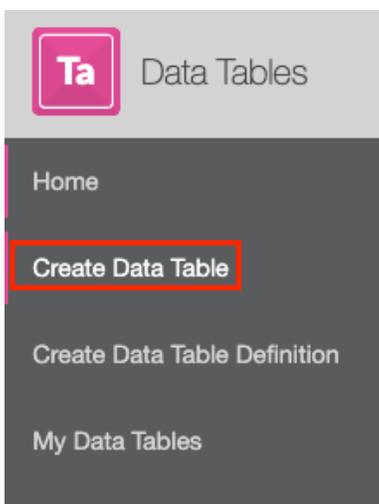# Evaluation Task Completion

This **Data Extract** allows the user to download a spreadsheet of Tasks that provides due dates, Yes/No if a task is marked complete, and require/not required of a task. This information can help the Evaluator or other staff monitor progress if needed.

Since data from this extract can be downloaded, it also allows for additional manipulation, combining with other data, record-keeping, or any other purpose.
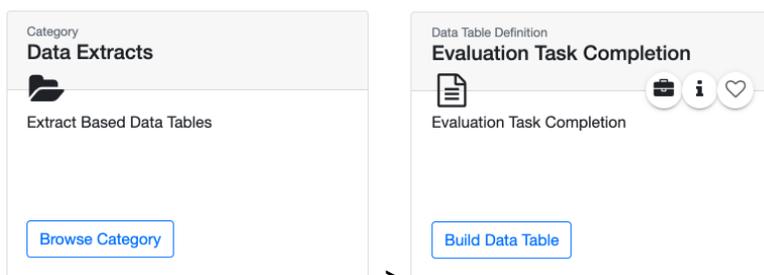
Data access is restricted to users who have access to it: Evaluation Data Administrators, Evaluators (only proves data for their Evaluates), and Evaluation Monitors.

Log into SchoolData.net at [yourdistirct].schooldata.net/v2/data-table-manager with your SchoolData.net username and password OR locate the Data Table application.

Click **Create Data Table** on the left navigation panel.

Click the **Browse Category** button next to **District Data Extracts>Evaluation Task Completion.**

Click the **Build Data Table** button. Next, select **Evaluation Task** and **School Year**. Next, click the **Action Gear** and select **Download Data Table**.

DATA ADMIN :: BUILD DATA TABLE
Evaluation Task Completion

The following columns are included:

- Evaluatee
- Evaluated Position Level
- Primary Evaluator
- Task (Task and Due Date)
- Completed Yes/No
- Required Yes/No
- Past Due Yes/No

Evaluatee	Evaluated Position Level	Primary Evaluator	Formal Observation Task (Due)	Completed	Required	Past Due	Task (Due)	Completed	Required	Past Due
*, Jozlyn	Teacher - Provisional Yr2	*, Adali	Formal Observation (2017-12-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Kedaga	Teacher - Comprehensive	*, Adali	Formal Observation (2018-02-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Korry	Teacher - Provisional Yr2	*, Adali	Formal Observation (2017-12-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Lars	Teacher - Focus Yr1	*, Adali	Formal Observation (2018-02-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Laya	Teacher - Focus Yr3	*, Adali	Formal Observation (2018-02-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Sue	Teacher - Comprehensive	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Tenley	Teacher - Focus Yr3	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
*, Tristiana	Teacher - Focus Yr2	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Abraham*, Valda	Teacher - Comprehensive	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Beakley*, Colette	Teacher - Comprehensive	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Belisle*, Tegan	Teacher - Comprehensive	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Corrick*, Carisa	Teacher - Focus Yr2	*, Adali	Formal Observation (2018-02-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Day*, Audren	Teacher - Provisional Yr1	*, Adali	Formal Observation (2017-12-01)	No	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Dolliver*, Bobbi	Teacher - Focus Yr3	*, Adali	Formal Observation (2018-02-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes
Hofer*, Cyle	Teacher - Focus Yr3	*, Adali	Formal Observation (2018-02-01)	Yes	Yes	Yes	Formal Observation (2018-05-15)	No	Yes	Yes