

Question and Answer Session Evaluations - Tips and Tricks for Evaluators

1) To make a chart, does a teacher have to upload the assessment?

A: Assessments that are available when creating a chart are loaded by either our SDS data loading team or by your district. There is also a way to have teachers upload their own assessments via the assessment widget in Homeroom. Here is a [video](#) showing how to create the assessment, and here is a [video](#) showing how a teacher can load their one scores.

2) Is there a limit as to how many charts,links, or urls you can identify as evidence?

A: There is no limit! We want to make sure you have enough room to add as much evidence as needed.

3) Do I have to share or mark complete my evidence task for the evaluatee to see it?

A: You do not need to share or mark complete the evidence task. Both the evaluator and evaluatee can see this evidence in the task view. The only place you have to “share or mark complete” to provide access is in the observation/evaluation.

4) What do I do if I have selected/accepted the wrong suggestion or need to make a change to the individual rated criterion?

A: Deselect the rating so it's blank, then make changes as necessary to the sub criterion to render a suggestion again.

5) I saw ‘Minutes Observed’ on the Summary on one of your slides, how do I get that to display?

A: Those minutes are entered through the individual Observations and calculated to display on the Summary. If none are entered, the box won't display.