

## EVALUATEE: Adding Evidence (Connect)

Evidence can come in any form. Some examples include student assessment growth charts, meeting notes, and pictures. Evidence Examples Ideas:

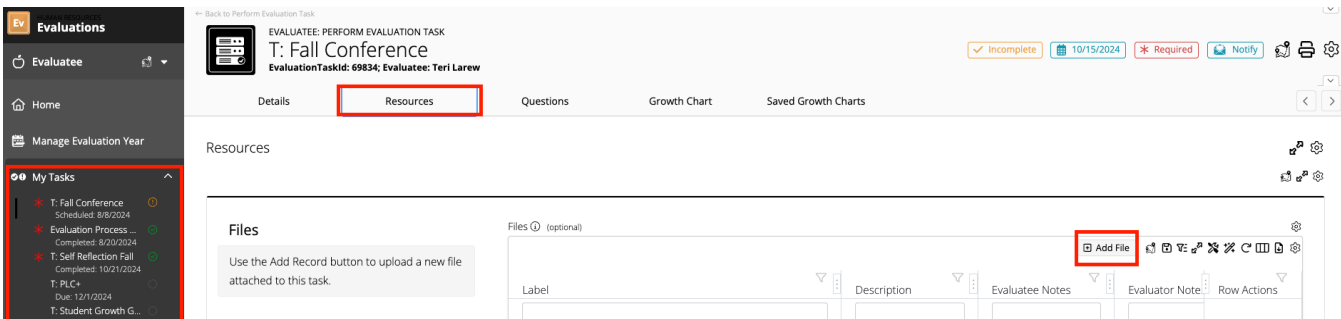
- **Beginning of Year:** View historical assessments, create student groups, and view student demographic data.
- **Mid-Year:** Collect reported grades (gradebook), gather new assessment data to target-specific groups for interventions.
- **End of Year:** Student growth charts, data extracts

Depending on your district's settings, different tasks allow files to be uploaded. Files include PDFs, spreadsheets, documents, videos, and pictures. The file must be smaller than 15 MB to be accepted.

Evidence collected and associated with the criteria provides a quick view in the Summary, helping you and the Evaluator see it together in one location.

### Upload Evidence for Review

1. Start by navigating to **My Tasks** in the left navigation menu and clicking on the task of your choice below it.
  - Alternatively, tasks can be opened under "**Manage Evaluation Year**" in the left navigation menu.
2. You will default to the **Details tab** of the **Perform Evaluation Task**. Here, your Evaluator may have left notes to review.
3. Click the **Resources tab**.

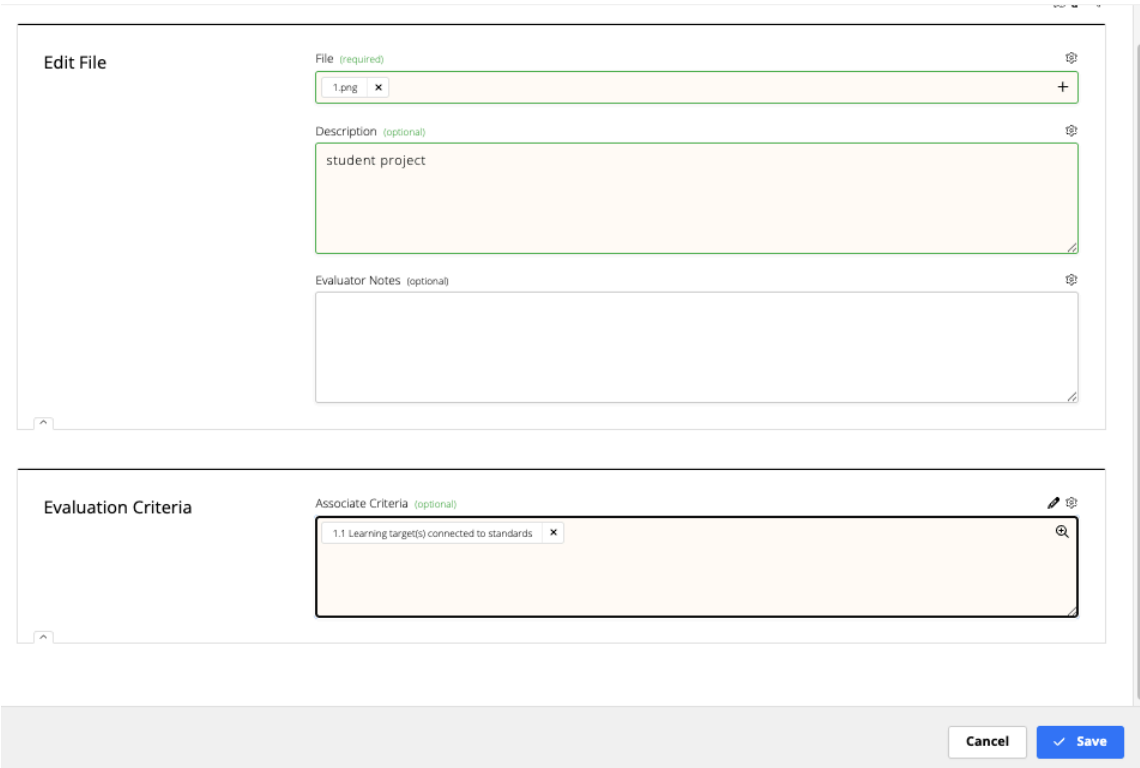


The screenshot shows the 'Perform Evaluation Task' interface for 'T: Fall Conference'. The 'Resources' tab is selected and highlighted with a red box. Below the tab, there is a 'Files' section with a text box that says 'Use the Add Record button to upload a new file attached to this task.' To the right of this text box is an 'Add File' button, also highlighted with a red box. The interface includes a left navigation menu with 'My Tasks' selected, and a top navigation bar with tabs for 'Details', 'Resources', 'Questions', 'Growth Chart', and 'Saved Growth Charts'.

### Add File:

1. Click **Add File** in the top right corner.
2. Click the "+" icon in the **File** field.
3. Click the **Choose a file** button, locate the file to add, and click **Accept**.
4. Fill in a **Description** and **Evaluatee Notes**.

5. Click the **magnifying glass** in the **Associate Criteria** field, click the **checkbox** to the far left for one or more criterion, and click **Accept**.
  - Click the **arrow** to the left of the criteria to reveal Evaluation Performance Levels and Descriptions.
6. Click **Save**.



The screenshot shows two main sections of a web application interface. The top section, titled "Edit File", contains three input fields: "File (required)" with a file selection button showing "1.png", "Description (optional)" with a text area containing "student project", and "Evaluator Notes (optional)" with an empty text area. The bottom section, titled "Evaluation Criteria", contains an "Associate Criteria (optional)" field with a search icon and a dropdown menu showing "1.1 Learning target(s) connected to standards". At the bottom right of the interface are "Cancel" and "Save" buttons.

## Adding a Web Link

1. Click **Add Web Link**.
2. Fill in the **Web Link URL**, **Text (Title)**, and **Evaluatee Notes** fields.
3. Click the **magnifying glass** in the **Associate Criteria** field, click the **checkbox** next to one or more criteria, and click **Accept**.
  - Click the **arrow** to the left of the criteria to reveal Evaluation Performance Levels and Descriptions.
4. Click **Save**.

**Web Link**

Web Link URL (required) ⓘ

 Aa

Web Link Text (optional) ⓘ

 Aa

Evaluator Notes (optional) ⓘ

**Evaluation Criteria**

Associate Criteria (optional) ✎ ⓘ

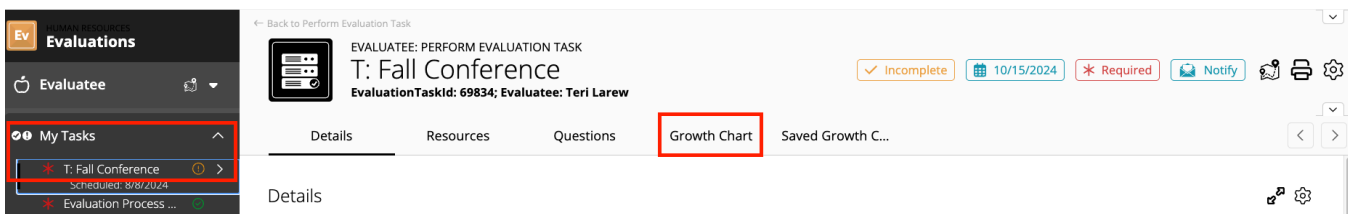
Criterion 1 - Centering instruction on high expectations for student achievement ✕ 🔍

Cancel Save

## Adding Student Growth Charts or other Charts

Depending on your district settings, different tasks allow Charts to be created and attached. This chart illustrates student growth, measured by performance levels, from one assessment to the next. This is a longitudinal cohort chart; students must have taken both selected assessments to be included in the chart. Teachers find this chart helpful for showing student growth and monitoring instruction as evidence for the Teacher Performance Evaluation Program (TPEP).

1. Start by navigating to **My Tasks** in the left navigation menu and clicking on the task of your choice.
  - Alternatively, tasks can be opened under "**Manage Evaluation Year**" in the left navigation menu.
2. You will default to the **Details tab** of the **Perform Evaluation Task**. Here, your Evaluator may have left notes to review.
3. Click on a task that has a **Growth Charts subpage (tab)**.



The screenshot shows the 'Evaluations' sidebar on the left with 'My Tasks' selected. The main content area displays the 'Perform Evaluation Task' page for 'T: Fall Conference'. The 'Growth Chart' tab is highlighted with a red box. The page includes a navigation bar with 'Details', 'Resources', 'Questions', 'Growth Chart', and 'Saved Growth...'. The 'Growth Chart' tab is currently active.

#### 4. Click the **Growth Chart** tab.



EVALUATOR: PERFORM EVALUATION TASK

**T: Fall Conference**

EvaluationTaskId: 72909; Evaluatee: Mady Tansy; Evaluated Position Level: Teacher - Focus Yr2

Details
Resources
Questions

Growth Chart

Saved Growth Charts

Growth Chart

Content Data Settings



Essentials

First Assessment Test (optional)



Second Assessment Test (optional)



Student Group (required)



5. In the **Content Data Settings** to the left, click **First Assessment Test**, then click the **checkbox** to the far left of your first chronological assessment of the two assessments.
  - Use the **filter boxes** at the top of the columns to search for specific information.

Assessment Test Name	Assessment Test Label	Subject Area	Family	Scope	Is Subtest
<input type="text" value="sba 3"/>	<input type="text"/>	<input type="text" value="(1) ELA"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

6. Select the **Second Assessment Test** field similarly.
7. Click the **Student Group** field.
8. To the far left, select the **School Year** from the dropdown menu.
9. Click the radio button to select **My Custom Student Groups, Shared Automatic Student Groups, or My Automatic Student Groups**.
  - Further **filters**, such as district-wide, school-specific, school, grade, class, activity, and teacher, may be available for selection.
10. To the far right, click the **checkbox** to the left of the chosen student group.

**Data Table Data Settings**

**Student Group Type**

School Year (optional): 2024/25

Student Group Type (optional):  Shared Automatic Student Groups

Automatic Student Group Type (optional):  District-Wide  School Specific

Selected: 0 [View Selected](#)

**Ordered**


Student Group Name	Student Group Label
<input type="checkbox"/> ALE Students (24/25)	ALE Students (24/25)
<input type="checkbox"/> All 10th Grade Bilingual Education Students (24/25)	All 10th Grade Bilingual Education St
<input type="checkbox"/> All 10th Grade Students (24/25)	All 10th Grade Students (24/25)
<input type="checkbox"/> All 11th Grade Bilingual Education Students (24/25)	All 11th Grade Bilingual Education St
<input type="checkbox"/> All 11th Grade Students (24/25)	All 11th Grade Students (24/25)
<input type="checkbox"/> All 12th Grade Bilingual Education Students (24/25)	All 12th Grade Bilingual Education St
<input type="checkbox"/> All 12th Grade Students (24/25)	All 12th Grade Students (24/25)

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[Cancel](#) [Accept](#)

11. Once you have made these selections, the chart will be rendered to the right.
12. Click on a tile to view a list of students who met that criterion.
13. Click the **Save Chart Configuration** button in the top right.
14. Click the **Saved Growth Charts Tab** at the top of the page to view saved charts.
15. Here, you can use in-cell editing to select a criterion to associate with it.
16. Click the **magnifying glass** in the **Configuration Label** column to view

← Back to Evaluate Evaluatee | ↻ Manage Evaluation Year



**EVALUATOR: PERFORM EVALUATION TASK**

**T: Fall Conference**

**EvaluationTaskId: 72909; Evaluatee: Mady Tansy; Evaluated Position Level: Teacher - Focus Yr2**

Details
Resources
Questions
Growth Chart
Saved Growth Charts

Saved Growth Charts

Configuration Label	Created Date	Created Time	Criteria
<input type="text"/>	mm/dd/yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>

Level Change	start level → end level # of students				Level Change Totals		Cohort Change
	1 → 1	2 → 2	3 → 3	4 → 4	Total	Total	
+3 Levels			1 ↗ 4		+3 Total	Students Total	On average these 761 students increased by 0.11 levels.  <b>+0.11</b> +87 / 761  Percentage of students who maintained or increased proficiency: 80.29%.
			5		<b>5</b>	<b>210</b>	
+2 Levels			1 ↗ 3	2 ↗ 4	+2 Total	Levels Total	
			<b>18</b>	<b>10</b>	<b>28</b>	<b>+248</b>	
+1 Level		1 ↗ 2	2 ↗ 3	3 ↗ 4	+1 Total		
		<b>50</b>	<b>68</b>	<b>59</b>	<b>177</b>		
No Change	1 → 1	2 → 2	3 → 3	4 → 4	No Change Total		
	<b>76</b>	<b>71</b>	<b>89</b>	<b>165</b>	<b>401</b>		
-1 Level		2 ↘ 1	3 ↘ 2	4 ↘ 3	-1 Total	Students Total	
		<b>23</b>	<b>44</b>	<b>73</b>	<b>140</b>	<b>150</b>	
-2 Levels			3 ↘ 1	4 ↘ 2	-2 Total	Levels Total	
			<b>2</b>	<b>7</b>	<b>9</b>	<b>-161</b>	
-3 Levels				4 ↘ 1	-3 Total		
				<b>1</b>	<b>1</b>		

**Green:** Students who went up in level

**Red:** Students who went down in level

**White:** Students who stayed at the same level.

- Click on the student counts to reveal the students listed in the count.
- A static student group can be created or added from this display.

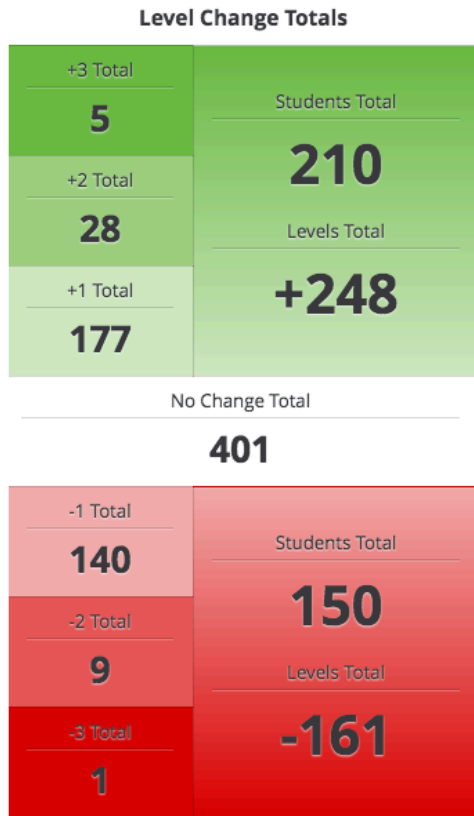
### # of students

This displays the number of students from each level who are eligible to change.

	start level → end level # of students			
	1 → 1	2 → 2	3 → 3	4 → 4
			1 ↗ 4	
			<b>5</b>	
		1 ↗ 3	2 ↗ 4	
		<b>18</b>	<b>10</b>	
	1 ↗ 2	2 ↗ 3	3 ↗ 4	
	<b>50</b>	<b>68</b>	<b>59</b>	
1 → 1	2 → 2	3 → 3	4 → 4	
<b>76</b>	<b>71</b>	<b>89</b>	<b>165</b>	
	2 ↘ 1	3 ↘ 2	4 ↘ 3	
	<b>23</b>	<b>44</b>	<b>73</b>	
		3 ↘ 1	4 ↘ 2	
		<b>2</b>	<b>7</b>	
			4 ↘ 1	
			<b>1</b>	

### Level Change Totals

This displays the count of students for each level change, as well as the total student and level counts.



### Cohort Change

This displays the average number of level changes per student in the group. Additionally, the percentage of students who either advanced to higher levels or maintained proficiency is displayed.

