

Evaluations End of Year V2

Here, you will learn to manage end-of-year tasks.

Position Level

Verify that the Evaluatee is assigned the correct **Position Level**, either **Focused/Comprehensive**. If set up correctly at the beginning of the year, it will accurately reflect the correct calculator options in the Final evaluation and systematically promote the Evaluatee to the correct next position level as the school year progresses.

Helpful Resources:

- [Evaluator Dashboard - Changing an Evaluatee's Position Level V2](#)
- [Comprehensive vs. Focus: Marking/Displaying Focus Criteria V2](#)

Collecting Evidence and Observation Notes

As an evaluator, select your Evaluatee's **magnifying glass** to open up their task list.

Teacher - Comprehensive Tansy, Mady	
	  
Primary Evaluator Larew, Teri	
Prior Year Position Level N/A	
Supplemental Evaluators	
Total Minutes Observed	45
All Tasks	13
Late Tasks	9
Complete Tasks	0

Select a task where **Evidence** would be collected from the task list. Examples:

Evaluator Evidence

Due: May 1

T: Evidence

Due: May 1 2023

Once an Evidence task is selected, you can add notes, files, web links, and charts as evidence.

Once you've attached your evidence, you must associate it with the criteria. You can also enter notes in the description or the notes area when associating criteria.

On an observation-type task, that is the best location to collect Observation notes as evidence. Examples:

T: Observation

Due: Mar 1 2023

Observation / Evaluation

Due: May 1 2023

Notes from here can be entered directly into the individual criterion.

Helpful Resources:

- [Adding Evidence V2](#)
- [Observation/Evaluation Form V2](#)

Final Evaluation/Summary

Select Final Evaluation in the task list or go directly to the **Summary** section.

Final Evaluation - Teacher

Due: May 10

Tasks

PLC

Goals

Summary

Review the **Evidence** and **Observation Ratings**. Select a **Performance Level Rating** or use the District rating range **Suggestions**.

Enter any **Final Criterion Notes** (optional).

Finalize the Evaluation with **Summative Rating Suggestions** or your own for **Preliminary Summative Student Growth Impact**. If needed, suggest 'Require Student Growth Inquiry' and 'Require Plan of Improvement'.

Enter **Summative Notes** (optional).

Print, Share, and Mark Complete.

Helpful Resources: [Summary Evaluation V2](#)

Summary Reports

Evaluation Performance Level Counts by Criterion Chart

This chart displays the number of performances for each performance level, categorized by the selected evaluation task template for each criterion.

Helpful Resource: [Chart Guide V2](#)

Ideas for Use:

- **Calibration** amongst principals of the evidence they are looking for and how they score each sub-criterion.
- **Celebrate** the staff's strengths and/or identify positive growth as a result of the target Professional Development.
- It potentially identifies areas where we could **focus on professional development**, either due to lower or inflated ratings in certain areas.

Helpful Resource: [Evaluation Performance Level Counts by Criterion V2](#)

Evaluation Criteria by Task Template

This Data Extract enables users to download a spreadsheet of selected Performance Levels and Focus for an Evaluatee, based on the chosen task template. **Only tasks that have been marked complete will be included.**

Helpful Resource: [Evaluation Criteria By Task Template V2](#)

Evaluation Task Completion

This **Data Extract** allows the user to download a spreadsheet of Tasks that includes due dates, completion status (Yes/No), and whether a task is required. This type of information can help the Evaluator or other staff monitor progress if needed.

Helpful Resource: [Evaluation Task Completion V2](#)

Evaluation Year Summary

This Data Extract allows you to download a spreadsheet of summary data for Evaluations for a selected year.

Helpful Resource: [Evaluations Year Summary V2](#)

Evaluatee Position Level Path Report

This report allows printing of four (4) years of an Evaluatee's Position Levels based on the selected ending school year. Users can select one or more Evaluators. In addition, it provides a list of Evaluatees assigned to the Evaluator(s) for the current year.

Helpful Resource: [Evaluatee Position Level Path Report V2](#)

Final Evaluation 4-Year Report

This report allows printing of four (4) years of the Final Evaluation ratings for all Evaluatees assigned in the current year to the Evaluator generating the report. For an Evaluation Monitor, this prints all Evaluatees' four (4) years of their Final Evaluation ratings.

Helpful Resource: [Final Evaluation 4-Year Report V2](#)

Historical Evaluation Summary Report

This report enables 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.)

Helpful Resource: [Historical Evaluation Summary Report V2](#)