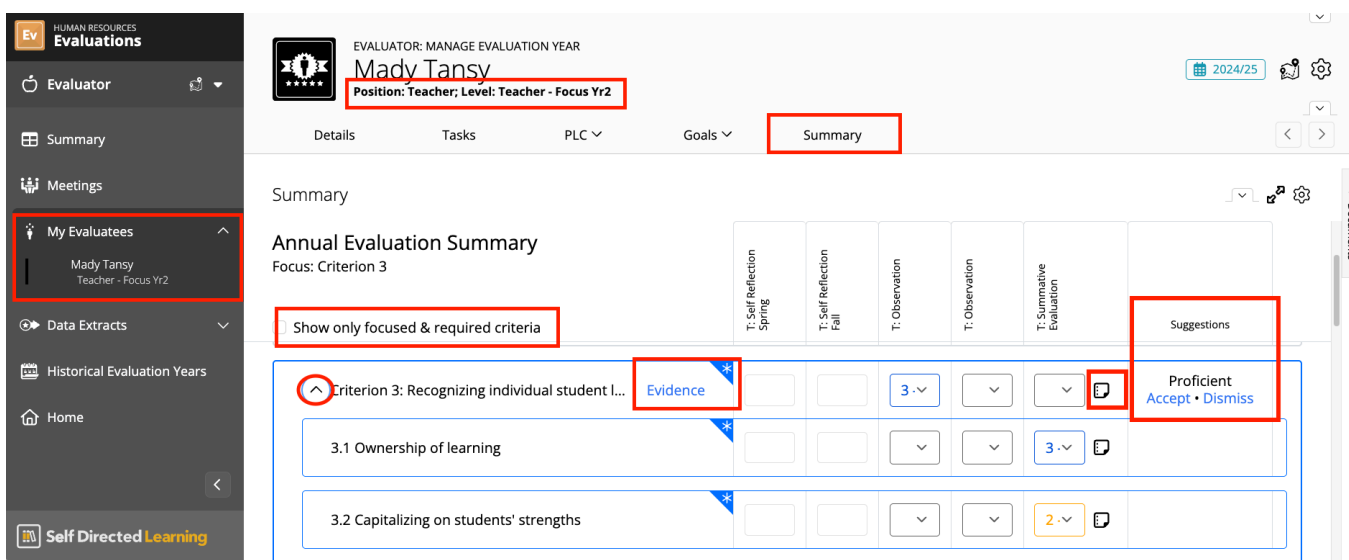


EVALUATOR: Summary Evaluation Form (Connect)

The Summary page presents a matrix view to both the Evaluator and Evaluatee, showing criteria in rows and tasks (Self-Evaluation, Evaluations/Observations) in columns. It also includes a Final Evaluation column and a section for suggestions on each criterion. Information is only visible to the Evaluatee in the Summary once a task has been shared. It utilizes the district range calculations and Washington state-based calculations.

1. Start by navigating to 'My Evaluatees' in the left navigation menu.
2. Click the **arrow** to reveal the list of evaluatees assigned to you for management.
 - Alternatively, the My Evaluatees list is also accessible under **Summary** on the left navigation menu.
3. Click the name of the Evaluatee you want to manage.
4. You will see the **Manage Evaluation Year** page, which features several subpages (tabs) across the top.
5. Verify that the **Position Level Type** and **Focused Criterion** are correctly selected. This may be found directly under the name at the top of the page. This is important because it will determine how the summative evaluation will work.
6. Click the **Summary Tab** at the top of the page.



The screenshot shows the 'EVALUATOR: MANAGE EVALUATION YEAR' interface for 'Mady Tansy' (Position: Teacher; Level: Teacher - Focus Yr2). The 'Summary' tab is selected. The main content area displays the 'Annual Evaluation Summary' for 'Focus: Criterion 3'. A table shows evaluation criteria with columns for 'T: Self Reflection Spring', 'T: Self Reflection Fall', 'T: Observation', and 'T: Summative Evaluation'. The 'Criterion 3: Recognizing individual student I...' row is expanded to show sub-criteria: '3.1 Ownership of learning' and '3.2 Capitalizing on students' strengths'. A 'Show only focused & required criteria' checkbox is checked. A 'Suggestions' box is visible on the right with 'Proficient' status and 'Accept'/'Dismiss' buttons.

7. Any criterion we will examine will be displayed, along with prior evaluation scores, evidence, and notes for the year.
8. Click the **Show only focused & required criteria** checkbox in the top left to limit the list to only focused and required criteria.

9. Focused criterion will be marked by a blue triangle astra in the top right corner. **Helpful Resources:** <https://support.schooldata.net/hc/en-us/articles/41512380461459>
10. Click the **arrow** to the left of any Criterion to show further sub-components.
11. To the right of the criterion, click **Evidence** to expand and view **Performance Level Descriptions, Associated Files, Notes, and Key Indicators. Helpful Resources:** <https://support.schooldata.net/hc/en-us/articles/41646236846995>
12. The main or overall criterion (e.g., Criterion 1) will display **Performance Level Descriptions, Associated Files, Notes** associated with the main criterion, and **Key Indicators**.
 - The criterion component (e.g., 1.1, 1.2) will display **Performance Level Descriptions, Associated Files, and Notes** related to the selected criterion component.
 - Click the “x” to close the evidence expansion.

× EVIDENCE- Criterion 1 - Centering instruction on high expectations for student achievement

Notes (1)	Performance Level Descriptions
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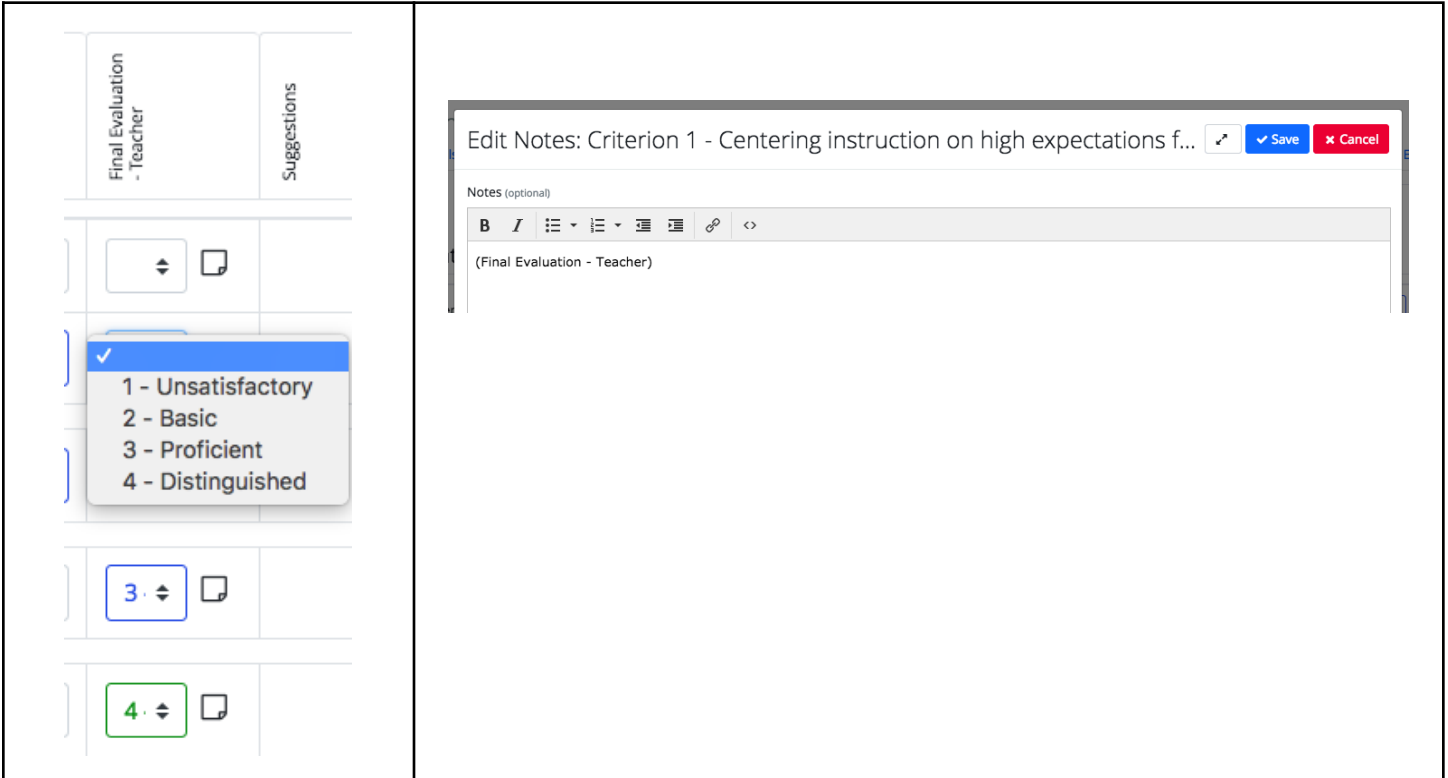
Evaluation Criterion Designation Notes (and commentary) on T: Observation

Notes:

sample

13. Use the prior evaluation scores, evidence, and notes from the year to fill in the **sub-component ratings** in the **Final Evaluation column**.
14. A suggested overall criterion rating will be generated as each one is filled in. You can **accept** the suggested overall rating based on the Washington State Logic or **dismiss** it and enter your rating. **Tip:** If you choose to give a different rating, it may be helpful to provide a reason for your decision.
 - To add or change a **Performance Level Rating**, click on an empty box under the **Final/Summary Evaluation** column, and select a performance level in the drop-down that appears. When selected, the color corresponds to a level, which can be customized per district. Typically, the colors represent the following levels:
 - Green = Distinguished 4
 - Blue = Proficient 3
 - Yellow = Basic 2
 - Red = Unsatisfactory 1
 - Black = Not Observed 0

- Click the **paper icon** to the right of the performance level rating. Enter any final criterion notes desired for the selected criterion in the popover box, then click **Save**. These notes will be displayed on the printout using the '**Show Final Notes**' option.



The screenshot illustrates the process of adding notes to a performance level. On the left, a table with columns 'Final Evaluation - Teacher' and 'Suggestions' is shown. A dropdown menu is open over the 'Final Evaluation - Teacher' column, displaying four options: '1 - Unsatisfactory', '2 - Basic', '3 - Proficient', and '4 - Distinguished'. The '3 - Proficient' option is selected. Below the dropdown, a '3' is shown in a blue box, and a '4' is shown in a green box. To the right, a 'Notes' editor is open, titled 'Edit Notes: Criterion 1 - Centering instruction on high expectations f...'. The editor has a toolbar with bold, italic, list, and link icons, and a text area containing '(Final Evaluation - Teacher)'. The editor has 'Save' and 'Cancel' buttons.

15. Once you have completed all the components in the final evaluation column, the **Preliminary Summative Rating** shows a suggested overall rating based on all the overall criterion pieces above.
16. Next, as performance level selections are made in the final column for the sub-criterion designated '**Student Growth Impact**,' an overall rating will appear. Choose to **Accept** or **Dismiss** as earlier.
17. Lastly, there is the **Final Summative Rating**, which is based on the Preliminary Summative Rating and the Student Growth Rating. Choose to **Accept** or **Dismiss** as earlier.
18. Choose to **Accept** or **Dismiss** the toggle **Require Plan of Improvement**.
19. Minutes input on individual observations done throughout the year are totaled in the **Total Minutes Observed** field.
20. If an Evaluatee's Focus is marked correctly, the Preliminary Summative Rating and Student Growth Impact areas will not display. 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.


Final Summative Rating	<input type="text" value="3"/>	3 Accept • Dismiss
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	
<input type="checkbox"/> Mark Final Complete?	<input type="checkbox"/> Share With Evaluatee?	<input type="checkbox"/> Allow Commentary


Final Summative Rating	<input type="text" value="3"/>	
Require Plan of Improvement	<input type="checkbox"/>	
<input type="button" value="Accept All Suggestions"/>		
Most Recent Comprehensive Final Summative Rating: 3 - Proficient		


- The Focused Evaluation is only meant for educators who received a Proficient (3) or Distinguished (4) summative score on their most recent comprehensive evaluation.
- One of the eight criteria and student growth must be formatively assessed in every year that a comprehensive evaluation is not required.
- Districts create procedures and practices to provide for meaningful feedback and support for professional growth.
- Criterion formative assessment includes applicable framework rubrics and Washington state student growth rubrics.
- If criterion 3, 6, or 8 is selected, evaluators will use the accompanying student growth rubrics.
- If criterion 1, 2, 4, 5, or 7 is selected, the evaluator will use student growth rubrics from criterion 3 or 6.
- The final criterion score is the summative score from the most recent comprehensive evaluation.*


If most recent comprehensive score was a Proficient (3) and the evaluator finds evidence of practice on the chosen criterion to indicate Distinguished (4) practice, a 4 may be awarded for the current year only


21. Once all rating selections have been completed, choose to toggle on any of the following toggles:
- **Mark Final Complete?** This adds the Completed checkmark, makes the task read-only, shares task data, and sends an email to the Evaluatee.
 - **Share with Evaluatee?** This shares all Final data on the Summary in advance as read-only. The evaluatee is unable to see the Final Column or suggestions without it.
 - **Allow Commentary:** This will share the final evaluation and provide the Evaluatee a box for their comments.

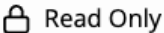















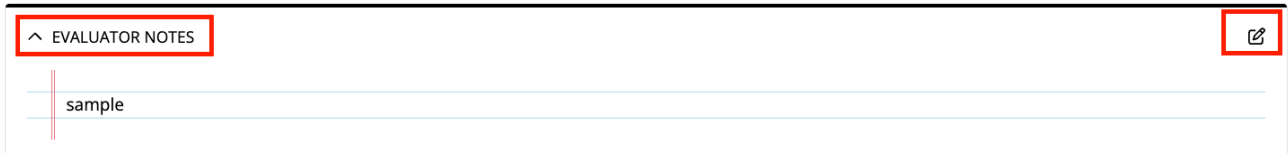




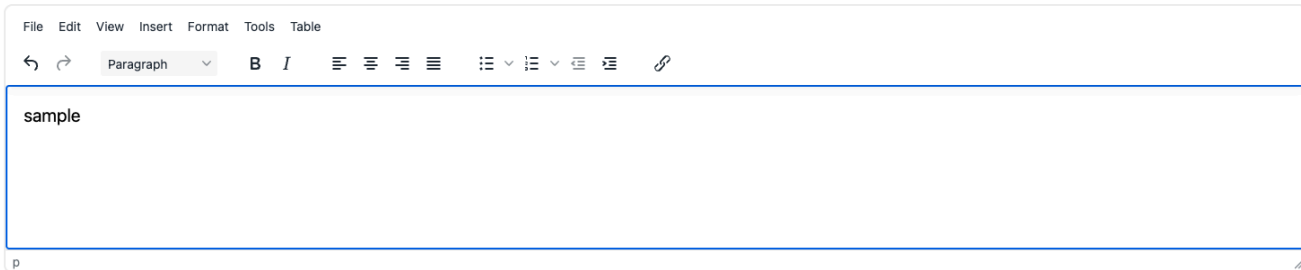


22. Below the rows and columns to the left of the Final Summative section, there is an **Evaluator Notes** box to add final summative notes. Click the **arrow** to view **Evaluator Notes**.

23. Click the **Pencil icon** in the top right, add notes, and click **Save** when finished.

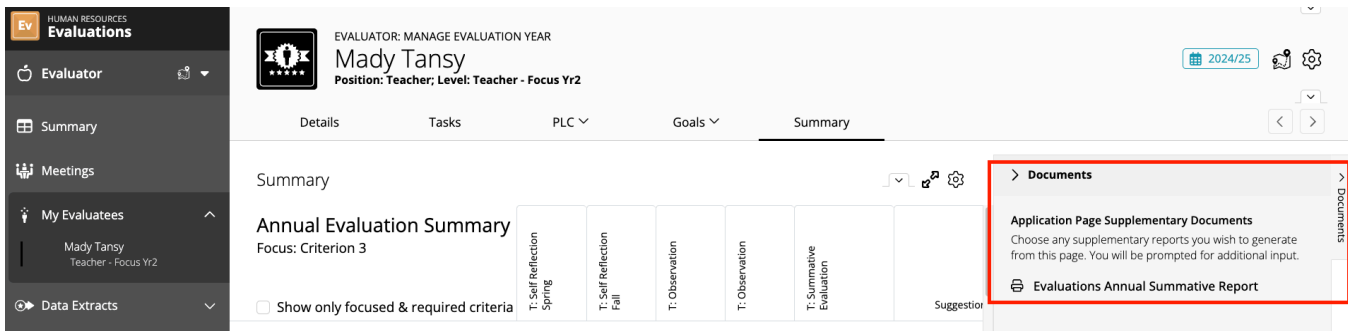


Edit: Evaluator Notes



Printing

1. Start by navigating to '**My Evaluatees**' in the left navigation menu.
2. Click the **arrow** to reveal the list of evaluatees assigned to you for management.
 - Alternatively, the My Evaluatees list is also accessible under **Summary** on the left navigation menu.
3. Click the name of the Evaluatee you want to manage.
4. You will see the **Manage Evaluation Year page**, which features several subpages (tabs) across the top.
5. Click the **Summary Tab** at the top of the page.
6. Click the **Documents Arrow** on the right to choose any supplementary reports you wish to generate from this page. You will be prompted for additional input.



The screenshot shows the 'Evaluations' section for 'Mady Tansy'. The 'Documents' panel is highlighted with a red box, showing the 'Evaluations Annual Summative Report' option.

7. Select **Evaluations Annual Summative Report**.
8. Click the **Evaluation School Year** field and click the **checkbox** to the left of the school year.
9. Click the checkbox to the left of the chosen options:
 - Show Only Focused/Required Criteria
 - Show Non-Final Notes
 - Show Commentary
 - Show Charts
 - Show Data Extracts
 - Show Key Indicators
 - Show Evaluations
 - Show Criterion Components
 - Show Final Notes
 - Show Files
 - Show Web Links
 - Show Goals
 - Show Self-Evaluations
10. Click **Save**. Inside the application, a notification will provide a way to download a PDF, and an email will be sent.

TIP:

- To print only the **Main Criterion** of the Final/Summative Evaluation and notes associated, deselect **ALL**, but leave **Show Final Notes**.
- To include **Sub-Criterion**, also select **Show Criterion Components**.
- To include only **Focused Criteria**, select **Show Only Focused/Required Criteria**.

Evaluations Annual Summative Report

Required

Evaluation School Year (optional)

Options

- | | |
|---|--|
| <small>(optional)</small>
<input type="checkbox"/> Show Only Focused/Required Criteria | <small>(optional)</small>
<input checked="" type="checkbox"/> Show Criterion Components |
| <small>(optional)</small>
<input type="checkbox"/> Show Non Final Notes | <small>(optional)</small>
<input checked="" type="checkbox"/> Show Final Notes |
| <small>(optional)</small>
<input type="checkbox"/> Show Commentary | <small>(optional)</small>
<input type="checkbox"/> Show Files |
| <small>(optional)</small>
<input type="checkbox"/> Show Charts | <small>(optional)</small>
<input type="checkbox"/> Show Web Links |
| <small>(optional)</small>
<input type="checkbox"/> Show Data Extracts | <small>(optional)</small>
<input type="checkbox"/> Show Goals |
| <small>(optional)</small>
<input checked="" type="checkbox"/> Show Key Indicators | <small>(optional)</small>
<input type="checkbox"/> Show Self-Evaluations |
| <small>(optional)</small>
<input type="checkbox"/> Show Evaluations | |

Cancel