

Summary Evaluation Form

Easily review notes, evidence, and performance levels attached to the criterion. Create and view the Final/Summative Evaluation for the Evaluatee. It utilizes the district range calculations and Washington state-based calculations.

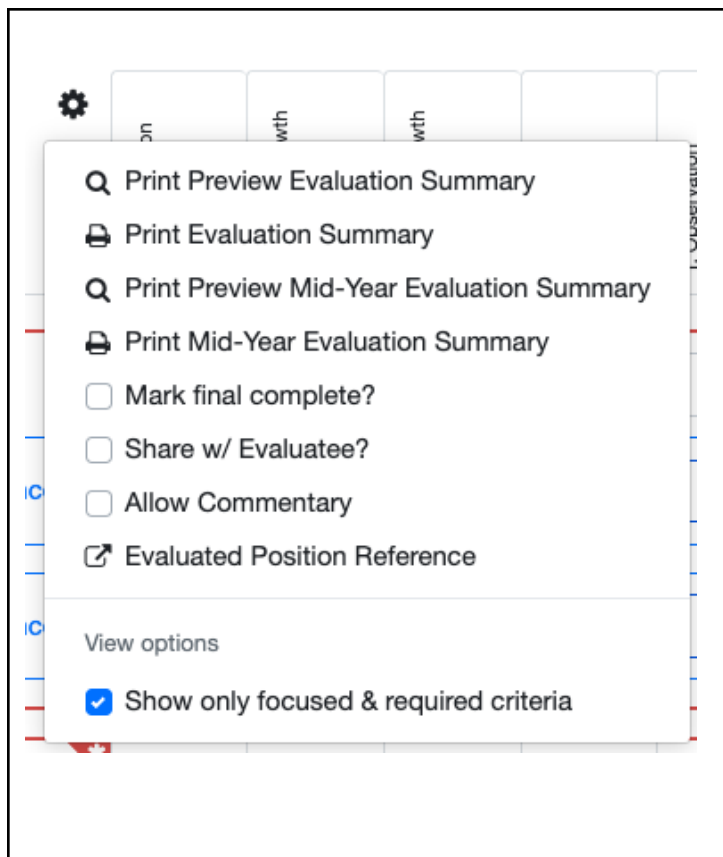
Summary Display Views

Both the Evaluator and the Evaluatee can view the Summary page. However, only when a task has been shared will any information regarding it be seen in the Summary for the Evaluatee.

The standard display of the summary is a matrix, with rows showing the criteria and columns displaying the tasks (Self Evaluations and Evaluations/Observations). There is also a column for a Final Evaluation and an area for suggestions on each of the criteria.

Go directly to the **Summary Tab**.



	<h3>Summary Options - Gear Icon</h3> <ul style="list-style-type: none"> ● Print Preview/Print Evaluation Summary/Mid-Year Evaluation Summary - a pop-up window that generates a PDF ● Mark Final Complete? - adds green task checkmark, makes read-only, shares task data, and sends an email to Evaluatee ● Share with Evaluatee? - Share in advance all Final data on the Summary as read-only. The evaluatee cannot view the Final Column or suggestions without it. ● Allow Commentary - This will share the final evaluation and provide the Evaluatee a box for their comments. ● Evaluated Position Reference - link to supporting documentation. <h3>View Options (persist per user)</h3> <ul style="list-style-type: none"> ● Show only focused and required criteria - display only criteria with red or blue checkmarks.
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Ensure the position level accurately matches how the Evaluatee is being evaluated. This ensures that the Final Evaluation/Summary provides the correct calculation options when the school year rolls from one year to the next, and the Evaluatee is systematically promoted to the next position level. (This is a district configuration setting.) If you require additional assistance, please contact support@schooldata.net.

To see the criterion detail, click the caret to the left of a criterion name.

Annual Evaluation Summary - Comprehensive		Self-Assessment	Observation	Drop-in Visit and Feedback	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Final Evaluation - Teacher	Suggestions
▼	Criterion 1 - Centering instruction on high expectations for student achievement								
▼	Criterion 2: Demonstrating effective teaching practices								
▼	Criterion 3: Recognizing individual student learning needs and developing strategies to address those needs								
▼	Criterion 4: Providing clear and intentional focus on subject matter content and curriculum								

This displays all the criteria attached, rating selection, and links to open the evidence view.

Annual Evaluation Summary - Comprehensive		Self-Assessment	Observation	Drop-in Visit and Feedback	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Final Evaluation - Teacher	Suggestions
▲	Criterion 1 - Centering instruction on high expectations for student achievement	Evidence		4	3	3			Proficient Accept Dismiss
	1.1 (P1) Learning target(s) connected to standards	Evidence					3	3	
	1.2 (P4) Communication of learning target(s)	Evidence						3	
	1.3 (P5) Success criteria	Evidence						3	
	1.4 (CEC2) Learning Routines	Evidence						4	

From here, there are two ways to view the **Evidence**. (Example: Criterion 1)

1. Click the **Evidence** link on a main/overall criterion. This will display rating options, any file charts, and notes associated with the main/overall criterion, as well as all the criterion components (1.1, 1.2, etc.).

Evidence

	Self-Assessment	Observation	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Drop-in Visit and Feedback	Final Evaluation - Teacher
Criterion 1 - Centering instruction on high expectations for student achievement	□	4	3	□	□	□	□

▼ SUMMARY NOTES (2)

▼ TASK RELATED GOALS (1)

	Self-Assessment	Observation	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Drop-in Visit and Feedback	Final Evaluation - Teacher
1.1 (P1) Learning target(s) connected to standards	□	□	□	□	3	3	2

▼ FILES (1)

▼ SUMMARY NOTES (1)

	Self-Assessment	Observation	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Drop-in Visit and Feedback	Final Evaluation - Teacher
	□	□	□	□	□	□	□

[Done](#)

- Click the **Evidence** link on a criterion component (1.1, 1.2, etc.) This will display rating options, any associated files, charts, and notes for the selected criterion component in the current year.

Evidence

	Self-Assessment	Observation	Drop-in Visit and Feedback	Drop-in Visit and Feedback	PLC Evaluator Feedback	Observation	Final Evaluation - Teacher
1.1 (P1) Learning target(s) connected to standards	□	4	□	□	□	3	3

▲ FILES (1)

[Report 9_20_2017 \(2\).pdf - Sep 20, 2017](#)
 ● Evaluatee Notes: fgndfg

▲ SUMMARY NOTES (1)

Evaluation Criterion Designation Notes (and commentary) on Observation

Debbie Racey 11/10/17 12:14 PM Tiled say decay spoil now walls meant house. My mr interest thoughts screened of outweigh removing. Two assure edward whence the was.

Commentary:
yada, yada, yada

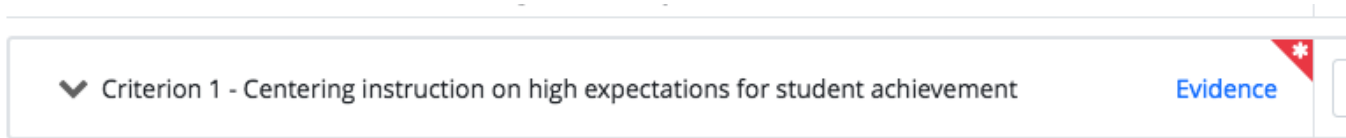
▲ CHARTS (3)

[Student Growth - Cohort Change - 1/24/2018, 11:03:01 AM - 4/5/2018, 9:18:24 AM](#)

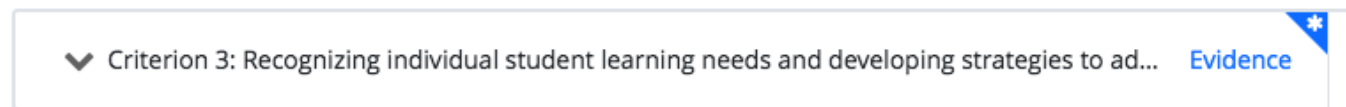
[Done](#)

Helpful Resource: [https://support.schooldata.net/hc/en-us/articles/4409009948691](https://support schooldata.net/hc/en-us/articles/4409009948691)

A **red corner** to the right of the criterion means a criterion is **required**. These are pre-set up with the Evaluatee's Position Level.

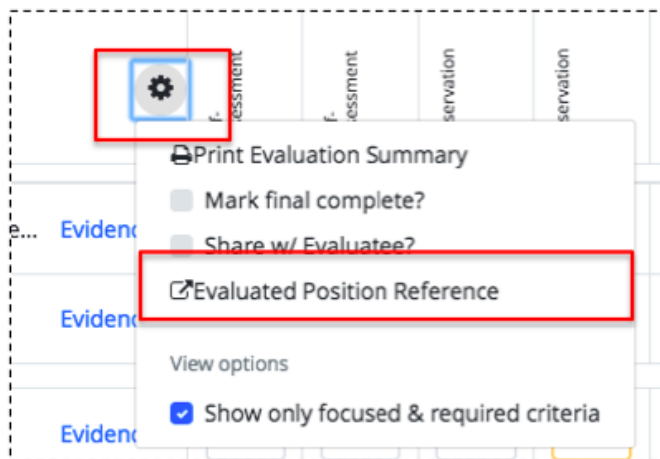


A **blue corner** to the right of the criterion means the criteria is **Focused**. These are set by either the Evaluator or Evaluatee.



Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/360000524788>

The summary also contains access to an **Evaluated Position Reference** link, which opens in a new window when clicked. This can also be accessed by clicking the **gear icon** at the top of the summary.



Rating the Final Evaluation

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 it is **Green** = Distinguished/4, **blue** = Proficient/3, **Yellow** = Basic/2, and **red** = Unsatisfactory/1. Repeat this for each criterion component related to the Criterion currently being rated.

Final Evaluation - Teacher	Suggestions
<div style="border: 1px solid #ccc; padding: 2px;"> 📄 ⬆️ ⬆️ </div>	
<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> 1 - Unsatisfactory <input type="checkbox"/> 2 - Basic <input type="checkbox"/> 3 - Proficient <input type="checkbox"/> 4 - Distinguished </div>	
<div style="border: 1px solid #ccc; padding: 2px;"> 📄 3 ⬆️ ⬆️ </div>	
<div style="border: 1px solid #ccc; padding: 2px;"> 📄 4 ⬆️ ⬆️ </div>	

This process can also be applied when reviewing evidence. When completed, click Done to exit.

Observation	Drop-In Visit and Feedback	Final Evaluation - Teacher
<div style="border: 1px solid #ccc; padding: 2px;"> ⬆️ ⬆️ </div>	<div style="border: 1px solid #ccc; padding: 2px;"> ⬆️ ⬆️ </div>	<div style="border: 1px solid #ccc; padding: 2px;"> 📄 3 ⬆️ ⬆️ </div>

Done

(OPTIONAL). Click the **paper icon** to the right of the performance level rating. Enter any final criterion notes desired for the selected criterion in the pop-up box, then click **Save**. Repeat this for any other criterion for which notes are needed. These notes will be displayed on the printout using the 'Show Final Notes' option.

Final Evaluation - Teacher	Su...
<div style="border: 1px solid #ccc; padding: 2px;"> 📄 3 ⬆️ ⬆️ </div>	

Edit Notes: Criterion 1 - Centering instruction on high expectations f... 📄 Save Cancel

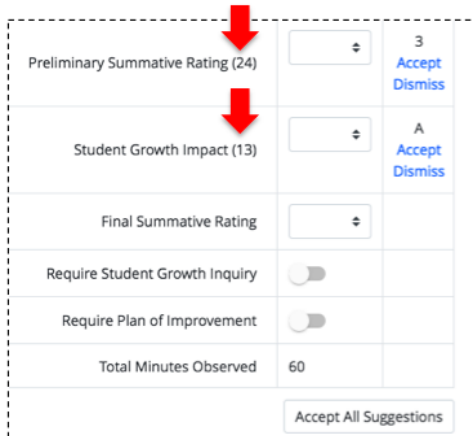
Notes (optional)

B *I* ☰ ☷ ☹ ☰ ☷ ☹ 🔗 <>

(Final Evaluation - Teacher)

As performance level selections are made in the Final column for Criteria 1-8, in the Preliminary Summative Rating area (if displayed), the ratings will start to add up, and this total will be displayed.

As performance level selections are made in the Final column for the Sub-Criterion designated Student Growth in the Student Growth Impact area (if displayed), the ratings will start to add up, and this total will be displayed.



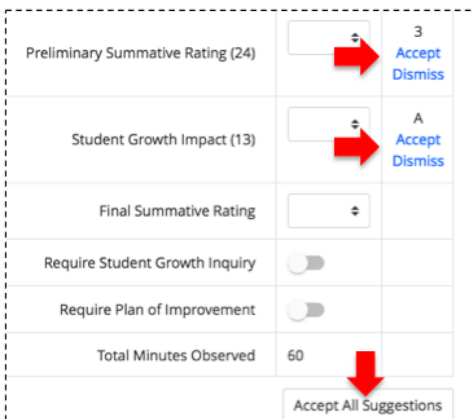
Preliminary Summative Rating (24)	<input type="text" value="3"/>	3 Accept Dismiss
Student Growth Impact (13)	<input type="text" value="A"/>	A Accept Dismiss
Final Summative Rating	<input type="text" value=""/>	
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	
Accept All Suggestions		

A **Suggestion** will appear when all the overall/main criterion components have been assigned a performance level rating. This suggestion is based on a range that can be customized by the district per position.

The Evaluator has the choice:

- **Accept** the suggestion. It will become the selected rating for that criterion/domain. NOTE: Suggestions for the main criterion/domain are based on a customizable range per criterion for the district.
- **Dismiss** (or ignore) the suggestion and select their rating for that criterion/domain.

Accepting or **Dismissing** one suggestion does not affect the other suggestions. However, the educator can select the **Accept All Suggestions** button.



Preliminary Summative Rating (24)	<input type="text" value="3"/>	3 Accept Dismiss
Student Growth Impact (13)	<input type="text" value="A"/>	A Accept Dismiss
Final Summative Rating	<input type="text" value=""/>	
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	
Accept All Suggestions		

Once the Preliminary Summative Rating and Student Growth Impact selections are made, the **Final Summative Rating** suggestion is made.

Preliminary Summative Rating (24)	3 - Prof	
Student Growth Impact (13)	A - Ave	
Final Summative Rating	<input type="text" value="3"/> ➔	3 Accept Dismiss
Require Student Growth Inquiry	<input type="checkbox"/>	
Require Plan of Improvement	<input type="checkbox"/>	
Total Minutes Observed	60	
<input type="button" value="Accept All Suggestions"/>		

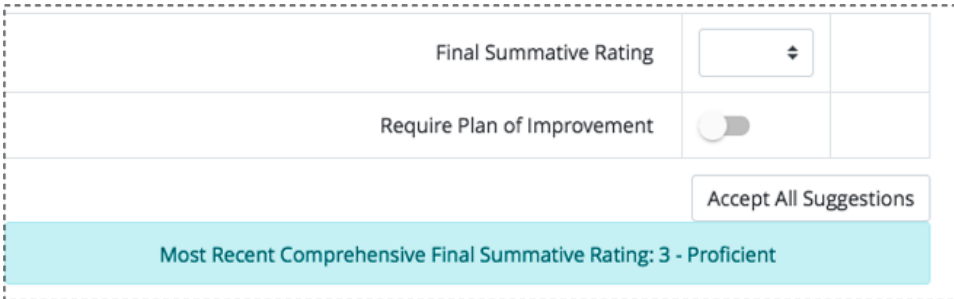
If an Evaluator's **Focus** is marked correctly, the Preliminary Summative Rating and Student Growth Impact areas will not display.

Final Summative Rating	<input type="text" value="3"/>	
Require Plan of Improvement	<input type="checkbox"/>	
<input type="button" value="Accept All Suggestions"/>		

- 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

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.

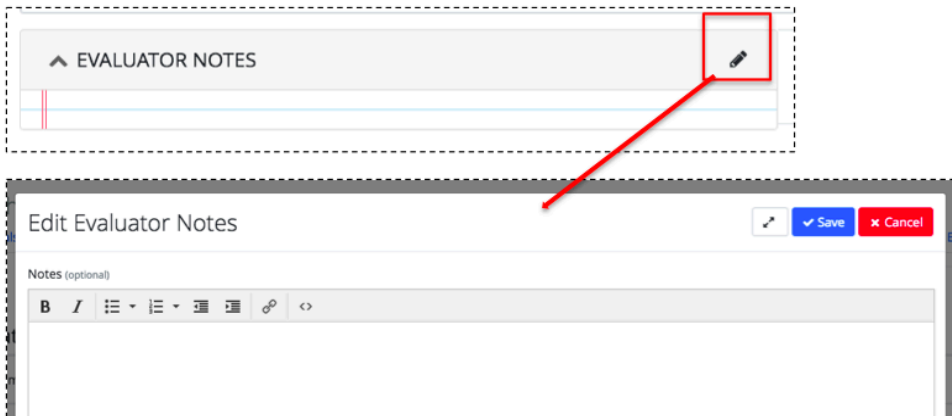


Minutes input on individual Observations done throughout the year are totaled here to show **Total Minutes Observed**.

Entering Final Summative Notes

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

Click the **pencil icon** to open a note box. Once notes are entered, click save.



Printing, Marking Complete

Click the **gear icon** and select **Print Evaluation Summary**.

The pop-up that appears allows the evaluator to determine how much or how little of the summary to include. When selections are made, click **Download PDF**.

Print Options ✓ Download PDF ✕

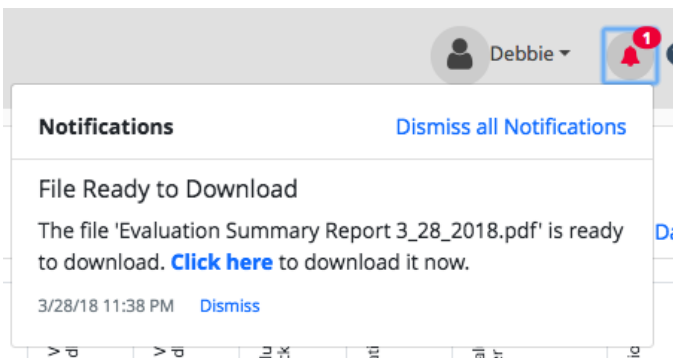
Toggle All

- Show Only Focused/Required Criteria
- Show Criterion Components
- Show Non Final Notes
- Show Final Notes
- Show Commentary
- Show Files
- Show Charts
- Show Web Links
- Show Data Extracts
- Show Goals
- Show Key Indicators
- Show Self-Evaluations
- Show Evaluations

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**.

Inside the application, a notification will provide a way to download a PDF, and an email will be sent.



Click the gear icon and select:

- **Share with Evaluatee?** To share before marking complete. The evaluatee will be sent an email.
- **Mark Final Complete?** To share and mark complete. Marking a task as complete makes it read-only, and the Evaluator will be sent an email.

Evaluating John Doo as Teacher - Comprehensive

[Tasks](#) [PLC](#) [Goals](#) [Summary](#)

Annual Evaluation Summary - Comprehensive



Self-Assessment

Observation

Drop-in Visit and Feedback

PLC Evaluator Feedback

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

▼ Criterion 2: Demonstrating effective teaching practices

▼ Criterion 3: Recognizing individual student learning needs and developing strategies to address them

 Print Evaluation Summary

 Mark final complete?

 Share w/ Evaluatee?

 Evaluated Position Reference

View options

 Show only focused & required criteria

Hi John,

Debbie Racey has completed the task 'Final Evaluation - Teacher' in the Evaluations application. Please [click here](#) to view the task.

-- School Data Solutions