

## Evaluation Task Completion

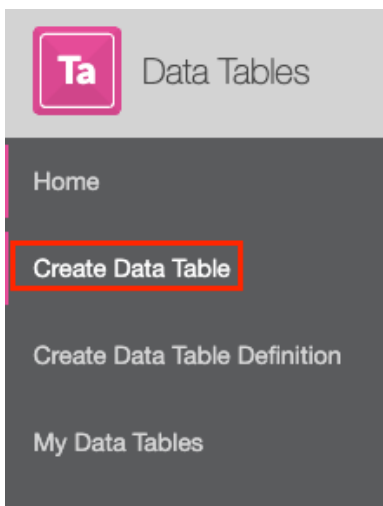
This **Data Extract** allows the user to download a spreadsheet of Tasks that provides due dates, a completion status (Yes/No), and whether a task is required or not. This information can help the Evaluator or other staff monitor progress if needed.

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

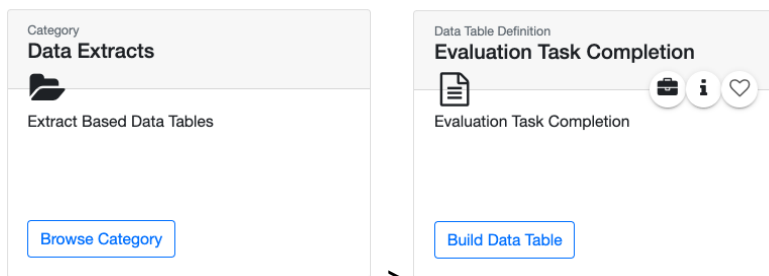
Data access is restricted to users who have access to it: Evaluation Data Administrators, Evaluators (who only provide data for their Evaluatees), and Evaluation Monitors.

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 Task Completion**.



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

DATA ADMIN :: BUILD DATA TABLE  
 Evaluation Task Completion

Save and Generate
Actions ▾

- Description
- Save and Generate
- Download Data Table

**Please Make a Selection**

Evaluation Task (required) Select

Pre-Observation Mtg × Post-Observation Mtg × Observation / Evaluation - 90 day ×

School Year (required) Select ▾

22/23 ×

The following columns are included:

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

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