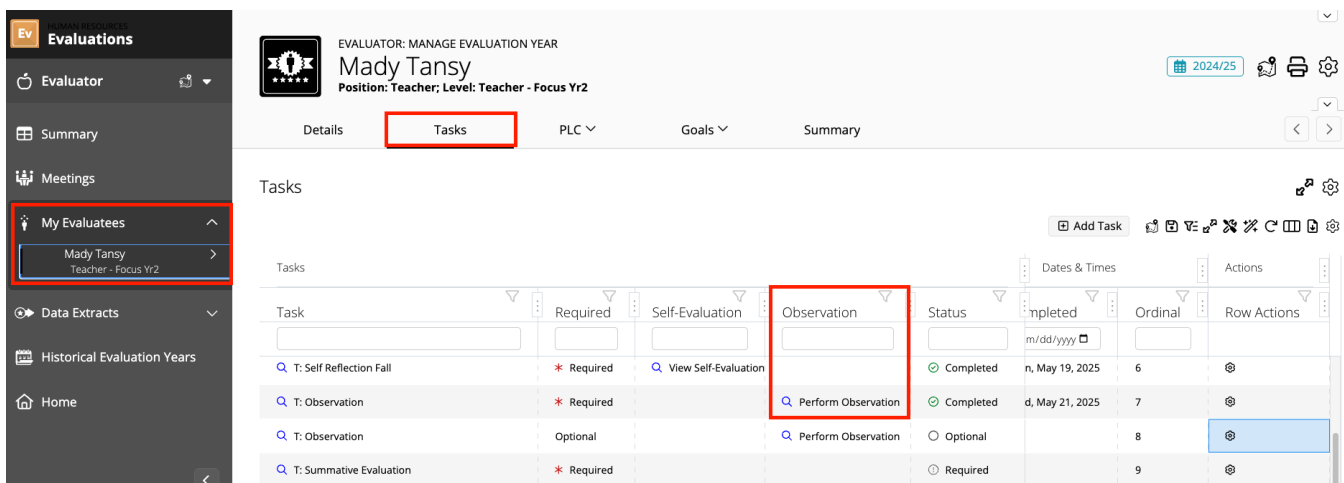


Evaluator: Observation/Evaluation (Connect)

An Evaluator completes the Observation/Evaluation form for the Evaluatees assigned.

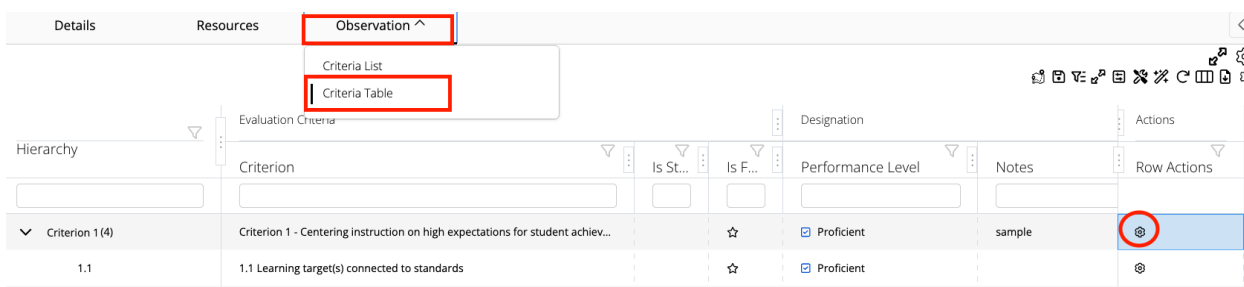
- Start by navigating to 'My Evaluatees' in the left navigation menu.
 - The 'My Evaluatees' list is also accessible under 'Summary' in the left navigation menu.
- Click the **arrow** to reveal the list of evaluatees assigned to you for management.
- Click the name of the Evaluatee you want to manage.
- You will see the **Tasks** tab for that evaluatee, which contains a data table of the year's tasks assigned to the evaluatee.
- When you are ready to begin the Observation/Evaluation, click the **magnifying glass (Perform Observation)** in the **Observation** column.



The screenshot shows the 'Evaluations' section for 'Mady Tansy'. The 'Tasks' tab is active. A table lists tasks with columns for Task, Required, Self-Evaluation, Observation, Status, Completed, Ordinal, and Row Actions. The 'Perform Observation' button in the 'Observation' column for the 'T: Observation' task is highlighted with a red box.

Task	Required	Self-Evaluation	Observation	Status	Completed	Ordinal	Row Actions
T: Self Reflection Fall	* Required	View Self-Evaluation		Completed	n, May 19, 2025	6	
T: Observation	* Required		Perform Observation	Completed	d, May 21, 2025	7	
T: Observation	Optional		Perform Observation	Optional		8	
T: Summative Evaluation	* Required			Required		9	

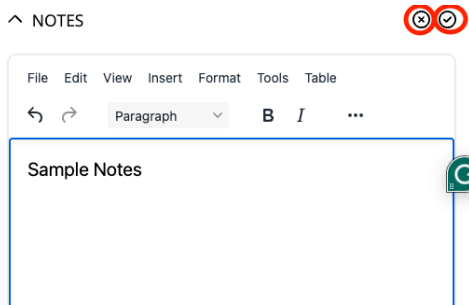
- You will see the **Perform Evaluation** page defaulted to the **Observation: Criteria List** tab. From here, you can enter notes from the observation in the Notepad. Click the **Resources** tab to upload evidence.
- Alternatively, click the **Observation** tab and choose one of the following:
 - Criteria List:** From here, you can enter notes from the observation in the Notepad.
 - Criteria Table:** From here, you can manage and edit any evaluation criteria, whether student growth-related, required, or focused, and edit designation performance levels and notes.



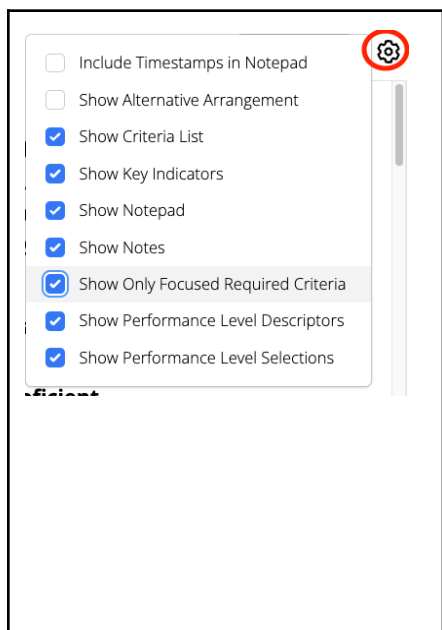

The screenshot shows the 'Observation' dropdown menu with 'Criteria List' and 'Criteria Table' options highlighted in red. Below, a table shows evaluation criteria with a red circle around the 'Criteria Table' icon in the 'Row Actions' column.

Criterion	Is St...	Is F...	Performance Level	Notes	Row Actions
Criterion 1 (4)			Proficient	sample	
1.1			Proficient		

- The corresponding **Performance Levels** are in the right frame. The performance ratings for each specification may also have qualifying conditions and critical attributes or key indicators that can provide additional detail.
- Once a criterion's performance level (Distinguished, Proficient, Basic, Unsatisfactory, Not Observed) has been selected on the right, the indicator will display the selected option in the middle. Only one Performance level can be selected per criterion or sub-criterion component.
- Additionally, if any notes are added, the grey note icon to the right of the criterion will instead be blue.
- The **View Options** can provide other ways to view, alter, and display. Select the **Configuring Gear icon** in the right corner of your screen.
- Overall **Commentary** may be added via the Notepad Commentary on the right.
 - Click the **checkmark** in the top right corner when finished to save.
 - Click the "x" icon in the top right corner to delete.



- The **Visibility Options Menu Gear** can provide other ways to view, alter, and display. Click the **Gear** in the top right corner.

 <p><input type="checkbox"/> Include Timestamps in Notepad</p> <p><input type="checkbox"/> Show Alternative Arrangement</p> <p><input checked="" type="checkbox"/> Show Criteria List</p> <p><input checked="" type="checkbox"/> Show Key Indicators</p> <p><input checked="" type="checkbox"/> Show Notepad</p> <p><input checked="" type="checkbox"/> Show Notes</p> <p><input checked="" type="checkbox"/> Show Only Focused Required Criteria</p> <p><input checked="" type="checkbox"/> Show Performance Level Descriptors</p> <p><input checked="" type="checkbox"/> Show Performance Level Selections</p> <p></p>	<ul style="list-style-type: none"> • Include Timestamp on Notepad: This option enables you to input timestamps on your notepad during observation. • Show Alternate Arrangement: The Criterion is displayed in the Washington State TPEP order by default. Select this option to reorder the criterion display in your district's chosen publisher framework (CEL, Marzano). • Show Criteria List: Vertically scroll through all the criteria, the performance levels, notes, and key indicators. • Show Key Indicators: Hide/show the Key Indicators, if set up (other names 'Critical Attributes' or 'Possible Teacher and Student Evidence'). • Show Notepad: The notepad is used to jot down notes as you're doing your observation. Choose to hide or display with this option. This will affect what is printed. • Show Notes: Hide or show the note boxes on all criteria.
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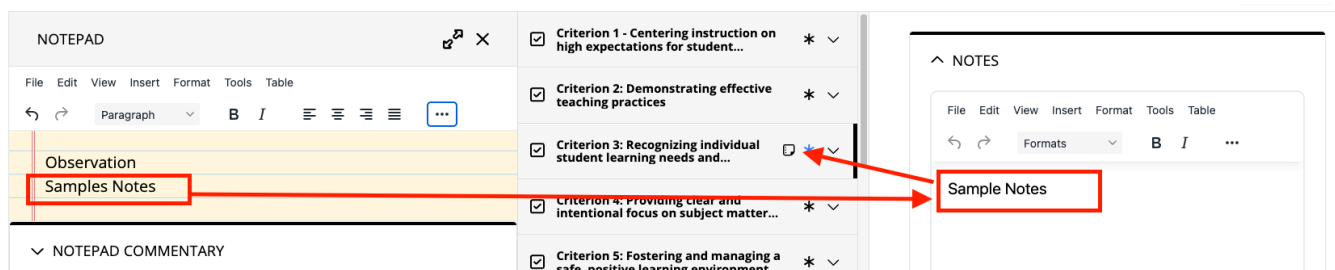
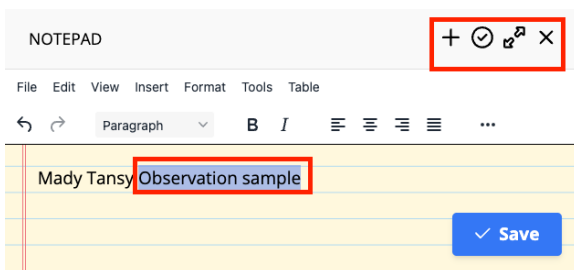
- **Show Only Focused/Required Criteria:** Eliminate the display of criteria NOT marked as Required or Focus. This will persist throughout the whole application. This will affect what is printed.
- **Show Performance Level Descriptors:** Hide or show the Performance Level Descriptions from the view.
- **Show Performance Level Selections:** Hide or show the Performance Level Selections from the view.

Filling in an Observation/Evaluation Task

A long notepad is displayed if the Show Notepad option is checked in the Visibility Options Menu. When using Notepad for the first time, it is private. However, after sharing the Observation/Evaluation Task with the Evaluatee, both the Evaluatee and Evaluator will be able to view the notepad.

If the web browser you are using has spell check enabled, you will be able to use it within Notepad and any other areas where you add notes. The editor toolbar will appear when entering notes and includes options for bold, italics, bullet points, indents, highlighting text, and inserting links.

1. To connect a note to a specific criterion, **highlight the note** on the notepad.
2. Once highlighted, the plus (+) icon will appear in the top right of the notepad. Click the **“+” icon**, select one or more criterion by clicking the **checkmark** to the left, and then click **Accept**.
 - a. Click the **arrow** to the left of the criterion to view evaluation performance levels and descriptions.
3. Click **“Save”** or **click the checkmark button** in the top-right of the notepad. The notes will be added to the Notes Area below the Performance Level on the far right, and a note icon will appear to the right of the criterion in the middle.



4. Click the **checkbox** to the left of the **performance level** on the right and select a rating.
5. Below the performance level, on the right, click the arrow next to Notes to open and fill in any additional notes for the specific criterion.
6. Fill in the **Minutes Observed** in the top right.

Minutes Observed: 30

Criterion 1 - Centering instruction on high expectations for student achievement →

Distinguished

Proficient

Basic

Unsatisfactory

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

▼ NOTES

Sharing the Evaluation Form

1. Click the **Task Not Shared** button at the top right of the page to share the observation with the evaluatee. A popover window will appear with the **Send Email?** field. Select **'Yes'** or **'No'** from the dropdown menu and click **Save..** The **Task Not Shared** button will change to **Task Shared**. Regardless of the choice, the task will be shared with the evaluatee. Marking 'yes' will notify the evaluatee by email, and marking 'no' will not.

✓ Incomplete

📅 12/1/2024

🔗 Task Not S...

🔗 Notepad N...

✉ Email Me...

📧 Notify

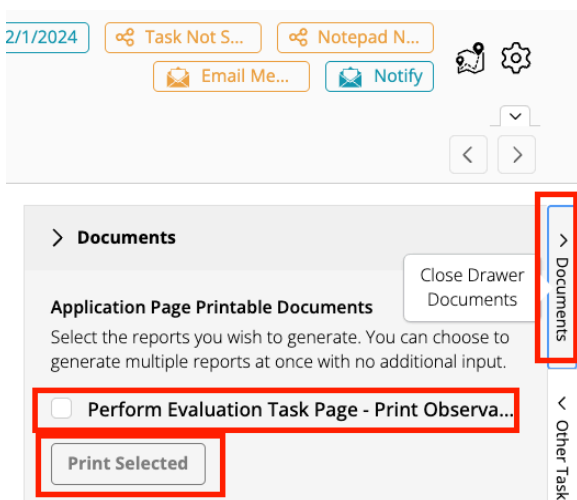


2. Click the **Notepad is Not Shared** button at the top right of the page to share the notepad. The indicator will now read **Notepad Shared**.
3. Click the **empty box labeled "Commentary"** at the top of the page to enable the evaluatee to comment on their own observation. The indicator will now display a **checkmark** for the Commentary section. The evaluatee will receive an email directing them to log in and make any commentary notes, and the Evaluator will be able to see those comments. Commentary is only available if the task isn't marked complete.

- Click the **Incomplete button** at the top right of the page to finalize and make the observation read-only for both the evaluator and the evaluatee. A popover window will appear with the **Send Email?** field. Select **Yes** or **No** from the dropdown menu. Regardless of the choice, the task will be shared with the Evaluatee. Marking 'yes' will notify the evaluatee by email, and marking 'no' will not.
- Click **Save**. The incomplete button will change to **Complete**, and the task will be shared. Additionally, the **read-only button** will be displayed.








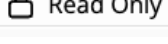






Printing Reports

- Click the **Documents Arrow tab** on the far right of the page to select the reports you wish to print.
- Click the **Print Observation checkbox**.
- Click the **Print Selected button**. A PDF of the observation, including scores, comments, and the notepad, will be downloaded for printing.



Task Icons

+	Add selected text to the criterion notes.
☑	Save: Click to save what you've done in the notepad.
⌕	Full-Screen Toggle
✕	Exit the popover window.

Minutes Observed: <input type="text" value="45"/>	Minutes Observed
	Print/Preview: Evaluation Observation - Generates PDF. An email and a PDF download with the application will be sent to you.
	Focused: Indicates a criterion designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis. Helpful Resource: https://support.schooldata.net/hc/en-us/articles/41512380461459
	The Criteria Notes boxes can be accessed by clicking on individual criteria. The grey paper/box icon turns blue when criterion notes are present.
	Criteria have been scored.
	Student Growth - If the criterion is also a Student Growth Goal, it will be labeled with an orange indicator. This is part of the district setup.
	The task has been marked complete.
	The task is incomplete and may be edited.
	Displays for either the Evaluator or the Evaluatee. The item has been marked complete or is only for the Evaluatee to enter data.
 10/15/2024	Due date
 Email Me...	Email Meeting Details
 Notify	Notify the Evaluator or the Evaluatee of the change.
 Task Shared	Displays when either the Evaluator or Evaluatee has shared an Evaluation type task.
 Notepad N...	Notepad is not shared.
 Notepad S...	Notepad is shared.