

## EVALUATOR: Adding Evidence (Connect)

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

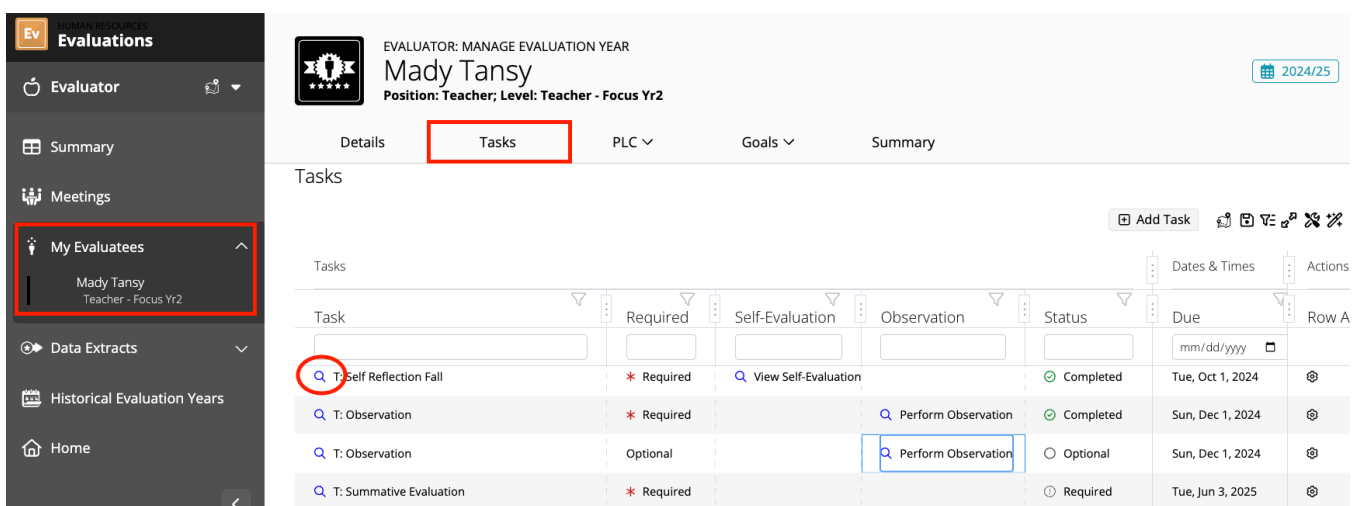
- **Beginning of Year:** View historical assessments, create student groups, and view student demographic data.
- **Mid-Year:** Collect reported grades (gradebook), gather new assessment data to target-specific groups for interventions.
- **End of Year:** Student growth charts, data extracts

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 Evaluatees' in the left navigation menu.
  - The 'My Evaluatees' list is also accessible under 'Summary' in the left navigation menu.
2. Click the **arrow** to reveal the list of evaluatees assigned to you for management.
3. Click the name of the Evaluatee you want to manage.
4. You will default to the **Tasks tab** of the **Manage Evaluation Year page**, where you will see a data table of the tasks for that evaluatee.
5. Click the **magnifying glass** next to the chosen task.



The screenshot shows the 'EVALUATOR: MANAGE EVALUATION YEAR' page for Mady Tansy, a Teacher - Focus Yr2. The 'Tasks' tab is selected and highlighted with a red box. The left navigation menu has 'My Evaluatees' highlighted with a red box. The 'Tasks' table below shows a list of tasks with columns for Task, Required, Self-Evaluation, Observation, Status, Due, and Row A. A magnifying glass icon is circled in red next to the 'Self Reflection Fall' task, and another magnifying glass icon is circled in blue next to the 'Perform Observation' task in the Observation column.

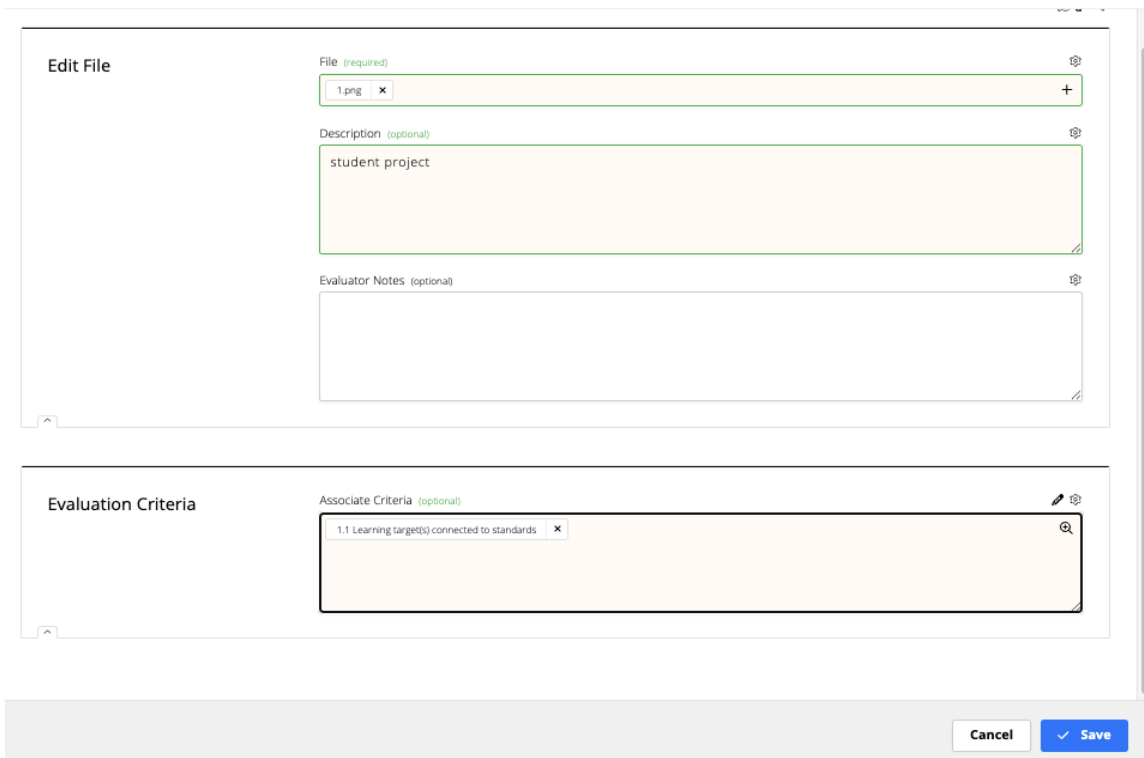
Task	Required	Self-Evaluation	Observation	Status	Due	Row A
T: Self Reflection Fall	* Required	View Self-Evaluation		Completed	Tue, Oct 1, 2024	
T: Observation	* Required		Perform Observation	Completed	Sun, Dec 1, 2024	
T: Observation	Optional		Perform Observation	Optional	Sun, Dec 1, 2024	
T: Summative Evaluation	* Required			Required	Tue, Jun 3, 2025	

6. Across the top of the page, you will find a set of subpages (tabs). Click the **Resources** tab.



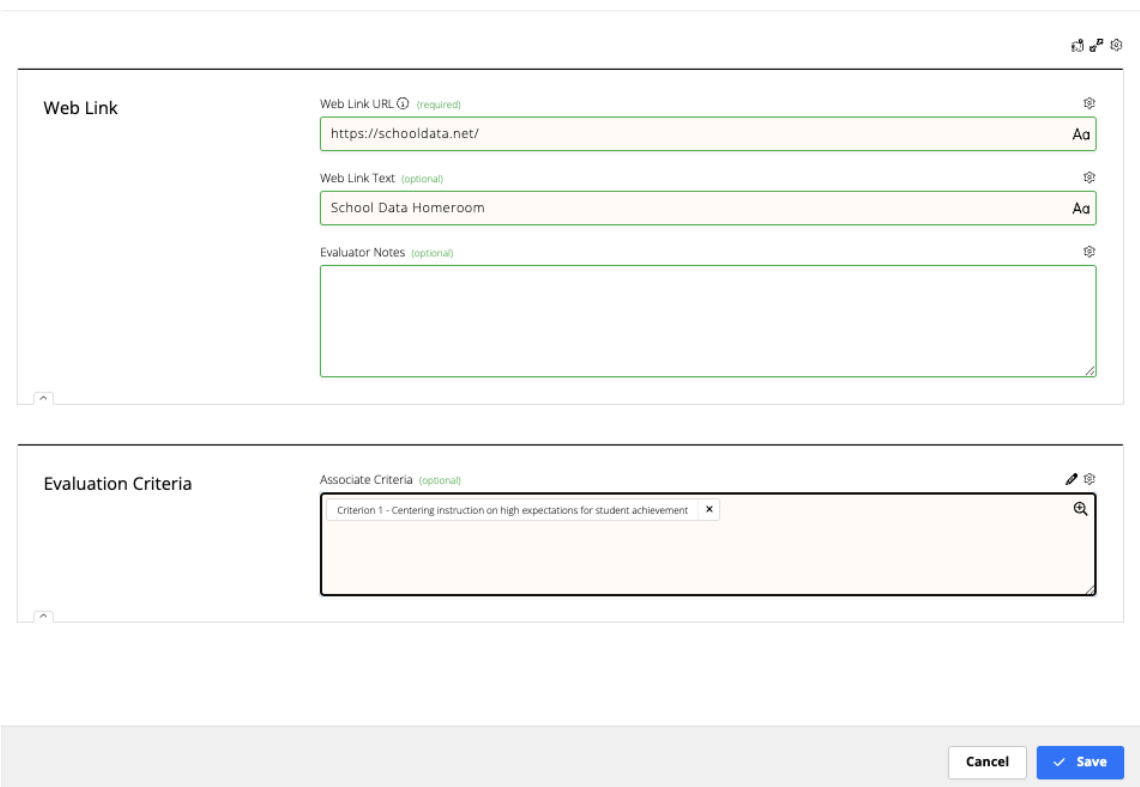
## Add File:

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 **Evaluator 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**.



## Adding a Web Link

1. Click **Add Web Link**.
2. Fill in the **Web Link URL**, **Text (Title)**, and **Evaluator 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**.

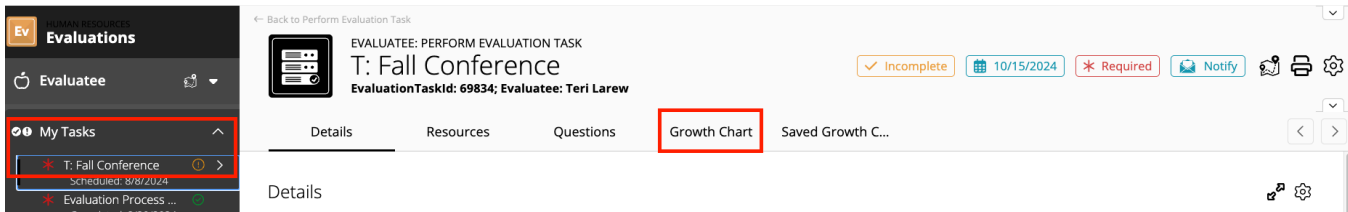


## Adding Student Growth Charts or other Charts

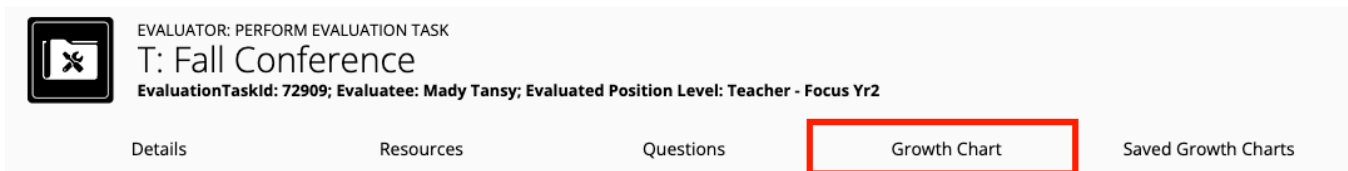
Depending on your district settings, different tasks allow Charts to be created and attached. This chart illustrates student growth, using performance levels, from one assessment to the next. This is a longitudinal cohort chart; students must have taken both selected assessments to be included in the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

1. Start under **My Tasks** in the left navigation menu and click the task of choice.
  - Alternatively, tasks may 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)**.



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



### Growth Chart

### Content Data Settings



### Essentials

First Assessment Test (optional) ⚙️

🔍

Second Assessment Test (optional) ⚙️

🔍

Student Group (required) ⚙️

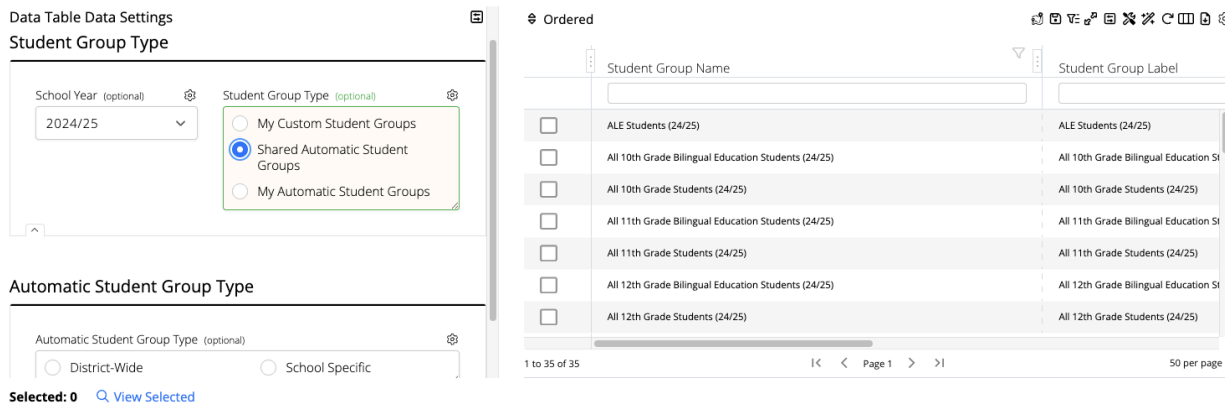
🔍

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.

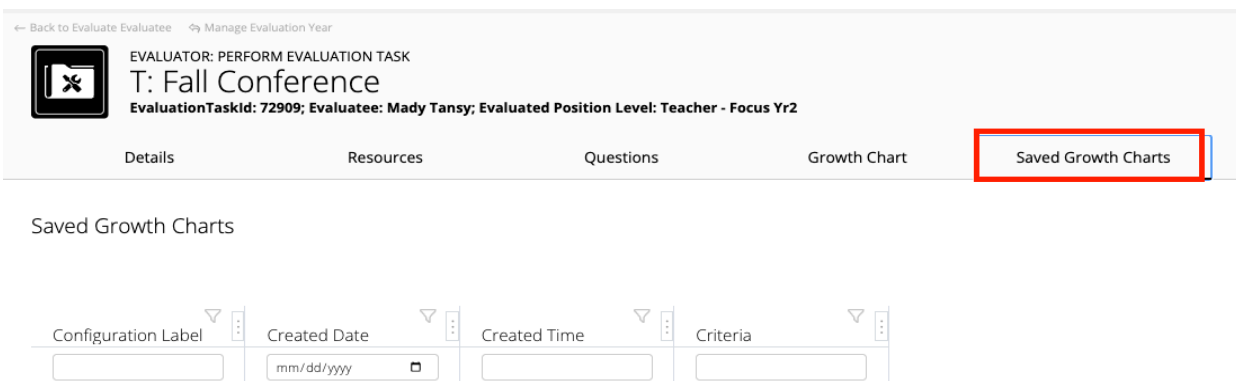
Assessment Test Name	Assessment Test Label	Subject Area	Family	Scope	Is Subtest
sba 3		(1) ELA			

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.



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



Level Change	start level → end level				Level Change Totals		Cohort Change
	# of students						
+3 Levels			1 ↗ 4	5	+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%.
+2 Levels			1 ↗ 3	18	5	210	
			2 ↗ 4	10	+2 Total	Levels Total	
+1 Level		1 ↗ 2	2 ↗ 3	59	28	+248	
		50	68	59	+1 Total		
No Change	1 → 1	2 → 2	3 → 3	4 → 4	No Change Total		
	76	71	89	165	401		
-1 Level		2 ↘ 1	3 ↘ 2	73	-1 Total	Students Total	
		23	44	73	140	150	
-2 Levels			3 ↘ 1	7	-2 Total	Levels Total	
			2	7	9	-161	
-3 Levels			4 ↘ 1	1	-3 Total		
			1	1			

**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.

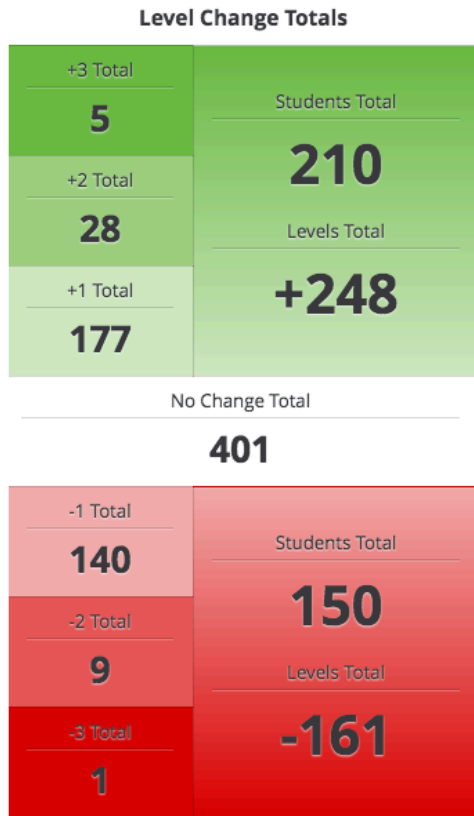
### # of students

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

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

### 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.

