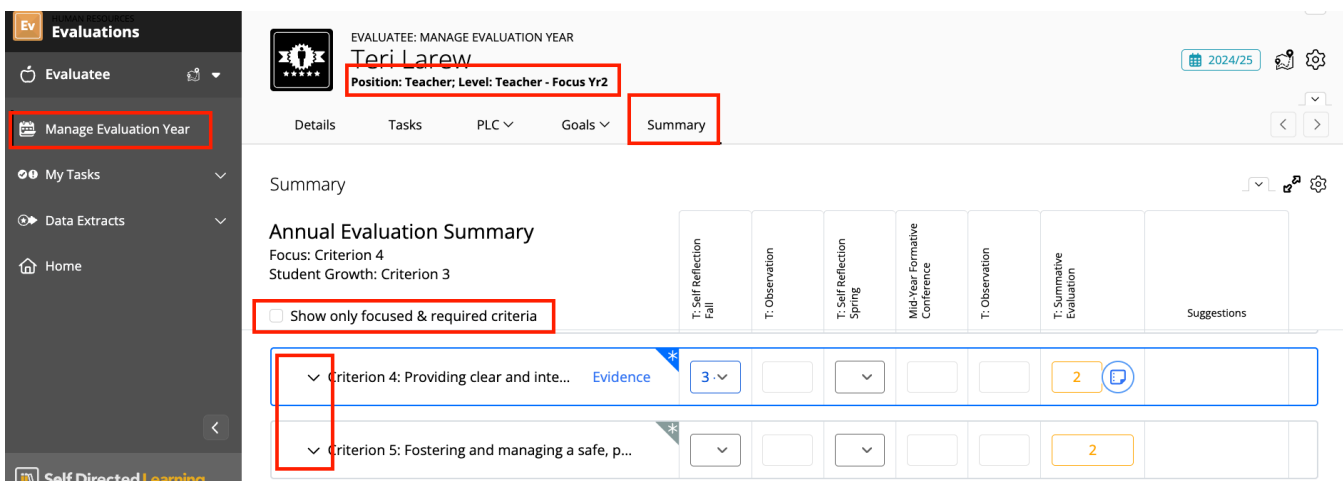


## EVALUATEE: Summary Evaluation Form (Connect)

Access the Evaluatee's Final/Summative Evaluation using district and Washington State calculations. The summary page is visible to both the Evaluator and the Evaluatee; however, the Evaluatee only sees the information after the task has been shared.

The system allows for easy review of each criterion's notes, evidence, and performance levels. The standard Summary view is a matrix: criteria are listed as rows, and tasks (Self-Evaluations, Evaluations/Observations) are listed as columns. It also includes a Final Evaluation column and suggestion areas for each criterion.

1. Start by navigating to **'My Tasks'** in the left navigation menu and clicking the **'Summative Evaluation Task'**.
  - 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 **Summary Tab** at the top of the page.
4. The **Position Level Type** and **Focused Criterion** selection will be found directly under the name at the top of the page.
5. Any criterion examined will be displayed, along with the year's evaluation scores, evidence, and notes.
6. Click the **Show only focused & required criteria** checkbox in the top left to limit the list to only focused and required criteria.
7. Click the **arrow** to the left of any Criterion to show further sub-components.



8. To the right of the criterion, click **Evidence** to expand and view **Performance Level Descriptions, Associated Files, Notes, and Key Indicators**.
  - Click the **"x"** to close the evidence expansion.

- o **Helpful Resources:** EVALUATEE: Adding Evidence (Connect)  
<https://support.schooldata.net/hc/en-us/articles/41466794029715>

9. The blue **astra icon** in the right corner denotes that the criteria are **Focused**.

- o **Helpful Resources:** EVALUATEE: Comprehensive vs. Focus Criteria (Connect)  
<https://support.schooldata.net/hc/en-us/articles/41461607323155>

10. Click the **Note icon** next to the performance score in any column to view the final evaluation notes left by the Evaluator. These will only show up once the Final Summative Evaluation is shared.

^ Criterion 4: Providing clear and inte... Evidence	3 ▾		▾			2 
4.1 Lessons connected to previous a... Evidence	3 ▾		▾			

11. Click the **arrow** to the left of the **Evaluator Notes** field to review the evaluator's annual final notes. These will only show up once the Final Summative Evaluation is shared.

^ EVALUATOR NOTES

These are my notes about this person's overall evaluation

12. Once the Evaluator shares the Final Summative Evaluation and turns commentary on, the Evaluatee may add **commentary notes**.

- o Click the **pencil icon** to the right of the **Commentary** field. A popover window will open to allow you to fill in notes. Click **Save** when finished.
- o Click the **arrow** to the left to view the commentary notes.

^ COMMENTARY



enter notes

13. If the district has been using Evaluations for one or more years and the Evaluatee was at the district, the Evaluatee's '**Most Recent Comprehensive Final Summative Rating**' will display.

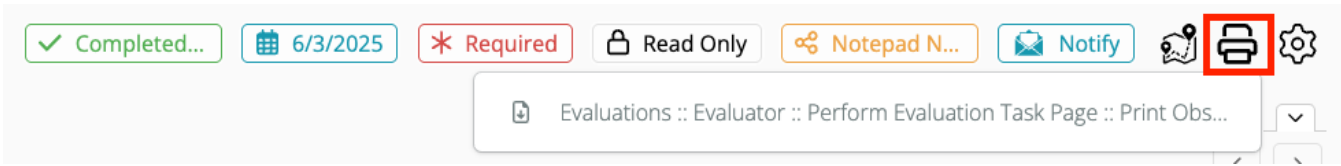
14. Minutes input on individual Observations done throughout the year are totaled here to show **Total Minutes Observed**.

Final Summative Rating	<input type="text" value="2"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	90	

Mark Final Complete?       Share With Evaluatee?       Allow Commentary

Most Recent Comprehensive Final Summative Rating: 3 - Proficient

15. To print, click the **print icon** in the top right corner and select the Print Observation option.



The screenshot shows a toolbar with several icons: a green checkmark labeled 'Completed...', a calendar icon labeled '6/3/2025', a red asterisk labeled 'Required', a lock icon labeled 'Read Only', an orange notepad icon labeled 'Notepad N...', a blue envelope icon labeled 'Notify', a printer icon (highlighted with a red box), and a gear icon. Below the toolbar is a dropdown menu with the text 'Evaluations :: Evaluator :: Perform Evaluation Task Page :: Print Obs...'. The printer icon is highlighted with a red box.

\*Focused evaluations are for educators with a Proficient (3) or Distinguished(4) summative score on their last comprehensive evaluation. In years without a comprehensive evaluation, one of the eight criteria for student growth must be formatively assessed. Districts will establish processes for meaningful feedback and professional growth. Criterion formative assessment uses relevant framework rubrics and Washington State student growth rubrics. For criteria 3, 6, or 8, specific student growth rubrics are used. For criteria 1, 2, 4, 5, or 7, student growth rubrics from criterion 3 or 6 are used. The final criterion score defaults to the summative score from the most recent comprehensive evaluation. However, if an educator with a prior Proficient (3) score demonstrates Distinguished(4) practice on the chosen criterion, a Distinguished (4) score may be awarded for the current year only.