

Evaluation Task Completion

[created 7/30/14 dmr]

This Data Extract is located in the Data Tables application. You can find additional information on the Data Tables application here: [Introduction to Data Tables](#). *If you get a banner noting you don't have access, contact your district Homeroom/SDS Application rep or support@schooldata.net*

Purpose

The Evaluation Task Completion extract is a downloadable Spreadsheet spreadsheet of all Tasks based on selected task types and school year. The following Columns are included in the Spreadsheet:

- Evaluatee (Name)
- Evaluated Position Level (Position)
- Primary Evaluator (Name)
- Task (Task and Due Date)
- Completed (Yes/No)
- Required (Yes/No)
- Past Due (Yes/No)

This type of information can help the Evaluator or other staff monitor progress if needed. Since data from this extract can be downloaded, it also allows for additional manipulation, combining with other data, record-keeping, or any other purpose.

Data Access Restricted

Records for this data table will only show for the following type of users:

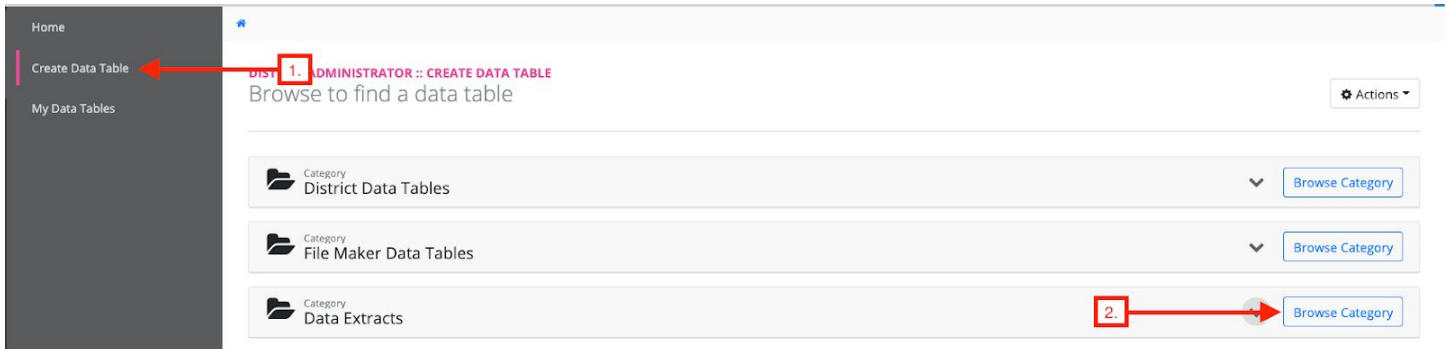
- Evaluations Data Administrators
- Evaluators - Only provides data for their Evaluatees
- Evaluation Monitors

Directions

Login to Schooldata.net at [yourdistrict].schooldata.net/dt using your Schooldata.net username and password.

Create the Data Table:

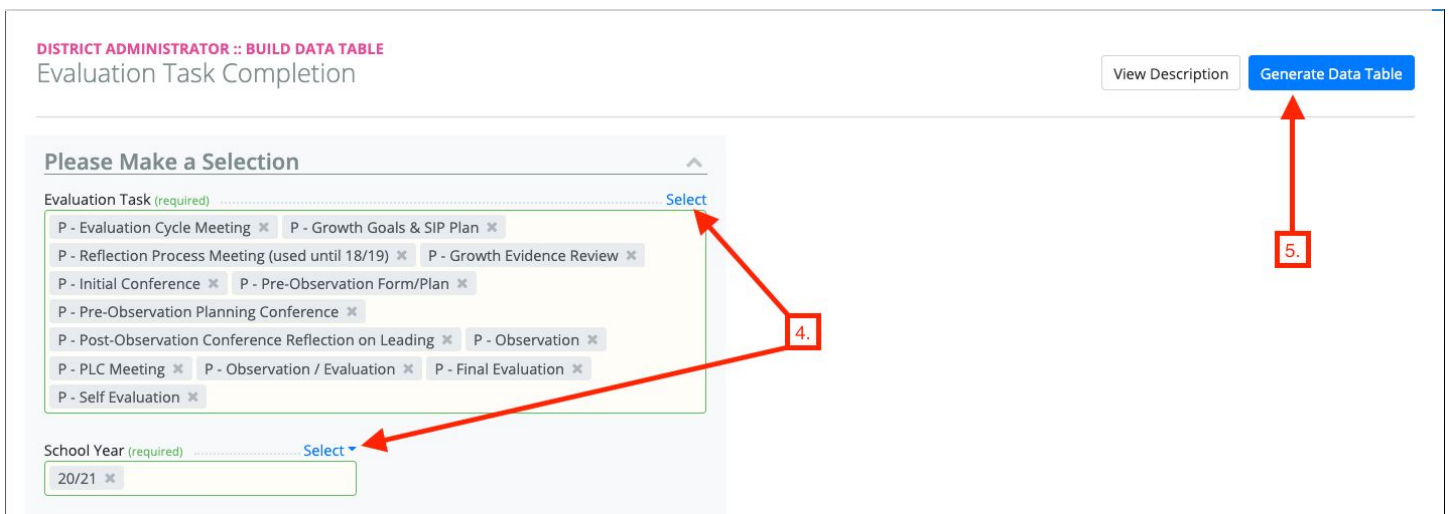
1. Click Create Data Table in the left-hand Nav.
2. Click Browse Category under Data Extracts



3. Click Build data table under 'Evaluation Task Completion'.



4. Choose a set of evaluation tasks and a school year.
5. Click Generate Data Table



6. Click 'Download XLSX' to download the Data Table after it has generated.

Example

In Application View:

Evaluation Task Completion Save & Name ✕

[Download XLSX](#)

Evaluatee	Evaluated Position Level	Primary Evaluator	Task (Due)	Completed	Required	Past Due
	Principal - YR3 - Focused		P - Growth Goals & SIP Plan (2...	No	Yes	Yes
	Principal - YR3 - Focused		P - Pre-Observation Planning C...	No	Yes	Yes
	Principal - YR3 - Focused		P - Pre-Observation Planning C...	No	Yes	No
	Principal - YR3 - Focused		P - Post-Observation Conferen...	No	Yes	Yes
	Principal - YR3 - Focused		P - Post-Observation Conferen...	No	Yes	No
	Principal - YR4 - Focused		P - Growth Goals & SIP Plan (2...	Yes	Yes	Yes
	Principal - YR4 - Focused		P - Pre-Observation Planning C...	No	Yes	Yes
	Principal - YR4 - Focused		P - Pre-Observation Planning C...	No	Yes	No
	Principal - YR4 - Focused		P - Post-Observation Conferen...	No	Yes	Yes
	Principal - YR4 - Focused		P - Post-Observation Conferen...	No	Yes	No
	Principal - YR2 - Focused		P - Growth Goals & SIP Plan (2...	No	Yes	Yes
	Principal - YR2 - Focused		P - Pre-Observation Planning C...	No	Yes	Yes
	Principal - YR2 - Focused		P - Pre-Observation Planning C...	No	Yes	No
	Principal - YR2 - Focused		P - Post-Observation Conferen...	No	Yes	No
	Principal - YR2 - Focused		P - Post-Observation Conferen...	No	Yes	Yes
	Principal - YR1 - Focused		P - Growth Goals & SIP Plan (2...	Yes	Yes	Yes
	Principal - YR1 - Focused		P - Pre-Observation Planning C...	No	Yes	Yes
	Principal - YR1 - Focused		P - Pre-Observation Planning C...	No	Yes	No
	Principal - YR1 - Focused		P - Post-Observation Conferen...	No	Yes	No
	Principal - YR1 - Focused		P - Post-Observation Conferen...	No	Yes	Yes

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Downloaded View:

	A	B	C	D	E	F	G
1	Evaluatee	Evaluated Position	Primary Evaluator	Task (Due)	Completed	Required	Past Due
2		Principal - YR3 - Foc I		P - Growth Goals &		Yes	Yes
3		Principal - YR3 - Foc I		P - Pre-Observation		Yes	Yes
4		Principal - YR3 - Foc I		P - Pre-Observation		Yes	No
5		Principal - YR3 - Foc I		P - Post-Observation		Yes	Yes
6		Principal - YR3 - Foc I		P - Post-Observation		Yes	No
7		Principal - YR4 - Foc I		P - Growth Goals &	2020-12-21	Yes	Yes
8		Principal - YR4 - Foc I		P - Pre-Observation		Yes	Yes
9		Principal - YR4 - Foc I		P - Pre-Observation		Yes	No
10		Principal - YR4 - Foc I		P - Post-Observation		Yes	Yes
11		Principal - YR4 - Foc I		P - Post-Observation		Yes	No
12		Principal - YR2 - Foc I		P - Growth Goals &		Yes	Yes
13		Principal - YR2 - Foc I		P - Pre-Observation		Yes	Yes
14		Principal - YR2 - Foc I		P - Pre-Observation		Yes	No
15		Principal - YR2 - Foc I		P - Post-Observation		Yes	No
16		Principal - YR2 - Foc I		P - Post-Observation		Yes	Yes
17		Principal - YR1 - Foc I		P - Growth Goals &	2020-12-29	Yes	Yes
18		Principal - YR1 - Foc I		P - Pre-Observation		Yes	Yes
19		Principal - YR1 - Foc I		P - Pre-Observation		Yes	No
20		Principal - YR1 - Foc I		P - Post-Observation		Yes	No
21		Principal - YR1 - Foc I		P - Post-Observation		Yes	Yes