

Evaluations Data Tables V2

Data Tables are a fast and easy method to generate multiple data sets using basic data input selections. Like Data Grids, Data Tables are comprehensive spreadsheets composed of data columns to present information.

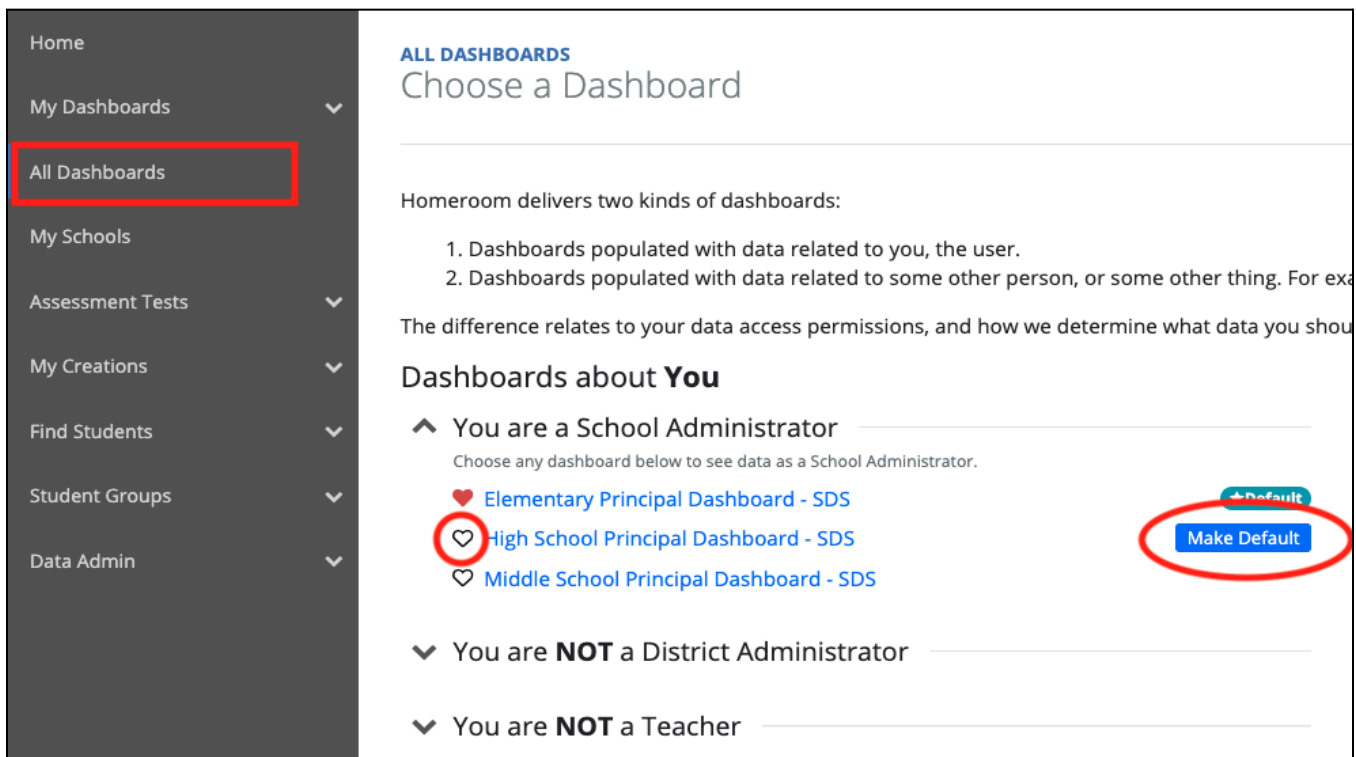
The Evaluation Extracts enable users to download a spreadsheet containing the Performance Levels and Focus selected for an Evaluatee, as well as Tasks, Due Dates, and a Year-end Summary. Since data from this extract is downloaded, it also allows for additional manipulation, combining with other data, record keeping, or any other purpose.

Data Access is Restricted/ This extract is ONLY listed for the following type of users:

- Evaluations Data Administrators
- Evaluators - only provide data for their Evaluatees
- Evaluation Monitors

ACCESSING DATA TABLES

Navigate to Homeroom Dashboards and select the **SDS dashboard you want to use**. NOTE: Refer to the "[Homeroom Dashboards Basic Navigation \(Connect\)](#)" help article for instructions on accessing various dashboards.



Home

My Dashboards

All Dashboards

My Schools

Assessment Tests

My Creations

Find Students

Student Groups

Data Admin

ALL DASHBOARDS
Choose a Dashboard

Homeroom delivers two kinds of dashboards:

1. Dashboards populated with data related to you, the user.
2. Dashboards populated with data related to some other person, or some other thing. For example, a dashboard for a teacher.

The difference relates to your data access permissions, and how we determine what data you should see.

Dashboards about You

^ You are a School Administrator

Choose any dashboard below to see data as a School Administrator.

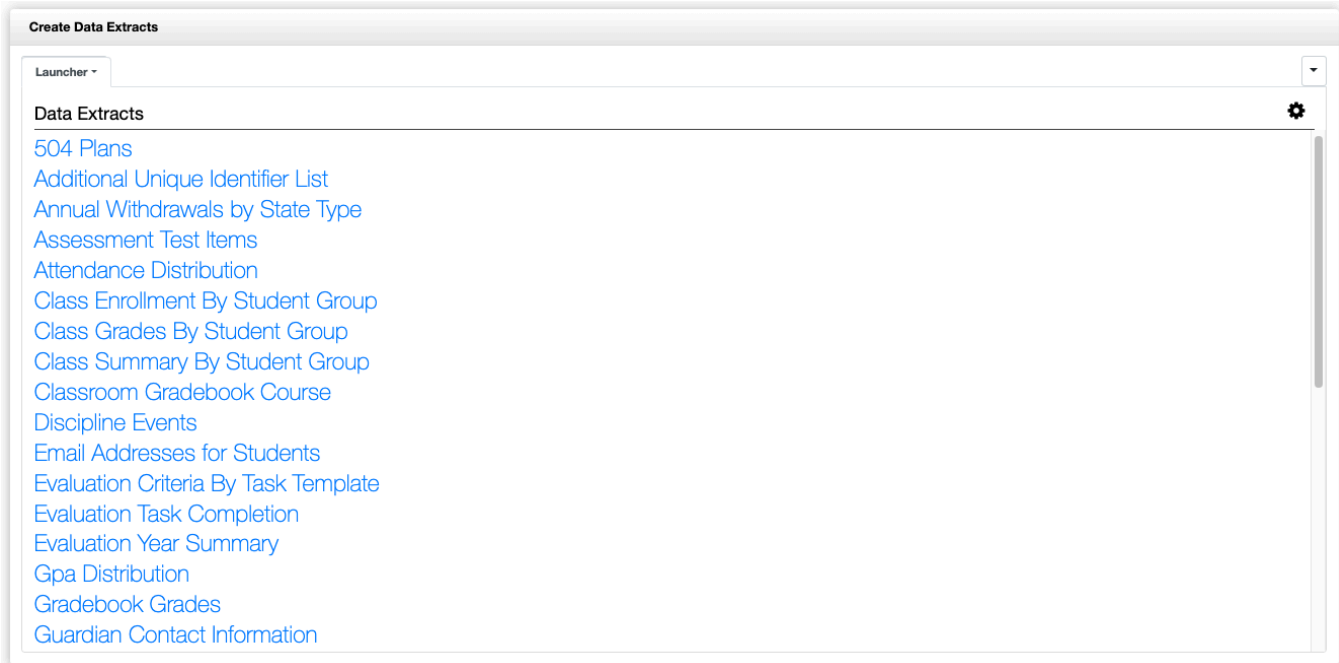
- ♥ Elementary Principal Dashboard - SDS
- ♥ High School Principal Dashboard - SDS
- ♥ Middle School Principal Dashboard - SDS

Make Default

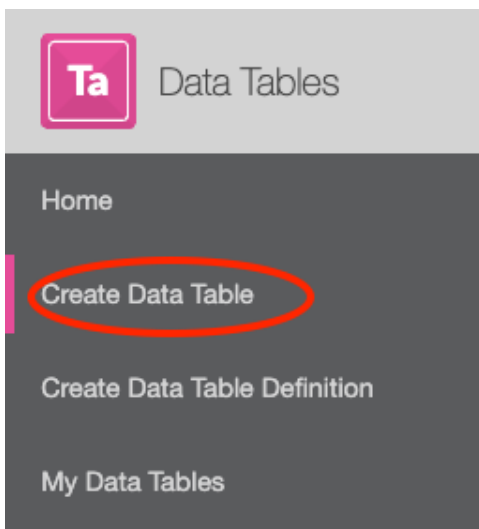
^ You are **NOT** a District Administrator

^ You are **NOT** a Teacher

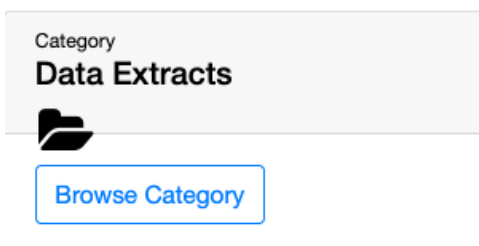
Scroll to the bottom of your dashboard to find the **Create Data Extracts Container** and select your chosen Data Table.



Alternatively, Data Tables can be accessed by navigating to the Data Tables App within the Data Extracts Bundle and clicking "**Create Data Table**" from the left-hand navigation menu.



Next, select **Browse Category** from **Data Extracts**, search for your chosen Data Table, and select **Build Table**.



EVALUATION CRITERIA BY TASK TEMPLATE

Download a spreadsheet of information about evaluation criteria with a task based on the selected template.

Select the **School Year** (optional) and **Evaluation Task**, then click **Save and Generate** to **Save & Name** or **Download XLSX**.

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

Save and Generate Actions

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				Communication of learning target		Success criteria and performance	
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	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	Proficient	N	N/A	N

Tab for each Position if used on more then one

Available Evaluation Task Types

- Evaluator Meeting,
- Observation & Evaluation,
- Summative Evaluation/Reflection,
- Self Evaluation,
- Evidence, Goals/Plans,
- Support Team Meeting

Main Fields of Data in the Report (Depending on the frequency of the Task Template selected, this download could have more than one row for each Evaluatee.)

- Primary Evaluator,
- Evaluatee,
- Evaluate Position Level,
- Task Template Name,
- Due Date,
- Completion Date,
- Overall Criterion Name 1,
 - PerformanceLevel (Unsatisfactory, Basic, Proficient, Distinguished, If blank, none was selected)
 - Focused (Y or N)
- Sub-Criterion Name 1
 - PerformanceLevel (Unsatisfactory, Basic, Proficient, Distinguished, If blank, none was selected)

- Focused (Y or N)

(overall criterion name and sub-criterion will repeat for all criteria)

EVALUATION TASK COMPLETION

Download a spreadsheet of completed evaluation tasks.

Select the **Evaluation Task** and **School Year** to which you would like data and click **Save and Generate**, then click **Save and Generate to Save & Name** or **Download XLSX**.

DATA ADMIN :: BUILD DATA TABLE

Evaluation Task Completion

Please Make a Selection ^

Evaluation Task (required) [Select](#)

School Year (required) [Select](#)

Example Download View

	A	B	C	D	E	F	G	H	I	J	K
	Evaluatee	Evaluated Position Level	Primary Evaluator	Task (Due)	Self Evaluation Complete	Required	Past Due	Task (Due)	Evaluation Cycle Meeting Complete	Required	Past Due
1	1 Evaluatee Name	Principal - No Exp	1 Evaluator	Self Evaluation (2013-11-15)	No	No	Yes	Evaluation Cycle Meeting (2013-09-30)	No	Yes	Yes
2	2 Evaluatee Name	Initial Teacher - Year 4	1 Evaluator	Self Evaluation (2013-11-15)	No	Yes	Yes	Evaluation Cycle Meeting (2013-09-30)	No	Yes	Yes
3	3 Evaluatee Name	New Teacher - 1 Year Exp	1 Evaluator	Self Evaluation (2013-11-15)	No	Yes	Yes	Evaluation Cycle Meeting (2013-09-30)	No	Yes	Yes

Main fields of data in the report (Depending on how many Task Templates are selected at download and the frequency of them on a Task List, this download could have many or few sets of columns)

- Task Template Name [this and the following columns set up repeats for each Task Template selected]
 - Task (Due),
 - Completed,
 - Required,
 - Past Due

(The above four columns will repeat as many times as the task is listed on a task list]

EVALUATION YEAR SUMMARY

Select the School Year (optional) and click **Save and Generate**. Then, click **Save and Generate to save and name**, or **Download as XLSX**.

TIDE ROSTER DATA - STANDARD

Select the **Student Group**, **School Year** (optional), and **Class Terms** (optional), then click **Save and Generate** to **Save & Name** or **Download XLSX**.

DATA ADMIN :: BUILD DATA TABLE

TIDE Roster Data - Standard



Save and Generate

Actions ▾

Please Make a Selection for All Required Fields ▲

Student Group (required) [Select](#)

School Year (optional) [Select ▾](#)

Class Terms (optional) [Select](#)