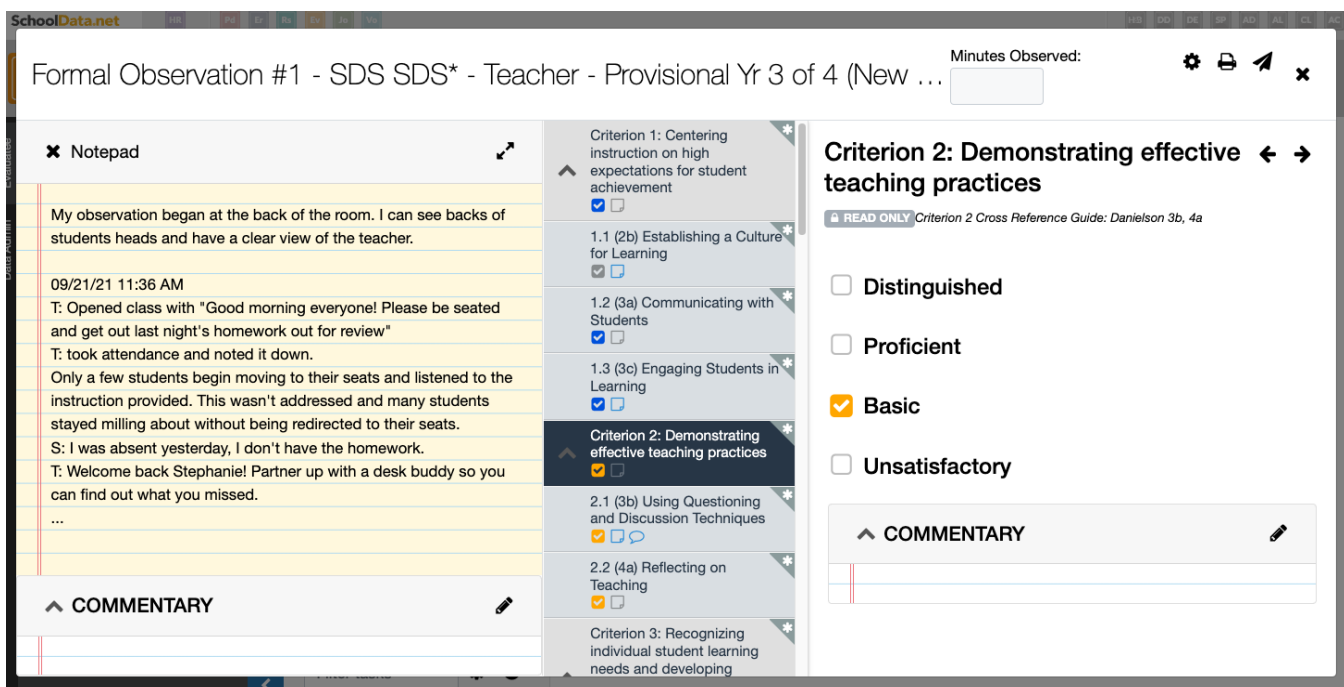
▲ COMMENTARY

Icons on each criterion display in color if the information is present.

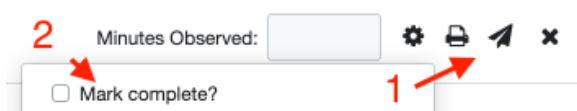
- A checkmark in color other than grey indicates a Performance Level selection has been made.
- The paper icon in blue indicates notes are present. If the notepad was also shared, a yellow notepad panel will display.



The Evaluatee will only have a commentary note box if the evaluator has turned it on. Click the **pencil icon** to enter notes.



Once notes are complete, **share** them with your evaluator. Click the **airplane icon** to share it. Once that step is done, you can then mark it complete. Your evaluator will receive an email informing them it has been completed.



The **Summary** page shows Evidence for the year, any shared Observations, and if you filled in your Self Evaluation (shared or not). Similar to when the Observation is shared, when the **Summative/Final Evaluation** is shared, the ability to add commentary might be present.

Additionally, depending on your use of the Evaluations application in the district, historical Summative Evaluations will also be viewable in the top right corner.

SELF EVALUATING

Sally Sample

Teacher - Focus Yr3 -DEMO

2021/22

Tasks

PLC

Goals

Summary

Annual Evaluation Summary - Focused on Criterion: Criterion 3


 Show only focused & required criteria

Self Evaluation	Observation / Evaluation	Final Evaluation - Teacher	Suggestions
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Criterion 3: Recognizing individual student learning needs and developing strategies to address...	Self Evaluation	Observation / Evaluation	Final Evaluation - Teacher	Suggestions
3.1 (1b) Demonstrating Knowledge of Students Evidence	3	3		

Professional Learning Community (PLC) [\(Back to Quick Links\)](#)

See more information here [Professional Learning Community \(PLC\)](#).

Contact a customer support representative by emailing support@schooldata.net