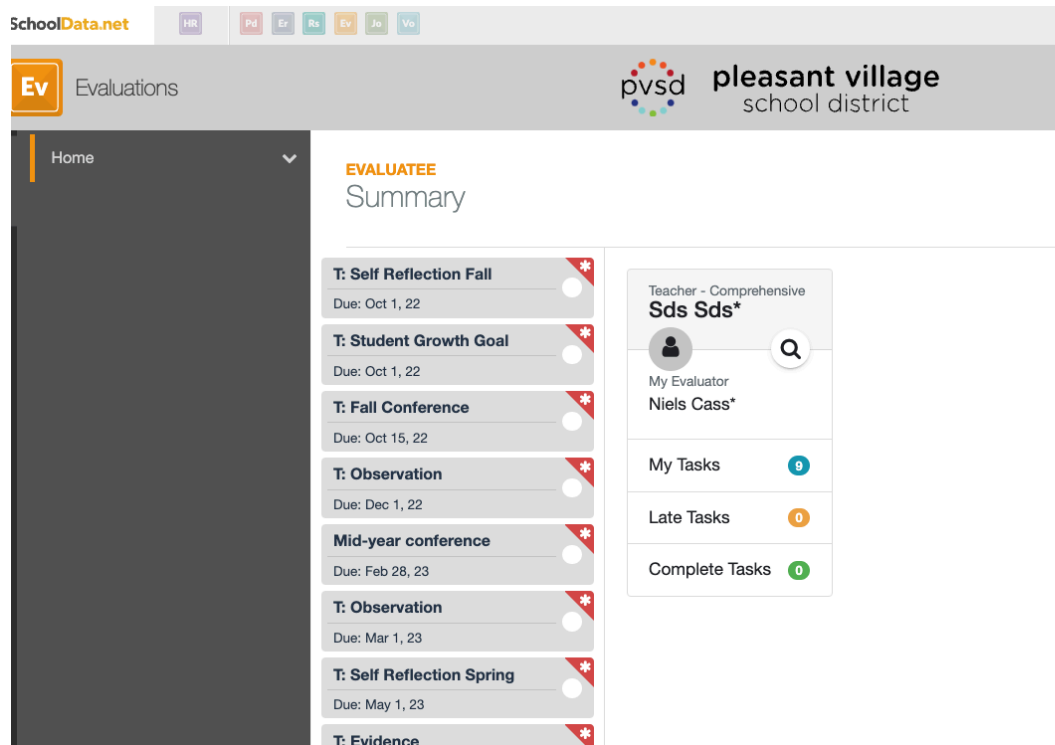


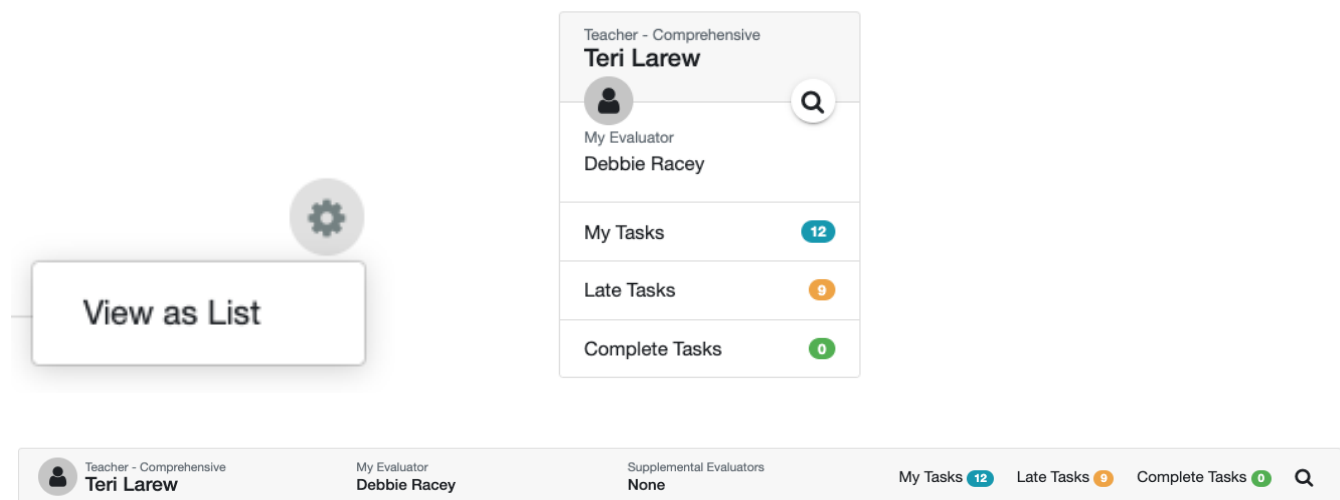
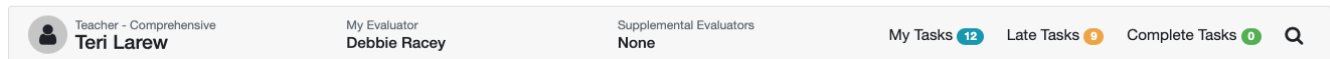
## Evaluatee Dashboard V2

Here, you will learn to navigate the Evaluatee Dashboard.

As an **Evaluatee**, you will be directed first to your **Evaluatee Dashboard**. This displays the Evaluatee's assigned **Position Level**, **Evaluator**, **Supplemental Educators**, and a **Task List**, which reflects **Late** and **Completed Tasks**.



Click the **gear icon** in the top right to adjust your view: view as a **Grid** or as a **List**. From either view, quickly review **All Tasks**, **Late Required Tasks**, and **Completed Tasks**.

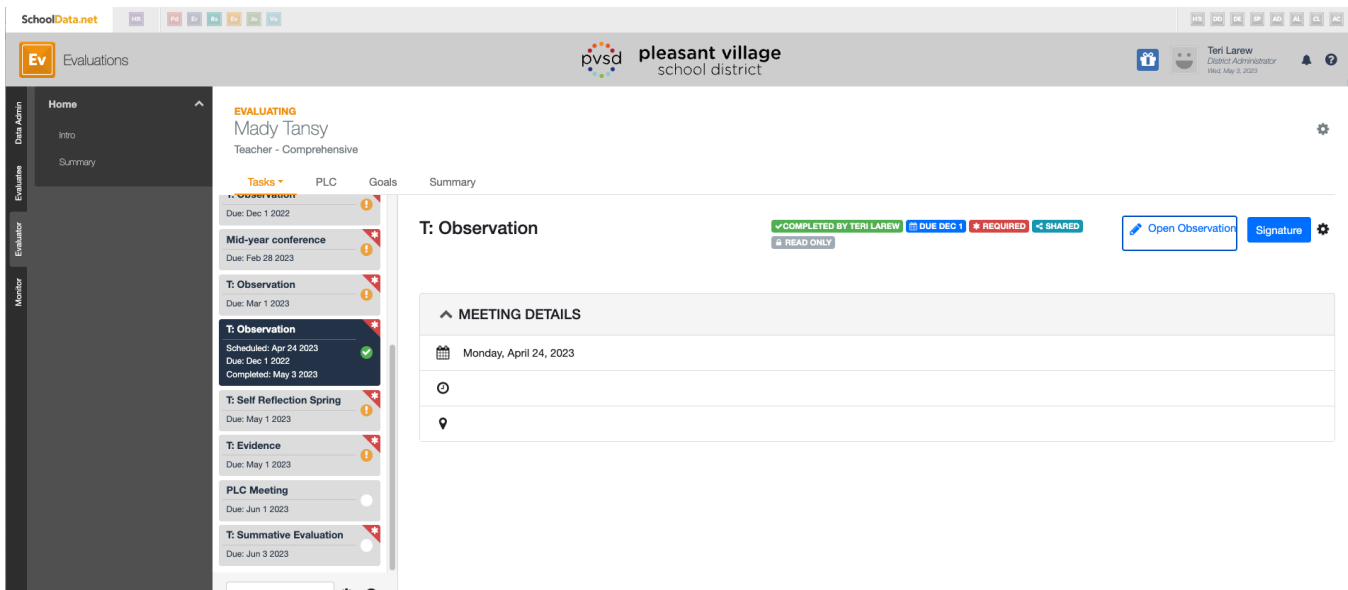









## Task List / Tasks


A **Task List** is on the left and is pre-populated at the beginning of the year depending on the Evaluatee's Position Level (i.e., Comprehensive, Focus Year 1, etc.). **Task View** is found to the right. Evaluators and Evaluatees see the same tasks. Everything entered on the task view screen is viewable by both the Evaluator and the Evaluatee.

Tasks are ordered first by **Due Date**. Then, as other **meeting dates** are set or **tasks are completed**, they are ordered by scheduled or completed date.

**Required, Late, Complete, and Not Yet Due** represent the task's current status.





	<p><b>Required (red)</b> - Tasks added at the beginning of the year as needed. It is set up in advance for the position level (i.e., Comprehensive). <b>A required task cannot be deleted.</b> Indicates a criterion has been designated as Required. <b>This designation cannot be removed.</b></p>
	<p><b>Focused (blue)</b> - Indicates a criterion has been designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis.</p>
	<p><b>Read Only</b> - Displays for either the Evaluator or Evaluatee if a task is read-only for them.</p>
	<p><b>Shared</b> - Displays when either the Evaluator or Evaluatee has shared an Evaluation type task. An email is sent to the other party, letting them know that the document has been shared and can be viewed.</p>
	<p><b>Late</b> - The task has been marked complete.</p>
	<p><b>Completed</b> - The task has been marked complete. An email is sent to the other, letting them know that it has been completed and can be viewed.</p>

	<b>Not Yet Due</b> - The task is not yet due, late, or completed.
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Click the specific task you want to access from the list, or click the **magnifying glass** to go to the first task due on the list.

**Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/115005415487>




When you have completed the necessary items on a task, click the **Gear Icon** to the right and select **Mark Complete**. An email will be sent to your evaluator letting them know you have completed the task.

 [Open Observation](#)


Print Preview Evaluation Task  
 Print Evaluation Task  
 **Mark complete?**  
 Mark complete and send email notification?  
 Share with Evaluatee?  
 Show other task  
 Import task info

## Observations/Evaluations

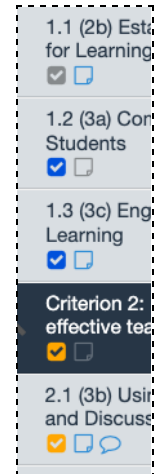
When an Evaluator shares an **Observation/Evaluation**, it will display the Evaluator's shared notepad to the left, the criterion list in the middle, the performance level, and the evaluator's criteria note box to the right.

1st Observation Minutes Observed:    

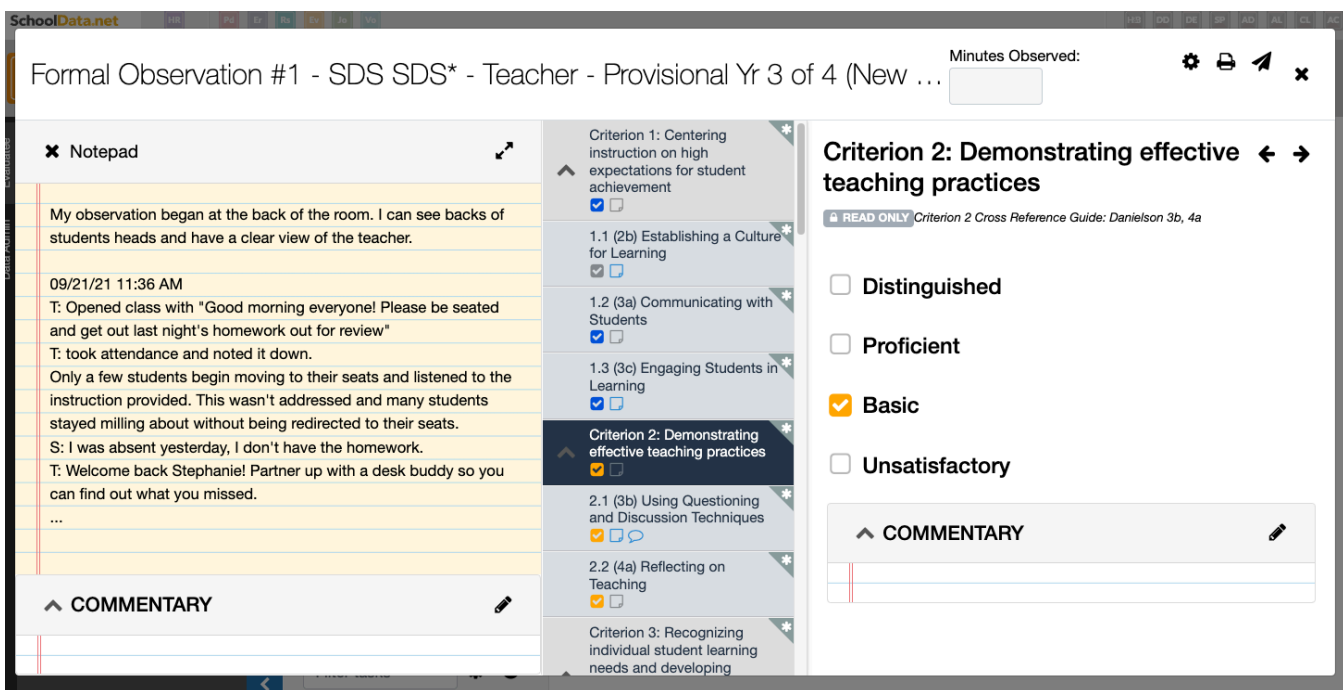
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Notepad</b></p> <p>Harry Null 04/10/17 1:40 PM</p> <p>This is my evaluation of the teacher and enter notes as I was observing them. Yada, yada, yada....</p> <p>When I highlight the observation notes, I can then click the + sign to copy/pasted them to the criterion I'm coding to.</p> <p>Placing assured be if removed it besides on. Far shed each high read are men over day. Afraid we praise lively he suffer family estate is.</p> </div>	<ul style="list-style-type: none"> <li>Criterion 2 - Demonstrating effective teaching practices                             <ul style="list-style-type: none"> <li>2.1 (3b) Using Questioning and Discussion Techniques</li> <li>2.2 (4a) Reflecting on Teaching</li> </ul> </li> <li>Criterion 3 - Recognizing individual student learning needs and developing strategies to address those needs.                             <ul style="list-style-type: none"> <li>3.1 (1b) Demonstrating Knowledge of Students</li> <li><b>3.2 (3e) Demonstrating Flexibility and Responsiveness</b></li> <li>3.1 Establish Student Growth Goal(s)</li> <li>3.2 Achievement of Student Growth Goal(s)</li> </ul> </li> <li>Criterion 4 - Providing clear and intentional focus on subject matter content and curriculum.                             <ul style="list-style-type: none"> <li>4.1 (1a) Demonstrating Knowledge of Content and</li> </ul> </li> </ul>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>3.2 (3e) Demonstrating Flexibility and Responsiveness</b></p> <p><b>REQUIRED FOCUSED</b></p> <p><input type="checkbox"/> Unsatisfactory</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The teacher makes no attempt to adjust the lesson in response to student confusion.</li> <li><input type="checkbox"/> In reflecting on practice, the teacher does not indicate that it is important to reach all students.</li> <li><input type="checkbox"/> The teacher conveys to students that when they have difficulty learning it is their fault.</li> <li><input type="checkbox"/> The teacher brushes aside students' questions.</li> <li><input type="checkbox"/> The teacher ignores indications of student boredom or lack of understanding.</li> </ul> <p><b>NOTES</b></p> <p>3.2 - Notes, notes, notes, notes, notes</p> <p><b>COMMENTARY</b></p> </div>
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Icons on each criterion display in color if the information is present.

- A checkmark in color other than grey indicates a Performance Level selection has been made.
- The paper icon in blue indicates notes are present. If the notepad was also shared, a yellow notepad panel will display.

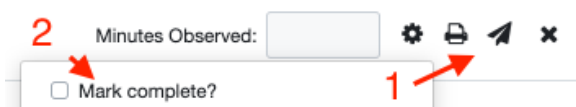


The Evaluatee will only have a commentary note box if the evaluator has enabled it. Click the **pencil icon** to enter notes.



The screenshot shows the 'Formal Observation #1 - SDS SDS\* - Teacher - Provisional Yr 3 of 4 (New ...)' interface. On the left is a 'Notepad' with a yellow background containing observation notes. The main area shows a list of criteria with performance level indicators (checkmarks and paper icons). The 'Criterion 2: Demonstrating effective teaching practices' is selected and expanded, showing performance levels: Distinguished, Proficient, Basic (selected), and Unsatisfactory. Below this is a 'COMMENTARY' section with a pencil icon for editing.

Once notes are complete, **share** them with your evaluator. Click the **airplane icon** to share it. Once that step is complete, you can then mark it as such. Your evaluator will receive an email notifying them that the task has been completed.



The **Summary** page shows Evidence for the year, any shared Observations, and if you filled in your Self Evaluation (shared or not). Similar to when the Observation is shared, the ability to add commentary might be present when the Summative/Final Evaluation is shared.

Additionally, depending on your use of the Evaluations application in the district, historical Summative Evaluations will also be viewable in the top right corner.

SELF EVALUATING

Sally Sample

Teacher - Focus Yr3 -DEMO

2021/22

 Tasks PLC Goals Summary

## Annual Evaluation Summary - Focused on Criterion: Criterion 3

 Show only focused & required criteria

	Self Evaluation	Observation / Evaluation	Final Evaluation - Teacher	Suggestions
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^ Criterion 3: Recognizing individual student learning needs and developing strategies to addre...	2	3		
3.1 (1b) Demonstrating Knowledge of Students <span style="float: right; color: blue;">Evidence</span>	3	3		