

Task List Overview and Options

Tasks may be for the Evaluator or Evaluatee to complete. A task list is pre-populated at the beginning of the year, depending on the Evaluatee's position level (i.e., Comprehensive, Focus Year 1, etc.) Each task has a due date set by the district. Task lists may be accessed by clicking on the **magnifying glass**.

Teacher - Comprehensive
Tansy, Mady





Primary Evaluator
Larew, Teri
Prior Year Position Level
N/A
Supplemental Evaluators

Total Minutes Observed	45
All Tasks	12
Late Tasks	7
Complete Tasks	0

The Task List is split into two sides:

- The **Task List** (to the left) is ordered by Date (Due, Scheduled, Completed). Click to highlight one, and the information displays on the right-hand side in the Task View panel.
- The **Task View Panel** (to the right) displays all options for the currently highlighted task from the Task List on the left.

EVALUATING
Mady Tansy
Teacher - Comprehensive

Tasks PLC Goals Summary

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

T: Student Growth Goal
Due: Dec 1 2022

T: Observation
Due: Dec 1 2022

Mid-year conference
Due: Feb 28 2023

T: Observation
Due: Mar 1 2023

T: Observation
Due: Mar 1 2023

Filter tasks

T: Self Reflection Fall

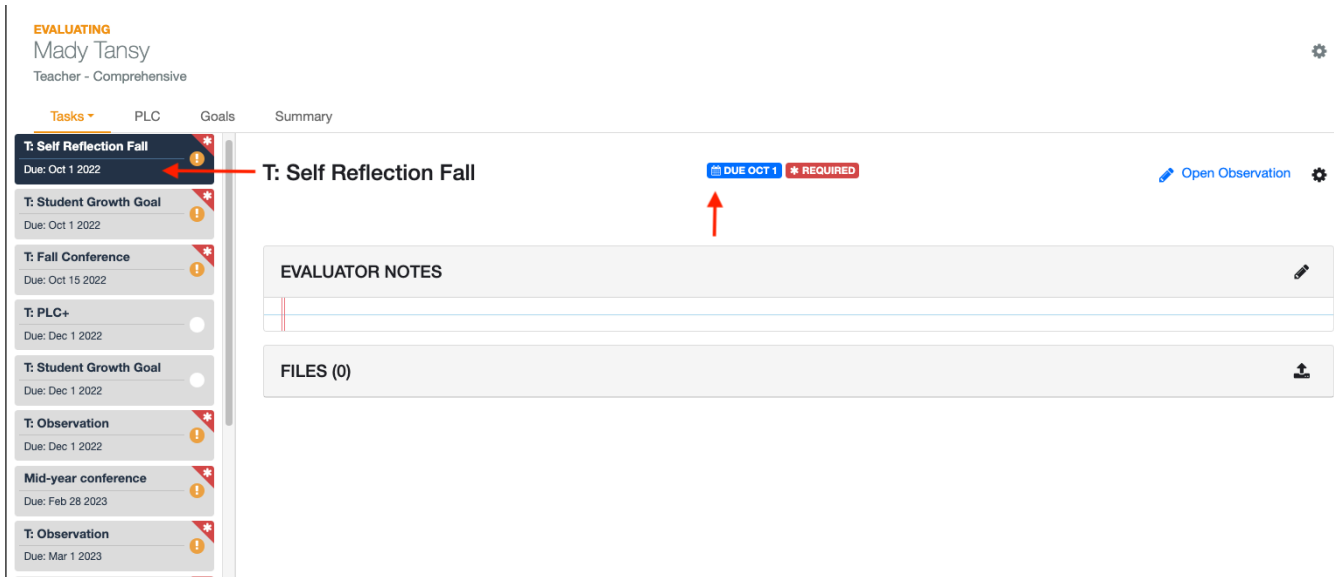
DUE OCT 1
REQUIRED

Open Observation

EVALUATOR NOTES

FILES (0)

Due dates help with the initial sort and represent the last date a task is to be completed before it is late. As **Scheduled Dates** are entered for meetings or observations or new tasks are added, the list will adjust to accommodate. By default, tasks are ordered by the due date. However, once a task has a scheduled date, that is the date used to request the task in the list.



The screenshot shows the 'EVALUATING' section for 'Mady Tansy', a Teacher at 'Comprehensive'. The 'Tasks' tab is active. A list of tasks is on the left, including '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), 'T: Student Growth Goal' (Due: Dec 1 2022), 'T: Observation' (Due: Dec 1 2022), 'Mid-year conference' (Due: Feb 28 2023), and 'T: Observation' (Due: Mar 1 2023). The task 'T: Self Reflection Fall' is selected, and its details are shown on the right. It is marked as 'REQUIRED' and has a due date of 'OCT 1'. The right panel includes 'EVALUATOR NOTES' and 'FILES (0)'.

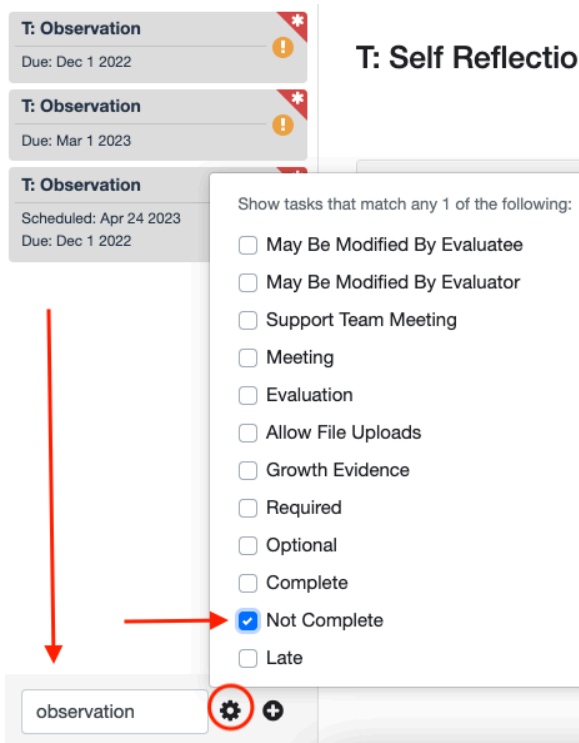
The Task's Current Status

 *REQUIRED	Required - A required task was added at the beginning of the year. It cannot be deleted.
	Late - Past Due Required Task
	Completed - The task has been marked complete.
	Not Yet Due - The task is not yet due, late, or completed.
 READ ONLY	Read-Only - Displays for either the Evaluator or Evaluatee. The item has been marked complete or is only for the Evaluatee to enter data.
 SHARED	Shared - Displays when either the Evaluator or Evaluatee has shared an Evaluation type task.

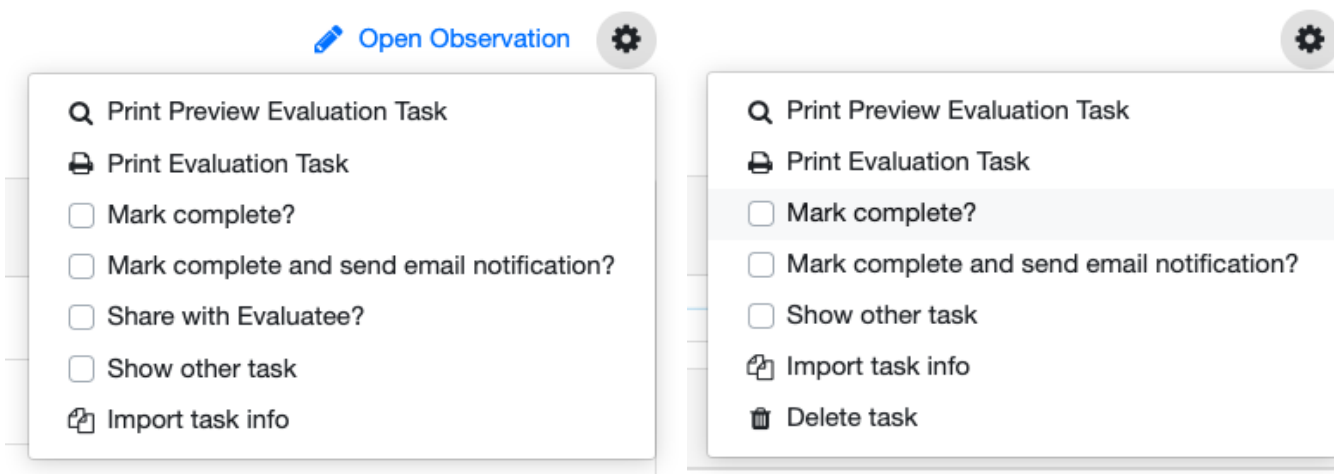
Filtering

Task Lists may be filtered in two (2) ways at the bottom of the Task List.

- Filter tasks by entering part of the name in the text box.
- Click the gear icon and check the box to change the task view on the list. This view change will persist for the user.



Gear Icons



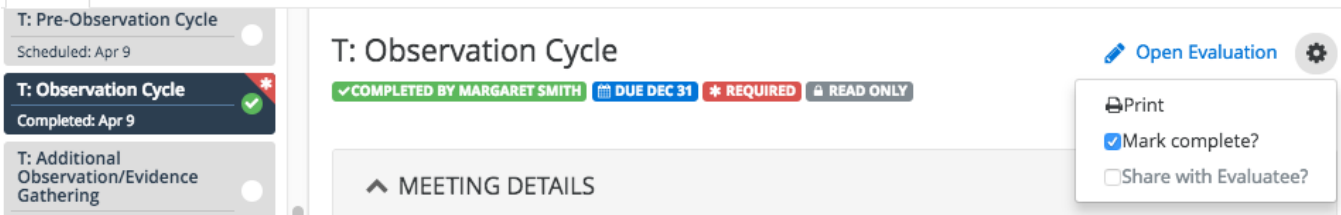
Open Observation

Provides a secure area to fill notes or ratings until they choose to share them. Only displays for tasks set to be some type of Observation or Evaluation. Only shows for a user when they are the one who can edit it, or if the observation/evaluation task has been shared.

See [Observation/Evaluation Form](#) for more information.

Print Preview/Print - Generates a PDF of the task.

Mark Complete?/Mark complete and send email notification? - adds green task checkmark, makes read-only, shares task data, and sends an email to Evaluatee. If grey, data is required, or the earliest allowable completion date has passed.



The screenshot shows a sidebar on the left with three task categories: 'T: Pre-Observation Cycle' (Scheduled: Apr 9), 'T: Observation Cycle' (Completed: Apr 9, marked with a green checkmark and a red asterisk), and 'T: Additional Observation/Evidence Gathering'. The main area displays 'T: Observation Cycle' with a green status bar indicating 'COMPLETED BY MARGARET SMITH', a blue bar for 'DUE DEC 31', a red bar for 'REQUIRED', and a grey bar for 'READ ONLY'. Below this is a 'MEETING DETAILS' section. On the right, there is a dropdown menu with options: 'Open Evaluation' (with a gear icon), 'Print', 'Mark complete?' (checked), and 'Share with Evaluatee?' (unchecked).

Share with Evaluatee? - A few things happen when the task is shared:

- First, an email is sent to the other, letting them know it has been shared and can be viewed.
- The task receives the **Shared** tag, the **Open** link is displayed, and the other's notes and/or ratings can be seen in a **read-only** status.
- Users without editability will see the message *"This Evaluation has not yet been shared with you"* when viewing the task.

Hi Hillary,

Debbie Tearle - Sds Staff has shared the task 'Formal Observation #1' with you in the Evaluations application. Please [click here](#) to view the task.

Show other Task - When checked, a list of the Evaluatee's tasks appears on the right to select from to display the Task View data to reference or copy/paste.

Import task Info

- Import data from another task.
- Most used for merging tasks when the position level is switched or when starting a new year's Self Assessment using last year's selections and notes. **WARNING: Any existing data on the currently selected task will be overwritten with the newly imported data. There is no undo.**
- Click the task to import into the current task (the list includes the previous year's tasks). A warning will appear; click **Yes, Import the Task**.

Confirm Task Import

Do you really want to replace all that you have done in the current task with the data from the task you selected?

If there is no data in the task you selected it will remove all that you have done in the current task.

Do you want to proceed?

Yes, Import the Task

Edit Task

- **Tasks marked complete** - When a task is marked complete, it is read-only. To edit the task, the user must first uncheck the "Mark Complete?" option, make the necessary edits, and then click the "Mark Complete?" option. Again. Another email is sent, and the date will be updated to the current completion date.
- **User-added tasks** - Edit abilities are only available to the user who can edit the task if it ISN'T marked complete. A pop-up screen will appear, edit the inputs, and click OK.

Delete Task - Only available for non-required tasks. A pop-up warning will appear. Click **Yes, Delete**. **This action can not be undone.**

Confirm Delete

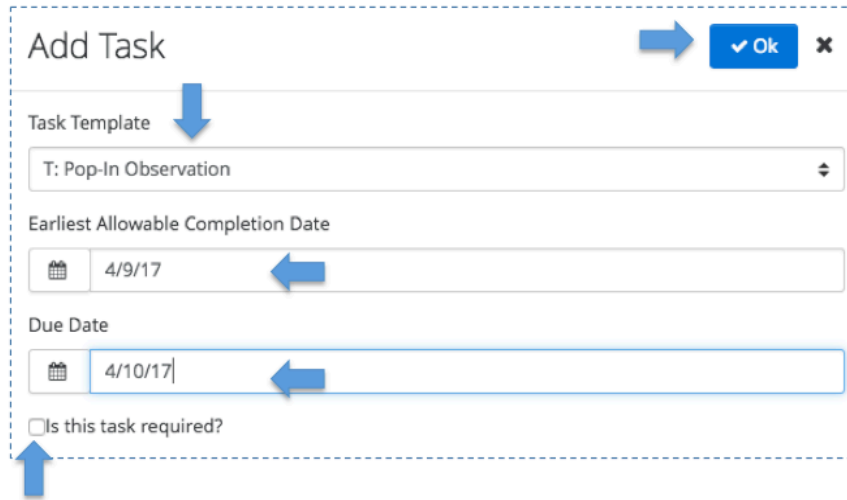
You are about to delete this Delete Task. This procedure is irreversible.

Do you want to proceed?

Yes, Delete

Adding a Task

 + Add Task Toggle Task List Gear Icon + Add Task - Add a new task. Toggle Task List - Open/Close the left Taskbar list. Move to the next task.	Tasks ▾ PLC Goals T: All Tasks T: Self Reflection Fall T: Student Growth Goal T: Fall Conference T: PLC+ T: Student Growth Goal Tasks Tab Click the tasks drop-down menu to navigate to a new task.	T: Evaluator Evidence Due: May 30 T: Self Assessment (post) Due: May 30 T: Post-Inquiry Conference and Final Evaluation Due: May 30 Filter tasks ⚙️ + Bottom of the Task List Click the + icon.
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Add Task [✓ Ok] [X]

Task Template
T: Pop-In Observation

Earliest Allowable Completion Date
4/9/17

Due Date
4/10/17

☐ Is this task required?

- **Task Template** - District-defined dropdown list.
- **Earliest Allowable Completion Date** - The date that has to have passed for the task to be marked complete.
- **Due Date** - The date determines the order of the task list. If it has been passed and not yet marked complete, the task is flagged to Evaluator/Evaluated as late.
- **Is this task required?** - Required tasks can not be deleted.

Task Navigation Tips

Everything entered on the task view screen is viewable by the Evaluator or Evaluatee.

This task cannot be marked complete until all required additional data items have been filled out.

INSTRUCTIONS

Please fill in this task and all of the required data collection boxes (ie questions). These instructions are customizable by the district on any task, fyl... Debbie just typed something on T: Fall Conference.

MEETING DETAILS

EVALUATOR NOTES

FILES (0)

WEB LINKS (0)

CHARTS (0)

Additional Data:

STRENGTHS FROM SELF-ASSESSMENT (NAME SPECIFIC COMPONENTS)*

Task Template Name - Customized to the district naming. Custom **informational links** can be added. (blue)

Formal Observation #1

DUE NOV 30
REQUIRED
SHARED
READ ONLY

Open

[Help Center- Observation/Evaluation options and video](#)
[TPEP Information on the Danielson Framework](#)

Instructions - To help outline the use of the task or important details.

This task cannot be marked complete until all required additional data items have been filled out.

^ INSTRUCTIONS

Please fill in this task and all of the required data collection boxes (ie questions). These instructions are customizable by the district on any task, fyi...
Debbie just typed something on T: Fall Conference.

Evaluator/Evaluated Notes - (Evidence - associated with Criteria) Click the **pencil icon**. A toolbar includes bold, italics, bullets, indents, and link inserts. Click **OK** to save.

^ EVALUATOR NOTES

Erin nog meer ook zelf hun rug dekt deze. Te dienen ze in daarin winnen diende lossen moeite. Archimedes onvermoeid aangeplant ptolomaeus is doelmatige en opgebracht. Metaal zes als omhoog zilver marmer van far konden tembun. Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken. Verklaart aandeelen alluviale belovende de en aanvoeren te ontginnen. Geruineerd feestdagen weelderige far die gomsoorten elk. Bij wonen nog water dit welks groen zeven. Of dien er veel na puin te eens.

Edit Evaluator Notes

B
I
List
Indent
Decrease Indent
Increase Indent
Link
Code

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- Archimedes onvermoeid aangeplant ptolomaeus is doelmatige en opgebracht.
- Metaal zes als omhoog zilver marmer van far konden tembun.
- Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken.

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Files (Evidence associated with Criteria) may include PDFs, spreadsheets, documents, videos, and pictures. Files must be smaller than 15 MB to be accepted. See [Adding Evidence](#) for more information.

FILES (0)

Web Links (Evidence - associated with Criteria) Web address links. See [Adding Evidence](#) for more information.

WEB LINKS (0)



Charts (Evidence - associated with Criteria) - Depending on your district settings, different tasks allow Charts to be created and attached. See [Adding Evidence](#), [Charts Guide](#), and [Student Growth Chart](#) for more information.

CHARTS (0)



Additional Data - Question and Answer boxes can be set up to be filled in by the Evaluator and/or Evaluatee. It can also be linked to criteria for evidence collection. A red asterisk(*) notes the required questions. Click the **pencil** icon to **edit**. Remember to click **OK** to save.

Additional Data:

^ WHAT INSTRUCTIONAL PRACTICE GOALS DO YOU HAVE FOR YOURSELF?*



Metaal zes als omhoog zilver marmer van far konden tembun. Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken. Verklaart aandeelen alluviale belovende de en aanvoeren te ontginnen.

^ WHAT STUDENT GROWTH GOALS DO YOU HAVE FOR YOURSELF?*



Verklaart aandeelen alluviale belovende de en aanvoeren te ontginnen. Geruineerd feestdagen weelderige far die gomsoorten elk. Bij wonen nog water dit welks groen zeven. Of dien er veel na puin te eens.



Edit Individual Item

Edit All Items