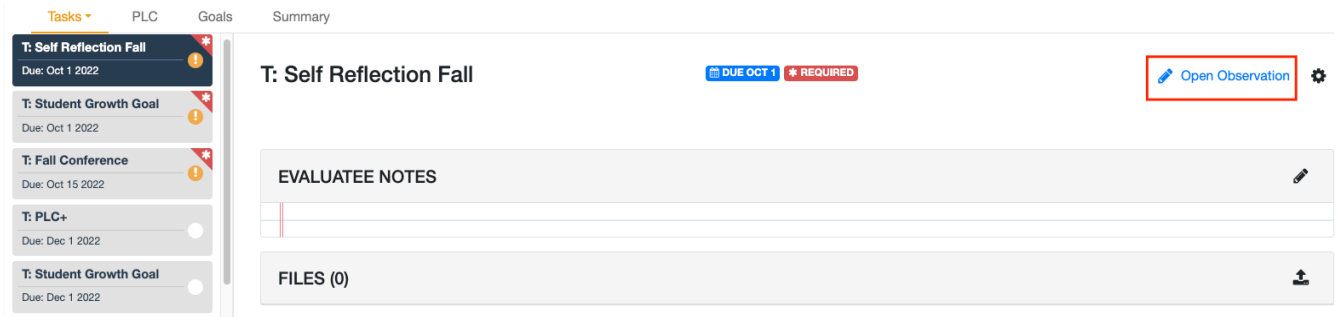


Evaluatee: Self-Evaluation Task V2

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

1. From the **Tasks menu**, navigate to the **Self-Reflection** task (For some, it may be called Self-Assessment or Self-Evaluation). **NOTE:** Whether the task is required and the due date are also posted here.
2. Click **Open Evaluation in the top right**.



The screenshot shows the 'Tasks' menu with a dropdown arrow. Below it, a list of tasks is visible: 'T: Self Reflection Fall' (Due: Oct 1 2022), 'T: Student Growth Goal' (Due: Oct 1 2022), 'T: Fall Conference' (Due: Oct 15 2022), 'T: PLC+' (Due: Dec 1 2022), and 'T: Student Growth Goal' (Due: Dec 1 2022). The main content area displays 'T: Self Reflection Fall' with a 'DUE OCT 1' and 'REQUIRED' badge. A red box highlights the 'Open Observation' button in the top right corner. Below the task title, there are sections for 'EVALUATEE NOTES' and 'FILES (0)'.

3. Adjust your view using the **Configuration Options Gear** in the top right.

VIEW/PRINT OPTIONS





- **Show Alternate Arrangement:** The criterion is displayed in the Washington State TPEP order by default; select this option to reorganize to your **district's framework view if set up**.
 - **Show Criteria List**
 - **Show Performance-Level Descriptions**
 - **Show Notes**
 - **Show Key Indicators:** Other names may be Critical Attributes or Possible Teacher and Student Evidence if set up.
 - **Show Only Focused/Required Criteria:** Eliminate the display of criteria not marked as required or focused.
 - **Show Other Task**
 - **Include Timestamps on Notepad**
 - **Show Performance Level Selections**
4. If the evaluatee is on **Focused** for the year, either the evaluator or the evaluatee will need to mark all criteria, including the student growth criterion, as the focus. Click the **Corner asterisk icon** in the far left criteria list to designate a criterion as **Focused**. It will turn from gray to blue.
 - Criteria may be marked with a **red indicator** and must be completed as required. This is set up along with the District's Position Level (e.g., Teacher-Focused, Teacher-Comprehensive, etc.).
 - Criteria designated as the student growth goal will be labeled with an **orange indicator**.
 5. Click on a criterion to view its description and performance levels, then rate yourself based on the overall criterion and sub-criterion. Only one performance level can be selected per criterion.
 - Click the **Configuration Options Gear** at the top right and choose **Evaluated Position Reference** to view **the** Washington State Approved Framework rubric.

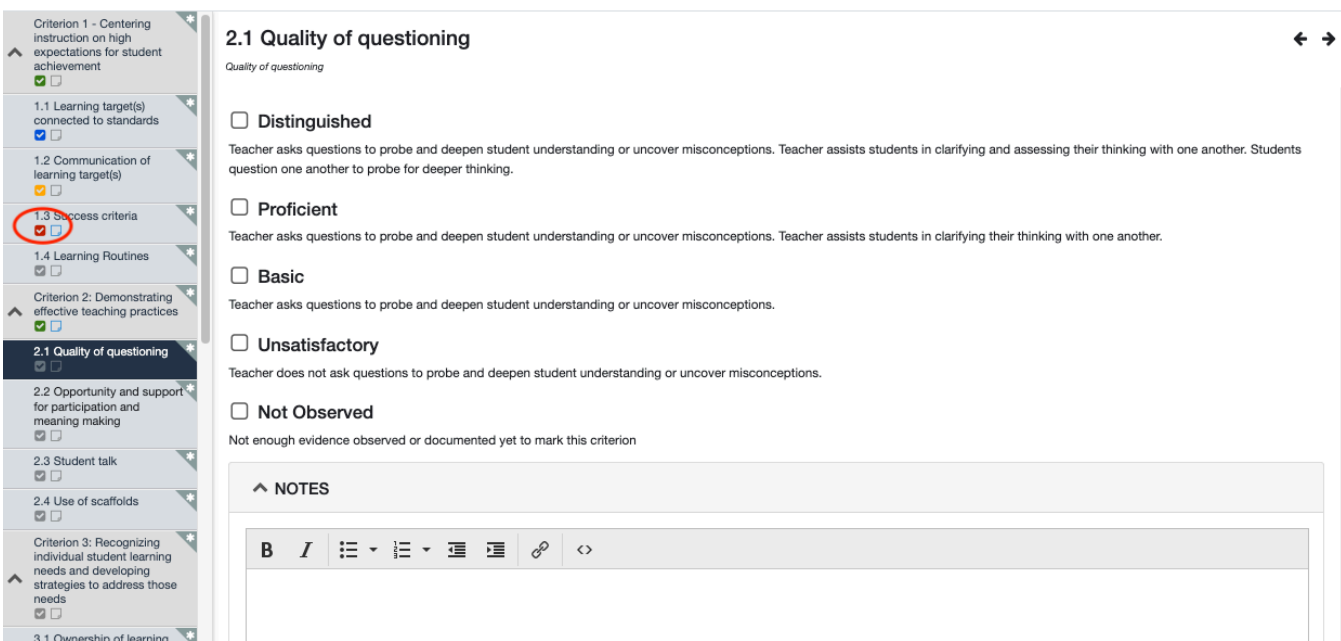
- As you rate yourself, the boxes correspond with specific colors in the far left Criteria List.
 - **Green:** Distinguished (4)
 - **Blue:** Proficient (3)
 - **Yellow:** Basic (2)
 - **Red:** Unsatisfactory (1)

6. Add **Notes** to the notes box below the performance ratings list.

- Click the **checkmark** in the top right corner to **Save**. If you navigate away from notes without saving, you will receive a warning to help avoid text entry loss.
- **NOTE:** The paper icon in the far left criteria list will turn gray to blue when notes are present.

T: Self Reflection Fall - Teri Larew - Teacher - Comprehensive

Minutes Observed:    



2.1 Quality of questioning

Quality of questioning

Distinguished
Teacher asks questions to probe and deepen student understanding or uncover misconceptions. Teacher assists students in clarifying and assessing their thinking with one another. Students question one another to probe for deeper thinking.







Proficient
Teacher asks questions to probe and deepen student understanding or uncover misconceptions. Teacher assists students in clarifying their thinking with one another.

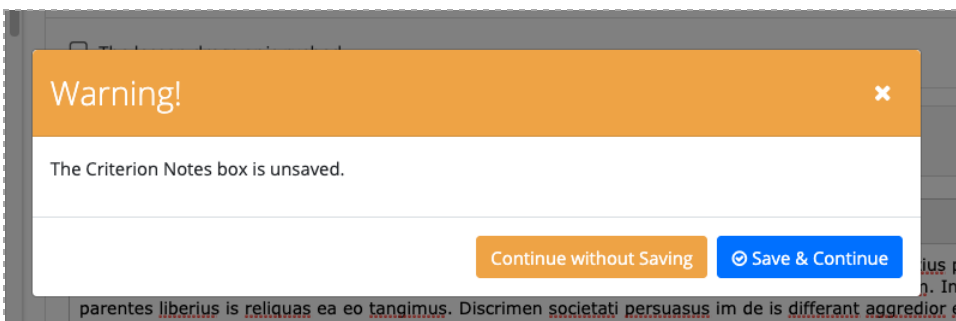
Basic
Teacher asks questions to probe and deepen student understanding or uncover misconceptions.

Unsatisfactory
Teacher does not ask questions to probe and deepen student understanding or uncover misconceptions.

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

NOTES

B *I*      



Warning!

The Criterion Notes box is unsaved.

7. Click the **Configuration Options Gear** in the top right and choose one of the following:

- **Mark Complete?:** Once this box has been checked, the self-reflection becomes read-only. Uncheck the box at any time to return to edit mode.
- **Share with Evaluator?:** Check the box to share your self-evaluation. An Email will be sent to your Evaluator. To stop sharing, uncheck the box at any time. An email will again be sent to the Evaluator.

- o **Allow Commentary:** This will allow the evaluator to add commentary. If the task still needs to be shared, checking the 'Allow commentary' checkbox will prompt for confirmation: **'This task still needs to be shared.'** **Allowing Commentary will also share the whole task.** Click **Yes, Continue.**
8. Click the **print icon** in the top right corner.
 - o **Print Preview Evaluation Observation:** Select the radio button for font size (small, medium, large) and click **Preview.**
 - o **Print Evaluation Observation:** Click **Download PDF.**
 9. Click the **Airplane icon** in the upper right corner to **Notify the Evaluator/Evaluated of changes.** It will ask for confirmation if the task still needs to be shared. **This task has not been shared yet. Notifying the Evaluator/Evaluated of changes will also share the whole task.**
 10. Click the "X" in the upper right corner to close the popover window. The task will show that it has been completed and shared.

T: Self Reflection Fall - Teri Larew - Teacher - Focus Yr2

The screenshot displays the evaluation interface for a task titled "1.2 Communication of learning target(s)". The task is currently marked as "Distinguished". A popover menu is open in the top right corner, showing options such as "Mark complete?", "Share with Evaluator?", "Allow commentary", and "Evaluated Position Reference". A "NOTES" section is visible at the bottom with the text "Syllabus was handed out to parents and sent home." The interface includes a sidebar with criteria and a top navigation bar with tabs for "Tasks", "PLC", "Goals", and "Summary".

T: Self Reflection Fall

COMPLETED BY TERI LAREW DUE OCT 1 REQUIRED SHARED READ ONLY

Open Observation

11. Once the self-assessment is complete, decide whether to share it with your evaluator. Click the airplane icon to share it. Once that step is complete, you can then mark it as such. Your evaluator will receive an email notifying them that the task has been completed.

This close-up shows the top right corner of the interface. It includes the "Minutes Observed" field, a settings gear icon, a print icon, an airplane icon, and a close "X" icon. Below these icons is a "Mark complete?" checkbox. Red arrows and numbers "1" and "2" highlight the airplane icon and the "Mark complete?" checkbox respectively.