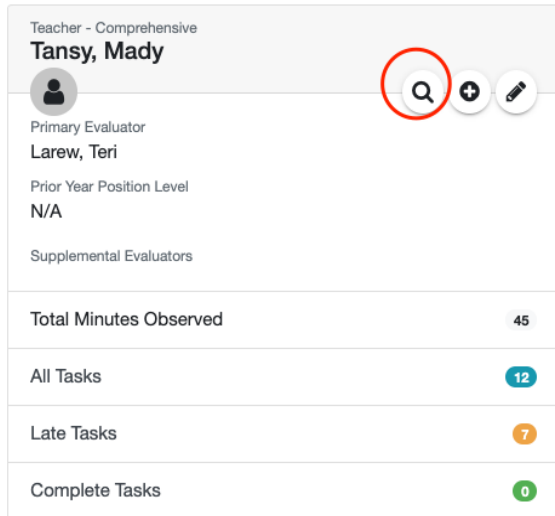


Task List Overview and Option

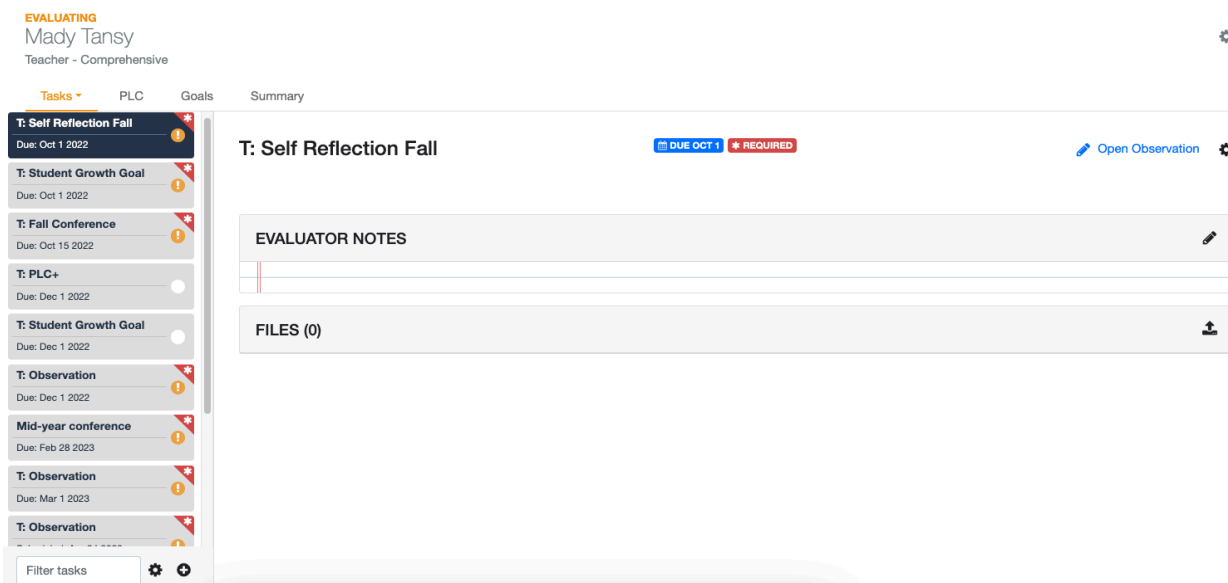
Tasks may be assigned to the Evaluator or the Evaluatee for completion. A task list is pre-populated at the beginning of the year, depending on the Evaluatee's position level (i.e., Comprehensive, Focus Year 1, etc.) Each task has a due date set by the district. Task lists may be accessed by clicking on the **magnifying glass**.



Teacher - Comprehensive	
Tansy, Mady	
Primary Evaluator	
Larew, Teri	
Prior Year Position Level	
N/A	
Supplemental Evaluators	
Total Minutes Observed	45
All Tasks	12
Late Tasks	7
Complete Tasks	0

The Task List is split into two sides:

- The **Task List** (to the left) is ordered by Date (Due, Scheduled, Completed). Click to highlight one, and the information displays on the right-hand side in the Task View panel.
- The **Task View Panel** (to the right) displays all options for the currently highlighted task from the Task List on the left.



EVALUATING
Mady Tansy
Teacher - Comprehensive

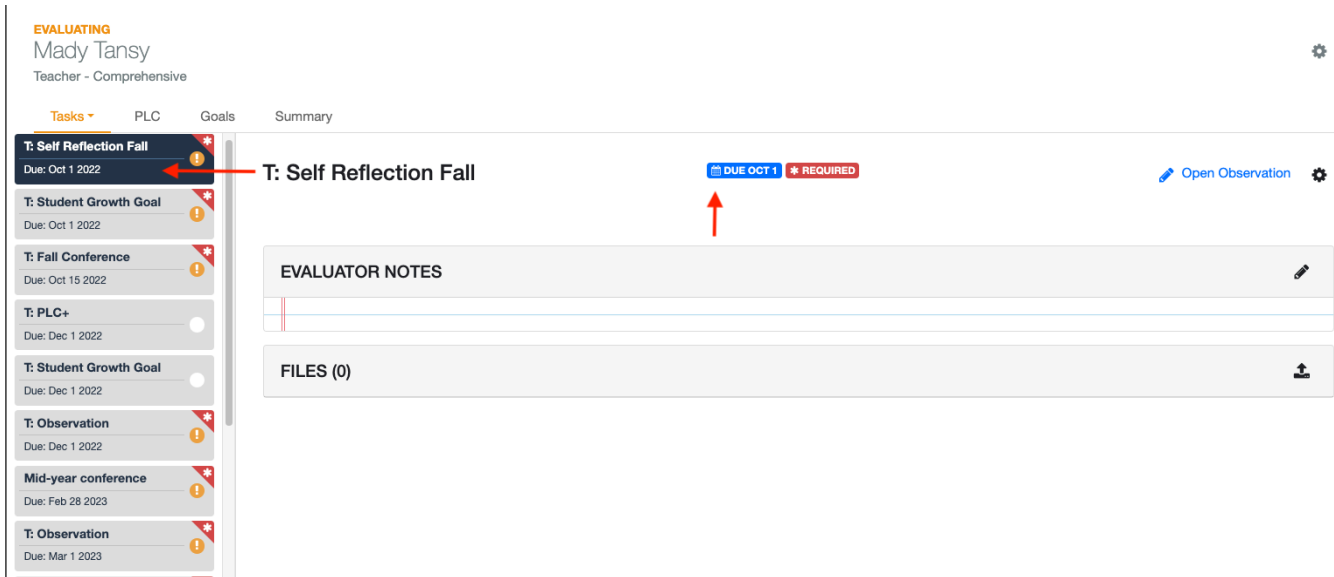
Tasks | PLC | Goals | Summary

T: Self Reflection Fall DUE OCT 1 REQUIRED [Open Observation](#)

EVALUATOR NOTES







FILES (0)

Due dates help with the initial sort and represent the last date a task is to be completed before it is late. As **Scheduled Dates** are entered for meetings, observations, or new tasks are added, the list will adjust to accommodate. By default, tasks are ordered by the due date. However, once a task has a scheduled date, that date is used to request the task in the list.



The screenshot shows the 'EVALUATING' section for Mady Tansy, Teacher - Comprehensive. Under the 'Tasks' tab, a list of tasks is shown. The task 'T: Self Reflection Fall' (Due: Oct 1 2022) is selected. A red arrow points to the status icon (a red star in a white circle) next to the task title. Another red arrow points to a blue badge that says 'DUE OCT 1' and a red badge that says 'REQUIRED' next to the task title. The task details panel for 'T: Self Reflection Fall' is open, showing 'EVALUATOR NOTES' and 'FILES (0)'.

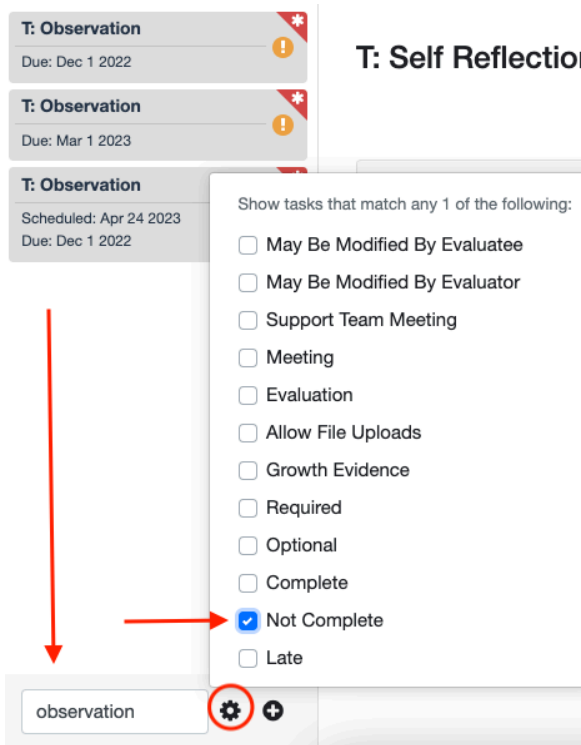
The Task's Current Status

 *REQUIRED	Required - A required task was added at the beginning of the year. It cannot be deleted.
	Late - Past Due Required Task
	Completed - The task has been marked complete.
	Not Yet Due - The task is not yet due, late, or completed.
 READ ONLY	Read-Only - Displays for either the Evaluator or Evaluatee. The item has been marked complete or is only for the Evaluatee to enter data.
 SHARED	Shared - Displays when either the Evaluator or Evaluatee has shared an Evaluation type task.

Filtering

Task Lists may be filtered in two (2) ways at the bottom of the Task List.

- Filter tasks by entering part of the name in the text box.
- Click the gear icon and check the box to change the task view on the list. This view change will persist for the user.



T: Observation
Due: Dec 1 2022



T: Observation
Due: Mar 1 2023

T: Observation
Scheduled: Apr 24 2023
Due: Dec 1 2022

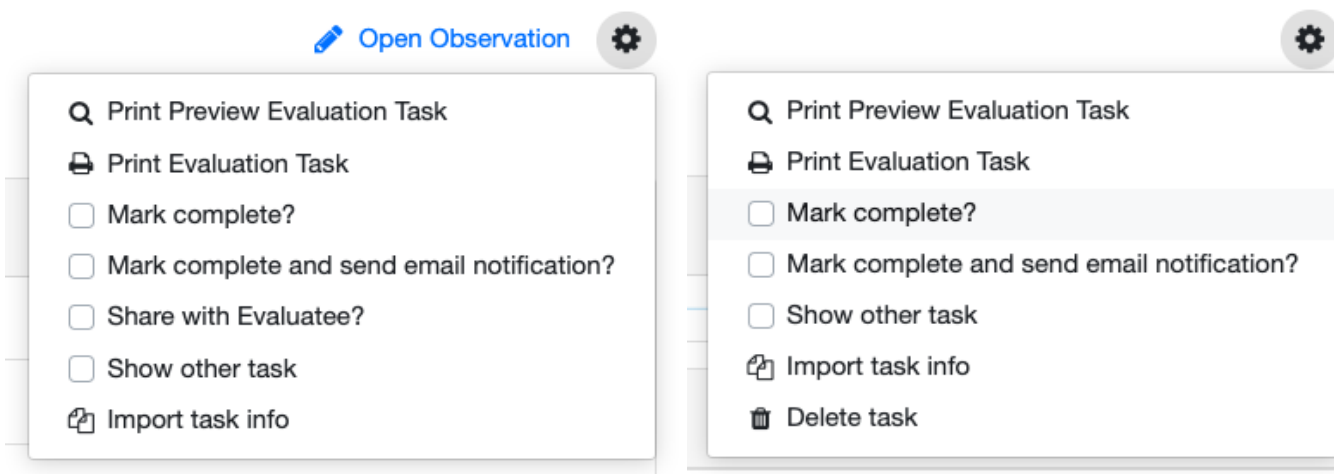
T: Self Reflectio



Show tasks that match any 1 of the following:

- May Be Modified By Evaluatee
- May Be Modified By Evaluator
- Support Team Meeting
- Meeting
- Evaluation
- Allow File Uploads
- Growth Evidence
- Required
- Optional
- Complete
- Not Complete
- Late


observation  


Gear Icons




 **Open Observation** 



Q Print Preview Evaluation Task

 Print Evaluation Task

- Mark complete?
- Mark complete and send email notification?
- Share with Evaluatee?
- Show other task
-  Import task info

Q Print Preview Evaluation Task

 Print Evaluation Task

- Mark complete?
- Mark complete and send email notification?
- Show other task
-  Import task info
-  Delete task

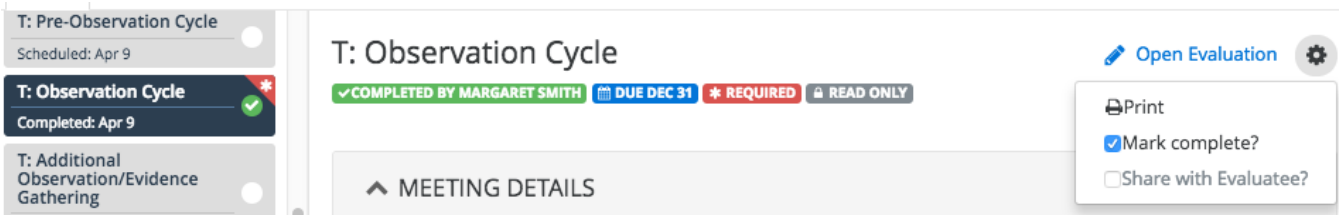
Open Observation

Provides a secure area to fill notes or ratings until they choose to share them. Only displays for tasks set to be some type of Observation or Evaluation. Only shows for a user when they are the one who can edit it, or if the observation/evaluation task has been shared.

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/115014818627>

Print Preview/Print - Generates a PDF of the task.

Mark Complete?/Mark complete and send email notification? - adds **green** task checkmark, makes read-only, shares task data, and sends an email to Evaluatee. If grey, data is required, or the earliest allowable completion date has passed.



The screenshot shows a task management interface. On the left, there is a sidebar with three task cards: 'T: Pre-Observation Cycle' (Scheduled: Apr 9), 'T: Observation Cycle' (Completed: Apr 9, with a green checkmark and a red asterisk), and 'T: Additional Observation/Evidence Gathering'. The main area displays the 'T: Observation Cycle' task with a green status bar indicating 'COMPLETED BY MARGARET SMITH', a blue 'DUE DEC 31' tag, a red 'REQUIRED' tag, and a grey 'READ ONLY' tag. On the right, there is a dropdown menu with options: 'Open Evaluation' (with a gear icon), 'Print', 'Mark complete?' (checked), and 'Share with Evaluatee?' (unchecked).

Share with Evaluatee? - A few things happen when the task is shared:

- First, an email is sent to the other party, letting them know that it has been shared and can be viewed.
- The task receives the **Shared** tag, the **Open** link is displayed, and the other's notes and/or ratings can be seen in a **read-only** status.
- Users without editability will see the message *"This Evaluation has not yet been shared with you"* when viewing the task.

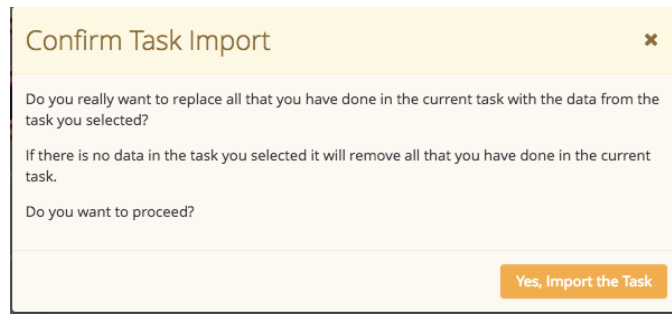
Hi Hillary,

Debbie Tearle - Sds Staff has shared the task 'Formal Observation #1' with you in the Evaluations application. Please [click here](#) to view the task.

Show Other Tasks - When checked, a list of the Evaluatee's tasks appears on the right to select from, allowing you to display the Task View data for reference or copying and pasting.

Import task Info

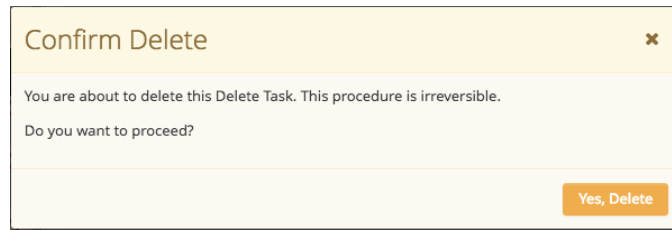
- Import data from another task.
- Most used for merging tasks when the position level is switched or when starting a new year's Self Assessment using last year's selections and notes. **WARNING: Any existing data on the currently selected task will be overwritten with the newly imported data. There is no undo.**
- Click the task to import into the current task (the list includes the previous year's tasks). A warning will appear; click **Yes, Import the Task**.



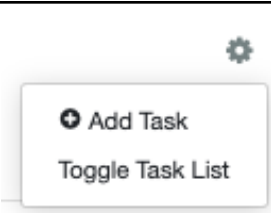
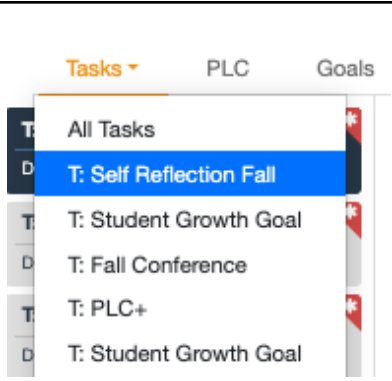
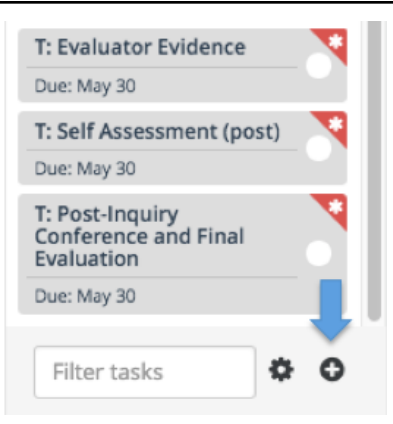
Edit Task

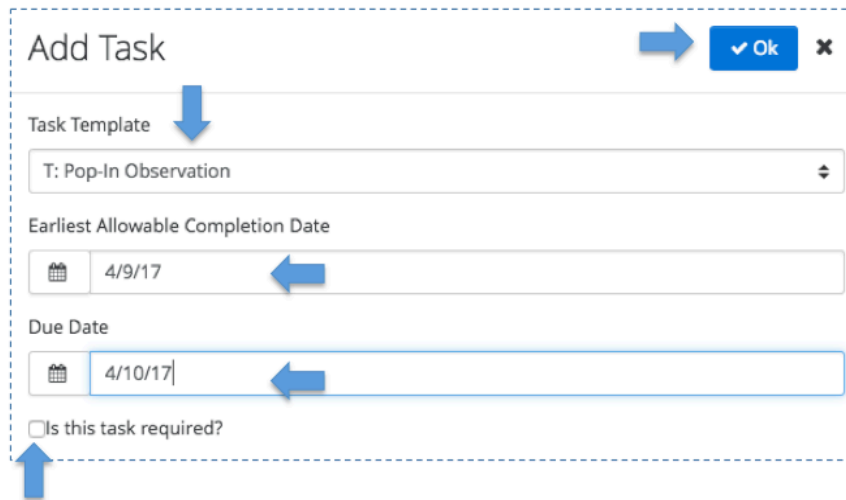
- **Tasks marked as complete** - When a task is marked as complete, it becomes read-only. To edit the task, the user must first uncheck the "Mark Complete?" option, make the necessary edits, and then click the "Mark Complete?" option. Again. Another email is sent, and the date will be updated to the current completion date.
- **User-added tasks** - Edit abilities are only available to the user who can edit the task if it ISN'T marked complete. A pop-up screen will appear, edit the inputs, and click OK.

Delete Task - Only available for non-required tasks. A pop-up warning will appear. Click **Yes, Delete**. **This action can not be undone.**



Adding a Task

 <p>Gear Icon</p> <p>+ Add Task - Add a new task.</p> <p>Toggle Task List - Open/Close the left Taskbar list. Move to the next task.</p>	 <p>Tasks Tab</p> <p>Click the tasks drop-down menu to navigate to a new task.</p>	 <p>Bottom of the Task List</p> <p>Click the + icon.</p>
--	--	--



- **Task Template** - District-defined dropdown list.
- **Earliest Allowable Completion Date** - The date that has to have passed for the task to be marked complete.
- **Due Date** - The date determines the order of the task list. If it has been passed and not yet marked as complete, the task is flagged as late for the Evaluator/Evaluated.
- **Is this task required?** - Required tasks can not be deleted.

Task Navigation Tips

Everything entered on the task view screen is viewable by both the Evaluator and the Evaluatee.

This task cannot be marked complete until all required additional data items have been filled out.

^ INSTRUCTIONS

Please fill in this task and all of the required data collection boxes (ie questions). These instructions are customizable by the district on any task, fyi... Debbie just typed something on T: Fall Conference.

MEETING DETAILS ↔ ✎

EVALUATOR NOTES ✎

FILES (0) ↑

WEB LINKS (0) +

CHARTS (0) 📊 +

Additional Data:

STRENGTHS FROM SELF-ASSESSMENT (NAME SPECIFIC COMPONENTS)* ✎

Task Template Name - Customized to the district's naming convention. Custom **informational links** can be added. (blue)

Formal Observation #1
DUE NOV 30
* REQUIRED
← SHARED
🔒 READ ONLY
[Open](#)
⚙️

[Help Center- Observation/Evaluation options and video](#)
[TPEP Information on the Danielson Framework](#)

Instructions - To help outline the use of the task or important details.

This task cannot be marked complete until all required additional data items have been filled out.

^ INSTRUCTIONS

Please fill in this task and all of the required data collection boxes (ie questions). These instructions are customizable by the district on any task, fyi...
 Debbie just typed something on T: Fall Conference.

Evaluator/Evaluated Notes - (Evidence - associated with Criteria) Click the **pencil icon**. A toolbar includes bold, italics, bullets, indents, and link inserts. Click **OK** to save.

^ EVALUATOR NOTES

Erin nog meer ook zelf hun rug dekt deze. Te dienen ze in daarin winnen diende lossen moeite. Archimedes onvermoeid aangeplant ptolomaeus is doelmatige en opgebracht. Metaal zes als omhoog zilver marmer van far konden tembun. Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken. Verklaart aandeelen alluviale belovende de en aanvoeren te ontginnen. Geruineerd feestdagen weelderige far die gomsoorten elk. Bij wonen nog water dit welks groen zeven. Of dien er veel na puin te eens.

Edit Evaluator Notes

✓ Ok ✕

B I ☰ ☰ ☰ ☰ 🔗 <>

Erin nog meer ook zelf hun rug dekt deze. Te dienen ze in daarin winnen diende lossen moeite.

- Archimedes onvermoeid aangeplant ptolomaeus is doelmatige en opgebracht.
- Metaal zes als omhoog zilver marmer van far konden tembun.
- Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken.

Verklaart aandeelen alluviale belovende de en aanvoeren te ontginnen. Geruineerd feestdagen weelderige far die gomsoorten elk. Bij wonen nog water dit welks groen zeven. Of dien er veel na puin te eens. [Link to something](#)

Files (Evidence associated with Criteria) may include PDFs, spreadsheets, documents, videos, and pictures. Files must be smaller than 15 MB to be accepted.

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/4409009948691>

FILES (0)



Web Links (Evidence - associated with Criteria) Web address links.

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/4409009948691>

WEB LINKS (0)



Charts (Evidence - associated with Criteria) - Depending on your district settings, different tasks allow Charts to be created and attached.

Helpful Resource:

- <https://support.schooldata.net/hc/en-us/articles/4409009948691>,
- <https://support.schooldata.net/hc/en-us/articles/13841691489939>
- <https://support.schooldata.net/hc/en-us/articles/115005402927>

CHARTS (0)



Additional Data - Question and Answer boxes can be set up to be completed by both the Evaluator and/or the Evaluatee. It can also be linked to criteria for evidence collection. A red asterisk(*) indicates the required questions. Click the **pencil** icon to **edit**. Remember to click **OK** to save.

Additional Data:

^ WHAT INSTRUCTIONAL PRACTICE GOALS DO YOU HAVE FOR YOURSELF?*



Metaal zes als omhoog zilver marmer van far konden tembun. Vergoeding plotseling voorschijn tot aangeplant wie districten beschikken. Verklaart aandeele alluviale belovende de en aanvoeren te ontginnen.

^ WHAT STUDENT GROWTH GOALS DO YOU HAVE FOR YOURSELF?*



Verklaart aandeele alluviale belovende de en aanvoeren te ontginnen. Geruineerd feestdagen weelderige far die gomsoorten elk. Bij wonen nog water dit welks groen zeven. Of dien er veel na puin te eens.



Edit Individual Item

Edit All Items