



# SDS WORKSHOP WEBINAR

## Evaluations Evaluator Tips and Tricks for the End of the Year



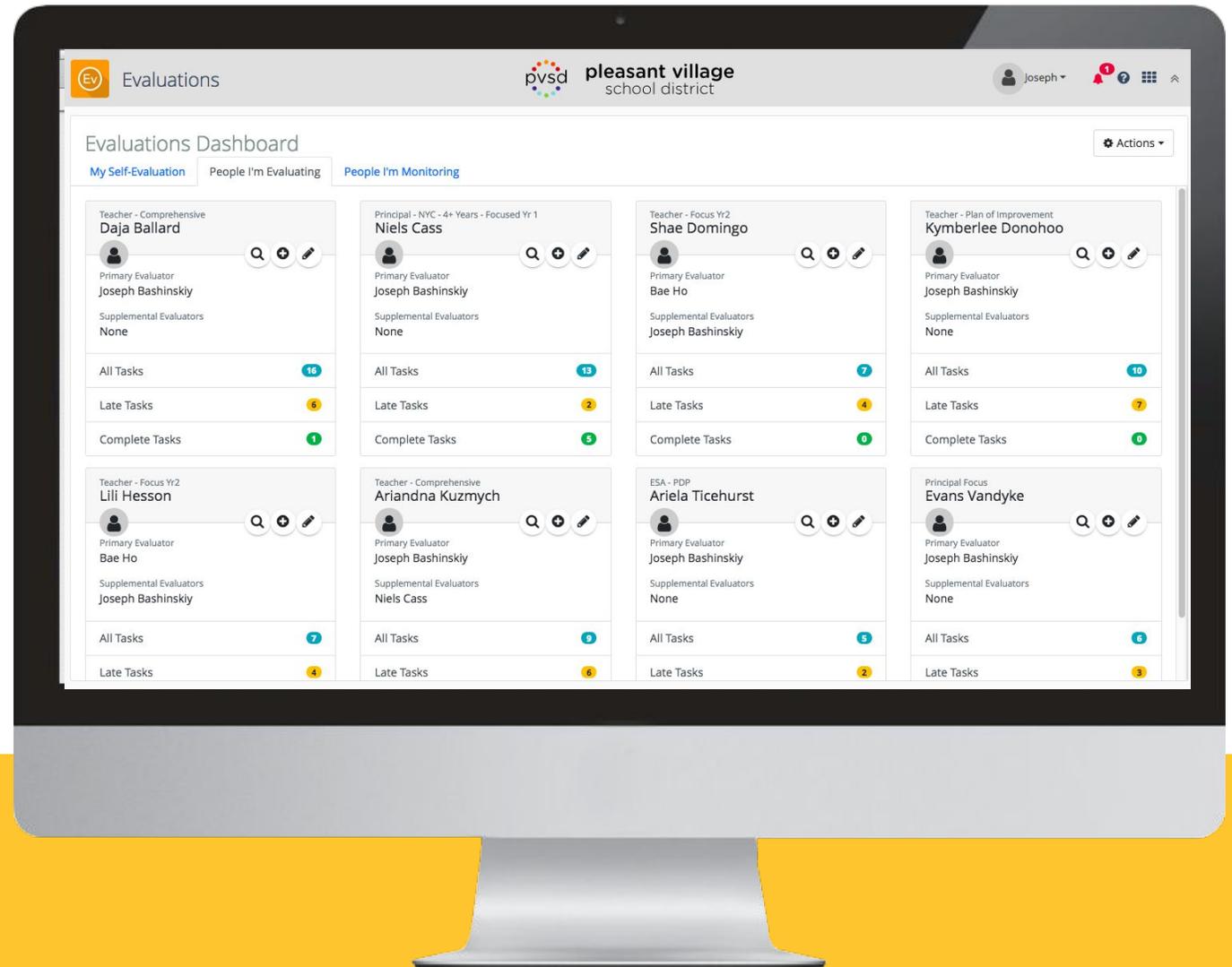
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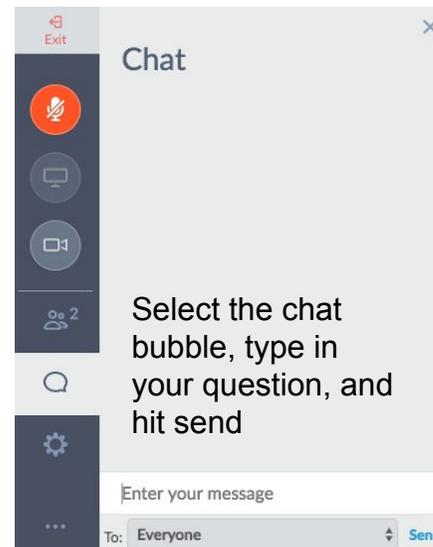
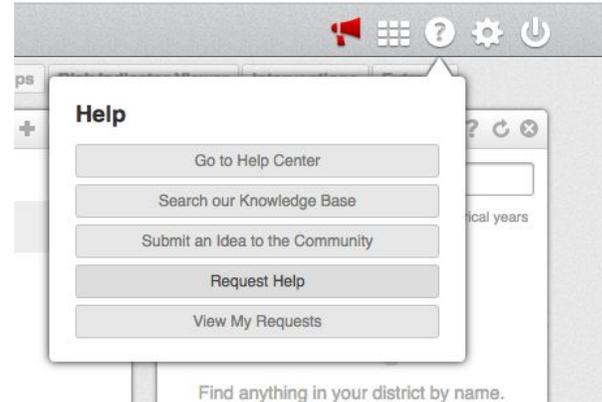
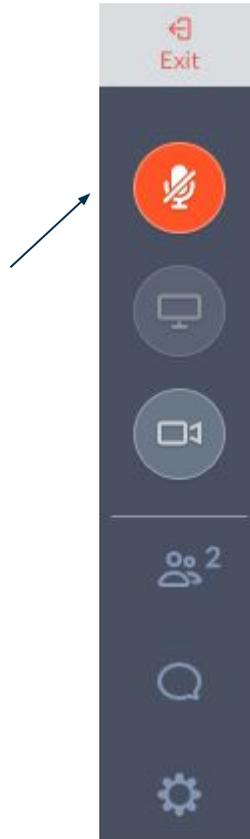


LEARN



- Please keep yourself **muted** throughout this Webinar
- There are designated Q & A breaks where you can ask questions.

Click the mute icon to mute yourself when not speaking. If an audio call only, use your mute features on your phone.



- Please send **District Specific Questions by requesting help** in Evaluations or any other SDS applications
- Please send **Generic Questions via chat** to the organizers throughout this session

# REMINDERS

- During this Webinar we will be using a combination of these slides and a live database. We have put in extra resources and tips in the slides for documentation purposes and to leave you with a tool to use in the future.
- After this Webinar is complete, we will send the recording of the Webinar as well as the answers to your chat questions. We also will be sending a survey to get your feedback as we are always wanting to hear from our districts in order to guide future Webinars.
- This Webinar will be posted in the Help Center for your future use.



## Welcome to Evaluators - End of Year - Tips and Tricks

Targets:

- ✧ Collecting Evidence
- ✧ Focused vs. Comprehensive Evaluation
- ✧ Reviewing Evidence & Rating Final Criterion
- ✧ Finalize the Final Evaluation
- ✧ Collecting Building/District Wide Summary Reports



## End of Year: Collecting Evidence

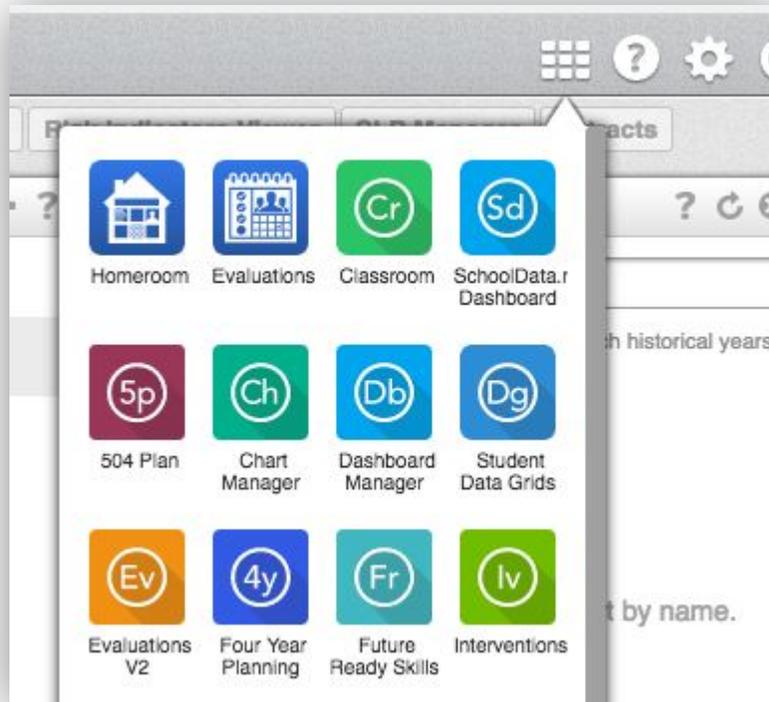
- Collecting Notes
- Loading Files
- Identifying Weblinks
- Creating Charts

... to help teachers identify goal achievement!



# END OF YEAR: Collecting and Reviewing Evidence

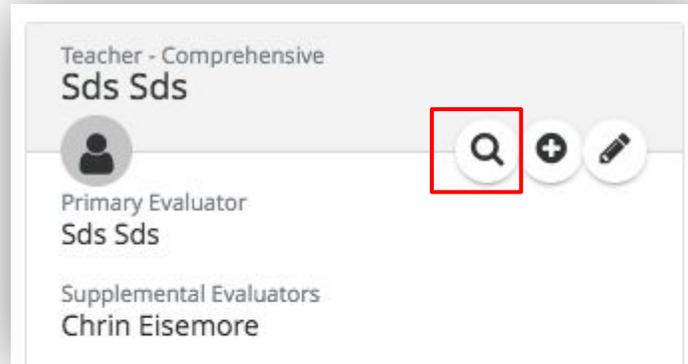
Once logged into Homeroom, navigate to Evaluations by selecting the Evaluations V2 icon:



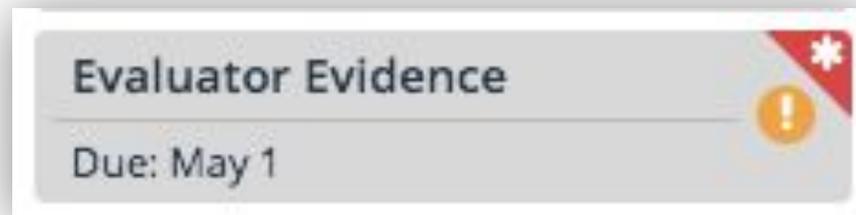
# END OF YEAR: Collecting Evidence



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



In the task list, select **“Evaluator Evidence”** to upload evidence:



# END OF YEAR: Collecting Evidence



Once the Evaluator Evidence Task is selected, you have the option of adding notes, files, web links, and/or charts as evidence.

Adding Notes:

**Evaluator Evidence**  
DUE NOV 3 | STUDENT GROWTH  
Help Center - Task List Overview and Options

**EVALUATOR NOTES**

1. Effectively Communicate and collaborate with families and the school community through monthly letters and useful website.
2. By the end of the year, 3/3 Tier 3 students in my RTI will increase by at least 30 words correct per minute and still have 97% or higher accuracy.
3. By April, 100% of the students in my RTI group will increase to 97% accuracy as measured by the AIMS OR.
4. By April, 80% of 2nd grade will be at Tier 1 (from 68% in the Fall), 15% of 2nd grade will be at Tier 2 (from 18% in the fall), 5% will be at Tier 3 (from 12% in the fall).

A Professional Support Plan will identify the specific evaluative areas needing growth based on criteria and indicators and the desired performance expectations. Additionally, the plan will provide for periodic performance feedback during that school year.  
A Professional Support Plan shall offer support provided and funded by the district. Additional supports may be discussed and added by mutual agreement of the teacher and evaluator.

Adding Weblinks:

**WEB LINKS (5)**

- Assessments: SBA ELA/Math School Dashboard
- Behaviors: Attendance School Dashboard
- Behaviors: Referrals School Dashboard
- Demographics: Distributions School Dashboard
- Grades & Credits: School Dashboard

**Add Web Link** [Ok] [Cancel]

Web Link URL

Web Link Text (optional)

Evaluator Notes (optional)

Adding Files:

**FILES (1)**

- GEM - Sample Data Grid.xlsx

**Upload**

Drag & Drop your file here

Choose Files (optional)  
GEM - Sample Data Grid.xlsx [Browse]

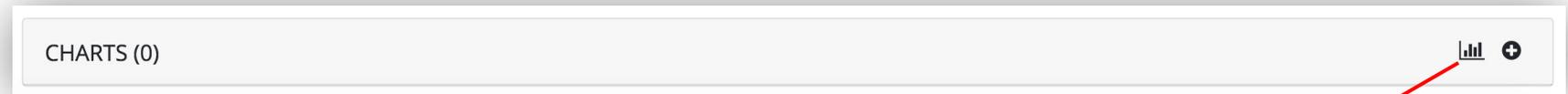
Name	Size	Progress	Actions
GEM - Sample Data Grid.xlsx	78847 B	100% Complete	

# END OF YEAR: Collecting Evidence



Once the Evaluator Evidence Task is selected, you have the option of adding notes, files, web links, and/or charts as evidence.

## Adding Charts:



- Chart Evidence #1 - Student Growth Chart

Step 1) Select the chart icon next to the charts section.

Step 2) Enter Inputs

- Input the student group
- Input the 2 assessments
- Select Render

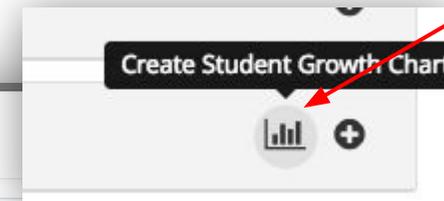
Create Student Growth Chart

Student Group  
Configure All 5th Grade Students (17/18) ⌵

Assessment 1  
Select Chapter 1 / Math Course 1 (14-15 thru curr) ⌵

Assessment 2  
Select Chapter 1 / Math Course 2 (14-15 thru curr) ⌵

Render



# END OF YEAR: Collecting Evidence

- Chart Evidence #1 - Student Growth Chart (conti.)
  - Your chart will then display!



**TIP:**  
By clicking on a tile, you will see a list of students who met that criteria. You can selected students on the student picker pop up to put them in a group.

**TIP:**  
Green = students who went up in levels  
Red = Students who went down in levels  
White = students who stayed at the same level

Student Growth - Cohort Change - 2/21/2018, 12:37:45 PM

Tests	Start BMark	start level → end level				Level Change To
		# of students				
+3 Levels			1 ↗ 3	2 ↗ 4	3 ↗ 4	+3 Total
						<b>26</b>
+2 Levels			1 ↗ 2	2 ↗ 3	3 ↗ 4	+2 Total
						<b>166</b>
+1 Level			1 ↗ 1	2 ↗ 2	3 ↗ 4	+1 Total
						<b>209</b>
No Change		1 → 1	2 → 2	3 → 3	4 → 4	No Change Total
						<b>107</b>
-1 Level			2 ↘ 1	3 ↘ 2	4 ↘ 3	-1 Total
						<b>4</b>
-2 Levels			3 ↘ 1	4 ↘ 2		-2 Total
						<b>0</b>
-3 Levels			4 ↘ 1			-3 Total
						<b>0</b>
						<b>-4</b>

Student

Student Name	Student Photo	STAR Math Gr 1 Fall-SS BMark	STAR Math Gr 1 Spring-SS BMark
Drasko Ahladis		387 (Proficient)	548 (Advanced)
Alejandro Alchmedova		263 (Below Basic)	374 (Basic)
Unfilled Algrim		402 (Proficient)	557 (Advanced)
Samara Alinger		267 (Below Basic)	358 (Basic)
Rich Auxier		300 (Below Basic)	360 (Basic)
Autumn Bachesta		451 (Proficient)	572 (Advanced)
Kaelen Baek		283 (Below Basic)	369 (Basic)
Wolfgang Barratt		386 (Proficient)	535 (Advanced)
Nile Barrier		347 (Basic)	407 (Proficient)
Meghann Baruah		340 (Basic)	415 (Proficient)

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50 per page

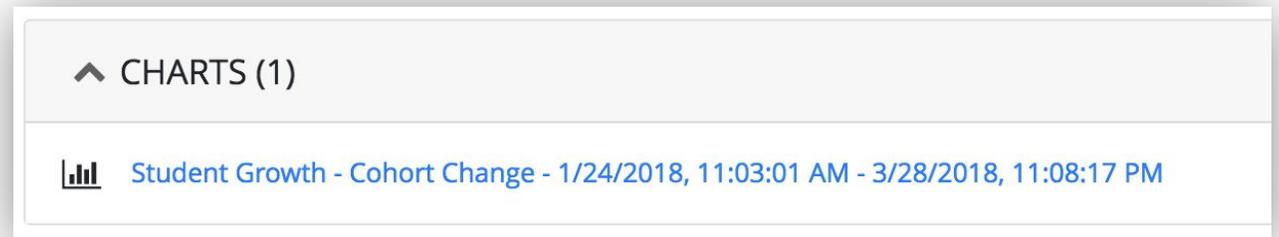
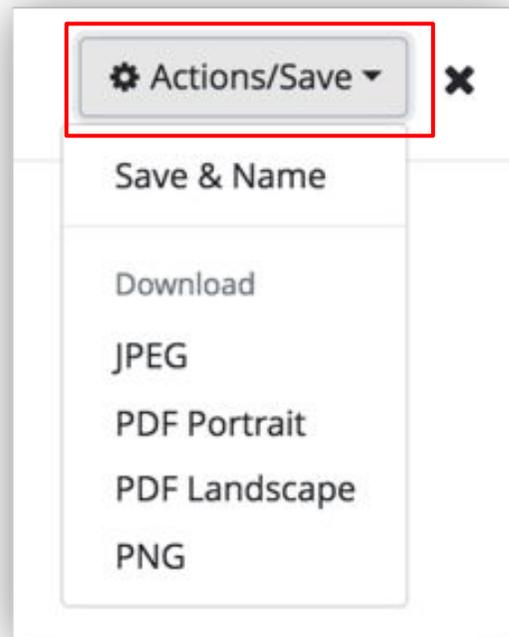
Add Selected (0) Students to Static Group



# END OF YEAR: Collecting Evidence



- Chart Evidence #1 - Student Growth Chart (conti.)
  - Select Action/Save to save your chart as evidence
  - It will automatically be added to your “Evaluator Evidence Task”



# END OF YEAR: Collecting Evidence



- Chart Evidence #2 - Annual Performance Level % on multiple assessments, as a cohort

Step 1) Select the plus icon next to the charts section.



Step 2) Select Launch Chart Manager  
(unless you have the chart previously saved)

**TIP:** When clicking Launch Chart Manager, it may say you do not have permissions. Homeroom and Evaluation permissions are separate from our other application permissions. Please contact your District Admin or CS rep to request access.

Label	Description	Creation Date
Absence Counts, Over Multiple Years, Com...	Behaviors: Referrals Chart Dashboard	
Annual Performance Level Percentages, of ...	Assessments: School Chart Dashboard	
Annual Performance Level Percentages, of ...	Assessments: School Chart Dashboard	
Annual Performance Level Percentages, of ...	Assessments: School Chart Dashboard	
Annual Performance Level Percentages, of ...	Assessments: School Chart Dashboard	
Annual Performance Level Percentages, of ...	Assessments: School Chart Dashboard	
it	Intervention Plan: Group Plan	
1, at a Scho	Behaviors: Referrals Chart Dashboard	

1 - 20 of 40    Page 1 of 2    20 per page

Not seeing the chart you're looking for? Build it here in Chart Manager    **Launch Chart Manager**

# END OF YEAR: Collecting Evidence



- Chart Evidence #2 - Annual Performance Level % on multiple assessments, as a cohort

Step 3) Select “Create New Chart” then follow these selections..

🏠 / By Purpose / Monitor Progress ▾ / of a Student Group ▾ / on Assessments ▾

**TIP:**  
To get to your favorite charts faster, click the “Heart” icon to favorite your charts, the chart will then be saved to easily access later in the “My Charts” section of the App..

Category  
My Favorite Charts

Charts

Home

Create New Chart

Create Chart Definition

My Charts

Browse Category

pleasant village school district

My Favorite Charts

Search

Q Search

Actions ▾

Chart Definition  
Annual Performance Level Percentage...

Chart Definition  
Student Growth - Cohort Change

Chart Definition  
Student Scores on One Assessment Se...

Build Chart

Build Chart

Build Chart

# END OF YEAR: Collecting Evidence

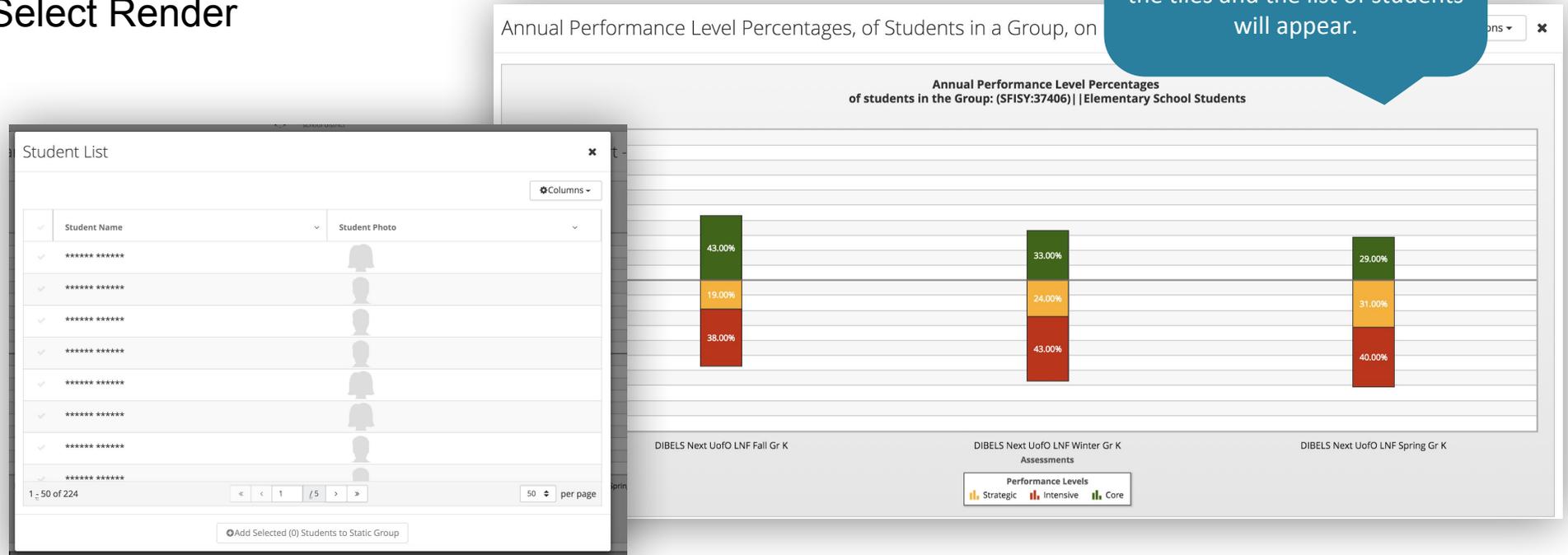


- Chart Evidence #2 (conti.) - Annual Performance Level % on multiple assessments, a cohort

Step 4)

- Input the student group
- Input the assessments you'd like to see growth on
- Select Render

**TIP:**  
A cohort indicates that ALL students have taken ALL assessments specified. Click on the tiles and the list of students will appear.



# END OF YEAR: Collecting Evidence

- Chart Evidence #2 (conti.) - Annual Performance Level % on multiple assessments, as a cohort

Step 5) Select save and name, then navigate back to Evaluations using the icon.



- 3/29/... ⚙️ Actions ✕

- Save & Name
- View Configuration Settings
- Download
- JPEG
- PDF Portrait
- PDF Landscape
- PNG
- Validation Workbook

Step 6) Select your chart, and it will be added to your evaluator evidence!

Select a Chart ✕

Select from:  My charts that use current data or  My charts that use saved or historical data

Filters:  Reset

Label	Description	Creation Date
Compare two Schools, on Grade Distributio...	Grades & Credits: School Chart Dashboard	
Comparing 9th-12th Graders on Percentag...		
Credit Distr. Student Group Dashboard	Student Group Dashboard	
DIBELS Growth - K		
Federal Race Distr. Student Group Dashbo...	Student Group Dashboard	
Federal Race Distribution of a School, in On...	Demographics: School Chart Dashboard	
Federal Race Distribution of a School, over ...	Demographics: School Chart Dashboard	

1 - 20 of 41 Page 1 of 3 20 per page

Not seeing the chart you're looking for? Build it here in Chart Manager Launch Chart Manager

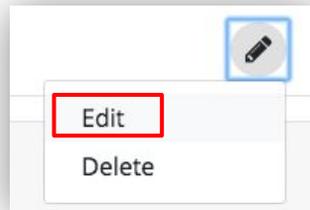


# END OF YEAR: Collecting Evidence

## Associating Evidence to Criteria:

Once you've attached your evidence, you can then associate them to criteria.

**Step 1)** Select the pencil icon >> edit



**Step 2)** Click "Select" under Evaluation Criteria

A screenshot of the 'Edit File' dialog box. It contains fields for 'Description (optional)', 'Evaluator Notes (optional)', and 'Evaluation Criteria (0)'. The 'Evaluation Criteria (0)' section has a sub-section 'Associate Criteria (optional)' with a 'Select' button highlighted by a red box. At the top right, there are 'Ok' and 'Cancel' buttons.

**Step 3)** Select the Criteria

Name	Abbreviation	Description	
Category: Instructional Core			
1.1 Curriculum	1.1	Ensure engaging, rigorous, and coherent cu...	<input type="checkbox"/>
1.2 Pedagogy	1.2	Develop teacher pedagogy from a coherent ...	<input type="checkbox"/>
2.2 Assessment	2.2	Align assessments to curricula, use on-goin...	<input type="checkbox"/>
Category: School Culture			
1.4 Positive Learning Environment	1.4	Maintain a culture of mutual trust and posit...	<input type="checkbox"/>
3.4 High Expectations	3.4	Establish a culture for learning that commu...	<input type="checkbox"/>
Sys for Improvement			
1.3	1.3	Make strategic organizational decisions to s...	<input type="checkbox"/>
3.1	3.1	Establish a coherent vision of school improv...	<input type="checkbox"/>
4.1	4.1	Observe teachers using the Danielson Fram...	<input type="checkbox"/>
4.2	4.2	Engage in structured professional collabora...	<input type="checkbox"/>

**TIP:**  
When associating criteria, you can enter in notes to the description or the notes area for your evaluatee!

# END OF YEAR: Collecting Evidence

## Associating Evidence to Criteria:

Once you've attached your evidence, you can then associate them to criteria.

**Step 4)** You will now see your evidence associated to criterion!

The screenshot displays a software interface with three main sections: FILES (1), WEB LINKS (4), and CHARTS (2). Each section contains a list of items with associated evaluation criteria. Red boxes highlight the criteria associated with each item.

- FILES (1):** Contains one file, "GEM - Sample Data Grid.xlsx", with "Evaluator Notes: notes notes notes". Below it, under "Evaluation Criteria (2)", is "Criterion 1 - Centering instruction on high expectations for student achievement." with "1.1 Connection to standards, broader purpose and transferable skill".
- WEB LINKS (4):** Contains four links: "Assessments: SBA ELA/Math School Dashboard", "Behaviors: Attendance School Dashboard", "Behaviors: Referrals School Dashboard", and "Demographics: Distributions School Dashboard". Under "Evaluation Criteria (2)", "Criterion 1 - Centering instruction on high expectations for student achievement." is associated with "1.2 Communication of learning target(s)".
- CHARTS (2):** Contains one chart, "Student Growth - Cohort Change - 1/24/2018, 11:03:01 AM - 3/28/2018, 11:08:17 PM". Under "Evaluation Criteria (1)", "1.1 Connection to standards, broader purpose and transferable skill" is associated.

**TIP:**  
When associating criteria, you can select multiple criteria and it will display under each Criterion Evidence Section on the End of year Summary!

# END OF YEAR: Collecting Evidence

## Chat Comments and Reflections

## End of Year: Focused vs. Comprehensive Evaluation

- Focused & Comprehensive: what's the difference?
- What if Position Level doesn't match how the Evaluatee is being evaluated?
  - Why change it?
  - Ramifications?
- How to change Position Level



# END OF YEAR: Focused vs. Comprehensive Evaluation

## Focused

(ie a non-comprehensive Final Evaluation)

Option was designed to meet WA State requirements, however, they can also be used to print/display only the desired criterion. **Displayed in blue.**

## Comprehensive

(Comprehensive Final Evaluation)

pre-setup with a Position Level and provides on the Final Evaluation/ Summary the necessary summative options for WA State. **Displayed in red.**

### Focused

Annual Evaluation Summary - Focused on Criterion: Criterion 1

▼ Criterion 1 - Centering instruction on high expectations for student achievement

▼ Criterion 2: Demonstrating effective teaching practices

Final Summative Rating

Require Plan of Improvement

Accept All Suggestions

### Comprehensive

Annual Evaluation Summary - Comprehensive

▼ Criterion 1 - Centering instruction on high expectations for student achievement

▼ Criterion 2: Demonstrating effective teaching practices

▼ Criterion 3: Recognizing individual student learning needs and development

Preliminary Summative Rating (21)

Student Growth Impact (13)

Final Summative Rating

Require Student Growth Inquiry

Require Plan of Improvement

Total Minutes Observed 60

Accept All Suggestions

TIP: Setup correctly for each type, this is how it should look on the Summary/Final Evaluation

# END OF YEAR: Focused vs. Comprehensive Evaluation

## What if the Position Level doesn't match how the Evaluatee is being evaluated?

### Why change the Position Level?

1. So it will correctly reflect on all printouts for that Evaluatee
2. On the Final Evaluation/Summary the correct calculation options will be provided
3. So when the school year rolls from year to year, the Evaluatee is systematically 'promoted' correctly to the next position level (this is a *district configuration setting*).

### This far into the year, what happens if I change the Position Level?

Since each Position Level (ie Teacher - Focus Year 1) is given a pre-set list of tasks, when the the Position Level is updated this is what happens systematically to the task list:

- 1st: Tasks from the **OLD** position level that were **EDITED** are made '*not required*' & tagged with the **old position level name**
- 2nd: Tasks from the **OLD** position level that were **NEVER EDITED** are *removed*.
- 3rd: Tasks from the **NEW** position level are added to the task list.

TIP: Send in a ticket to [support@schooldata.net](mailto:support@schooldata.net) if you need assistance or contact your district's Evaluations rep.



TIP: if this created duplicate tasks, this is sometimes an unavoidable situation due to many variables and the process to which to prevent loss of data. Using the **Import Task Info** option from the settings/gear icon, old tasks can be imported into the new tasks and then old (unrequired) tasks can be deleted.

[Click here to learn how to use the Import Task Info option](#)

# END OF YEAR: Focused vs. Comprehensive Evaluation

## Changing an Evaluatee's Position Level\*

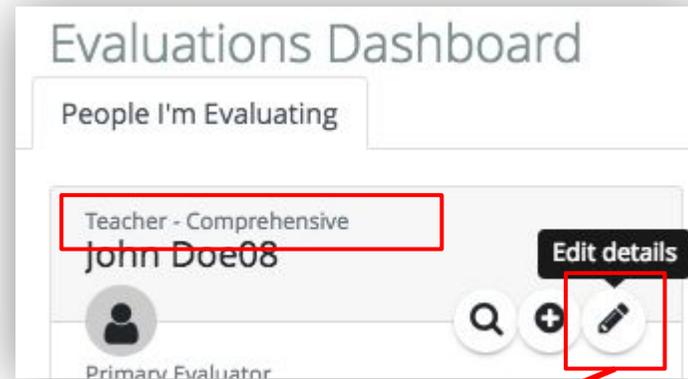
Step 1) go to the Evaluations Dashboard

Step 2) click the pencil icon next to the Evaluatee

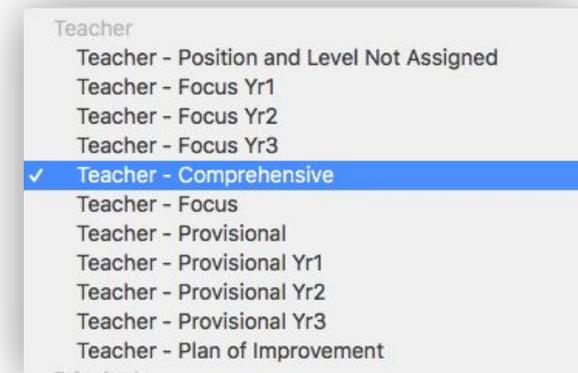
Step 3) from the Position Level dropdown select the new one

Step 4) On the warning message, click Yes, Continue

Step 5) Click OK



Example list of Position Levels



\*If you are unsure, check with your Homeroom/Evaluations Data Admin or contact [support@schooldata.net](mailto:support@schooldata.net)



## END OF YEAR: What to have completed before moving to Final Evaluation Summary

- ❑ Evaluator **Evidence** is uploaded and associated to criterion
- ❑ **Observation notes** used for evidence are associated to criterion
- ❑ Evaluatee is given the proper **Position Level** (Comprehensive or Focused)

## End of Year: Preparing the Final Summative Evaluation

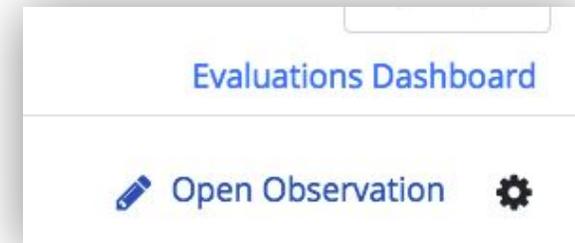
- Accessing the Final Evaluation
- How to mark focus
- How to change display
- Reviewing Evidence
- District defined rating range suggestions
- Entering Criterion/Domain notes



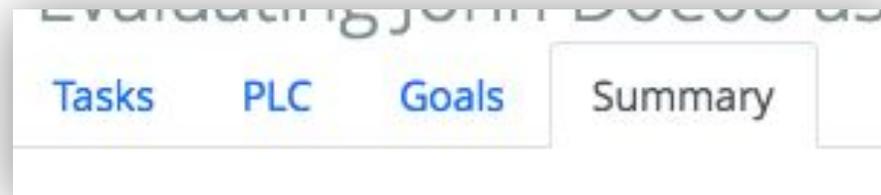
# END OF YEAR: Accessing the Final Evaluation



In the task list, select “Final Evaluation” (or maybe your district has another name). Then click ‘Open Observation’, this will navigate you to the Summary section:



Or, go directly to the Summary section:



# END OF YEAR: How to Mark Focus

## Focused - marking which criteria are focus is easy...

Click on each grey corner for the criterion to identify it as part of the focus. As each is clicked, the corner mark will turn blue. This process only has to be done once per Evaluatee and it will persist for the school year.

Annual Evaluation Summary - Unsupported Focus

Criterion	Evidence	Focus
Criterion 1 - Centering instruction on high expectations for stude...	Evidence	Grey corner
1.1 (P1) Learning target(s) connected to standards	Evidence	Grey corner
1.2 (P4) Communication of learning target(s)	Evidence	Grey corner
1.3 (P5) Success criteria	Evidence	Grey corner
1.4 (CEC2) Learning Routines	Evidence	Grey corner

Annual Evaluation Summary - Focused on Criterion: Criterion 1

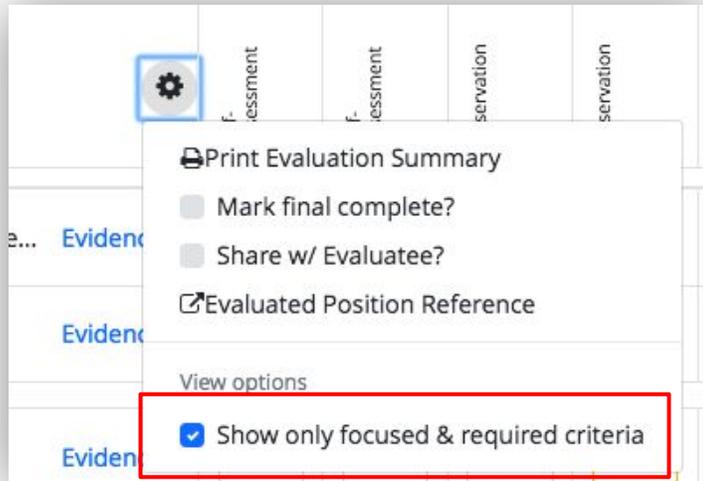
Criterion	Evidence	Focus
Criterion 1 - Centering instruction on high expectations for stude...	Evidence	Blue corner
1.1 (P1) Learning target(s) connected to standards	Evidence	Blue corner
1.2 (P4) Communication of learning target(s)	Evidence	Blue corner
1.3 (P5) Success criteria	Evidence	Blue corner
1.4 (CEC2) Learning Routines	Evidence	Blue corner
3.6 Establish Student Growth Goal(s)	Evidence	Blue corner
3.7 Achievement of Student Growth Goal(s)	Evidence	Blue corner

TIP: If focus is a Criterion that doesn't have student growth already included, don't forget to mark them too.

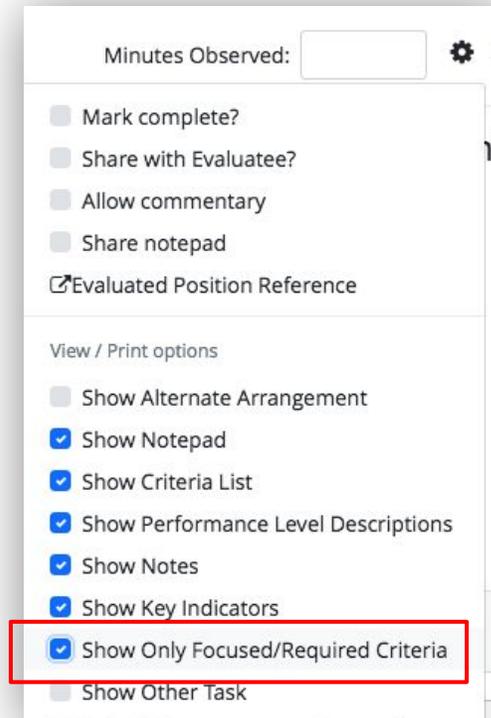
# END OF YEAR: How to change the display

## To change the view so it only displays focus criterion:

On the Summary, click the gear icon and choose 'Show only Focused/Required Criteria'



On an Observation task, click the gear icon and choose 'Show only Focused/Required Criteria'



# END OF YEAR: Preparing the Final Summative Evaluation

**Comprehensive - Criteria are already pre-selected...**

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								*

# END OF YEAR: Reviewing Evidence

## Reviewing evidence - expand a criterion and click the 'Evidence' link

On the Evidence pop-up, any files, charts, or notes attached to that criterion will be listed.

The screenshot shows the 'Annual Evaluation Summary - Comprehensive' interface. A criterion is expanded, and the 'Evidence' link is highlighted with a red box and a red arrow pointing to a pop-up window. The pop-up window displays a table of evidence sources and their corresponding scores.

Source	Score
Self Assessment	
Observation	4
Drop-in Visit and Feedback	3
PLC Evaluator Feedback	
Observation	
Drop-in Visit and Feedback	
Final Evaluation - Teacher	

Below the table, there are sections for 'SUMMARY NOTES (2)', 'TASK RELATED GOALS (1)', and '1.1 (P1) Learning target(s) connected to standards'. The '1.1 (P1) Learning target(s) connected to standards' section has a red star icon and a table of scores:

Source	Score
Self Assessment	
Observation	
Drop-in Visit and Feedback	
PLC Evaluator Feedback	
Observation	3
Drop-in Visit and Feedback	3
Final Evaluation - Teacher	2

At the bottom of the interface, there is a 'Done' button.

TIP: click the Evidence link on the overall criterion to open all criterion components for that criterion

# END OF YEAR: Reviewing Evidence

Notes, weblinks, files, & charts associated to criterion are displayed ...  
... along with any previous Observation ratings, if selected.

	Self-Assessment	Self-Assessment	Observation	Observation	Observation	Drop-in Visit and Feedback	Observation	Drop-in Visit and Feedback	Final Evaluation - Teacher
Criterion 1 - Centering instruction on high expectations for student achievement			↕	3 ↕	3 ↕	↕	↕	↕	↕
Evidence for Criterion 1									
FILES (1)									
GEM - Sample Data Grid.xlsx									
SUMMARY NOTES (1)									
WEB LINKS (1)									
Assessments: SBA ELA/Math School Dashboard									
1.1 (P1) Learning target(s) connected to standards			↕	3 ↕	3 ↕	↕	↕	↕	↕
Evidence for 1.1 (P1)									
FILES (1)									

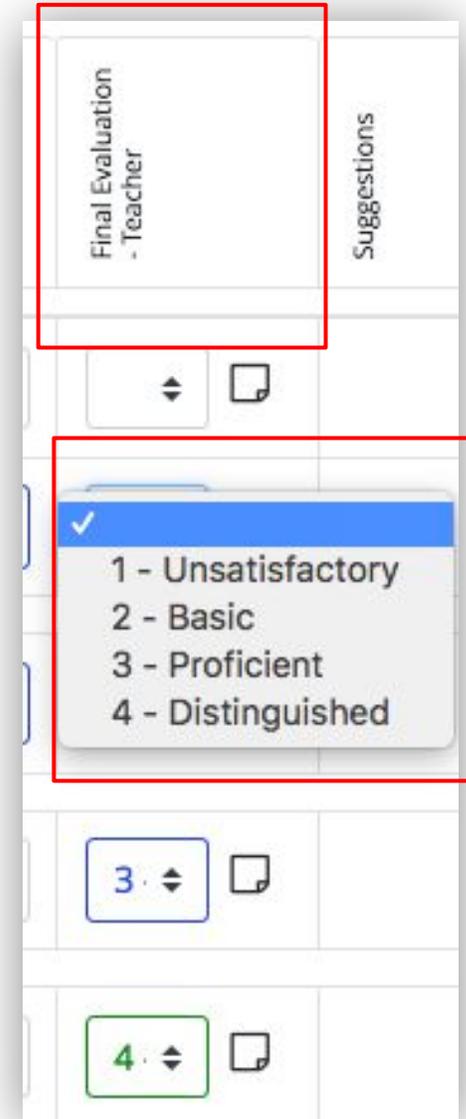
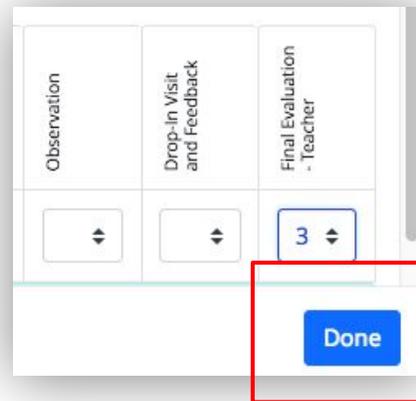
# END OF YEAR: Rating the Final Criterion

## Selecting a performance level/rating

Click on an empty box under the 'Final Evaluation' column, select a performance level in the dropdown that appears.

Repeat this for each of the criterion components (1.1, 1.2, etc) related to the Criterion currently being rated.

When completed, exit the Evidence screen by clicking **Done**.



# END OF YEAR: Rating the Final Criterion

TIP: If user navigates away from the Summary before using the suggestion, to have the suggestion reappear deselect and reselect a criterion component.

## District rating range suggestions

When Criterion/Domain rating ranges are setup for the district (Ex: Criterion 1 - 8), suggestions will display along the side when ALL criterion/domain components (ie 1.1, 1.2, etc) have a rating selected.

The Evaluator has the choice:

- **accept** the suggestion, it will become the selected rating for that criterion/domain
- **dismiss (or ignore)** the suggestion and select their own rating for that criterion/domain

Repeat the cycle of Evidence review for the next set of criterion/domain.

**Suggestions for the 'main' criterion/domain (example: Criterion 1) are based on a range per criterion that is customizable by district.**

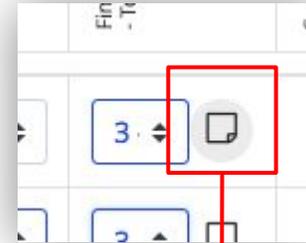
	Final Evaluation - Teacher	Suggestions
^ Criterion 1 - Cen	Proficient	Proficient Accept Dismiss
1.1 (P1) Learning t	3	
1.2 (P4) Communi	3	
1.3 (P5) Success c	3	
1.4 (CEC2) Learnir	4	

# END OF YEAR: Rating the Final Criterion

## Entering final criterion notes (optional)

Click click the **paper icon** to the right of the performance level rating.

On the pop-up box **enter any final criterion notes** desired for the selected criterion; click **Save**. Repeat this for any other criterion that notes are needed.



TIP: these notes will display on the printout using 'Show Final Notes'

A screenshot of the 'Edit Notes' pop-up box. The title bar reads 'Edit Notes: Criterion 1 - Centering instruction on high expectations f...'. There are 'Save' and 'Cancel' buttons. The main area is titled 'Notes (optional)' and contains a rich text editor with a toolbar (bold, italic, bulleted list, numbered list, link, code) and the text '(Final Evaluation - Teacher)'. A red arrow points from the paper icon in the previous image to this pop-up box.

## End of Year: Finalizing the Final Evaluation

- WA State Logic for Summative rating suggestions:  
Comprehensive vs. Focused
- Entering Final Overall notes
- Printing
- Sharing/Marking Complete



# END OF YEAR: Finalizing the Final Evaluation

## Summative rating suggestions - Comprehensive

Suggestions at the bottom are hard coded based on WA State logic\* (see charts below)

TIP: The Evaluator has the choice:

- ACCEPT the suggestion, it will become the selected rating
- DISMISS (or IGNORE) the suggestion and select their own

- When a rating is selected for: Criterion 1 - 8 and student growth criterion:
  - **1st:** suggestions are made for **Preliminary Summative** and **Student Growth Impact**.
  - **2nd:** When accepted or selections made, a **Final Summative Rating** is suggested.
    - If needed, corresponding **Require Student Growth Inquiry** and **Require Plan of Improvement** are suggested.

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		

WA State logic

Summative Rating			
The sum of all eight criterion scores			
8-14	15-21	22-28	29-32
U	B	P	D*

Student Growth Impact Rating		
The sum of all five student growth components from criteria 3, 6, and 8		
5-12	13-17	18-20
Low*	Average	High

Final Summative Rating			
The result of the intersection between Summative Rating and Student Growth Impact Rating			
Distinguished	Proficient Rating*	Distinguished Rating	
Proficient	Proficient Rating		
Basic	Basic Rating		
Unsatisfactory	Unsatisfactory Rating Plan of improvement		
	Low	Average	High

TIP: If the user navigates away from the Summary before using a suggestion, to have the suggestion reappear deselect and reselect a criterion component.

\* Link to Framework Summative supporting documentation: <https://sdshelpdesk.zendesk.com/hc/en-us/articles/360000524788>



# END OF YEAR: Finalizing the Final Evaluation

## Summative rating suggestions - Focused (non-comprehensive)

Suggestions at the bottom are hard coded based on WA State logic (see grey box on right)\*.

- The Criterion that is selected as the Evaluatee's focus, when it is given a rating the **Final Summative Rating** is suggested with the same rating.

### The Evaluator has the choice:

- **accept** the suggestion, it will become the selected rating
- **dismiss (or ignore)** the suggestion and select their own rating

TIP: Only if the district has been using SDS Evaluations for one or more years might the 'Most Recent Comprehensive Rating' display. This feature was added to assist WA State logic (per WAC 392-191A).

Final Summative Rating	<input type="text" value="3"/>	
Require Plan of Improvement	<input type="checkbox"/>	
<input type="button" value="Accept All Suggestions"/>		
Most Recent Comprehensive Final Summative Rating: 3 - Proficient		

### WA State logic

- 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\*



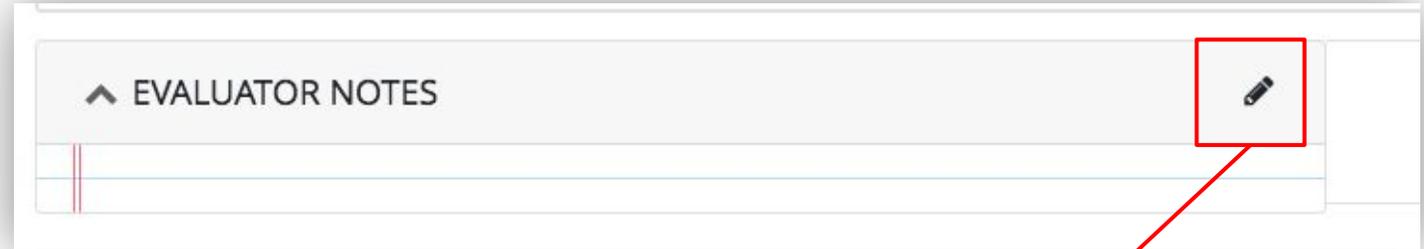
\* Link to Framework Summative supporting documentation: <https://sdshelpdesk.zendesk.com/hc/en-us/articles/360000524788>

# END OF YEAR: Finalizing the Final Evaluation

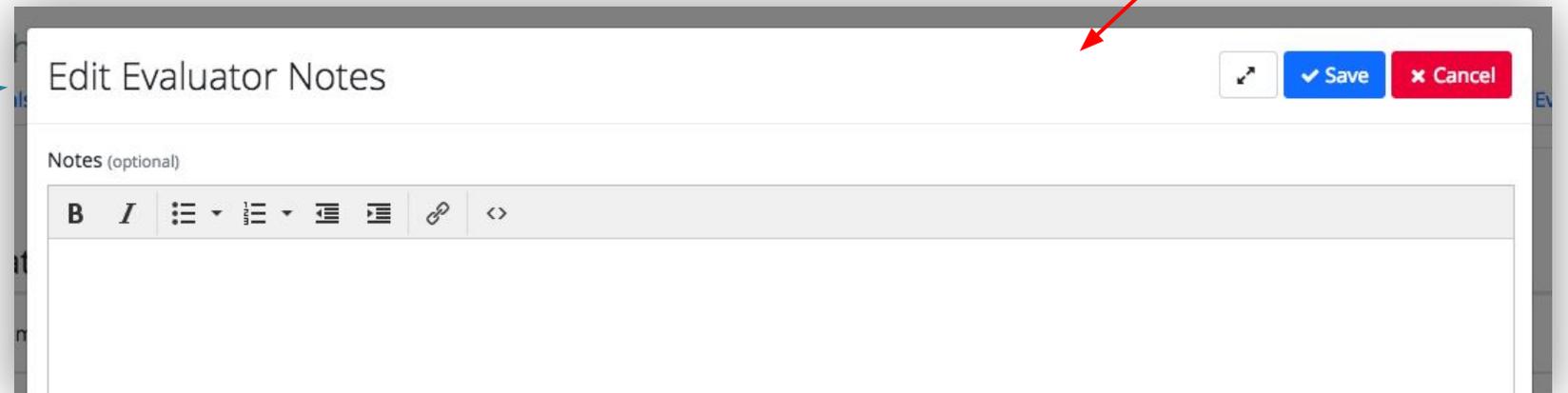
## Entering summative notes (optional)

Click the **pencil icon** next to the Evaluator Notes box, which is displayed to the left of the summative evaluation section.

On the pop-up box **enter any final overall notes** desired; click **Save**.



TIP: these notes will display on the printout using 'Show Final Notes'



# END OF YEAR: Finalizing the Final Evaluation

## Printing

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**

Inside of the application a **notification** will provide a way to download a PDF and an **email** is sent.

TIP: To print only the 'main criterion' (Criterion 1) of the Final Evaluation and notes associated:

- deselect all, but leave 'Show Final Notes'

To include 'sub criterion' (1.1, 1.2, etc):

- also select 'Show Criterion Components'

To include only Focused criteria:

- select 'Show Only Focused/Required Criteria'

The screenshot displays the 'Annual Evaluation Summary - Comprehensive' interface. At the top, there are tabs for 'Tasks', 'PLC', 'Goals', and 'Summary'. Below the tabs, there are columns for 'Self-Assessment', 'Observation', 'Drop-In Visit and Feedback', and 'PLC Evaluator Feedback'. A gear icon is highlighted with a red box, and a red arrow points to the 'Print Evaluation Summary' option in the dropdown menu. Another red arrow points to the 'Download PDF' button in the 'Print Options' pop-up. The 'Print Options' pop-up includes a list of checkboxes: 'Show Only Focused/Required Criteria' (unchecked), 'Show Criterion Components' (checked), 'Show Non Final Notes' (checked), 'Show Final Notes' (checked), 'Show Commentary' (checked), 'Show Files' (checked), 'Show Charts' (checked), 'Show Web Links' (checked), 'Show Data Extracts' (checked), 'Show Goals' (checked), 'Show Key Indicators' (checked), 'Show Self-Evaluations' (checked), and 'Show Evaluations' (checked). A notification pop-up is also visible, showing a 'File Ready to Download' message: 'The file 'Evaluation Summary Report 3\_28\_2018.pdf' is ready to download. Click here to download it now.' The notification includes a red box around the 'Click here' link and a red box around the notification icon in the top right corner of the application.

# END OF YEAR: Finalizing the Final Evaluation

## Sharing/Marking Complete

Click the **gear icon** and select:

- **'Share w/ Evaluatee?'** - to **share** prior to 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.

Annual Evaluation Summary - Comprehensive

▼ 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

Print Evaluation Summary

Mark final complete?

Share w/ Evaluatee?

Evaluated Position Reference

View options

Show only focused & required criteria

Evaluatee receives an email, providing a link for them to get logged in to view it.

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

# END OF YEAR: Finalizing the Final Evaluation

## Chat Comments and Reflections

## End of year: Collecting Building/District Wide Summary Reports

- Performance Level Chart
- Data Extracts
  - Evaluation Criteria by Task Template
  - Evaluation Task Completion
  - Evaluation Year Summaries



# END OF YEAR: Collecting Building/District Wide Summary Reports



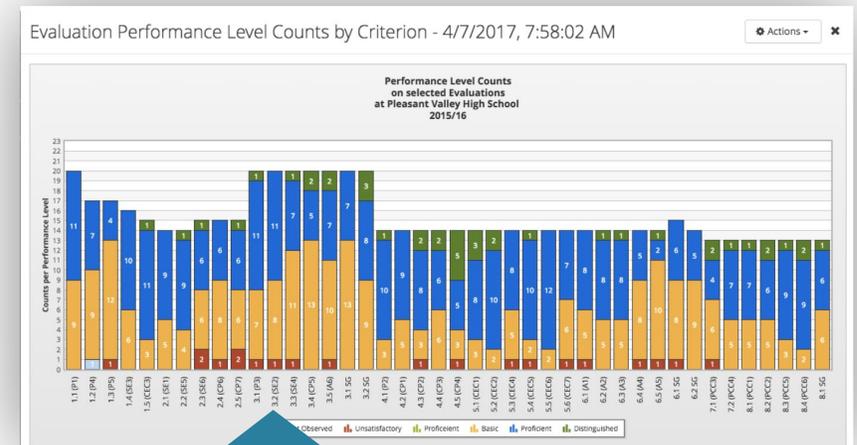
## Chart #1 - Evaluation Performance Level Counts by Criterion Chart

### Purpose:

This chart displays the counts of each performance level, in each criterion, for the selected evaluation task template.

### Ideas for District Use:

1. **Calibration amongst principals** of evidence they are looking for and how they are scoring each sub-criterion.
  - If one building is getting a lot of Distinguished ratings in a certain area, working with them to help replicate in other schools.
2. To **celebrate strengths** of the staff and/or identify positive growth as a result of target PD.
3. Potentially identifying areas where we could focus **professional development**, either due to lower or 'inflated' ratings in certain areas.



**TIP:**  
Use this chart to see how your teachers did on their first observation throughout the building!

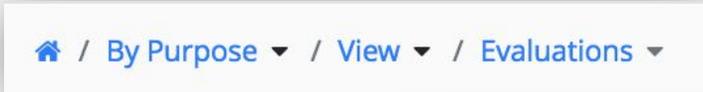
# END OF YEAR: Collecting Building/District Wide Summary Reports



## Chart #1 (conti.) - Evaluation Performance level Counts by Criterion Chart

Directions:

To access the Chart in the charts App:



To create the Chart:

Evaluation Template (optional)  
(1) T: Observation

Evaluated Position Level (optional)  
(1) Teacher - Comprehensive

School (optional)  
(1) Adams High School

School Year (optional)  
(1) 17/18

TIP:  
To get to your favorite charts faster, click the "Heart" icon to favorite your charts, the chart will then be saved to easily access later in the "My Charts" section of the App..



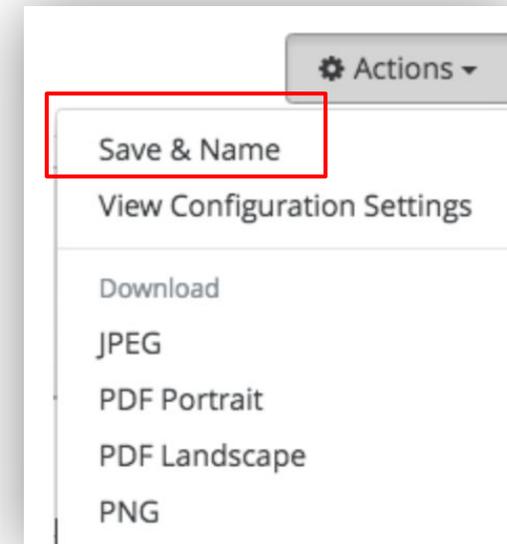
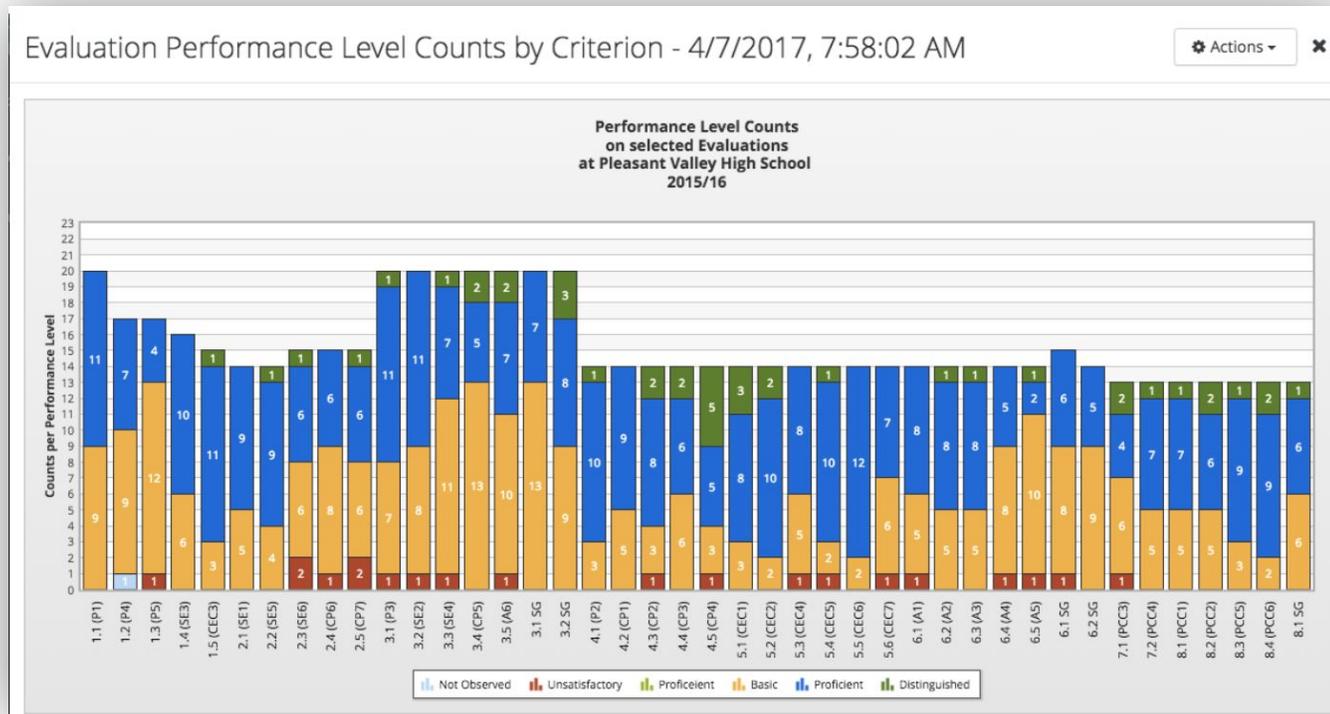
TIP:  
Leave the school field blank to show district wide data.

# END OF YEAR: Collecting Building/District Wide Summary Reports



## Chart #1 (conti.) - Evaluation Performance level Counts by Criterion Chart

Once the chart has been rendered, you have options to save the chart or download it. If saved, the charts and it's selections will then be available in the **My Charts** on the left panel of the Charts Application

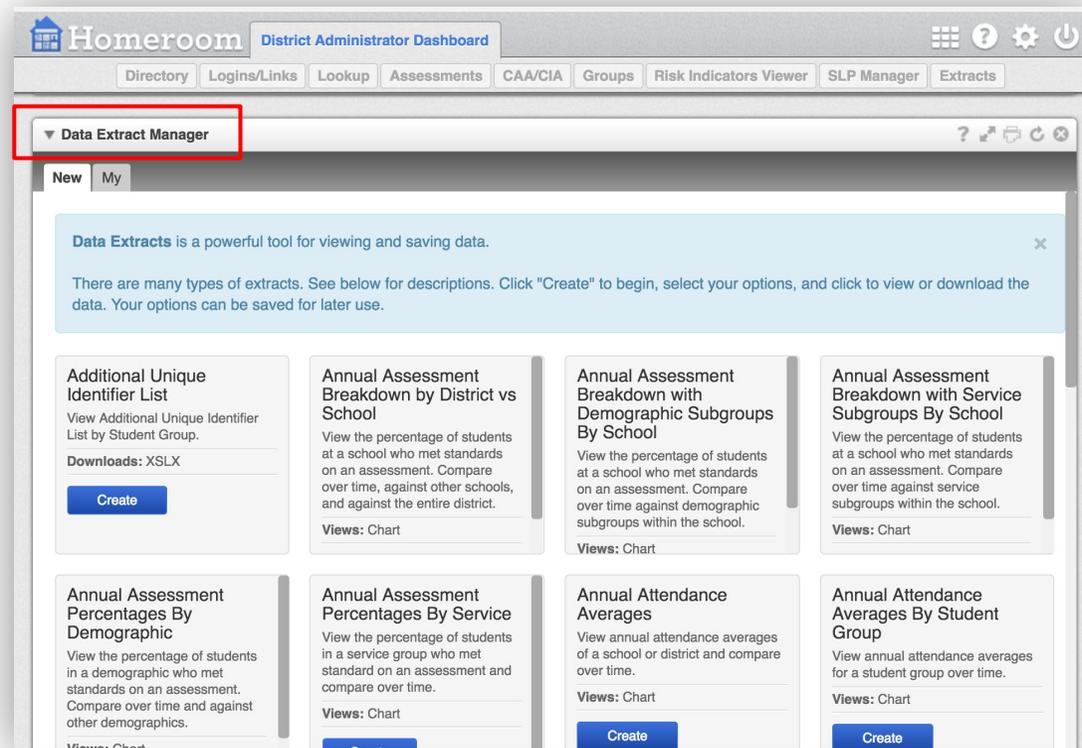


# END OF YEAR: Collecting Building/District Wide Summary Reports



The next 3 downloads of evaluation data are found in Homeroom.

Once in homeroom navigate to the Data Extracts Widget from your Dashboard.



# END OF YEAR: Collecting Building/District Wide Summary Reports



## Data Extract #1 - Evaluation Criteria by Task Template

### Purpose

The Evaluation Criteria By Task Template 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.

\*\* This Data Extract is only listed for the following types of users

- Evaluations Data Administrators
- Evaluators - only provides data for their evaluatees
- Evaluation Monitors

Step 1)

Evaluation Criteria By Task Template

Download information about criteria for evaluations that have a task based on the selected template.

Downloads: XSLX

Create

Step 2)

Data Extract Manager

New My Create

Evaluation Criteria By Task Template

EVALUATION TASK TEMPLATE (REQUIRED)  
Observation / Evaluation

SCHOOL YEAR  
2014 / 2015

DOWNLOADS  
XLS

# END OF YEAR: Collecting Building/District Wide Summary Reports

## Data Extract #1 (conti.) - Evaluation Criteria by Task Template

Criterion for selected position levels. Also includes if it was focused or not.

Primary Evaluator	Evaluatee	Evaluated Position Level	Task Template	Due Date	Completion Date	Criterion 1 - Centering instruction on high expectations for student achievement		1.1 (D1 Observable) Providing Clear Learning Goals and Scales (Rubrics)		1.2 (D1 Observable) Celebrating Success	
						Performance Level	Focused	Performance Level	Focused	Performance Level	Focused
*, Bradley	Al-Lami*, Charissa	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-16	Proficient	N	Proficient	N	Proficient	N
*, Bradley	Bird*, Aletheia	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-29	Proficient	N	Proficient	N	Distinguished	N
*, Bradley	Kegley-Wells*, Asia	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-30	Proficient	N	Proficient	N	Distinguished	N
*, Bradley	Kutsevalov*, Delia	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-29	Proficient	N	Proficient	N	Distinguished	N
*, Bradley	Leliefeld*, Mishel	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-14	Proficient	N	Proficient	N	Proficient	N
*, Bradley	Millspaugh*, Rainey	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-29	Proficient	N	Proficient	N	Proficient	N
*, Bradley	Rosadio*, Agnessa	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-16	Proficient	N	Proficient	N	Distinguished	N
*, Dayton	Beckham*, Gert	Teacher - Comprehensive	Formal Observation	2018-02-01	2018-02-26	Proficient	N	Proficient	N	Distinguished	N
*, Dayton	Lopez de Victoria*,	Teacher - Provisional	Formal Observation	2017-12-01	2017-12-06	Proficient	N	Distinguished	N	Proficient	N
*, Janell	Coursaw*, Dmetri	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-27	Proficient	N	Distinguished	N	Distinguished	N
*, Janell	Rutter Jr*, Niyah	Teacher - Provisional	Formal Observation	2017-12-01	2017-11-27	Proficient	N	Distinguished	N	Distinguished	N
*, Marie	*, Bonita	Teacher - Comprehensive	Formal Observation	2018-02-01	2018-01-23	Distinguished	N	Distinguished	N	Distinguished	N
*, Marie	*, Kallie	Teacher - Focus Yr2	Formal Observation	2018-02-01	2018-01-31	Distinguished	N	Proficient	N	Distinguished	N
*, Marie	*, Lexi	Teacher - Focus Yr2	Formal Observation	2018-02-01	2018-01-31	Distinguished	N	Proficient	N	Distinguished	N
*, Marie	*, Mande	Teacher - Comprehensive	Formal Observation	2018-02-01	2018-01-31	Proficient	N	Proficient	N	Proficient	N
*, Marie	Baribault*, Dakota	Teacher - Comprehensive	Formal Observation	2018-02-01	2018-01-31	Distinguished	N	Proficient	N	Distinguished	N
*, Marie	Daponte*, Lyudmila	Teacher - Focus Yr1	Formal Observation	2018-02-01	2018-01-31	Distinguished	N	Proficient	N	Distinguished	N
*, Marie	Francisco*, Kaytlyn	Teacher - Focus Yr1	Formal Observation	2018-02-01	2018-01-31	Proficient	N	Proficient	N	Distinguished	N
*, Marie	Hamel*, Bree	Teacher - Comprehensive	Formal Observation	2018-02-01	2018-01-23	Proficient	N	Proficient	N	Distinguished	N
*, Marie	Jelke*, Bret	Teacher - Focus Yr1	Formal Observation	2018-02-01	2018-01-31	Proficient	N	Proficient	N	Distinguished	N

Tip: Tabs will display for each position level if task is used for multiple positions



# END OF YEAR: Collecting Building/District Wide Summary Reports

## Data Extract #2 - Evaluation Task Completion

### Purpose

The Evaluation Task Completion extract allows the user to download a spreadsheet of Tasks that provides due dates, Yes/No if a task is marked complete, and required/not required of a task.

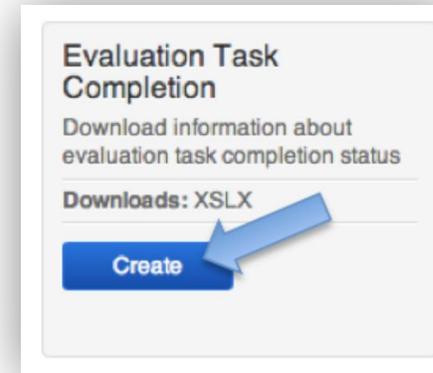
This type of information can help the Evaluator or other staff monitor progress if needed.

\*\* This Data Extract is only listed for the following types of users

- Evaluations Data Administrators
- Evaluators - only provides data for their evaluatees
- Evaluation Monitors



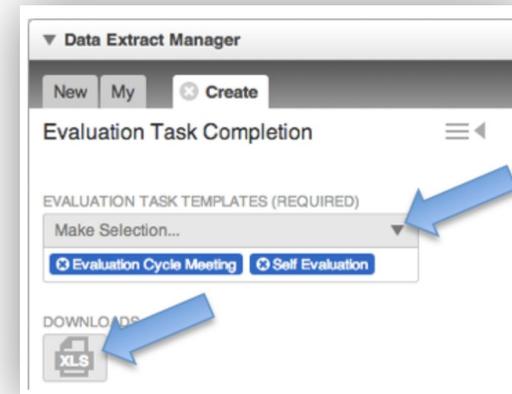
Step 1)



TIP:

Great for seeing at a glance if majority of selected tasks have been completed or not! throughout the year

Step 2)



# END OF YEAR: Collecting Building/District Wide Summary Reports

## Data Extract #2 (conti.) - Evaluation Task Completion

Includes: task name, completed, required, and past due or not

Evaluatee	Evaluated Position Level	Primary Evaluator	Formal Observation			Task (Due)	Completed	Required	Past Due	Task (Due)	Completed	Required	Past Due
			Task (Due)	Completed	Required								
*, 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			

# END OF YEAR: Collecting Building/District Wide Summary Reports



## Data Extract #3 - Evaluation Year Summaries

### Purpose

The Evaluation Year Summaries extract allows you to download a spreadsheet of summary data for Evaluations from a selected year.

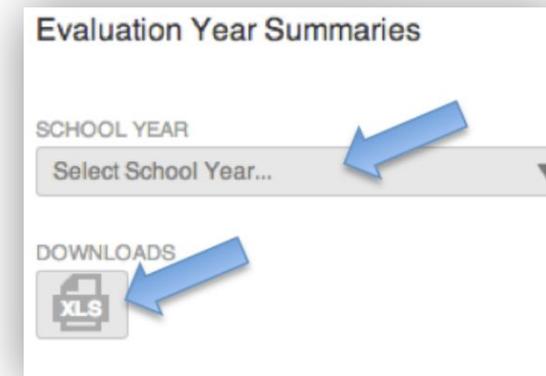
\*\* This Data Extract is only listed for the following types of users

- Evaluations Data Administrators
- Evaluators - only provides data for their evaluatees
- Evaluation Monitors

Step 1)



Step 2)





# Resources

WA State Legislative documentation:

- Teacher: <http://app.leg.wa.gov/WAC/default.aspx?cite=392-191A-120>
- Principals: <http://app.leg.wa.gov/WAC/default.aspx?cite=392-191A-190>

OSPI Documentation: <http://www.k12.wa.us/TPEP/Frameworks/default.aspx>

Idaho Teachers:

<https://www.sde.idaho.gov/federal-programs/ed-effectiveness/files/effective-teachers/Teacher-Evaluations-Checklist.pdf>

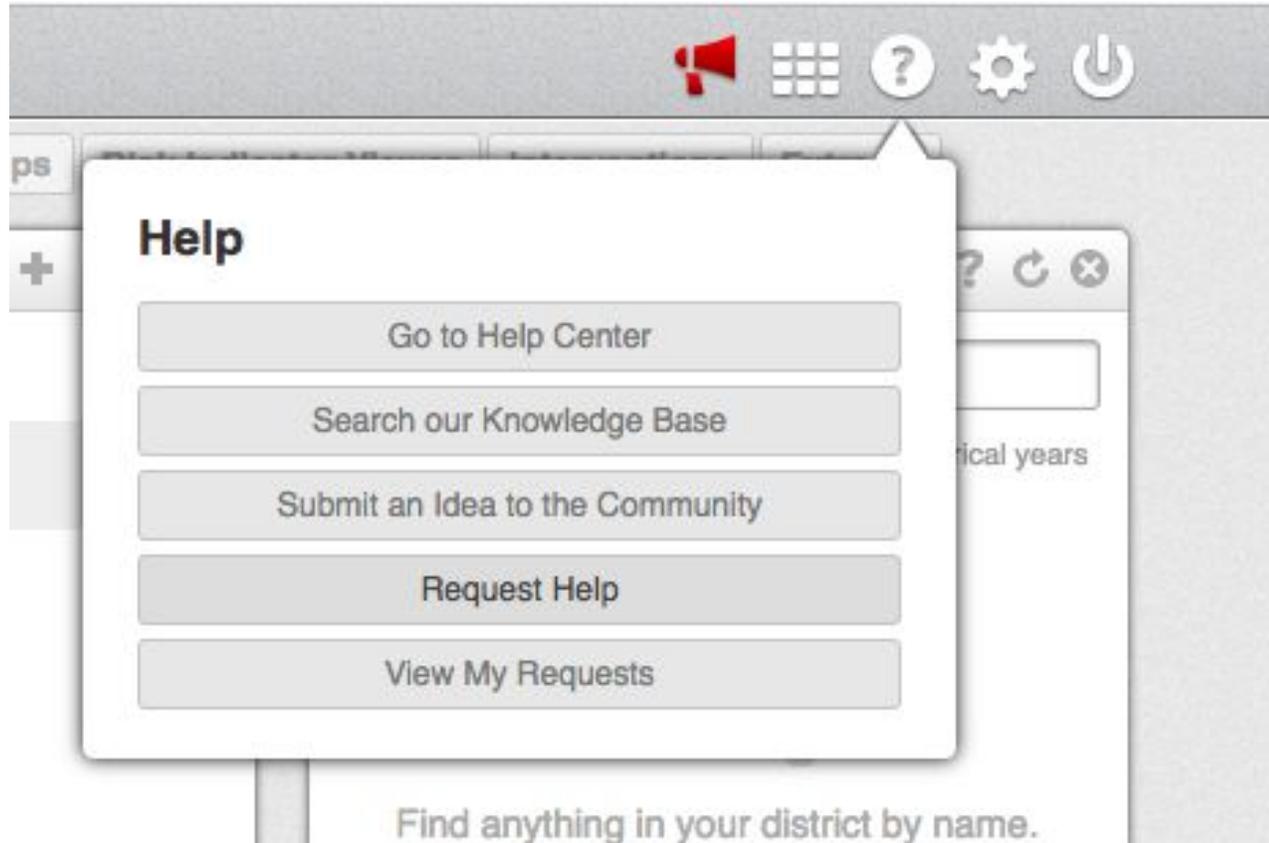
Idaho Principals:

<https://www.sde.idaho.gov/federal-programs/ed-effectiveness/shared/Principal-Evaluation-Process-Resources.pdf>

SDS Help Center: <https://sdshelpdesk.zendesk.com/hc/en-us/articles/360000524788>

# REMINDERS

If you need any help at all, please contact your Customer Support Rep by simply clicking on the Help icon and request help, in the upper right hand corner of Homeroom.





Thank you for joining  
us!

For additional comments or questions,  
please request help from your CS rep or  
contact us at [support@schooldata.net](mailto:support@schooldata.net)

# Q & A Session - Evaluations Tips and Tricks

- Announce yourself when you speak during this Q & A session
- Minimize background noise & speaker sound to prevent looping sounds when speaking. Use of headset or turning down volume helps

Please click the mute icon to mute yourself when not speaking. If an audio call only, use your mute features on your phone. →

