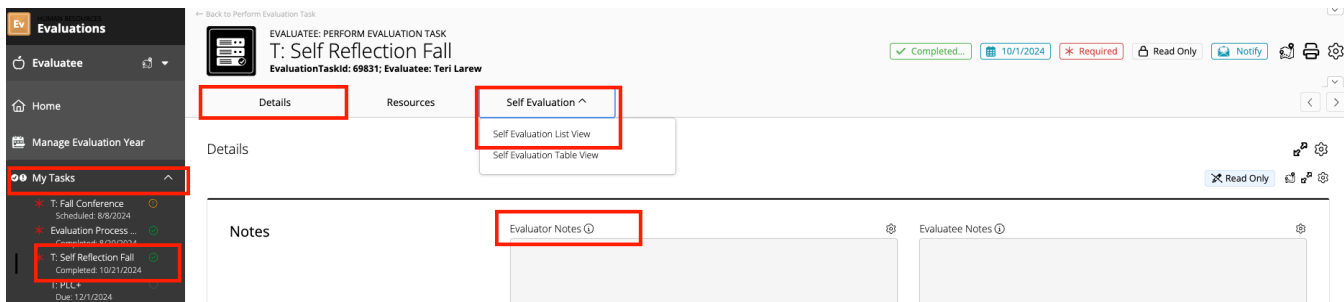


Evaluatee: Self-Evaluation Task (Connect)

The self-evaluation process allows individuals to reflect on their performance throughout the year, identifying strengths and areas for improvement.

1. Start under **My Tasks** in the left navigation menu and select a self-evaluation.
 - Alternatively, tasks may be opened under **Manage Evaluation Year** in the left navigation menu.
2. You will see the **Details** tab of the **Perform Evaluation Task**. Here, your Evaluator may have left notes to review. If you want to leave notes for the evaluator, you may do so in the **Evaluatee Notes** field.
3. Click the **Self-Evaluation** tab and select **Self-Evaluation List View**.



4. On the left, you will see the different Criterion. Click the **arrow** to reveal sub-components.
 - The * **icon** denotes a **Focused Criterion** you or your Evaluator has chosen to focus upon for the school year.
5. Click the chosen criterion to review.
6. Click the **checkbox** for the chosen performance level.
7. Click the **checkbox** for the chosen **performance level**. A **color-coded checkbox** will appear that corresponds to the performance level you selected. You will also notice the criterion on the left now has a checkbox denoting that the criterion is complete.

Green: Distinguished (4)
Blue: Proficient (3)
Yellow: Basic (2)
Red: Unsatisfactory (1)

8. Below the Performance Level selection on the right is an optional **Notes** box to enter to enter any notes for that selection.
 - Click the **checkmark** in the top right corner to save.
 - Click the **"X" icon** to delete the note.
 - A **doc icon** will appear next to the criterion on the left.

← Back to Perform Evaluation Task

EVALUATEE: PERFORM EVALUATION TASK
T: Self Reflection Fall
EvaluationTaskId: 69831; Evaluatee: Teri Larew

Incomplete 10/1/2024 Required Read Only Notify

Details Resources Self Evaluation

Self Evaluation List View

Minutes Observed:

Criterion 1 - Centering instruction on high expectations for student...
 Criterion 2: Demonstrating effective teaching practices
 Criterion 3: Recognizing individual student learning needs and developin...
 Criterion 4: Providing clear and intentional focus on subject matter...
 4.1 Lessons connected to previous and future lessons, broader purpose, and...
 4.2 Design of performance task
 4.3 Alignment of instructional materials and tasks
 4.4 Teacher knowledge of content
 4.5 Discipline-specific teaching approaches
 Criterion 5: Fostering and managing a safe, positive learning environment
 Criterion 6: Using multiple student data elements to modify instruction and...
 Criterion 7: Communicating and collaborating with parents and the...
 Criterion 8: Exhibiting collaborative and collegial practices focused on improvi...

4.1 Lessons connected to previous and future lessons, broader purpose, and transferable skill

FOCUSED Lessons connected to previous and future lessons, broader purpose, and transferable skill

Distinguished
The lesson is clearly linked to previous and future lessons. Lessons build on each other in ways that enhance student learning. Students understand how the lesson relates to previous lesson.

Proficient
The lesson is clearly linked to previous and future lessons. Lessons build on each other in a logical progression.

Basic
The lesson is clearly linked to previous and future lessons.

Unsatisfactory
The lesson is rarely or never linked to previous and future lessons.

Not Observed
Not enough evidence observed or documented yet to mark this criterion

^ NOTES

File Edit View Insert Format Tools Table

Paragraph B I

Sample

9. Click the **Self Evaluation** tab at the top of the page and select the **Self Evaluation Table View**. This will allow you to view the Evaluation Criterion, the designated performance levels, and notes in table form.
 - o Click the **arrow** to the far left to reveal additional criterion.

EVALUATEE: PERFORM EVALUATION TASK
T: Self Reflection Fall
EvaluationTaskId: 69831; Evaluatee: Teri Larew

Completed... 10/1/2024 Required Task Shared Read Only Notify

Details Resources Self Evaluation

Self Evaluation Table View

Hierarchy	Evaluation Criterion	Evaluation Criterion	Evaluation Criterion	Performance Level	Performance Level	Notes
> Criterion 1 (4)	Criterion 1	Criterion 1 - Centering inst...		Proficient		sample
> Criterion 2 (4)	Criterion 2	Criterion 2: Demonstrating...		Distinguished		
> Criterion 3 (6)	Criterion 3	Criterion 3: Recognizing in...				
> Criterion 4 (5)	Criterion 4	Criterion 4: Providing clear...		Proficient		

10. When finished, click the **Incomplete button** in the top right of the page. **NOTE:** Whether the task is required and the due date are posted here as well.



11. Select **Yes or No** from the **Send Email?** dropdown menu and click **Save**. Selecting Yes will send an email to the Evaluator.

12. The **Incomplete button** will now be replaced with a Complete button. Click again at any time to reverse this process for editing purposes.



13. Click the **Print icon** in the top right to download a PDF.

