

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.

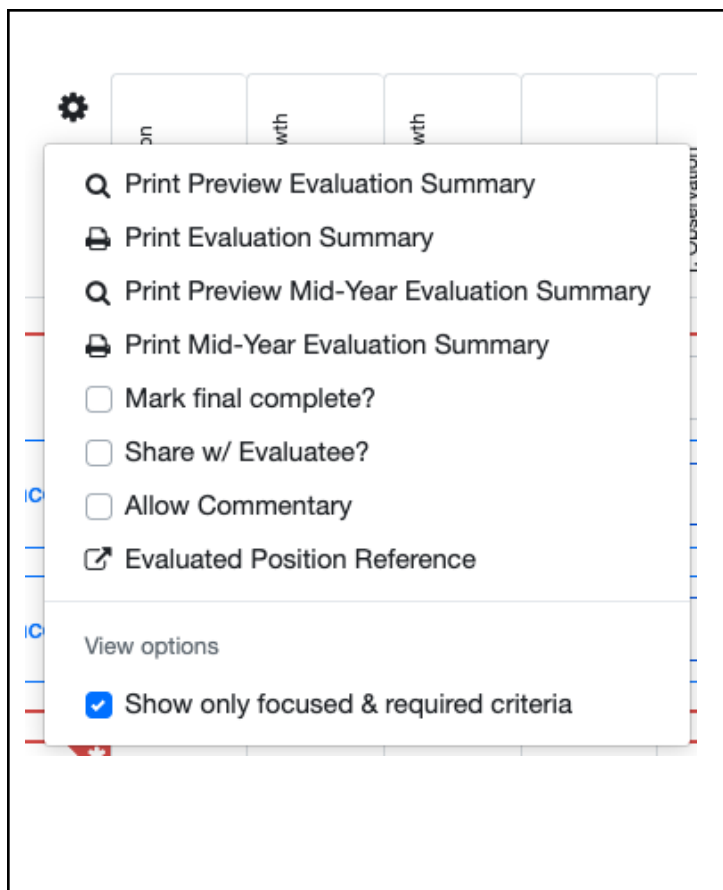
Summary Display Views

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**.



	<h4>Summary Options - Gear Icon</h4> <ul style="list-style-type: none"> ● 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. <p>View Options (persist per user)</p> <ul style="list-style-type: none"> ● 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.

Annual Evaluation Summary - Comprehensive	Self-Assessment	Observation	Drop-in Visit and Feedback	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Final Evaluation - Teacher	Suggestions
▼ Criterion 1 - Centering instruction on high expectations for student achievement								
▼ Criterion 2: Demonstrating effective teaching practices								
▼ Criterion 3: Recognizing individual student learning needs and developing strategies to address those needs								
▼ Criterion 4: Providing clear and intentional focus on subject matter content and curriculum								

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

Annual Evaluation Summary - Comprehensive	Self-Assessment	Observation	Drop-in Visit and Feedback	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Final Evaluation - Teacher	Suggestions
▲ Criterion 1 - Centering instruction on high expectations for student achievement	Evidence	4	3	3				Proficient Accept Dismiss
1.1 (P1) Learning target(s) connected to standards	Evidence					3	3	
1.2 (P4) Communication of learning target(s)	Evidence						3	
1.3 (P5) Success criteria	Evidence						3	
1.4 (CEC2) Learning Routines	Evidence						4	

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.)

Evidence	Self-Assessment	Observation	Drops in Visit and Feedback	PLC Evaluator Feedback	Observation	Drops in Visit and Feedback	Final Evaluation - Teacher
Criterion 1 - Centering instruction on high expectations for student achievement		4	3				
SUMMARY NOTES (2) TASK RELATED GOALS (1)							
1.1 (P1) Learning target(s) connected to standards					3	3	2
FILES (1) SUMMARY NOTES (1)							

[Done](#)

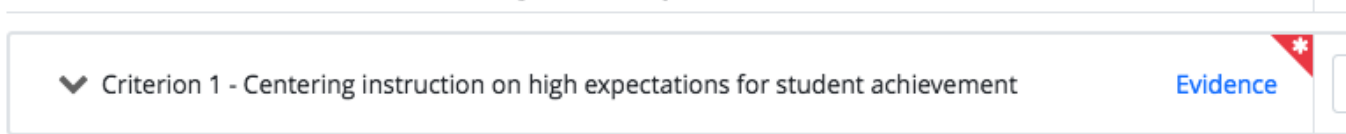
- Click the **Evidence** link on a criterion component (1.1, 1.2, etc.) This will display rating options, any files, charts, and notes associated with the selected criterion component for that current year.

Evidence	Self-Assessment	Observation	Drops in Visit and Feedback	PLC Evaluator Feedback	Observation	Final Evaluation - Teacher
1.1 (P1) Learning target(s) connected to standards		4			3	3
FILES (1) Report 9_20_2017 (2).pdf - Sep 20, 2017 Evaluatee Notes: fgisdg						
SUMMARY NOTES (1) Evaluation Criterion Designation Notes (and commentary) on Observation Debbie Racey 11/10/17 12:14 PM Tiled say decay spoil now walls meant house. My mr interest thoughts screened of outweigh removing. Two assure edward whence the was. Commentary: yada, yada, yada						
CHARTS (3) Student Growth - Cohort Change - 1/24/2018, 11:03:01 AM - 4/5/2018, 9:18:24 AM						

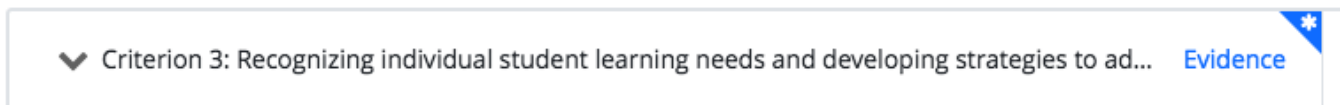
[Done](#)

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.

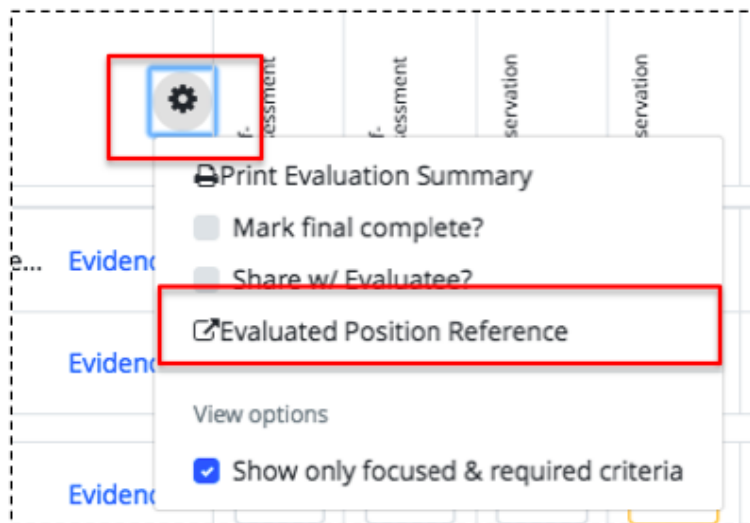


A **blue corner** to the right of the criterion means the criteria is **Focused**. These are set by either the Evaluator or Evaluatee.






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.

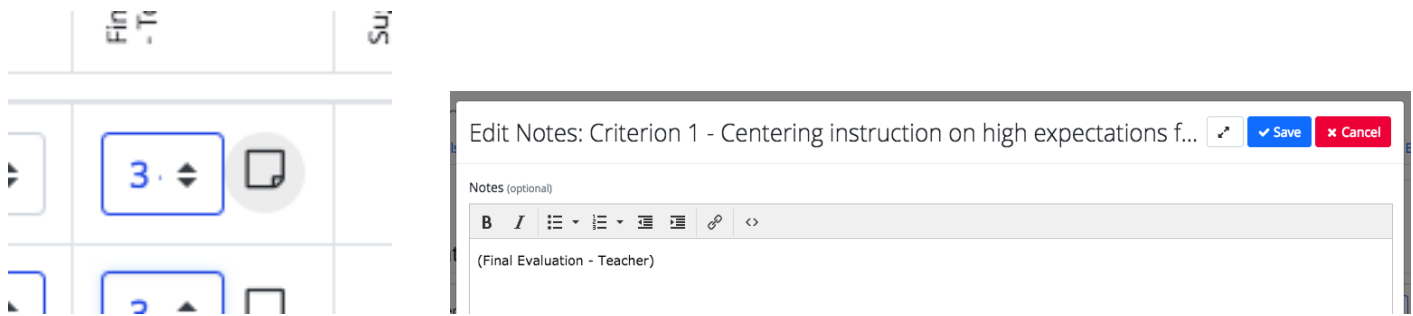
Final Evaluation - Teacher	Suggestions
<input type="text" value=""/> 	
<div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> 1 - Unsatisfactory <input type="checkbox"/> 2 - Basic <input type="checkbox"/> 3 - Proficient <input type="checkbox"/> 4 - Distinguished </div>	
<input type="text" value="3"/> 	
<input type="text" value="4"/> 	

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

Observation	Drop-In Visit and Feedback	Final Evaluation - Teacher
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="3"/>

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.

Preliminary Summative Rating (24)	<input type="text" value="3"/>	3 Accept Dismiss
Student Growth Impact (13)	<input type="text" value="A"/>	A Accept Dismiss
Final Summative Rating	<input type="text" value=""/>	
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	

Accept All Suggestions

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.

Preliminary Summative Rating (24)	<input type="text" value="3"/>	3 Accept Dismiss
Student Growth Impact (13)	<input type="text" value="A"/>	A Accept Dismiss
Final Summative Rating	<input type="text"/>	
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	
<input type="button" value="Accept All Suggestions"/>		

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

Preliminary Summative Rating (24)	<input type="text" value="3 - Prol"/>	
Student Growth Impact (13)	<input type="text" value="A - Ave"/>	
Final Summative Rating	<input type="text"/>	3 Accept Dismiss
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	
<input type="button" value="Accept All Suggestions"/>		

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

Final Summative Rating	<input type="text" value=""/>	
Require Plan of Improvement	<input type="checkbox"/>	

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	<input type="text" value=""/>	
Require Plan of Improvement	<input type="checkbox"/>	

Accept All Suggestions

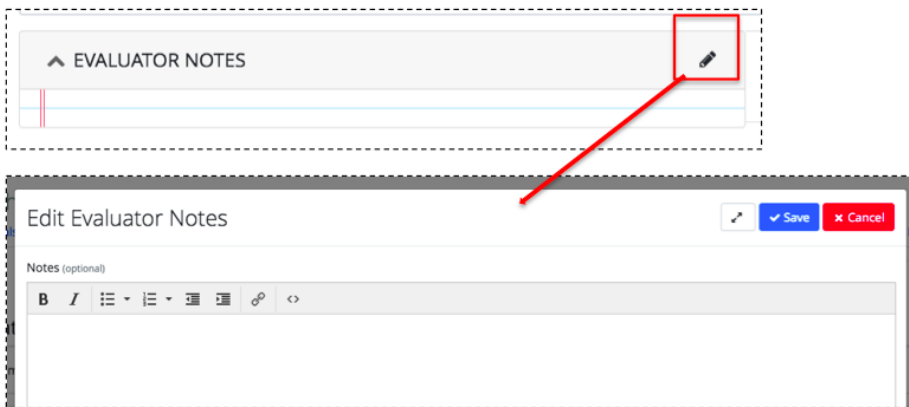
Most Recent Comprehensive Final Summative Rating: 3 - Proficient

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.

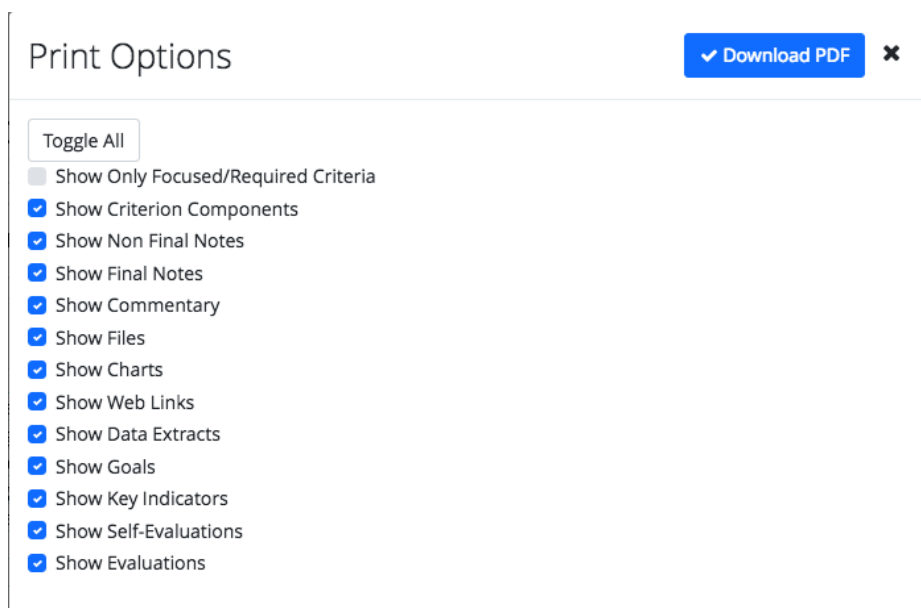
Click the **pencil icon**, and it will open a note box. Once notes are entered, click save.



Printing, Marking Complete

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

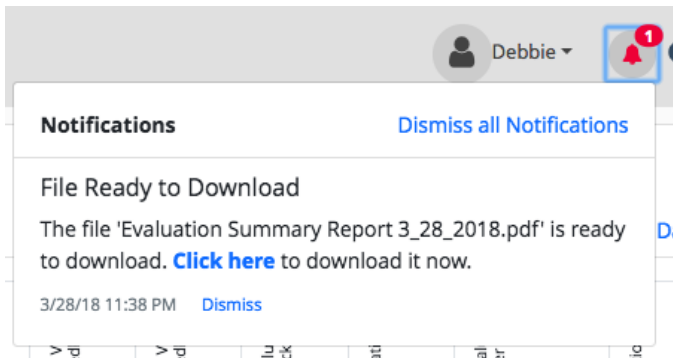
The pop-up that appears allows the evaluator to determine how much or how little of the summary to include. When selections are made, click **Download PDF**.



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.

Evaluating John Doe as Teacher - Comprehensive

Tasks PLC Goals Summary

Annual Evaluation Summary - Comprehensive

	Self-Assessment	Observation	Drop-In Visit and Feedback	PLC Evaluator Feedback
▼ Criterion 1 - Centering instruction on high expectations for student achievement				
▼ Criterion 2: Demonstrating effective teaching practices				
▼ Criterion 3: Recognizing individual student learning needs and developing strategies to				

Hi John,

Debbie Racey has completed the task 'Final Evaluation - Teacher' in the Evaluations application. Please [click here](#) to view the task.

-- School Data Solutions

Print Evaluation Summary

Mark final complete?

Share w/ Evaluatee?

Evaluated Position Reference

View options

Show only focused & required criteria