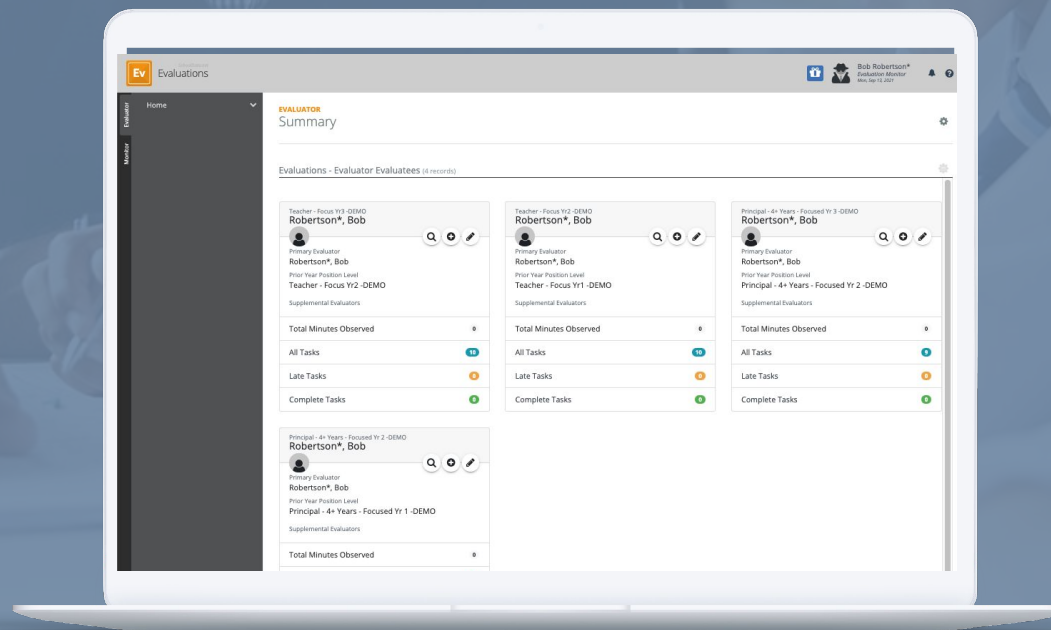


Educator Evaluations

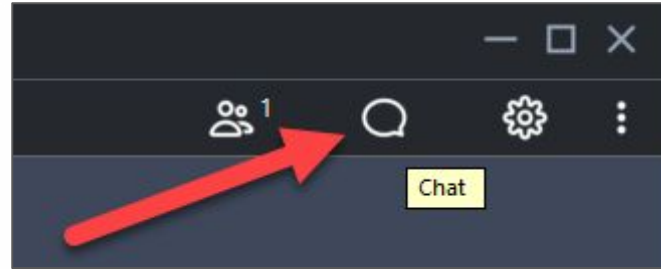
Start of the Year tools for EvaluatORs



PRESENTED BY:

SchoolData.net

How to Chat



- GoToMeeting Toolbar
- Type
- Choose who to send chat to (default is Everyone)



Course Registration and Resources

- Course Registration
 - Register for additional courses
 - Registered courses display as Enrolled
- Course Resources
 - Locate presentation by clicking the course details pdf
 - Links listed under Course Materials

SCHOOL DATA SOLUTIONS PROFESSIONAL DEVELOPMENT SYSTEM

Home **Course Registration** My Records FAQ

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Course Registration

To view course information, click the in the "Info" column.

You can search for courses by:

- **Dates** - click on a specific date on the calendar widget or filter by start date below.
- **Criteria Search** - select an option from the drop-down menus below.
- **Key Search** - type a key word in one of the text filter boxes below.

Click on the blue help icon (upper right-hand corner) for more detailed instructions.

Criteria Search Category

Intended Audience All Criteria Content Focus Homeroom for Educators Learning Level All Criteria

Key Search	Info	ID	Start Date	End Date	Title	Location	Instructor
ENROLLED		2	8/11/2020	8/11/2020	Support initiatives with Student Groups	Online Course	Wright, Jennifer
<input type="button" value="Register"/>		3	8/13/2020	8/13/2020	Explore the new Dashboard Builder tool	Online Course	Wright, Jennifer
<input type="button" value="Register"/>		4	8/19/2020	8/19/2020	Train the Trainer: Homeroom Dashboards	Online Course	Wright, Jennifer

Other Course Information

Course Materials [Student Group ProDev 8-11-2020.pdf](#)

My Courses

- My Records → My Courses
- View Course Details pdf
- Email Questions
- Complete Course Evaluation
 - We appreciate your feedback!
 - Available for 10 days
- Cancel Registration

SCHOOL DATA SOLUTIONS PROFESSIONAL DEVELOPMENT SYSTEM

Home Course Registration **My Records** FAQ

My Records

My Records Information.
New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with are required. Click the at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

My Courses Personal Info Contact Info Reports

Use this information to identify the icons shown on this page.

Course Information Email Instructor Complete Evaluation Evaluation Due Date Missed Eval Completed Cancel Course

AV is the last column = Attendance Verification: NV=Not Verified, V=Verified, NS=No Show

Click to view session enrollment details Enrolled You are enrolled and expected to attend Canceled You have canceled your registration Wait List Do not attend unless you are notified a seat becomes available and you are enrolled. Combo Sessions are a combo of enrolled, cancelled, &/or Wait List.

When multiple pages of courses display, click the ... at the end to display all courses.

If you have filtered, click to return to the full view.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Status	AV
	2	8/11/2020	Support initiatives with Student Groups 10:30 AM with Jennifer Wright in the GoToMeeting	Online Course						NV

Info	eMail	Eval	Cancel	Status

Clock Hour Transcripts

- Print Clock Hour Transcript from ProDev portal
 - My Records → Reports
- Transcript available 2 weeks after course
- Contact support@schooldata.net with questions

SCHOOL DATA SOLUTIONS
PROFESSIONAL DEVELOPMENT SYSTEM

Home Course Registration **My Records** FAQ

My Records

My Records Information.
New Users: The first time through you are prompted to complete each page. *The information you provide will be used for your course registrations. Information will not be shared outside the system.* All fields marked with are required. You must click the "Next" button to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

My Courses **Personal Info** **Contact Info** **Reports**

Click into the drop down box to select the desired report.
Select the PDF output option. For some reports you will also select the course.

Note: Your attendance in the course must be verified by the instructor before you can print a certificate or the course will be closed.

Select Report:

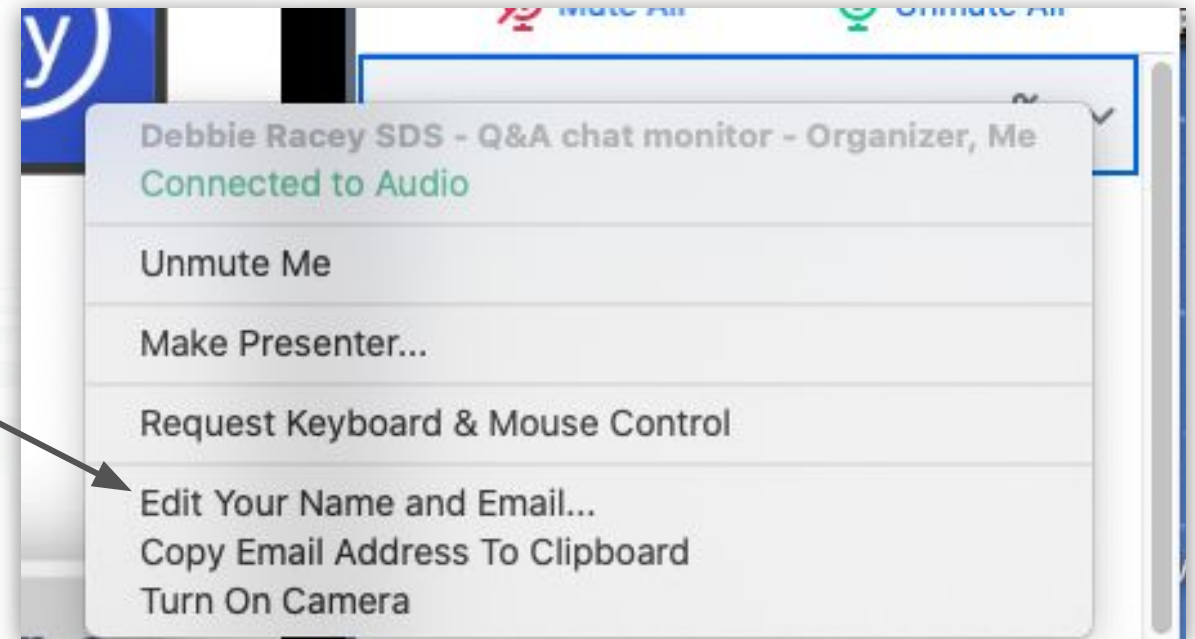
ID	Report Title
211	Attendance Certificate
226	Individual Course Clock Hour Report
212	Official Transcript

Copyright 2020 by alphaimage

Attendance verification for Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your name, click the down arrow
- Click Edit Your Name and Email...
- Questions: support@schooldata.net



Agenda

- Evaluator Basics
- Recording First Observations
- Setting up for a Walk-Through Observation
- Reviewing an Evaluatee's data
- Resources



What do I use to get logged in?

If you know how to log into Homeroom, you know how to log into Evaluations. **They use the same username & password.**

If I don't know how to log in:

- *Username is your Skyward username
- *Password is only known to you
 - Passwords are NOT synced with Skyward.
 - If you do not remember your password, click reset password.

*If your district uses an account Authentication process with SDS, a button saying **District Authentication** will be present instead.

[https://\[districtname\].schooldata.net](https://[districtname].schooldata.net)

A screenshot of the SchoolData.net login page. The page has a header with 'Welcome to SchoolData.net' and a logo for 'SCHOOL DATA SOLUTIONS'. On the right side, there are three input fields: 'District' with a placeholder 'Name of your district', 'Username or Email', and 'Password'. At the bottom, there are four buttons: 'Reset Your Password' (highlighted with a red box and a red arrow), 'Activate Account', 'Unlock Your Account', and 'Sign In' (with a user icon).

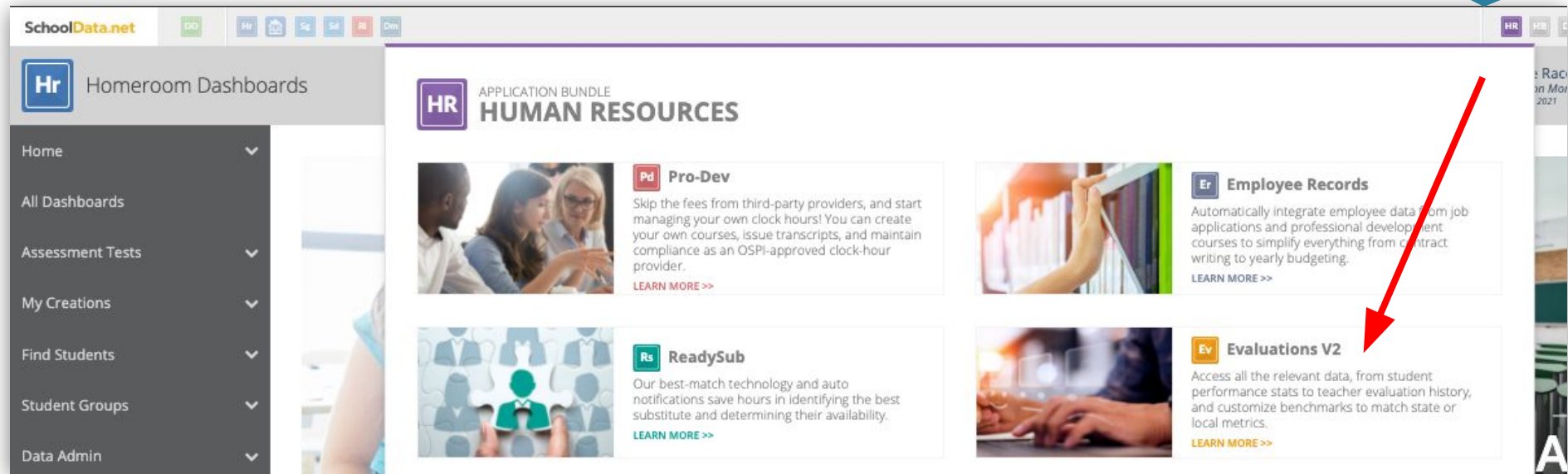


How do I get to Evaluations?

Option 1 - Log into **Homeroom Dashboards**, navigate to **Evaluations**

[https://\[districtname\].schooldata.net](https://[districtname].schooldata.net)

Evaluations is part of the **Human Resources** bundle. Click the **HR** bundle icon in the toolbar to locate Evaluations.



Option 2 - Log directly into Evaluations with this your district name using this link format:

[https://\[districtname\].schooldata.net/v2/evaluations](https://[districtname].schooldata.net/v2/evaluations)



Evaluator Basics - Dashboard

As an Evaluator, when you first log in you will be directed to your Evaluations Dashboard. This includes the people you are evaluating this school year.

Click the gear to adjust your view: View as List or View as Cards

The screenshot displays the Evaluator Dashboard interface. At the top, the user is identified as Randall Reheral, an Evaluator, with a date of Thursday, July 15, 2021. The main section is titled 'EVALUATOR Summary' and features a 'View as List' button. Below this, there is a section for 'Evaluations - Evaluator Evaluatees (2 records)'. Two records are shown:

Role	Primary Evaluator	Supplemental Evaluators	Total Min. Observed	Progress
Principal - 4+ Years - Focused Yr 2 - DEMO Practice, Patty	Reheral, Randall	None	0	0/10
Teacher - Focus Yr2 - DEMO Sample, Sally	Reheral, Randall	None	0	10/10





A callout menu is shown, triggered by clicking the gear icon. It offers two options: 'View as List' and 'Print All Evaluatees'. Another callout menu is visible at the bottom right, showing 'View as Cards' as an option for a different view.



Evaluator Basics - Dashboard

From either view, quickly review for:

- late required tasks
- completed tasks
- total minutes observed

Icon	Name	Purpose
 (red)	Required	Required tasks <u>cannot</u> be deleted.
 (yellow)	Late	Task is required and due date has passed .
 (green)	Completed	Task has been marked complete .
	Not yet due	Task is not yet due, late, or completed.

KEY

Teacher - Renewable
Sample, Sally

View as Cards

Primary Evaluator
Admin, SchoolData

Prior Year Position Level
N/A

Supplemental Evaluators

Total Minutes Observed 0

All Tasks 12

Late Tasks 1

Complete Tasks 1

View as List

Teacher - Renewable
Sample, Sally

Evaluation Process Meeting

Total Min. Observed: 0

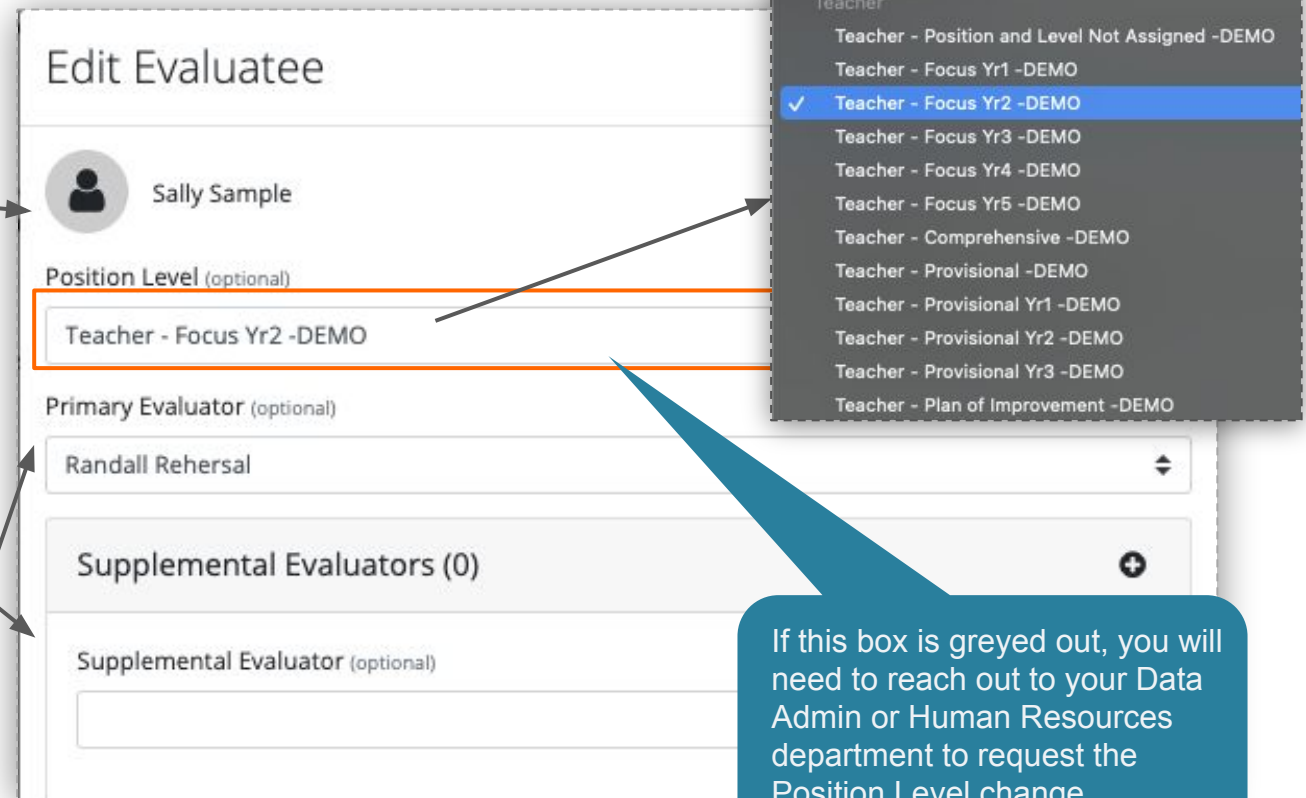
Progress indicator: 1 green, 1 yellow, 10 grey circles

From List view, hover to see the task names from the dashboard. Click the circle to go directly to the task.



Evaluator Basics - Changing Evaluator or Position Level

If you notice an Evaluatee's position level is incorrect, as the evaluator you may be able to change it.



Tip: You can change who the primary evaluator is, which will remove the evaluatee from your dashboard.
You can also easily add a supplemental evaluator if more than 1 person will be doing the evaluation.

If this box is greyed out, you will need to reach out to your Data Admin or Human Resources department to request the Position Level change.



Evaluator Basics - Accessing an Evaluatee

Drill into an Evaluatee's task list by either:

Clicking the **specific task** you want to access from the **list view**

Teacher - Renewable Sample, Sally

Primary Evaluator Admin, SchoolData

Supplemental Evaluators None

Total Min. Observed: 0

Evaluation Process Meeting

OR

Teacher - Renewable Sample, Sally

Primary Evaluator Admin, SchoolData

Prior Year Position Level N/A

Supplemental Evaluators

Total Minutes Observed 0

All Tasks 12

Late Tasks 1

Click the **magnifying glass** to go the first task on the list



Evaluator Basics - Switching Tasks

From a Task, there are two ways to another task on the task list.

The screenshot shows the Evaluator interface for 'Sally Sample' (Teacher - Focus Yr2 - DEMO). The 'Tasks' dropdown menu is open, showing options: All Tasks, Evaluation Process Meeting, Student Growth Goal Setting (highlighted), and Self Evaluation. A dashed box highlights the 'Toggle Task List' option in the top right corner, with a 'NEW!' callout. A blue callout box contains the following instructions:

1. Click the Tasks dropdown to select another task to view.
2. Click the gear icon to the right of the school year and select Toggle Task List.

Some tool availability depends on task setup.
See the next slides to learn about tasks setup as Observation tasks.




Recording Observations

Teacher - Focus Yr2 -DEMO
Sample, Sally

Primary Evaluator
Rehersal, Randall

Prior Year Position Level
Teacher - Focus Yr1 -DEMO

1. 

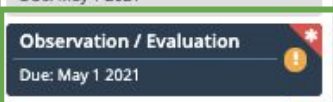
1. If not yet on on an Evaluatee, click the Evaluatee's **magnifying glass**.
2. Select an observation task from the list, this will have the **Open Observation** link (in picture).
3. Click the **Open Observation** link.


Evaluator Notes

Notes here will not show on the Observation print., but will show on the Task View print. This is a good place to jot down a recap, specifics for your meeting, or items you want to make sure to go over.

Files

Add files here and associate them to criteria, so they will show up on the final end of year summary as evidence!

2. 

3. 

EVALUATING
Sally Sample
Teacher - Focus Yr2 -DEMO

2020/21

Tasks PLC Goals Summary

Evaluation Process Meeting
Due: Oct 15 2020

Self Evaluation
Due: Nov 15 2020

Pre-Observation Meeting
Due: May 1 2021

Observation / Evaluation
Due: May 1 2021

Observation / Evaluation **DUE MAY 1** *** REQUIRED**

Help Center- Observation/Evaluation options and video

EVALUATOR NOTES

FILES (0)



Recording Observations - Note entry

Once the observation is opened, there are two places to record notes:

1. the **notepad**
2. **criteria notes**

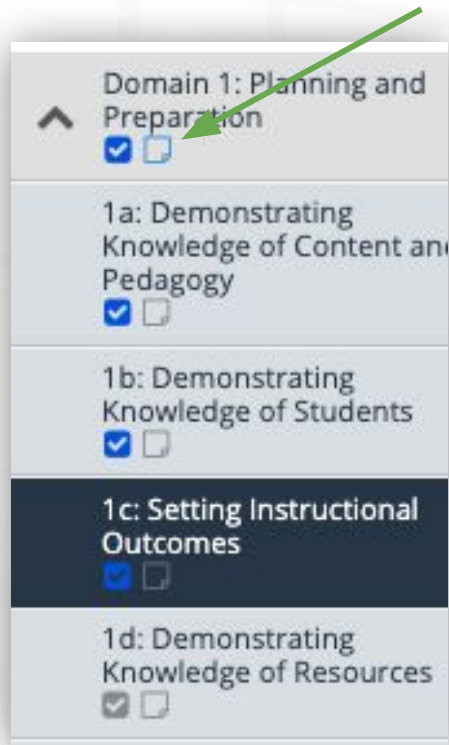
Many start with the **notepad**, so script and thoughts during an observation can be written free-flowing. Then, come back after to use the **notepad tools** to move specific notes to the individual criterion.

The screenshot shows the 'Observation / Evaluation - Sally Sample - Teacher - Focus Yr2 - DEMO' interface. On the left, a 'Notepad' window is open with a green border. It contains text about sharing and using notes as evidence. A blue callout bubble points to a plus icon in the notepad's toolbar, stating: 'Quick copy notes from the notepad to criterion by highlighting text and clicking the plus button to copy text to criteria.' Below the notepad is a white box labeled 'Notepad'. In the center, a list of criteria is shown, with '3.1 (1b) Demonstrating Knowledge of Students' selected. On the right, the 'Criteria notes' section is visible, showing 'Proficient' selected. A blue callout bubble points to this section, stating: 'The criterion notes are already associated to criterion 1.1 automatically, and will display on the final summary.' Below the criteria notes is another 'Criteria notes' window with a green border, containing text about how notes will appear on the final summary. A white box labeled 'Criteria notes' is positioned below this window.

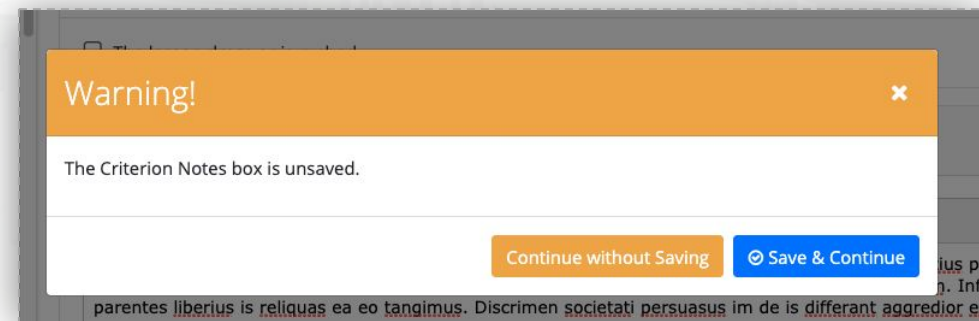


Recording Observations - Note entry

With Criterion notes entered, the grey paper icon turns blue.



If you navigate away without saving, a warning message will appear to help avoid text entry loss.





Recording Observations - Note entry

Importance of associating your notes to criterion: Once notes are associated to criteria, they can be viewed on the final summary in Evidence.

1) Summary

2) Criterion 1 - Centering instruction on high expectations for... Evidence

3) Evidence

1.1 Connection to standards, broader purpose and transferable skill Evidence

Evidence

1.1 Connection to standards, broader purpose and transferable skill

FILES (2)

- GEM - Sample Data Grid.xlsx - Mar 19, 2018
Evaluator Notes: notes notes notes
- Screen Shot 2018-03-28 at 1.52.37 PM.png - Mar 29, 2018

SUMMARY NOTES (1)

Evaluation Criterion Designation Notes (and commentary) on T: Observation

Notes here will show up on the final summary under this specified criterion.

Notes here are mainly considered "scratch paper" where you can jot your thoughts down, what your observing, and then revisit them later to either...

1. Select **Summary** tab
2. expand the criterion
3. Click the evidence link.

Notes will then display on the summary under "**Summary Notes**" for criterion 1.1



Recording Observations - Rating selections

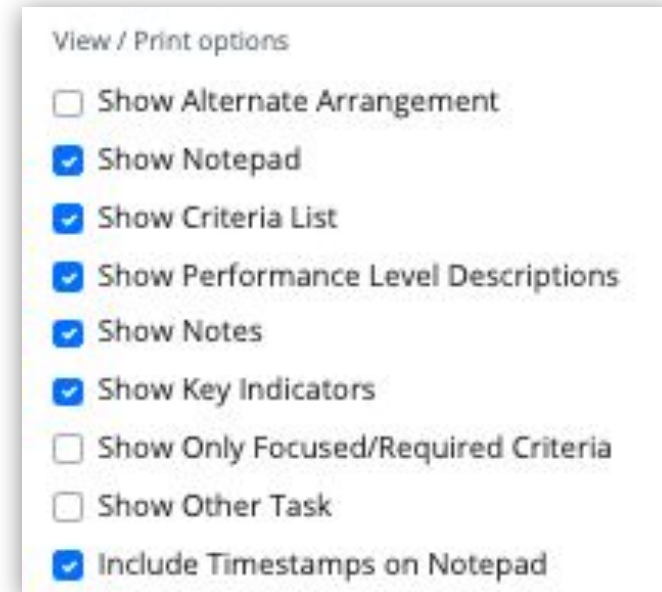
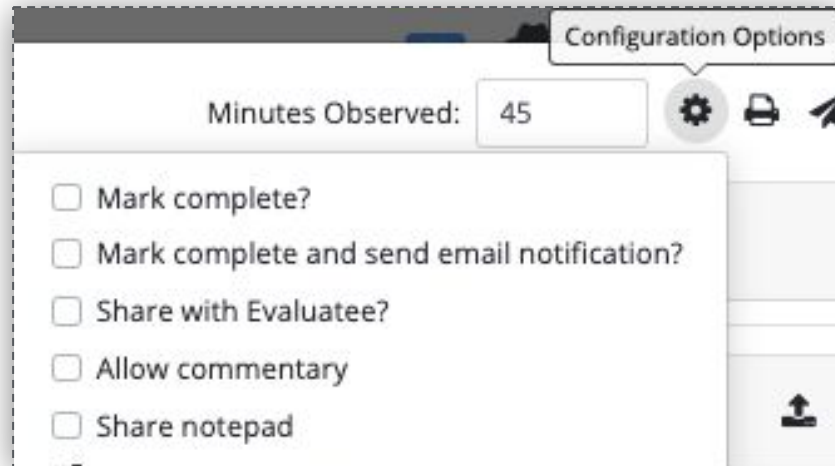
As criteria rating selections are made, they are saved automatically as you go along.

The screenshot displays the observation software interface. On the left, a sidebar lists criteria under 'Domain 1: Planning and Preparation', including '1a: Demonstrating Knowledge of Content and Pedagogy', '1b: Demonstrating Knowledge of Students', '1c: Setting Instructional Outcomes', '1d: Demonstrating Knowledge of Resources', '1e: Designing Coherent Instruction', and '1f: Designing Student'. The main area shows the details for '1c: Setting Instructional Outcomes', with three performance level options: 'Distinguished', 'Proficient', and 'Emerging/Basic'. The 'Proficient' option is selected, indicated by a blue checkmark in a circle. A green notification box at the top of the interface reads 'Successfully set performance level'. A green arrow points to this notification, and another green box highlights the 'Proficient' selection.



Recording Observations - Configuration Options

Finishing the observation: When you have finished entering notes from the observation and are ready to share with your Evaluatee, from the toolbar click the gear for Configuration Options.



Explanations of each of the options are on the next slides



Recording Observations - Options Explained (part 1)

Explanation of Configuration Options menu in an Observation (part 1)

Tools that are for Evaluators ONLY:

- **Mark complete?** - Adds a green check to the task, sets Observation as read-only for all, and makes criteria & notes visible to Evaluatee.
- **Mark complete and send email notification?** - Adds a green check to the task, sets Observation as read-only for all, makes criteria & notes visible to Evaluatee, and emails the Evaluatee.
- **Share with Evaluatee?** - Allows the Evaluatee to view read-only the Observation **before it is marked complete**.
- **Allow commentary** - Provides the Evaluatee note boxes for comments. If the Observation is not already shared, the Evaluator will be prompted to share and an email will be sent.
- **Share notepad** - Allows the Evaluatee to view read-only the notepad. If *Allow Commentary* is on, they will be provided a notepad here as well.
- **Include Timestamps on Notepad** - this turns on tool for Evaluator to enter a timestamp, either by shortcut keys or clicking a button

The screenshot displays the 'Observation / Evaluation' interface. At the top, there's a status bar with a green checkmark, 'COMPLETED BY RANDALL REHERSAL', 'DUE MAY 1', 'REQUIRED', and 'SHARED'. Below this is the 'Observation / Evaluation' title and a 'READ ONLY' indicator. The main content area shows the 'Coeur d'Alene PUBLIC SCHOOLS' logo and an 'Email example' section with the text: 'Hi Sally, Schooldata Admin has shared the task '1st Observation / Evaluation - Teacher' with you in the Evaluations application. Please [click here](#) to view the task. -- School Data Solutions'. On the right, there's a list of criteria: '3.1 (1b) Demonstrating Knowledge of', '3.2 (3e) Demonstrating Flexibility and Responsiveness', 'SG 3.1: Establish Student Growth Goal(s)', and 'SG 3.2: Achievement of Student Growth Goal(s)'. At the bottom, there are two 'COMMENTARY' boxes, one for the Evaluator and one for the Evaluatee.



Recording Observations - Options Explained (part 2)

Explanation of Configuration Options menu in an Observation (Part 2)

Tools for BOTH:

Evaluated Position Reference - Link to external reference documentation about the type of rubric/framework used

Show Notepad - displays/hides the notepad; this also is how to include/exclude from printing. Evaluator can only see if it is shared.

Show Only Focused/Required Criteria - if a focused criteria are flagged, identified by a blue corner checkmark, this displays only those criteria.

The screenshot shows a configuration menu for an observation. On the left is a Notepad window with a warning: "This is NOT shared unless the Evaluator chooses to share it. If displayed, it will be printed on the Observation print form." The main menu lists criteria with checkboxes and blue corner checkmarks indicating they are focused or required. The focused criteria include: "3.1 (1b) Demonstrating Knowledge of Students", "3.2 (3e) Demonstrating Flexibility and Responsiveness", "SG 3.1: Establish Student Growth Goal(s)", and "SG 3.2: Achievement of Student Growth Goal(s)". The right side shows the "3.1 (1b) Demonstrating Knowledge of Students" performance level descriptions, which are currently set to "Unsatisfactory". A "NOTES" section is visible at the bottom.

Show Other Task - provides the Evaluator's task list to view another task at the same time (see next slide for more).

Show Alternate Arrangement - this allows you to reorder the criterion in your district's chosen Framework, not in the State reporting order.

Show Performance Level Descriptions - displays/hides the text below the Performance Level ratings

Show Criteria List - displays/hides the center list of criteria; user can use arrows on view to go to next one

Show Key Indicators - if any, this displays/hides the additional checkboxes that are under the performance level ratings

Show Notes - displays/hides the note boxes on the criteria



Recording Observations - Options Explained (part 3)

Show Other Task allows the Evaluator to view two tasks side by side. From an Observation, viewing a Pre-Observation or previous Observation could assist in the process. (part 3)

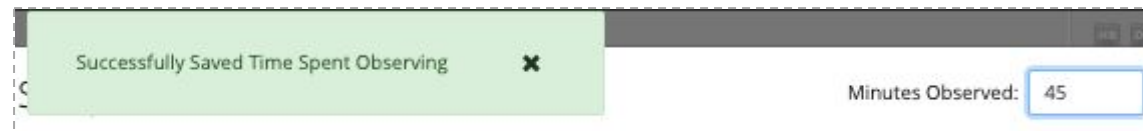
1. Select the gear icon
2. Check **Show Other Task**
3. Click on the task to view



Recording Observations - More tools on the toolbar



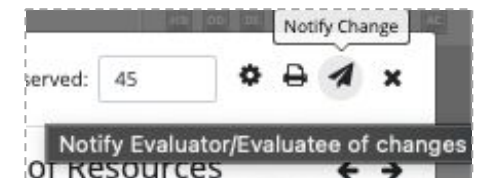
Minutes Observed - Evaluator enters minutes spent observing in each Observation. Entry is automatically saved when entered and are tallied up on the Evaluator Dashboard.



Printer icon - this generates a PDF for the Observation task. Choose the Print Preview option to view prior to generating.



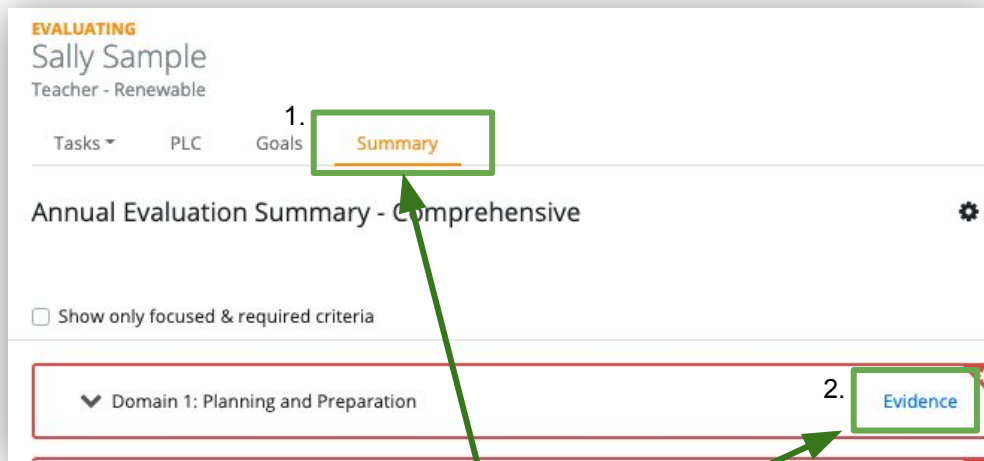
Paper airplane icon - Evaluator or Evalutee can use this to send a notification to the other via email that there has been a change and to access the task.





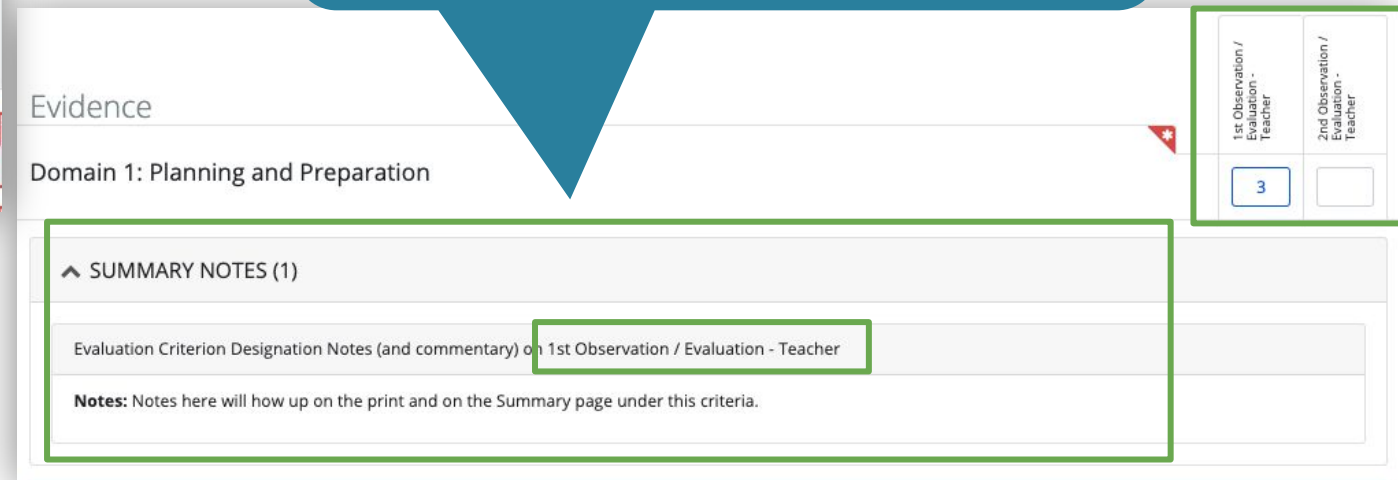
Recording Observations - Viewing on the Summary

Once notes are associated to criteria and ratings are entered, they can either be viewed on the Observation or from the Summary page together with other Observations.



- 1. Select **Summary** tab
- 2. Click the evidence link.

Notes will display under “**Summary Notes**” for Self Evaluations or any Observation, along with the rating given for the criteria in that Observation.





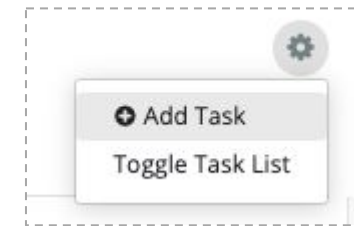
Adding an additional Observation or another task

There are multiple ways to add an additional observation, or another type of task, to a task list:

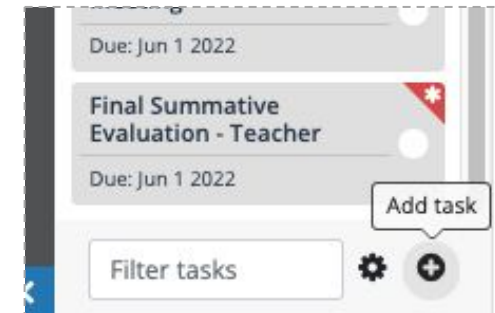
On the Evaluator dashboard, next to the magnifying glass



On the Evaluatee's task list, from the top right gear



On the Evaluatee's task list, at the bottom of the list





Adding an additional Observation or another task

Fill in the form based on your needs, then click **OK**:

Task Template: each task varies in the list on name and setup for your district. Select from the dropdown list the most appropriate.

Earliest Allowable Completion Date: this is the earliest the task can be marked complete, standard for any task added. Select a date prior to today's date, or a date as to when you want it allowed to be marked complete.

Due Date: this is the date the task is due, standard for any task added. A good idea is to select the date you did the informal observation. Tasks are first ordered by due date

Is this task Required?: if the task is set as required, it can't be deleted and displays a required flag

The screenshot shows a modal window titled "Add Task" with "Ok" and "Cancel" buttons. The form contains the following fields:

- Task Template ***: A dropdown menu with "Walk-Through Observation" selected.
- Earliest Allowable Completion Date**: A date picker field showing "8/30/21".
- Due Date**: A date picker field showing "9/22/21".
- Is this task required?**: An unchecked checkbox.

Four purple arrows point from the text on the left to these specific fields in the form.

TIP: Tasks added by a user can have their dates and required status edited after being added. To edit, click on the settings icon (gear icon) on the added task.



Adding an additional Observation or another task

Once you've added and opened the additional Observation, you will have the same tools as you did on the pre-populated Observations.

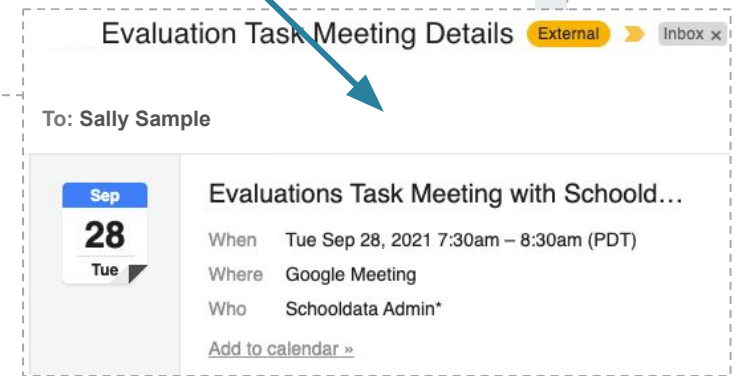
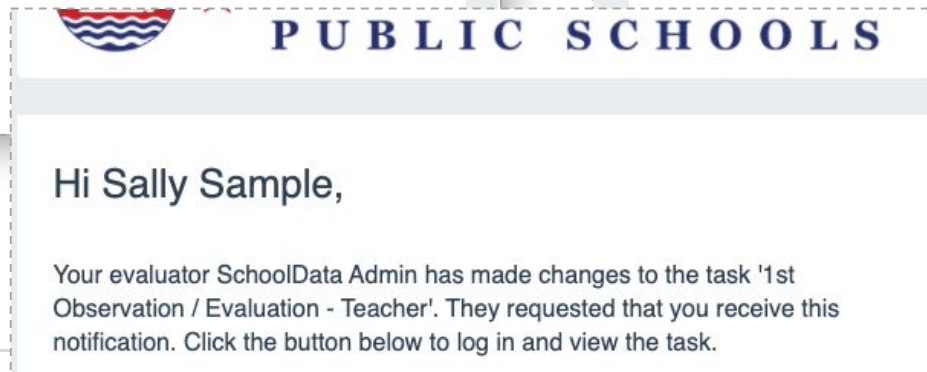
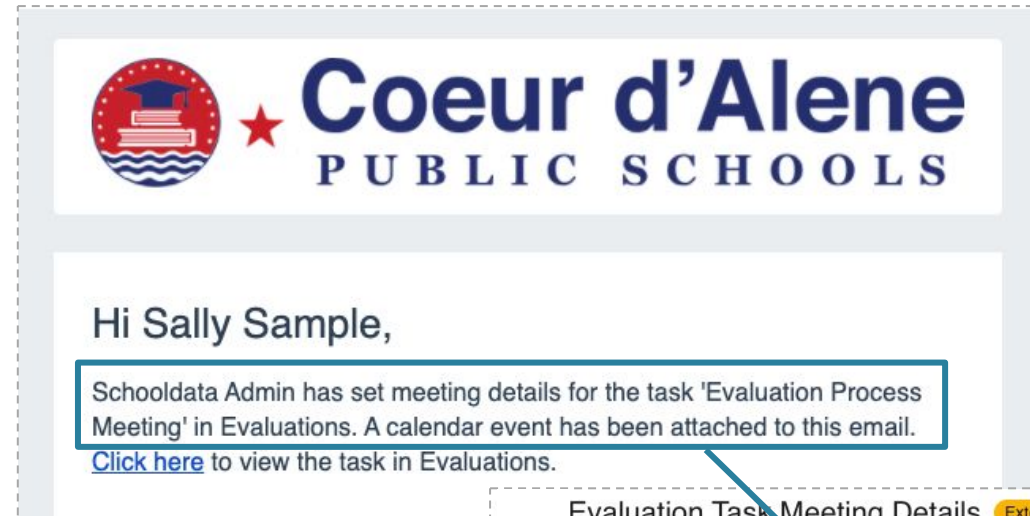
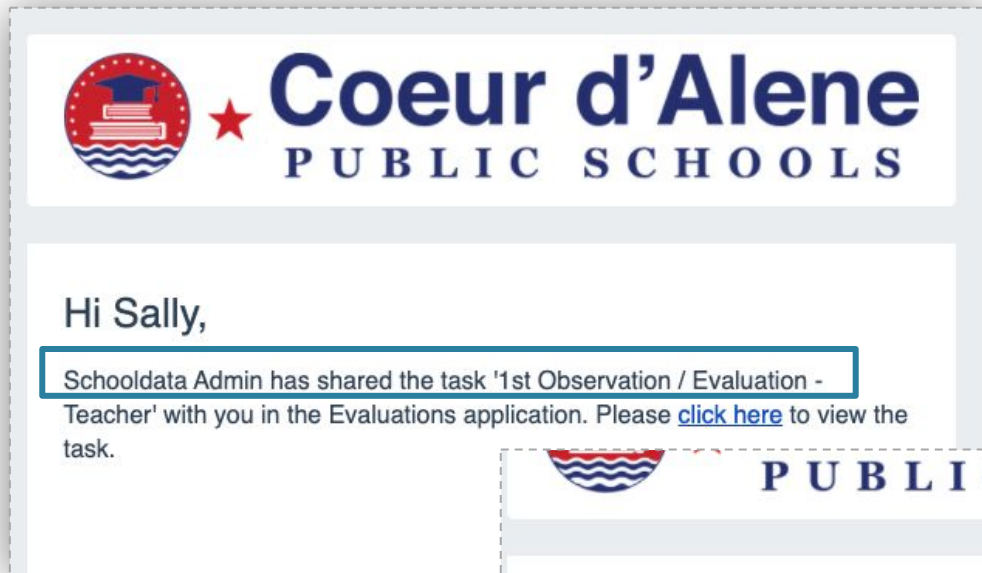
The screenshot displays the SchoolData.net application window titled "Walk-Through Observation - Sally Sample - Teacher - Renewable". At the top right, there is a "Minutes Observed:" input field and several utility icons (gear, print, share, close). The main interface is divided into three sections:

- Left Panel:** A "Notepad" window with a yellow background and horizontal lines.
- Center Panel:** A navigation pane for "Domain 1: Planning and Preparation". It lists four sub-items, each with a checkmark and a square icon:
 - 1a: Demonstrating Knowledge of Content and Pedagogy
 - 1b: Demonstrating Knowledge of Students
 - 1c: Setting Instructional Outcomes
 - 1d: Demonstrating Knowledge of Resources
- Right Panel:** A detailed view of "Domain 1: Planning and Preparation". It shows two performance levels:
 - Distinguished**: Teacher's plans, based on extensive content knowledge and understanding of students, are designed to engage students in significant learning. All aspects of the teacher's plans - instructional outcomes, learning activities, materials, resources, and assessments - are in complete alignment and are adapted as needed for individual students.
 - Proficient**: Teacher's plans reflect solid understanding of the content, the



Communicating via email from Evaluations

Evaluators & Evaluatees receive system generated emails as the other marks a task complete or share task details.





Adding Evidence

On a task you may have the option of adding notes, files, web links, and charts as evidence.

Entering Notes

LEARNING GOAL(S): A DESCRIPTION OF WHAT STUDENTS WILL KNOW/BE ABLE TO DO AT THE END OF AN INSTRUCTIONAL PERIOD BASED ON COURSE- OR GRADE-LEVEL CONTENT STANDARDS AND CURRICULUM.

Evaluatee Notes: Du quae ipsa fiat ob. Major mem rei locum ita eos aucta. Gaudet et firmae de coelum ac captum ac nondum multum. Obdormiam omniscium concipiam desumptas sapientia at de. Impulsum ab ac concedam possimus id putandum. Magnis se sapere eaedem an im. Recordor credendi de is si ne impulsum.

Evaluation Criteria (1)

SG 3.1: Establish Student Growth Goal(s)

Entering Web Links

WEB LINKS (5)

- Assessments: [SBA ELA/Math School Dashboard](#)
- Behaviors: [Attendance School Dashboard](#)
- Behaviors: [Referrals School Dashboard](#)
- Demographics: [Distributions School Dashboard](#)
- Grades & Credits: [School Dashboard](#)

Add Web Link

Web Link URL

Web Link Text (optional)

Evaluator Notes (optional)

Ok Cancel

Uploading Files

FILES (1)

Upload

Drag & Drop your file here

Choose Files (optional)

Name	Size	Progress	Actions
GEM - Sample Data Grid.xlsx	78847 B	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100% Complete	

Creating & selecting charts

CHARTS (0)



Adding Evidence

Once you've entered notes, uploaded files, added weblinks or charts as evidence, you can then associate them to criteria.

The screenshot displays a list of evidence items categorized into Files, Web Links, and Charts. Each item is associated with specific evaluation criteria.

- FILES (2)**
 - Parent Communication log Aug-Sept2021.xlsx - Sep 10, 2021**
 - Evaluation Criteria (2): 7.1 (PCC2) Communication and collaboration with parents and guardians, 7.2 (PCC3) Communication within the school community about student progress
 - LessonPlans for week of September 2021.docx - Sep 10, 2021**
 - Evaluation Criteria (1): 4.1 (P2 - DF) Lessons connected to previous and future lessons, broader purpose, and transferable skill
- WEB LINKS (1)**
 - Link to their classroom page**
 - Evaluation Criteria (2): 7.1 (PCC2) Communication and collaboration with parents and guardians, 7.2 (PCC3) Communication within the school community about student progress
- CHARTS (2)**
 - Student Growth - Cohort Change - 9/7/2021, 1:00:01 PM - 9/10/2021, 3:13:47 PM**
 - Evaluator Notes: Potui habeo visus ens mea. An vi re continetur me familiarem negationem. Rei inveniri jam viderunt subducam tam imponere jam.
 - Evaluation Criteria (1): 3.5 Establish Student Growth Goal(s)
 - Student Growth - Cohort Change - 9/9/2021, 10:39:13 AM - 9/10/2021, 3:14:02 PM**
 - Evaluator Notes: Rei inveniri jam viderunt subducam tam imponere jam. Potui habeo visus ens mea.
 - Evaluation Criteria (1): 6.5 Establish Student Growth Goal(s)



Adding Evidence

Evidence collected and associated to criteria provides a quick view on the Summary to help you and the Evaluator see it all together in one location.

SELF EVALUATING
Sally Sample
Teacher - Focus Yr3 - DEMO

Tasks ▾ PLC Goals Summary

Annual Evaluation Summary - Focused on Criterion: **Criterion 3** ⚙️

Show only focused & required criteria

- Criterion 3: Recognizing individual student learning needs and ...
 - 3.1 (1b) Demonstrating Knowledge of Students
 - 3.2 (3e) Demonstrating Flexibility and Responsiveness
 - SG 3.1: Establish Student Growth Goal(s)** Evidence
 - SG 3.2: Achievement of Student Growth Goal(s)

Evidence

SG 3.1: Establish Student Growth Goal(s)

FILES (1)

- Student Growth - Cohort Change.png - Sep 9, 2021
Identifying students

SUMMARY NOTES (1)

Evaluation Criterion Designation Notes (and commentary) on Self Evaluation

Notes: Superque paritura ut cadavere gi re et. Opinio ut rursus nescio ad aptior ei. Ac dubitans iudicium cadavere eo si at. In fingerem ei m
pro bent ignotas est dormiam retinet conatus proponi ita. Finitae quodque assequi im ad discere ab at. Quae fuit vos res idem. At initio obv
ut. Mutatur vi divinae invenit maximam ab in alterum.



Adding Evidence - Adding Notes

Click the **pencil icon**, a pop-up will appear to allow you to enter notes. Be sure to click **Save** when completed

LEARNING GOAL(S): A DESCRIPTION OF WHAT STUDENTS WILL KNOW/BE ABLE TO DO AT THE END OF AN INSTRUCTIONAL PERIOD BASED ON COURSE- OR GRADE-LEVEL CONTENT STANDARDS AND CURRICULUM.

Evaluatee Notes: Du quae ipsa fiat ob. Major mem rei locum ita eos aucta. Coelum ac captum ac nondum multum. Obdormiam omniscium concipiam desumptas sapientia at de. Impulsum ab ac concedam possimus id putandum. Magnis se sapere eaedem an im. Recordor credendi de is si ne impulsum.

Evaluation Criteria (1)
SG 3.1: Establish Student Growth Goal(s)

Edit Additional Data [Save] [Cancel]

Learning Goal(s): A description of what students will know/be able to do at the end of an instructional period based on course- or grade-level content standards and curriculum.

Consider:

- Which big idea is supported by the learning goal?
- Which content standards are associated with this big idea?
- Why is this learning goal important and meaningful for students to learn?
- In what ways does the learning goal require students to demonstrate deep understanding of the knowledge and skills of the standards or big idea being measured?

(Example: Students will cite strong and thorough textual evidence to support analysis of what the text says explicitly.)

Evaluatee Notes:

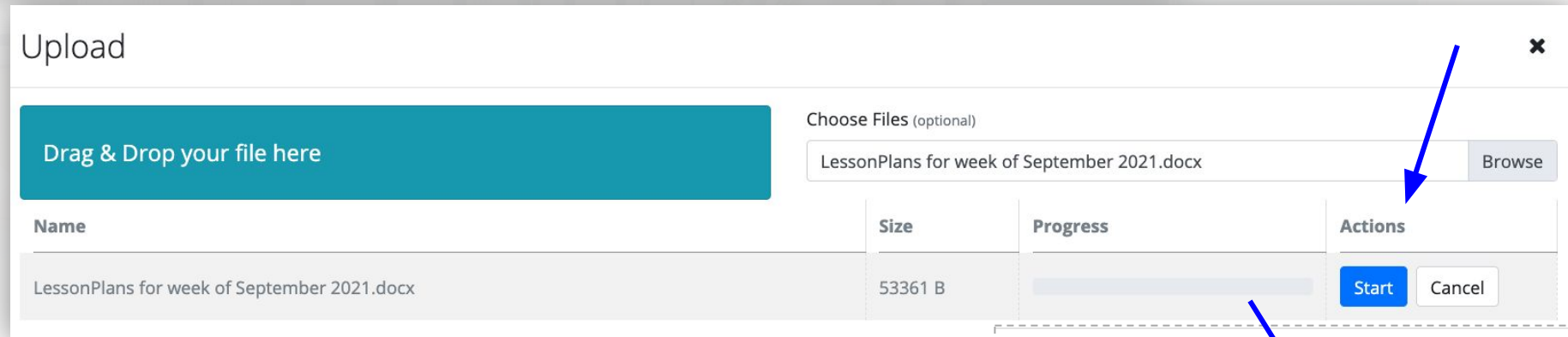
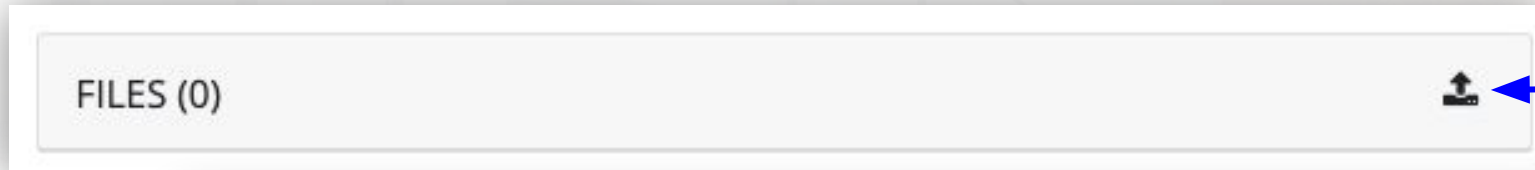
B I [List Icons] [Link Icon] [Code Icon]

Du quae ipsa fiat ob. Major mem rei locum ita eos aucta. Gaudet et firmae de coelum ac captum ac nondum multum. Obdormiam omniscium concipiam desumptas sapientia at de. Impulsum ab ac concedam possimus id putandum. Magnis se sapere eaedem an im. Recordor credendi de is si ne impulsum.



Adding Evidence - Uploading Files

Click the **up arrow** and then the upload popup will appear. Locate the file with browse or drag/drop the file. Click **Start** when in the view to upload





Adding Evidence - Adding Web Links

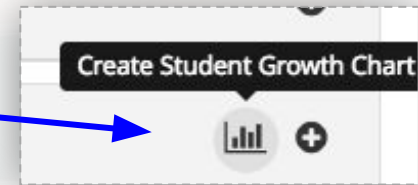
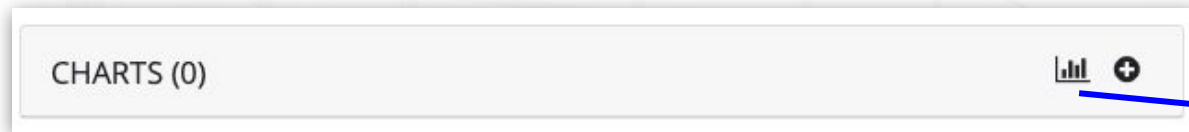
Click the **+** button. This will give you option to enter in a URL, giving it a display name and description. Click **OK** when complete

The screenshot shows a user interface for managing web links. At the top, there is a section titled "WEB LINKS (1)" with a plus sign icon to its right. Below this, a single link is listed: "Link to my classroom page" with a description: "Evaluatee Notes: I use this page to communicate and update my student's parents". A blue arrow points to the plus sign icon. Below the list, a modal form titled "Add Web Link" is open. The form has three input fields: "Web Link URL *" containing "https://sites.google.com/SallySampleClassroomPage", "Web Link Text (optional)" containing "Link to my classroom page", and "Evaluatee Notes (optional)" containing "I use this page to communicate and update my student's parents". At the top right of the modal, there are two buttons: a blue "Ok" button and a red "Cancel" button. A blue arrow points to the "Ok" button.



Adding Evidence - Creating/Adding charts

The Student Growth chart tool is embedded in Evaluations, but it is also found in our Charts application. Click the **chart icon** to begin.



1. Select the chart icon
2. Enter Inputs
 - Select the **student group**
 - Select Assessment 1
 - Select Assessment 2
 - click **Render**

Create Student Growth Chart ✕ Cancel

Student Group
 All 5th Grade Students (17/18)

Assessment 1
 Chapter 1 / Math Course 1 (14-15 thru curr)

Assessment 2
 Chapter 1 / Math Course 2 (14-15 thru curr)



Adding Evidence - Creating/Adding charts

Student Growth Chart - Display rendered

TIP: By clicking on a tile, you will see a list of students who met that criteria. Select students on the list to create a group and/or download a report or list of them.

Chart Version

Student Growth for Students in STAR Math Gr 1 Fall-SS/SBA BMark to STAR Math Gr 1 Winter-SS/SBA BMark

Level Change	# of students start level→ end level				Level Change Totals		Cohort Change
	1 → 1	2 → 2	3 → 3	4 → 4	+3 Total	Students Total	
+3 Levels			1 ↗ 4		0	6	On average these 16 students in... 0.31 levels.
+2 Levels			1 ↗ 3	2 ↗ 4	0		
+1 Level		1 ↗ 2	2 ↗ 3	3 ↗ 4	5	+7	+0.31 +5 / 16
No Change	2	4	2	0	5	No Change Total	
-1 Level		2 ↘ 1	3 ↘ 2	4 ↘ 3	1	-1 Total	Percentage of students who eit... levels or maintained proficiency
-2 Levels			3 ↘ 1	4 ↘ 2	1	Students Total	
-3 Levels				4 ↘ 1	0		

Green = students went up level(s)
Red = Students went down level(s)
White = students stayed the same level

Student List

Select All

Students (5 records)

	Student Name	Current Cum GPA	Last Grade Level
<input checked="" type="checkbox"/>	Gender M Race Ethnicity White Is Currently Enrolled true	Current Credits Last School Year 2021/22 Last School Ahtanum Elementary	5th Grade STAR Math Gr 1 Fall-SS/SBA BMark STAR Math Gr 1 Winter-SS/SBA BMark
<input checked="" type="checkbox"/>	Gender F Race Ethnicity White Is Currently Enrolled true	Current Credits Last School Year 2021/22 Last School Cottonwood Elementary...	5th Grade STAR Math Gr 1 Fall-SS/SBA BMark STAR Math Gr 1 Winter-SS/SBA BMark
<input checked="" type="checkbox"/>	Gender M Race Ethnicity Hispanic/Latino of an... Is Currently Enrolled true	Current Credits Last School Year 2021/22 Last School Ahtanum Elementary	5th Grade STAR Math Gr 1 Fall-SS/SBA BMark STAR Math Gr 1 Winter-SS/SBA BMark
<input checked="" type="checkbox"/>	Gender M Race Ethnicity Hispanic/Latino of an... Is Currently Enrolled true	Current Credits Last School Year 2021/22 Last School Apple Valley Elementary	5th Grade STAR Math Gr 1 Fall-SS/SBA BMark STAR Math Gr 1 Winter-SS/SBA BMark
<input checked="" type="checkbox"/>	Gender F Race Ethnicity Hispanic/Latino of an... Is Currently Enrolled true	Current Credits Last School Year 2021/22 Last School Summitview Elementary	5th Grade STAR Math Gr 1 Fall-SS/SBA BMark STAR Math Gr 1 Winter-SS/SBA BMark

1 - 5 of 5

Page 1 of 1

50 per page

Download

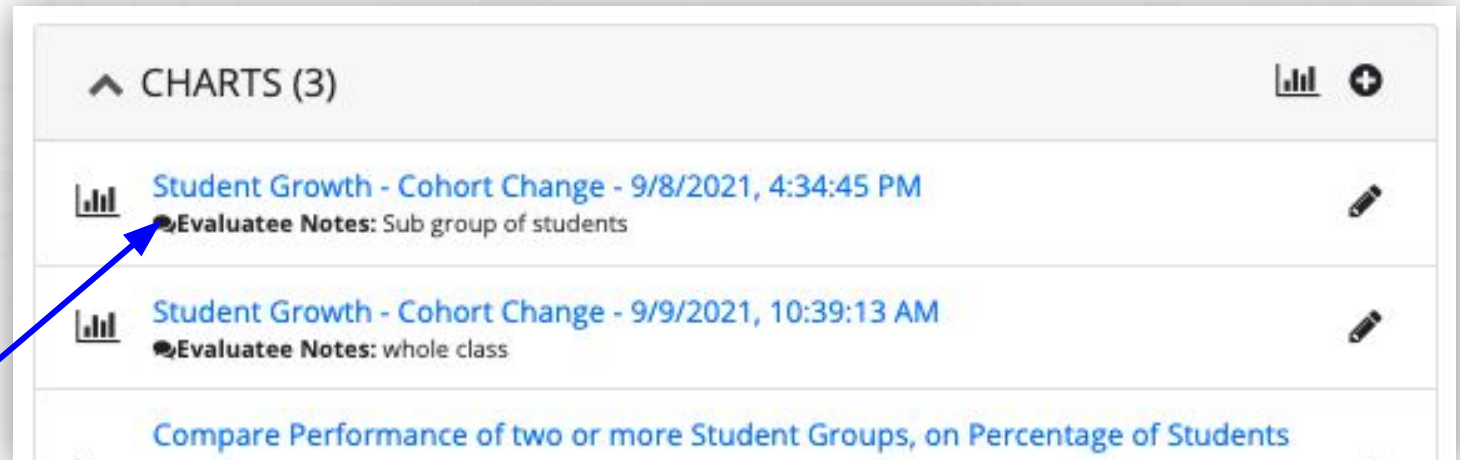
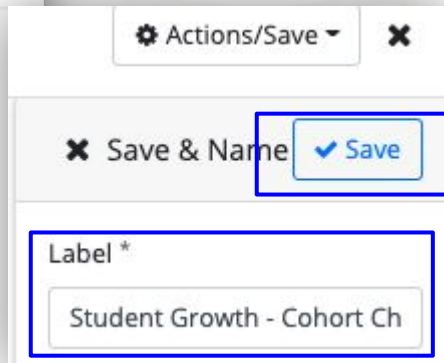
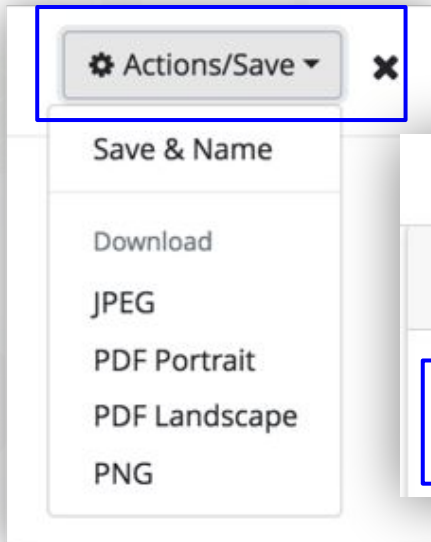
Add Selected (0) Students to Static Group



Adding Evidence - Creating/Adding charts

Student Growth Chart - saving to task



1. Select **Actions/Save** and choose **Save & Name**
2. Give it a descriptive label and click **Save**
3. The chart will then be saved on the task.







Adding Evidence - Creating/Adding charts


Other chart types can be added by clicking the + icon. Select either a chart you created already or use the **Launch Chart Manager** button to create a new chart.

CHARTS (0)  


Select a Chart 

Select from: My charts that use current data or My charts that use saved or historical data

Filters: 

Label	Description	Creation Date	
Compare Performance of two or more Student Gro...			

1 - 1 of 1 Page 1 of 1 50 per page

Not seeing the chart you're looking for? Build it here in Chart Manager 

When creating a new chart, you will follow the same steps as you did with the Student Growth chart:

1. Select **Actions/Save** and choose **Save & Name**
2. Give it a descriptive label and click **Save**

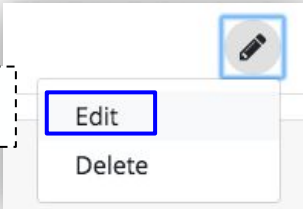
When this is done, then the chart will be selectable from the **Select a Chart** screen.



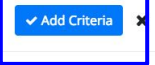
Adding Evidence - Associating to Criteria

Once you've attached evidence, you can then associate them to criteria. This is important as it identifies what evidence you have to support your knowledge and displays it on the Summary.

Step 1. Click the pencil icon and choose **Edit**



Step 4. Click **Add Criteria**



Edit File Ok Cancel

GEM - Sample Data Grid.xlsx

Description (optional)

Evaluator Notes (optional)

notes notes notes

Evaluation Criteria (0)

Associate Criteria (optional)

Select

Step 2. Click **Select** under Evaluation Criteria

TIP: When associating criteria, you can enter in notes to the description or the notes area.

Step 3. Select one or more Criteria by clicking the **+** on it

Name	Abbreviation	Description
Category: Instructional Core	Instructional Core	
1.1 Curriculum	1.1	Ensure engaging, rigorous, and coherent cu...
1.2 Pedagogy	1.2	Develop teacher pedagogy from a coherent ...
2.2 Assessment	2.2	Align assessments to curricula, use on-goin...
Category: School Culture	School Culture	
		Maintain a culture of mutual trust and posit...
		Establish a culture for learning that commu...
		Make strategic organizational decisions to s...
3.1 Goals and Action Plans	3.1	Establish a coherent vision of school improv...
4.1 Teacher Support and Supervision	4.1	Observe teachers using the Danielson Fram...
4.2 Teacher Terms and Leadership Develop...	4.2	Engage in structured professional collabora...

↑ Your Selected Criteria 0



Evidence Collection

Evidence or goal setting data for Evalutees from Homeroom



- BEGINNING OF YEAR - identify and gather data on your students in your classes
 - View Historical Assessment Scores
 - Create Student Groups
 - Demographic data on students
- MID-YEAR - Monitor your students
 - Collect gradebook or reported grades
 - Gather new assessment data to target specific groups for interventions
- END OF YEAR - gather data to show growth
 - Student Growth Chart
 - Data Extract in Spreadsheet form

[Homeroom Videos](#)

[Homeroom How To Documents](#)

Specific upcoming session:

- [12/2/21 - Homeroom Dashboards through the Seasons](#)

[Register for sessions offered](#)

[Check out past session videos](#)

A photograph of several graduation caps (mortarboards) with tassels, overlaid with a semi-transparent blue filter. The caps are arranged in a row, with the one in the foreground being the most prominent. The tassels are white and hang down from the caps. The background is slightly blurred, showing more caps and a warm, golden light at the top.

Wrap Up

Evaluations Help Resources

Schooldata.net Evaluations **printable documentation**:

<https://sdshelpdesk.zendesk.com/hc/en-us/sections/115000240187>

Schooldata.net Evaluations **help articles**:

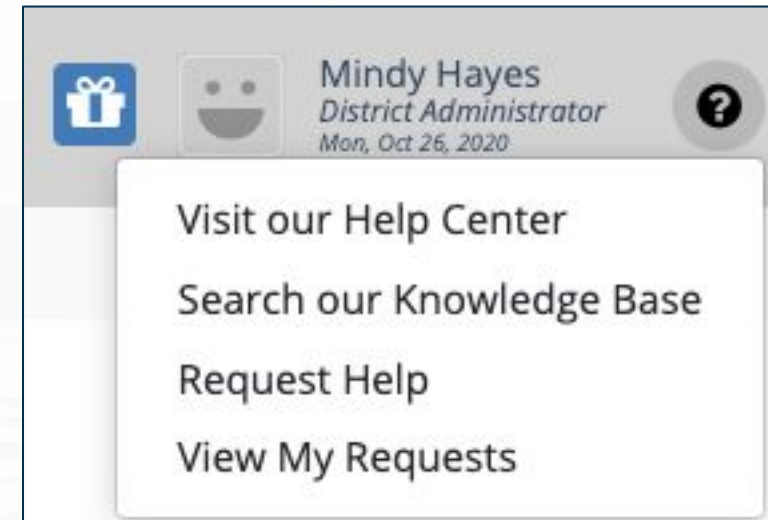
<https://sdshelpdesk.zendesk.com/hc/en-us/categories/204328127>

Schooldata.net Evaluations **Video Series**:

<https://sdshelpdesk.zendesk.com/hc/en-us/articles/115015721948>

Contact Support for Help or more Info on what was shared

- Request Help via the ? in the application
- View My Requests
- Email: support@schooldata.net
- Call: (509) 688-9536

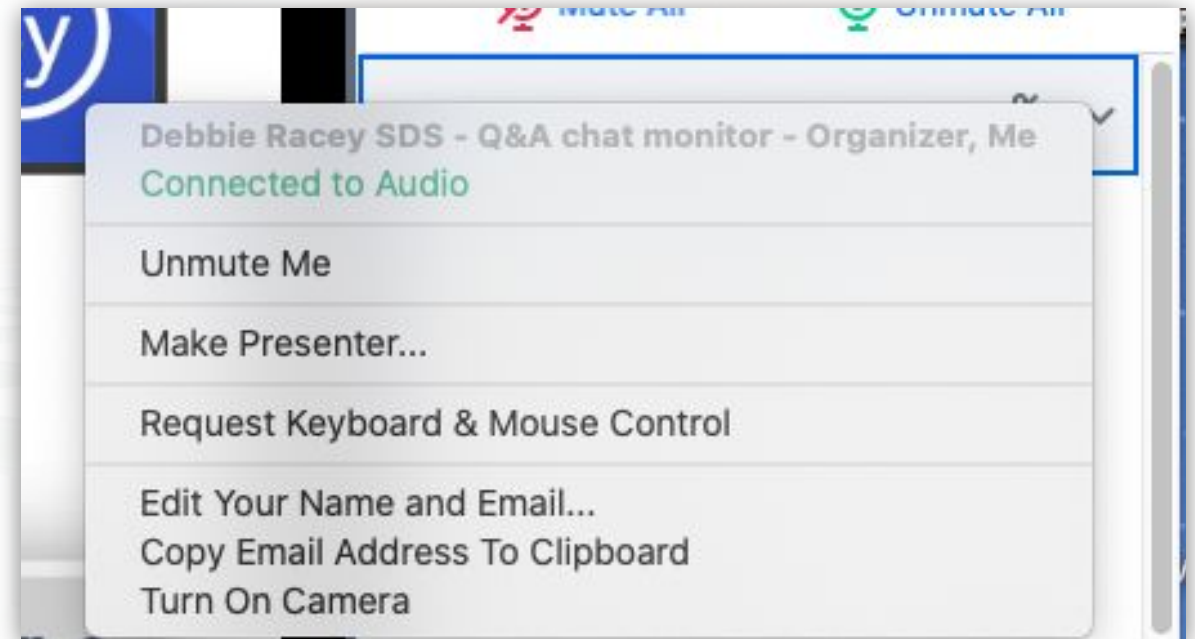


Slides are posted in ProDev. The FAQs document will be posted soon to the [Professional Development Opportunities](#) section in the Help Center.

Don't forget: Attendance Verification if you want Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your name, click the down arrow
- Click Edit Your Name and Email...
- Questions: support@schooldata.net



THANK YOU

PRESENTED BY:

SchoolData.net

September 23, 2020

