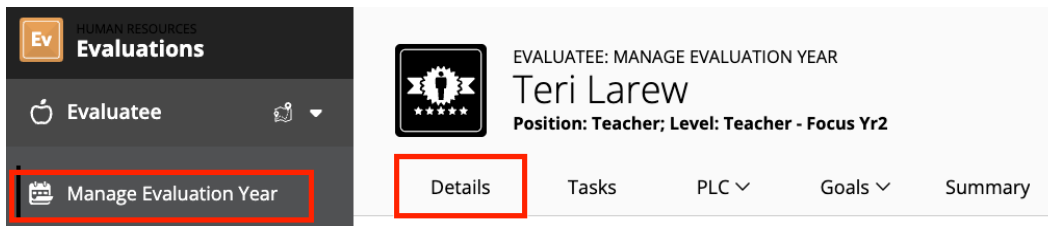


EVALUATEE Dashboard (Connect)

Manage Evaluation Year (Overview)

1. Start by navigating to **Manage Evaluation Year** in the left navigation menu.
2. You will see the "**Manage Evaluation Year**" page, which features several subpages (tabs) across the top.



3. The page will default to the **Details Tab**.
 - The Evaluator automatically fills in the **Evaluation Year Essentials** section, which reflects the **Position Level, Primary and Supplemental Evaluator, and the Prior Year Position Level**. This will determine the tasks and their due dates.

Evaluation Year Essentials These are the basic data points related to the Evaluation Year.	Position Level Teacher - Focus Yr2	Prior Year Position Level Teacher - Focus Yr1
	Primary Evaluator Debbie Tearle	Supplemental Evaluators Austin McGoldrick

- The **Evaluation Year Configuration** section determines whether the **type is Comprehensive or Focus**. If you are completing a focused evaluation, you will need to select a Focused Criterion.

Helpful Resources: EVALUATEE: Comprehensive vs. Focus Criteria (Connect) [EVALUATEE: Comprehensive vs. Focus Criteria \(Connect\)](#)

Evaluation Year Configuration If you're completing a focused evaluation this year, you'll need to select a Focused Criterion, then click Save.	Type ☐ Comprehensive ☒ Focus		
	<table border="0"> <tr> <td style="vertical-align: top;"> Focused Criterion (required) Criterion 4: Providing clear and intentional focus on s... </td> <td style="vertical-align: top;"> Student Framework Criterion (required) Criterion 3: Recognizing individual student learning ne... </td> </tr> </table>	Focused Criterion (required) Criterion 4: Providing clear and intentional focus on s...	Student Framework Criterion (required) Criterion 3: Recognizing individual student learning ne...
Focused Criterion (required) Criterion 4: Providing clear and intentional focus on s...	Student Framework Criterion (required) Criterion 3: Recognizing individual student learning ne...		

- The **Evaluation Task Summary** section provides a recap of the evaluation tasks and observation times to date. It will include: **All Tasks, Late Tasks, Completed Tasks**, and the **Total Minutes Observed**.

Evaluation Task Summary

This is a recap of your evaluation tasks and observation time to date.

All Tasks

13

#

Late Tasks

5

#

Completed Tasks

1

#

Total Minutes Observed

90

#

4. Next, click the **Tasks** tab. Here, you see the list of tasks populated for the year or any task the evaluator or the evaluatee has added. Tasks will reflect their status, whether required or optional, along with dates and times if they have been completed. Each task is slightly different.

- **Helpful Resources:**

- [EVALUATEE: Task List Overview and Options \(Connect\)](#),
- [EVALUATEE: Adding Evidence \(Connect\)](#)
- [EVALUATEE: Self-Evaluation \(Connect\)](#)

Details

Tasks

PLC ▾

Goals ▾

Summary

Tasks

▼

🔗

⚙️

Tasks

⌵

⌵

⌵

⌵

⌵

⌵

⌵

⌵

⌵

⌵

Task

Status

Required

Self-Evalua...

Observation

Due

Scheduled

Row Actions

mm/dd/yyyy

mm/dd/yyyy

🔍

T: Fall Conference

🕒

Late

★

Required

Tue, Oct 15, 2024

Thu, Aug 8, 2024

⚙️

🔍

Evaluation Process Meeting

✅

Completed

★

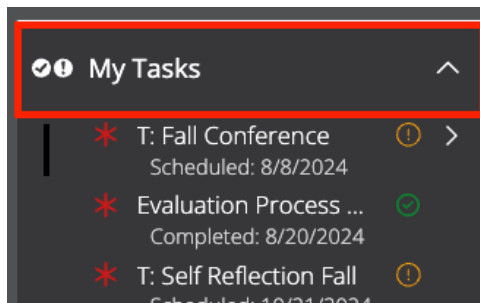
Required

Wed, Jul 31, 2024

Thu, Aug 22, 2024

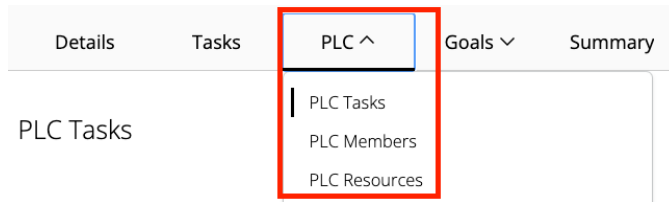
⚙️

- Alternatively, tasks can be opened under "My Tasks" in the left navigation menu.



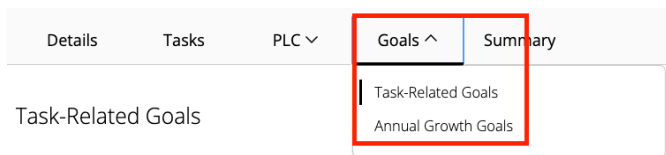
5. Next, click the **PLC** tab. You will see three choices:

- **PLC Tasks:** This will display the Professional Learning Community tasks and tools on the other PLC sub-pages, allowing the evaluatee to share meeting notes and other resources with their peer groups.
- **PLC Members:** This will show the members you add to your Professional Learning Community list to share tasks or resources.
- **PLC Resources:** Evaluators and Evaluatees can add Professional Learning Community resources here. Your PLC Members list can access any of the added files.
- **Helpful Resource:** [EVALUATEE: Professional Learning Community \(PLC\) \(Connect\)](#)



6. Next, click the **Goals** tab. You will see two choices.

- **Task-Related Goals:** This section displays tasks with questions related to specific goals. Answered responses will also be displayed here.
- **Annual Growth Goals:** These goals are populated by the evaluatee and are visible to the evaluator.
- **Helpful Resources:** [EVALUATEE: Evaluation Goals \(Questions\) \(Connect\)](#)



7. Last, click the **Summary** tab.

- This area is where all **evaluation-type tasks** will be identified as a column. It is a place to access and view the evidence for the year. The completed **final summative evaluation** will be viewed here.

View My Tasks

1. Start under **My Tasks** in the left navigation and select a task to view.
 - An **asterisk icon** to the left denotes that the task is required.
 - An **exclamation icon** to the right denotes that the task is incomplete.
 - A **checkmark icon** to the right denotes that the task is complete.
2. You will see the **Evaluation Task** with **subpages (tabs)** across the top. Each task is slightly different.
 - **Details:** This will allow you to set a Meeting Date, Time, and Location, or view a read-only view with Evaluator Notes.
 - **Resources:** This feature allows you to Add Files or Web Links. If your Evaluator has added any resources, you will have a read-only view of them.
 - **Growth Chart:** This will allow you to add a longitudinal cohort chart (student growth).
 - **Saved Growth Chart:** Manage your saved growth charts.
 - **Questions:** This will enable you to answer questions related to task-specific goals.
 - **Self Evaluation:** This feature allows you to select either a Self Evaluation List View or a Self Evaluation Table View to complete a criterion rating for yourself.
 - **Observations:** This will appear when your Evaluator shares an Observation with you. It will allow you to select Criterion List View or Criterion Table View to view the completed Observation as read-only. There may be a Commentary box for you to enter any responses to your Evaluator on what they observed.
 - **Summary:** This will allow you to view the summative evaluation.

Manage Data Extracts

Helpful Resources: [Manage Data Extracts](#)