

## Evaluation Criteria By Task Template

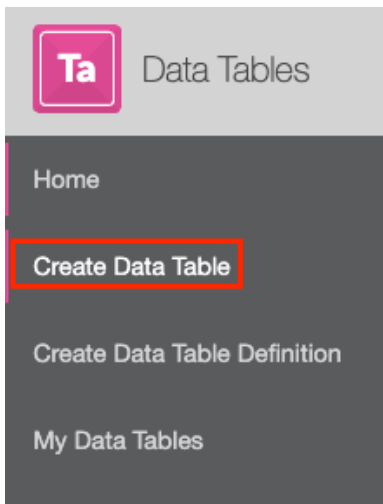
This **Data Extract** allows the user to download a spreadsheet of the selected Performance Levels and Focus for an Evaluatee of the selected task template. **Only tasks that have been marked complete will be included.**

Since data from this extract is downloaded, it allows for additional manipulation, combining with other data, record keeping, or any other purpose.

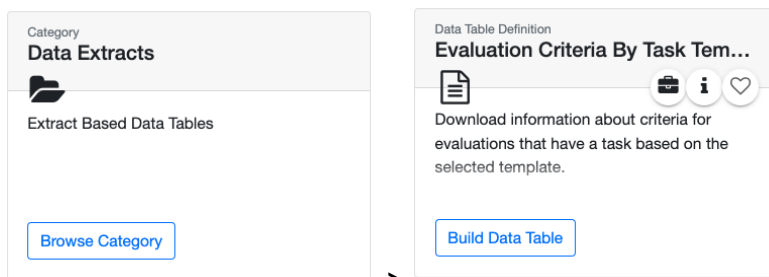
Data access is restricted to users who have access to it: Evaluation Data Administrators, Evaluators (who only provide data for their Evaluatees), and Evaluation Monitors.

Log into SchoolData.net at [\[yourdistrict\].schooldata.net/v2/data-table-manager](#) with your SchoolData.net username and password, OR locate the Data Table application.

Click **Create Data Table** on the left navigation panel.



Click the **Browse Category** button next to **District Data Extracts>Evaluation Criteria By Task Template**.



Click the **Build Data Table** button. Next, select **School Year** (current) and **Evaluation Task** (Observation/Evaluation). Next, click the **Action Gear** and choose **Data Download Table**.

DATA ADMIN :: BUILD DATA TABLE  
 Evaluation Criteria By Task Template

Save and Generate **Actions**

- Description
- Save and Generate
- Download Data Table**

**Please Make a Selection for All Required Fields**

School Year (optional)  Select

Evaluation Task (required)  Select

Criterion for selected Position tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1							Instruction on high expectations for to standards, broader purpose and4									
2	Primary Evaluator	Evaluatee	Evaluated Position Level	Task Template	Due Date	Completion Date	Performance Level	Focused	Performance Level	Focused	Performance Level	Focused	Performance Level	Focused		
3	Evaluator, Sample	Evaluatee, Sample	Teacher – 2nd Year Provisional (Comprehensive)	Observation / Evaluation	2014-10-31	2014-09-23	Basic	N	N	N	Basic	N	Proficient	N		
4	Evaluator, Sample	Evaluatee, Sample	Teacher – 2nd Year Provisional (Comprehensive)	Observation / Evaluation	2014-12-31	2014-10-22	Proficient	N	N	N	Proficient	N	N/A	N		

Tab for each Position if used on more than one

Fields of Data:

- Evaluator
- Evaluatee
- Evaluate Position Level
- Task Template Name
- Due Date
- Completion Date
- Overall Criterion name 1 ( to display all, use Excel to wrap the text)
  - Performance Level - expected would be Unsatisfactory, Basic, Proficient, Distinguished. If blank, none was selected.
  - Focused
- Sub Criterion Name 1
  - Performance Level - expected would be Unsatisfactory, Basic, Proficient, Distinguished. If blank, none was selected.
  - Focused Y or N
- (Overall Criterion Name and Sub Criterion will repeat for all Criterion)