

## Evaluations End of Year

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

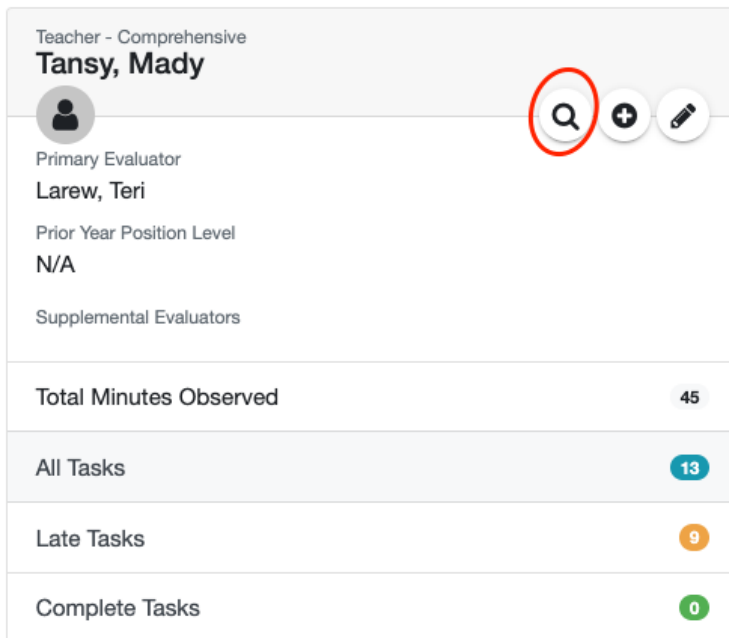
### Position Level

Check the Evaluatee is given the proper **Position Level - Focused/Comprehensive**. If set up correctly at the beginning of the year, it will reflect correct calculator options in the Final evaluation and systematically promote the Evaluatee to the correct next position level as the school year rolls over to the next.

See [Evaluator Dashboard - Changing an Evaluatee's Position Level](#) and [Comprehensive vs. Focus: Marking/Displaying Focus Criteria](#) for further information.

### Collecting Evidence and Observation Notes

As an evaluator, select your Evaluatee's **magnifying glass** to open up their task list.



Teacher - Comprehensive  
**Tansy, Mady**

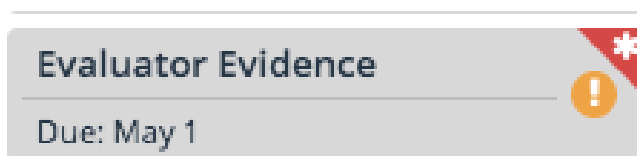
Primary Evaluator  
**Larew, Teri**

Prior Year Position Level  
N/A

Supplemental Evaluators

Total Minutes Observed	45
All Tasks	13
Late Tasks	9
Complete Tasks	0

Select a task where **Evidence** would be collected from the task list. Examples:



**Evaluator Evidence**

Due: May 1



**T: Evidence**

Due: May 1 2023

Once an Evidence task is selected, you can add notes, files, web links, and charts as evidence.

Once you've attached your evidence, you must associate them with the criteria. You can also enter notes in the description or the notes area when associating criteria.

On an Observation type task, that is the best location to collect Observation notes as evidence. Examples:

**T: Observation** \*

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Due: Mar 1 2023 !

**Observation / Evaluation** \*

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Due: May 1 2023 !

Notes from here can be entered directly into the individual criterion.

See [Adding Evidence](#) and [Observation/Evaluation Form](#) for further details.

## Final Evaluation/Summary

Select Final Evaluation in the task list or go directly to the **Summary** section.

**Final Evaluation - Teacher** \*

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Due: May 10

Evaluating Joint Goals

Tasks
PLC
Goals
Summary

Review the **Evidence** and **Observation Ratings**. Select a **Performance Level Rating** or use the District rating range **Suggestions**.

Enter any **Final Criterion Notes** (optional).

**Finalize the Evaluation** with **Summative Rating Suggestions** or your own for **Preliminary Summative Student Growth Impact**. If needed, suggest **Require Student Growth Inquiry** and **Require Plan of Improvement**.

Enter **Summative Notes** (optional).

**Print, Share, and Mark Complete.**

See [Summary Evaluation](#) for further details.

## Summary Reports

### Evaluation Performance Level Counts by Criterion Chart

This chart displays each performance level's counts for each criterion's selected evaluation task template. See [Chart Guide](#) for more information.

### Ideas for Use:

- **Calibration** amongst principals of evidence they are looking for and how they score each sub-criterion.
- **Celebrate** the staff's strengths and/or identify positive growth as a result of target Professional Development.
- It is potentially identifying areas where we could **focus on professional development**, either due to lower or inflated ratings in certain areas.

See [Evaluation Performance Level Counts by Criterion](#) for directions.

## Evaluation Criteria by Task Template

This Data Extract allows the user to download a spreadsheet of the Performance Levels selected and Focus selected for an Evaluatee of the selected task template. **Only tasks that have been marked complete will be included.**

See [Evaluation Criteria By Task Template](#) for further information.

## 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 type of information can help the Evaluator or other staff monitor progress if needed.

See [Evaluation Task Completion](#) for further information.

## Evaluation Year Summary

This Data Extract allows you to download a spreadsheet of summary data for Evaluations for a selected year.

See [Evaluations Year Summary](#) for further information.

## Evaluatee Position Level Path Report

This report allows printing of four (4) years of an Evaluatee's Position Levels based on the selected ending school year. Users can select one or more Evaluators. In addition, it provides the list of Evaluatees assigned to the Evaluator(s) based on the current year's assignments.

See [Evaluatee Position Level Path Report](#) for further information.

## Final Evaluation 4-Year Report

This report allows printing of four (4) years of the Final Evaluation ratings for all Evaluatees assigned in the current year to the Evaluator generating the report. For an Evaluation Monitor, this prints all Evaluatees four (4) years of their Final Evaluation ratings.

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See [Final Evaluation 4-Year Report](#) for further information.

## Historical Evaluation Summary Report

This report allows current year Evaluators or Evaluation Monitors to print current or prior year Final Evaluations for staff. It also allows Evaluators and Evaluation Monitors to print prior year Final Evaluations for staff that has LEFT the district. (Prior to this report's availability, the district had to add a current year evaluation record to access a way to print.)

See [Historical Evaluation Summary Report](#) for further information.