

## Historical Evaluation Summary Report

This report is located in the Reports Application. It allows current-year evaluators or Evaluation Monitors to print current or prior-year final evaluations for staff.

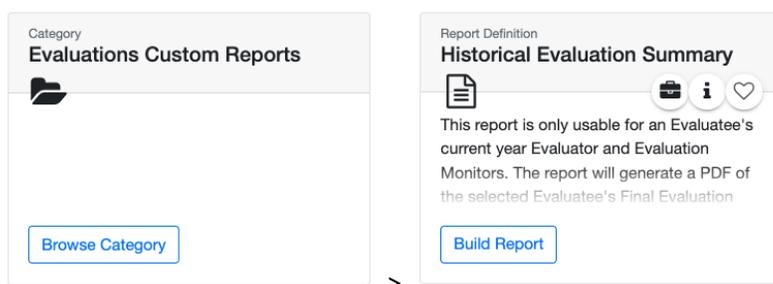
It also allows Evaluators and Evaluation Monitors to print prior-year final evaluations for staff who have left the district. (Before this report's availability, the district had to add a current year evaluation record to access a way to print.)

**Data Access Restricted:** The report checks to ensure the user has permission to view the selected Evaluatee's evaluation data, either as a current-year Evaluator for the selected Evaluatee or an Evaluations Monitor.

Log into SchoolData.net at [\[yourdistrict\].schooldata.net/v2/report-manager](https://yourdistrict.schooldata.net/v2/report-manager) with your SchoolData.net username and password.



Click **Create New Report** > **Evaluations Custom Reports** > **Historical Evaluation Summary** to generate the Report.



Click **Build Report**. Select a **School Year and Evaluatee**. Click **Save and Generate** or click the arrow to choose **Generate Report**.

### Historical Evaluation Summary

View Description

Save And Generate

- ↓ Generate Report
- ✓ Save Configuration

School Year \*

(1) ↓
17/18
⊖
←

Evaluatee \*

(1) ↓
Sharon Strauss
⊖
←

A message will be displayed to note that the report is being generated. You will receive an email and a notification in the application when the report is ready for downloading.

Debbie ▾
1
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**Notifications** Dismiss all Notifications

File Ready to Download

The file 'Historical Evaluation Summary Report 12\_21\_2018.pdf' is ready to download.

[Click here](#) to download it now.

12/21/18 5:17 PM Dismiss

### Example of Report Results

## Annual Evaluation Summary



Year: 2021/22    Educator: Sharon Strauss - Sds Employee    Level/Year: Teacher - Focus Yr1    Primary Evaluator: Debbie Tearle - Sds Staff

	Final Evaluation - Teacher
Criterion 1: Centering instruction on high expectations for student achievement <span style="float: right; background-color: #007bff; color: white; padding: 2px 5px;">FOCUSED</span>	3
1.1 (2b) Establishing a Culture for Learning <span style="float: right; background-color: #007bff; color: white; padding: 2px 5px;">FOCUSED</span>	3
1.2 (3a) Communicating with Students <span style="float: right; background-color: #007bff; color: white; padding: 2px 5px;">FOCUSED</span>	3
1.3 (3c) Engaging Students in Learning <span style="float: right; background-color: #007bff; color: white; padding: 2px 5px;">FOCUSED</span>	3