Evaluator/Monitor Dashboard

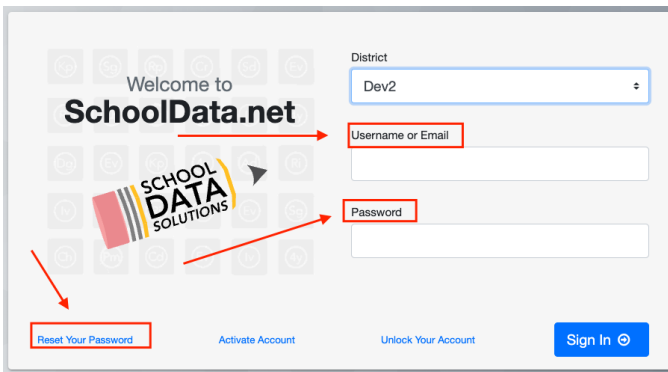## Quick Links

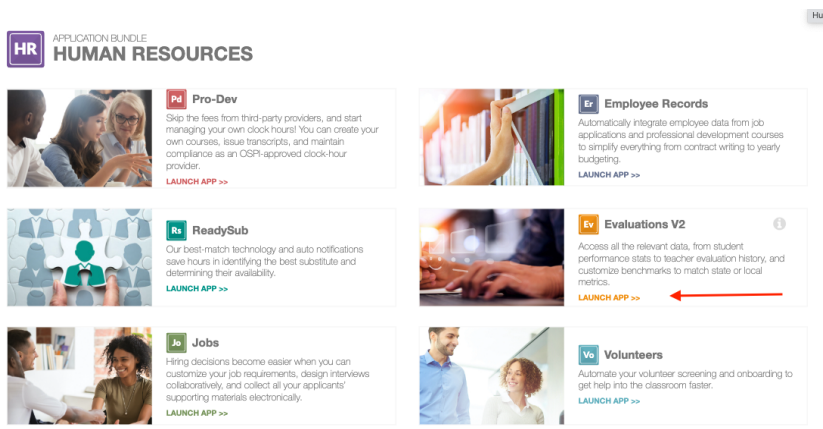|			
Log in	Evaluation Dashboard	Changing an Evaluatee's Position Level	Adding Supplemental Evaluators
Roles	Information on Each Evaluatee	Changing an Evaluatee's Evaluator	

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 the way in which they access data and interact with the application.
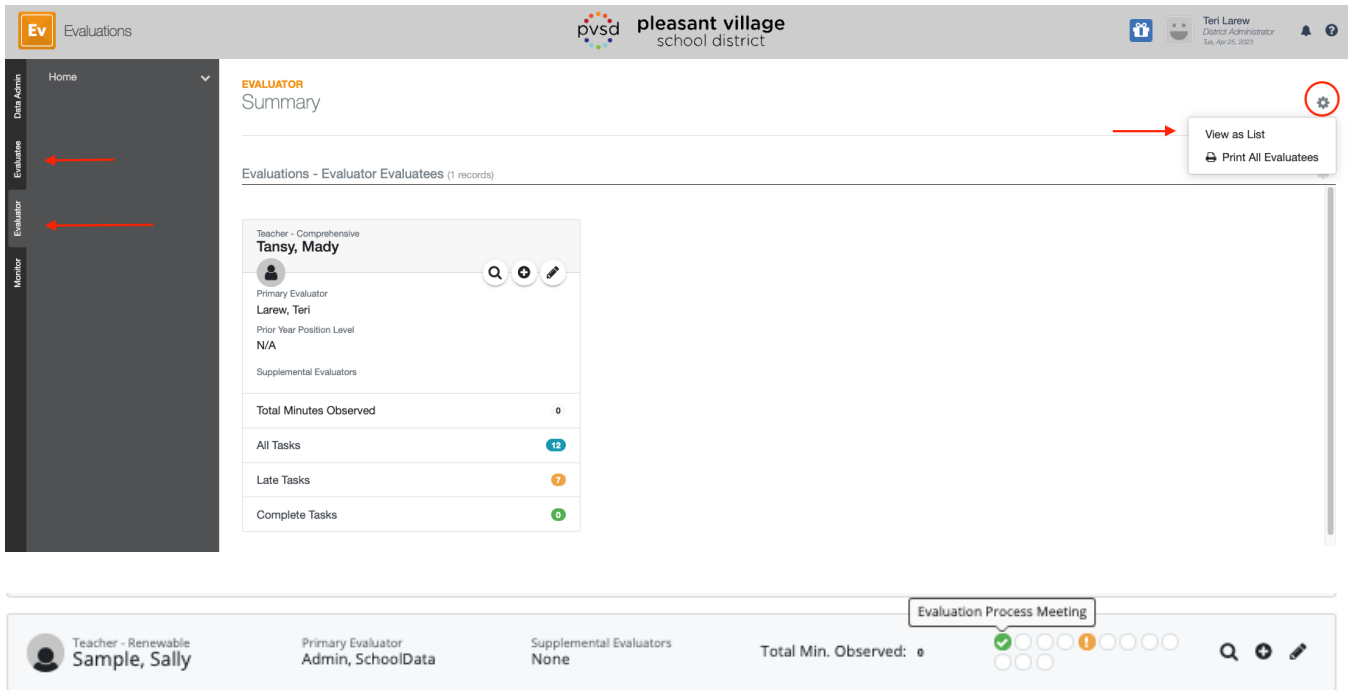
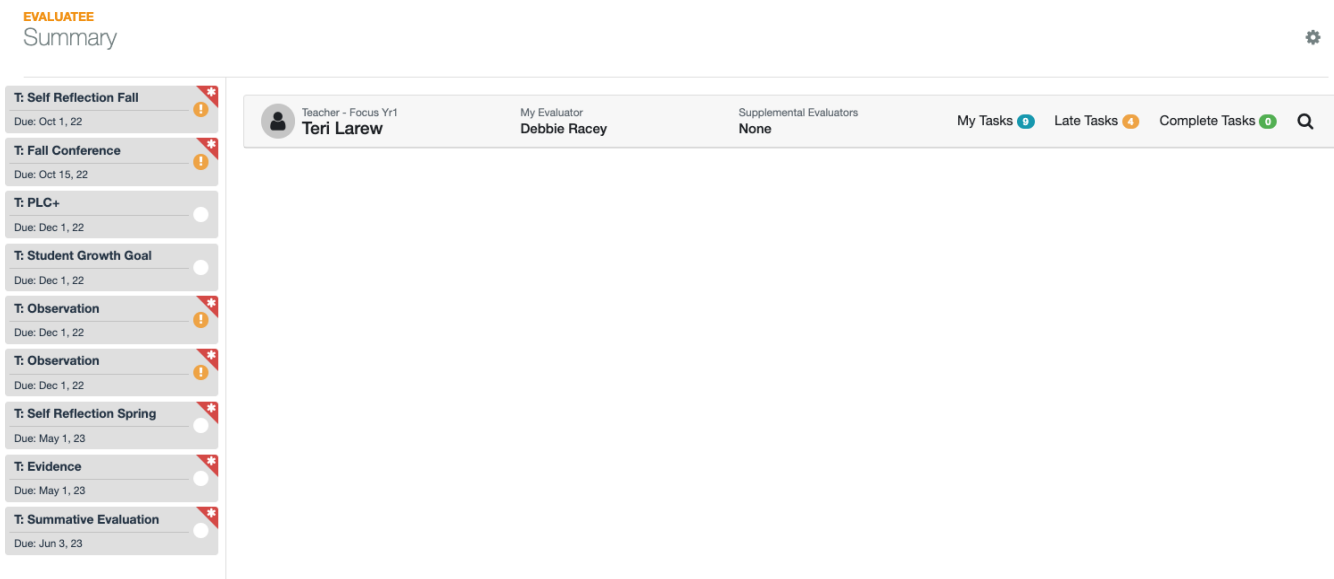| Evaluator	Evaluators are responsible for whichever evaluatees are assigned to them. The main functionality that is available to evaluators is as follows: • View all of their evaluatees' tasks, modify and complete certain tasks. • Create new task templates and use those to assign new tasks to their evaluatees at any time. • Add or remove Support Team Members for their evaluatees. • Change the Position Level of any of their evaluatees. • Reassign their evaluatees to other evaluators.
Evaluatee	Evaluatees have the following functionality available to them: • 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.
Monitor	Monitors have a read-only role. They can only view tasks for whichever evaluatees are assigned to them.

Evaluation Dashboard (Back to Quick Links)

As an **Evaluator** (the user evaluating another user), you will be directed first to your **Evaluation Dashboard**. This displays the Evaluator's assigned **Evaluatees** (the people you are evaluating this school year), their **Position Level, Supplemental Educators, and Task List.** In addition, each Evaluatee listed displays a summary of their tasks and minutes observed.

Click the gear in the top right to adjust your view: view as a **Cards** or as **List.** From either view, quickly review **Total Minutes Observed, All Tasks, Late Required Tasks, and Completed Tasks.**
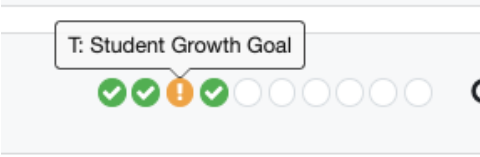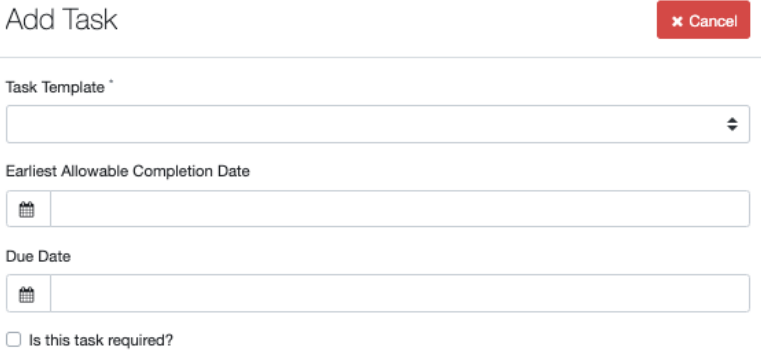
NOTE: if an Evaluator themselves is being evaluated, they will also have quick access to their evaluation tasks and frameworks by clicking the **Evaluatee tab**.

Information on Each Evaluatee (Back to Quick Links)

Icons represented next to the Evaluatee's name do the following:

Q	**Magnifying Glass** - Opens the Evaluatee's Task List and other areas.

NOTE: From the List view, hover to see the task names from the dashboard. Click the circle to go directly to the task.

Add Task -Add a task to the Evaluatee's task list. Additional input is needed. TIP: Tasks added by a user can have their dates and required status edited after being added. To edit, click on the settings gear icon on the added task.

- **Task Template** - Each Task varies based on your district's name and setup. Select from the drop-down list the most appropriate.
- **Earliest Allowable Completion Date** - The earliest the task can be marked complete is the standard for any task added. Select a date before today's date or a date when you want it allowed to be marked complete.
- **Due Date** - The task's date is the standard for any task added. A good idea is to select the date you did the informal observation. Tasks are first ordered by the due date.
- **Is this task required?** - If the task is set as required, it can't be deleted and displays a required flag.

Pencil - Change **Position Level** or **Evaluator**, and add **Supplemental Evaluator.** NOTE: If you notice the position level box is greyed out, you must contact your Data Admin to request the Position Level change.

Changing an Evaluatee's Position Level (Back to [Quick Links](#))

A position level determines which tasks are automatically added to the Evaluatee's task list and their due dates. When the school year rolls from year to year, the Evaluatee is systematically promoted to the next positions level. (This is a district configuration setting).

If tasks are filled in with data, those tasks are kept, potentially causing duplicates. Using the steps outlined in this article, Duplicate Tasks and How to Clean Them Up. The Evaluator and Evaluatee can merge tasks to clean up the task list. If you need further assistance, contact support@schooldata.net.

Click the **Pencil** icon next to the evaluatee's name. Next, click the **Position Level** drop-down from the pop-up and choose the new Position Level. NOTE: If an Evaluator can't switch, this is a district-wide setting. Send questions about turning this functionality to your Evaluations District Contact or support@schooldata.net.

Changing an Evaluatee's Evaluator (Back to Quick Links)

With this switch, the Evaluatee will be removed from the current Evalutor's Dashboard and added to the new Evaluator's Dashboard.

Click the **Pencil** icon next to the Evaluatee's name. From the pop-up, click on the **Primary Evaluator** drop-down and choose the new Evaluator. Once the new Evaluator is selected, click the **OK** button to save.

Adding Supplemental Evaluators (Back to Quick Links)

Adding Supplemental Evaluators adds the Evaluatee to the Evaluator's Dashboard and allows them to add and edit any tasks on that Evaluatee's task list just as the Primary Evaluator can.

A Supplemental EValuator can not add other Supplemental Evaluators, switch the Evaluatee's Position Level, or switch the primary Evaluator.

Click the **Pencil** icon next to the Evaluatee's name. Then, use the **Supplemental Evaluator** dropdown menu from the pop-up to add a Supplemental Evaluator. NOTE: If an Evaluator can't switch, this is a district-wide setting. Send questions about turning this functionality to your Evaluations District Contact or support@schooldata.net.

If there is a need for more than one Supplemental Evaluator, click the **+ icon** to the right of Supplemental Evaluators to add another dropdown to choose one. Once the Supplemental Evaluatr(s) is added, click the **OK** button to save.