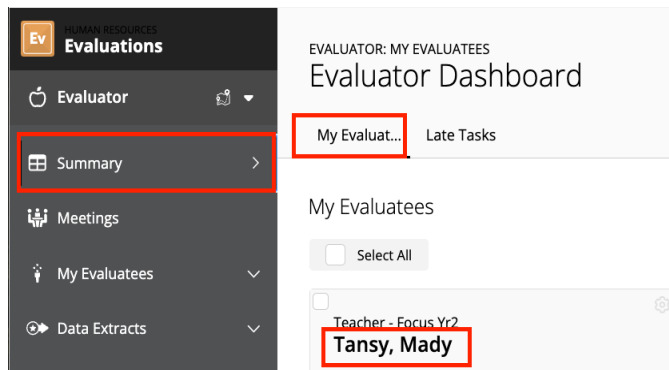


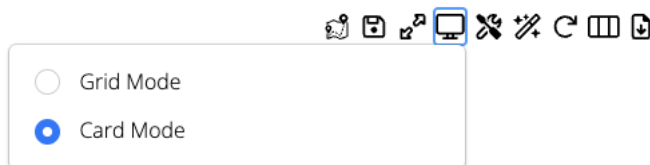
EVALUATOR Dashboard (Connect)

Manage an Evaluatee's Evaluation Year

1. Start under **Summary** from the left navigation menu.
 - Alternatively, **My Evaluatees** may be accessed in the left navigation menu. Click the arrow to reveal the list of evaluatees assigned to you for management.
2. You will see subpages (tabs) across the top of the page: **My Evaluatees** and **Late Tasks**.
3. Click the **My Evaluatees Tab**. This will contain summary containers for all evaluatees, including the evaluator, current and prior year position level, total minutes observed, all tasks, late tasks, and completed tasks tallies.



4. Use the **Data Display Mode (monitor)** icon in the top-right toolbar to switch from **Card Mode** to **Grid (List) Mode**.



5. Click the **name** of the evaluatee you want to manage.
6. You will see the **Manage Evaluation Year page**, which features several subpages (tabs) across the top.
 - **Details Tab:** Here, you can manage the position level, evaluator(s), set the focus criteria for a Focused Evaluatee, and see the task summary.
 - **Tasks Tab:** This table displays all tasks, including their dates and times.
 - **PLC Tab:** Here, you can manage the Evaluatee Professional Learning Community (PLC) tasks, members, and resources.
 - **Goals Tab:** Here, you can view an Evaluatee's task-related and annual growth goals.
 - **Summary Tab:** Here, you can access and complete the summative evaluation.



EVALUATOR: MANAGE EVALUATION YEAR

Mady Tansy

Position: Teacher; Level: Teacher - Focus Yr2

Details

Tasks

PLC ▾

Goals ▾

Summary

- To manage evaluation years for multiple evaluatees simultaneously, select the **checkbox** at the top left of one or more Evaluatees or click **Select All**.
 - Click the **Selected Gear** in the top-left and choose either **Manage Evaluation Year** or **Add Task**.

EVALUATOR: MY EVALUATEES

Evaluator Dashboard

My Evaluat... Late Tasks

My Evaluatees

☒ Selected (7)  ☒ Select All

Manage Evaluation Years

+ Add Task

☒ Teacher - Focus Yr2
Larew, Teri

- Click the **Late Tasks Tab**. This is a data table of all late tasks for all evaluatees.
- Click the **magnifying glass** in the **Task column** to view the task details.

Ev Evaluations

Evaluator

Summary

Meetings

My Evaluatees

Data Extracts

Historical Evaluation Years

Home

EVALUATOR: MY EVALUATEES

Evaluator Dashboard

My Evaluat... **Late Tasks**

Late Tasks

Tasks

Evaluatee Name	Task	Status	Required	Self-Evalua...	Observation	Due	Row Actions
Nick Lamb	 ESA: Self Evaluation Fall	Late	true			Tue, Oct 1, 2024	
Nick Lamb	 ESA: Observation	Late	true				
Nick Lamb	 ESA: Observation	Late	true				
Nick Lamb	 ESA: Self Evaluation Spring	Late	true				

Row Actions and Options

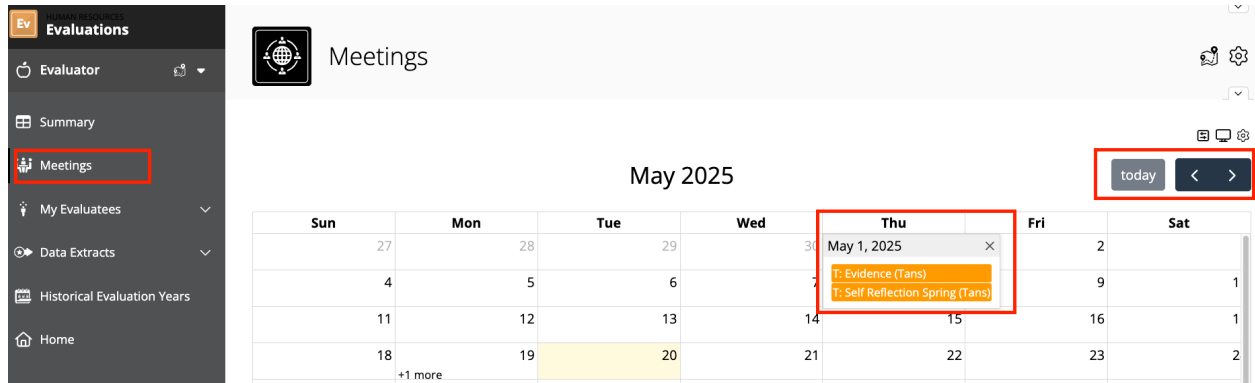
Delete

Thu, May 1, 2025

Access All Meetings Tasks

Here you will learn to view and edit meetings.

- Start by navigating to **Meetings** in the left navigation menu.
- Click the **arrows** to switch between month views.
- Click the meeting.



4. You will see a popover window view of the **Task** in the **Details** tab.
 - If there is a **Meeting Details** section, click to edit **Meeting Details: Scheduled Date, Time, and Location**.
 - Fill in **Evaluator Notes** if needed.
 - Click **Save**.

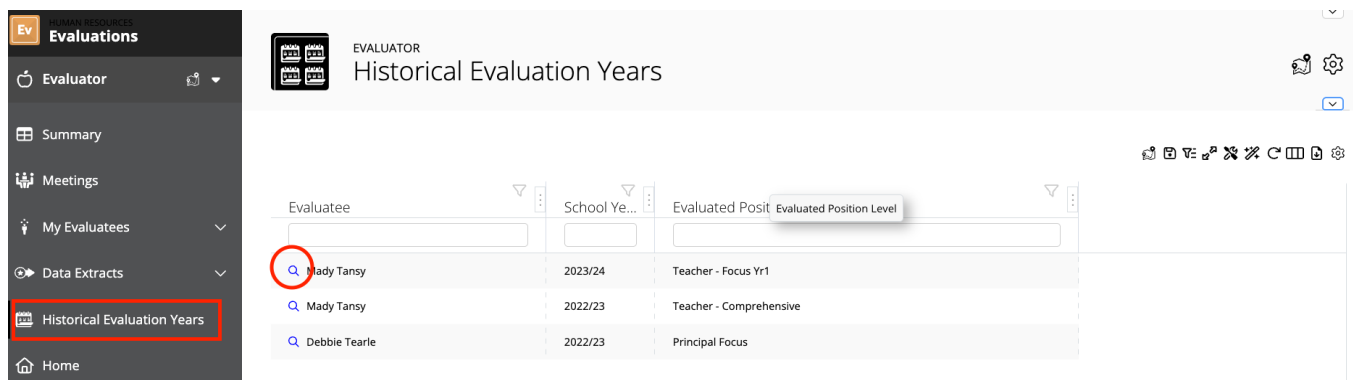
Manage Data Extracts (Task)

Helpful Resource: [Manage Data Extracts](#)

View Historical Evaluation Years

Here you will learn to view historical evaluation years.

1. Start under **Historical Evaluation Years** in the left navigation menu.
2. Click the **magnifying glass** to access prior-year evaluation data for any staff member you are currently evaluating.
3. **Historical Evaluation Year** data is provided as read-only data.



Evaluator	School Year	Evaluated Position	Evaluated Position Level
Mady Tansy	2023/24	Teacher - Focus Yr1	
Mady Tansy	2022/23	Teacher - Comprehensive	
Debbie Tearle	2022/23	Principal Focus	