Summary Evaluation Form

Easily review notes, evidence, and performance levels attached to the criterion. Create and view the Final/Summative Evaluation for the Evaluatee. It utilizes the district range calculations and Washington state-based calculations.
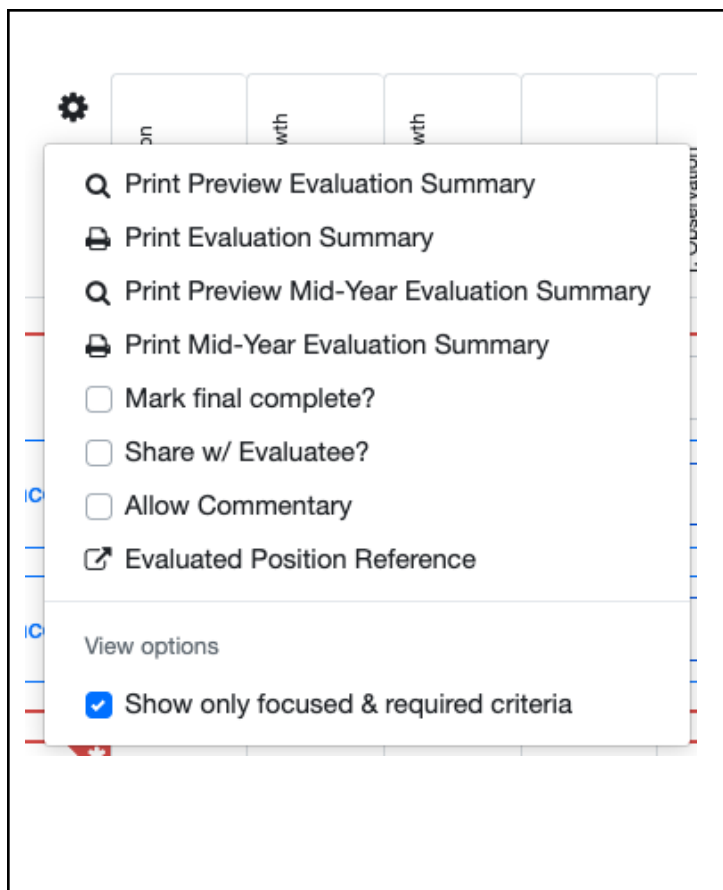
Summary Display Views

The **Summary** page itself can be seen by both the Evaluator and Evaluatee. However, only when a task has been shared will any information regarding it be seen in the Summary for the Evaluatee.

The standard display of the summary is a matrix, with rows showing the criteria and columns displaying the tasks (Self Evaluations and Evaluations/Observations). There is also a column for a Final Evaluation and an area for suggestions on each of the criteria.

Go directly to the **Summary Tab**.

Summary Options - Gear Icon

- **Print Preview/Print Evaluation Summary/Mid-Year Evaluation Summary** - a pop-up window that generates a PDF

- **Mark Final Complete?** - adds green task checkmark, makes read-only, shares task data, and sends an email to Evaluatee

- **Share w/Evaluatee?** - share in advance all Final data on the Summary as read-only. Evaluatee unable to see Final Column or suggestions without it.

- **Allow Commentary** - This will share the final evaluation and provide the Evaluatee a box for their own comments.

- **Evaluated Position Reference** - link to supporting documentation.

View Options (persist per user)

- **Show only focused and required criteria** -

	display only criteria with red or blue checkmarks.

Be sure the position level matches how the Evaluatee is being evaluated accurately so the Final Evaluation/Summary provides the correct calculation options. When the school year rolls from year to year, the Evaluatee is systematically promoted to the next position level. (This is a district configuration setting) If you need further assistance, contact support@schooldata.net.

To see criterion detail click the caret to the left of a criterion name.

This displays all the criteria attached, rating selection, and links to open the evidence view.

From here, there are two ways to view the **Evidence.** (Example: Criterion 1)

1. Click the **Evidence** link on a main/overall criterion. This will display rating options, any file charts, notes associated to the main/overall criterion, and all of the criterion components (1.1, 1.2, etc.)
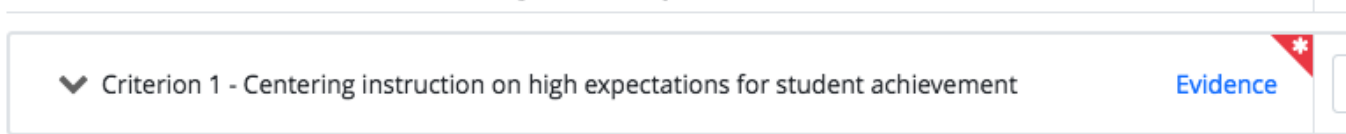
2. Click the **Evidence** link on a criterion component (1.1, 1.2, etc.) This will display rating options, any files, charts, and notes associated with the selected criterion component for that current year.
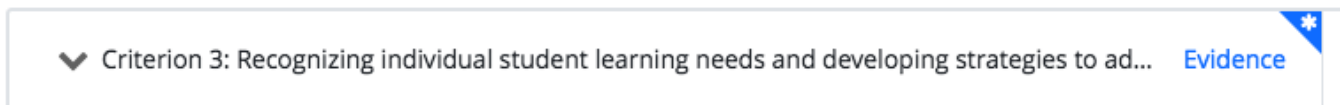

See Adding Evidence for more information.

A **red corner** to the right of the criterion means a criterion is **required**. These are pre-set up with the Evaluatee's Position Level.


A **blue corner** to the right of the criterion means the criteria is **Focused**. These are set by either the Evaluator or Evaluatee.

See Comprehensive vs. Focus: Marking/Displaying Focus Criteria for more information.

The summary also contains access to an **Evaluated Position Reference** link, which opens in a new window when clicked. This can also be accessed by clicking the **gear icon** at the top of the summary.
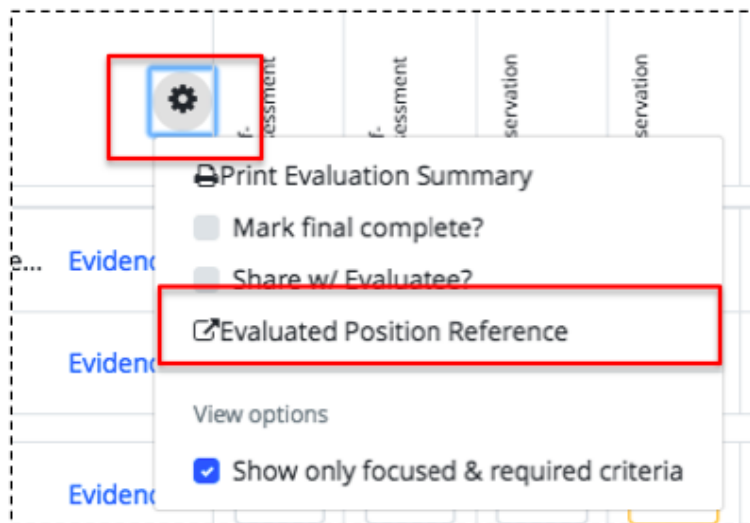
Rating the Final Evaluation

To add or change a **Performance Level Rating**, click on an empty box under the **Final/Summary Evaluation** column, and select a performance level in the drop-down that appears. When selected, the color corresponds to a level, which can be customized per district. Typically it is green = Distinguished/4, blue = Proficient/3, Yellow = Basic/2, and red = Unsatisfactory/1. Repeat this for each criterion component related to the Criterion currently being rated.

This process can be done when reviewing **Evidence** as well. When completed, exit by clicking **Done**.

(OPTIONAL). Click the **paper icon** to the right of the performance level rating. Enter any final criterion notes desired for the selected criterion on the pop-up box, then click **Save.** Repeat this for any other criterion that notes are needed. These notes will display on the printout using **Show Final Notes.**
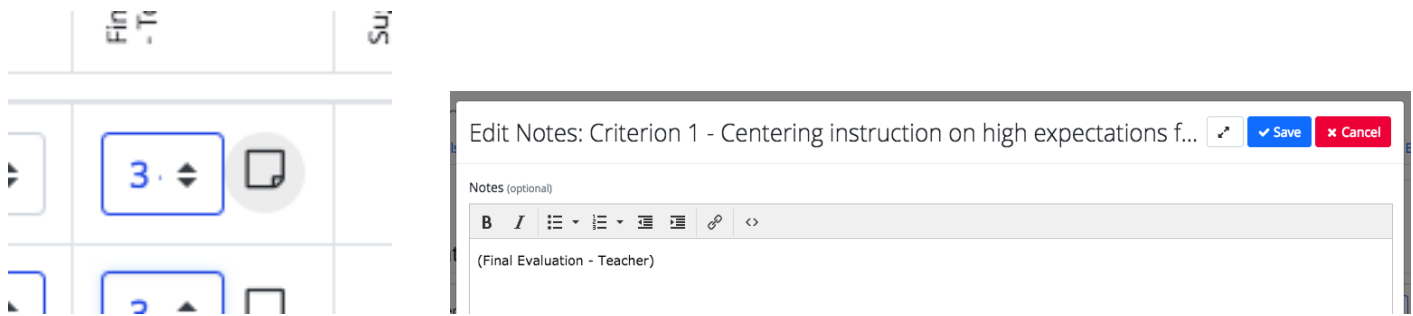
As performance level selections are made in the Final column for Criterion 1-8, in the **Preliminary Summative Rating** area (if displayed), the ratings will start adding up, and this number will be shown.

As performance level selections are made in the Final column for Sub-Criterion designated Student Growth, in the **Student Growth Impact** area (if displayed), the ratings will start adding up, and this number will be shown.

A **Suggestion** will appear when all the overall/main criterion components are given a performance level rating. This suggestion is based on a range customizable by the district per position.

The Evaluator has the choice:

- **Accept** the suggestion. It will become the selected rating for that criterion/domain. NOTE: Suggestions for the main criterion/domain are based on a range per criterion that can be customizable by the district.
- **Dismiss** (or ignore) the suggestion and select their rating for that criterion/domain.

Accepting or **Dismissing** one suggestion does not affect the other suggestions. However, the educator can select the **Accept All Suggestions** button.

Once the Preliminary Summative Rating and Student Growth Impact selections are made, the **Final Summative Rating** suggestion is made.

If an Evalautee's **Focus** is marked correctly, the Preliminary Summative Rating and Student Growth Impact areas will not display.

Final Summative Rating	⇕	
Require Plan of Improvement	◯	
	Accept All Suggestions	

- The Focused Evaluation is only meant for educators who received a Proficient (3) or Distinguished (4) summative score on their most recent comprehensive evaluation.
- One of the eight criteria and student growth must be formatively assessed in every year that a comprehensive evaluation is not required.
- Districts create procedures and practices to provide for meaningful feedback and support for professional growth.
- Criterion formative assessment includes applicable framework rubrics and Washington state student growth rubrics.
- If criterion 3, 6, or 8 is selected, evaluators will use the accompanying student growth rubrics.
- If criterion 1, 2, 4, 5, or 7 is selected, the evaluator will use student growth rubrics from criterion 3 or 6.
- The final criterion score is the summative score from the most recent comprehensive evaluation.*

If most recent comprehensive score was a Proficient (3) and the evaluator finds evidence of practice on the chosen criterion to indicate Distinguished (4) practice, a 4 may be awarded for the current year only

If the district has been using Evaluations for one or more years and the Evaluatee was at the district, the Evaluatee's '**Most Recent Comprehensive Final Summative Rating**' will display.

| Final Summative Rating | ⇕ | |
Require Plan of Improvement	◯	
	Accept All Suggestions	
Most Recent Comprehensive Final Summative Rating: 3 - Proficient		

Minutes input on individual Observations done throughout the year is totaled here to show **Total Minutes Observed.**

Entering Final Summative Notes

Below the rows and columns and to the left of the Final Summative section, there is an **Evaluator Notes** box where the Evaluator can add final summative notes.
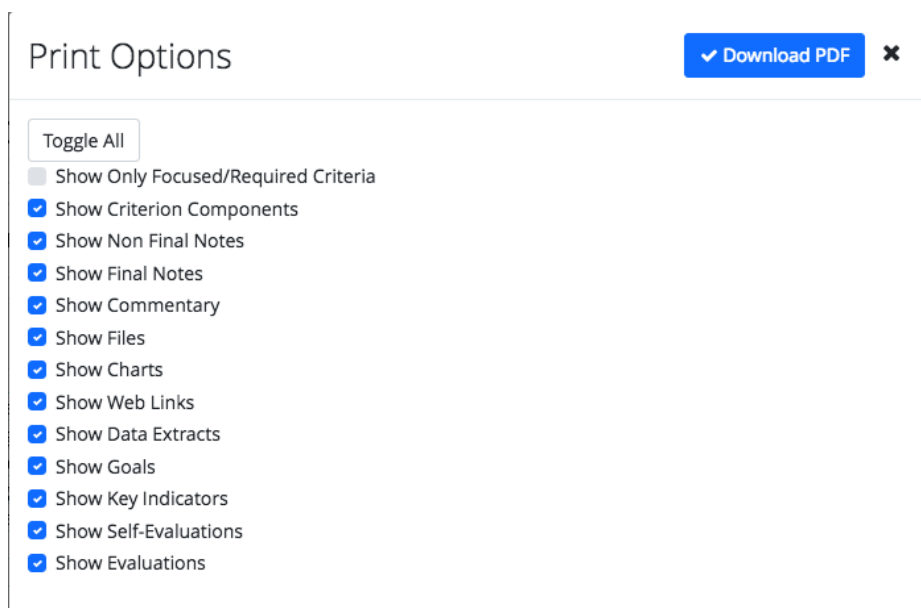
Click the **pencil icon**, and it will open a note box. Once notes are entered, click save.
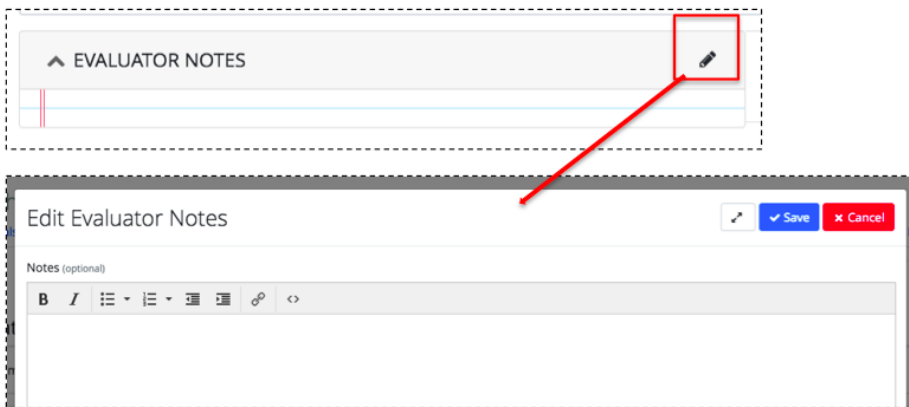
Printing, Marking Complete

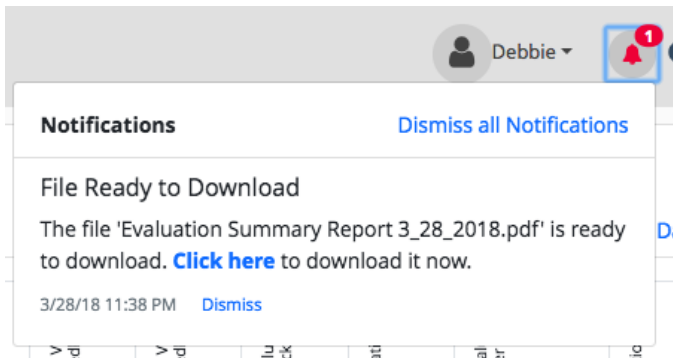Click the **gear icon** and select **Print Evaluation Summary**.

The pop-up that appears allows the evaluator to determine how much or how little of the summary to include. When selections are made, click **Download PDF.**

TIP:

- To print only the **Main Criterion** of the Final/Summative Evaluation and notes associated, deselect **ALL**, but leave **Show Final Notes**.
- To include **Sub-Criterion,** also select **Show Criterion Components**.
- To include only **Focused Criteria** select **Show Only Focused/Required Criteria**.

Inside the application, a notification will provide a way to download a PDF and an email will be sent.

Click the gear icon and select:

- **Share with Evaluatee?** To share before marking complete. The evaluatee will be sent an email.
- **Mark Final Complete?** To share and mark complete. Marking complete makes the task read-only, and the Evaluatee will be sent an email.