

Overview of Task Template Options

The screenshot shows an evaluation task interface for 'Evaluating Dan Doe as Teacher - Focused Criterion 4'. The task is titled 'Sample to Help Explain Use of Templates' and is due on Feb 15, 2019. It is marked as 'REQUIRED' and 'STUDENT GROWTH'. The interface includes a 'MEETING DETAILS' section (1), an 'EVALUATOR NOTES' section (4), and a 'FILES (0)' section (5). There are also 'WEB LINKS (0)' (11) and 'CHARTS (0)' (8) sections. An 'Additional Data' section (12) contains a question for evaluators or evaluatees. A 'Share with PLC Members?' checkbox (7) is visible in the 'Professional Learning Community' section. A 'Print Evaluation Task' menu (6) is located in the top right. A 'Preliminary Summative Rating' dropdown (3 - Prof) and a 'Student Growth Impact' dropdown (A - Ave) are shown. A 'Final Summative Rating' dropdown (3) with 'Accept' and 'Dismiss' options is also present. A 'Require Student Growth Inquiry' and 'Require Plan of Improvement' checkbox (10) is located at the bottom. A 'Total Minutes Observed' field shows 30 minutes. A 'sample' search box (9) is at the bottom left. A 'T: Self Evaluation' header (2 and 3) is at the top right, with a note 'This Evaluation has not been shared with you yet.'.

Task Templates – Each template any position level can use and as many times as they want. Here is what each does if you mark it Yes or True, unless noted otherwise (see screenshot below with corresponding numbers to options):

- Is Meeting (1) – gives the date, time, location boxes
- Evaluation Task Sharing Option (2) – only for Self Evaluations and have to mark in the system and there are three options
 - ‘Is Sharable’ means the Evaluatee has the option to share their Self Evaluation with the Evaluator
 - ‘Is not sharable’ means the Evaluatee has no option to share their Self Evaluation with the Evaluator
 - ‘Must be shared’ means the Evaluatee’s Self Evaluation is always shared with the Evaluator

- May be Modified by EvaluaTEE (3) – allows EvaluaTEE to modify the task, and is read-only for EvaluTOR
- May be Modified by EvaluaTOR (3) – allows EvaluaTOR to modify the task and is read-only for EvaluaTEE
- Allows notes (4) – Provides a standard note box to fill in
- Allows File Uploads (5) – Provides “Upload file(s)” button
- Is Evaluation (6) – provides “Open Observation” link and the Evaluation rubric for that Position.
- Is Support Team Meeting (7) – Gives access to this task on the PLC tab and allows the user to “Share with PLC Members” for collaboration
- Is Growth Evidence (8) – Provides the “Charts” option and makes it an available task from the Student Growth tab to attach Growth Charts.
- Is Active (9a) – Is available to use and select from the ‘+’ add a task list.
- Evaluation Task is Annual Final (10) – Makes it the final evaluation task in the summary and connects to the state calculations.
- Allows Web Links (11) - Allows the user to add URLs as evidence, associate to criteria, and add notes to them
- Evaluated Position (9b) - when this field is filled in, then only that Position can use the task template and it is only available to them in the ‘+’ add a task list.

(12) Task Templates can optionally be setup Additional Data Collection boxes:

What do these do for you?: Use to create forms to collect information or answers to questions. Each box can then be attached to one or more criterion from the Evaluation rubric.

- Data Collection Item Name – what displays on in the database
- Ordinal By Task – how to order them on the task
- Item Is Required – True makes required to fill in prior to marking a task as complete.
- Item Is Growth Goal – data filled in shows in the “Task Related Goals” section on the Goals tab

Automatic Task List – tasks, due dates, task order, and task required status that are automatically populated when a position level is assigned to an Evaluatee

What do these do for you?:

1. Pre populate position levels with tasks, can designate those that require more evaluations or more meetings. (ie Provisional vs. Continuing)
2. Make some tasks required for one position and not another
3. Make due dates different between positions
4. Earliest allowable completion date makes it so Evaluator or Evaluatee can't mark task complete until the date has passed