

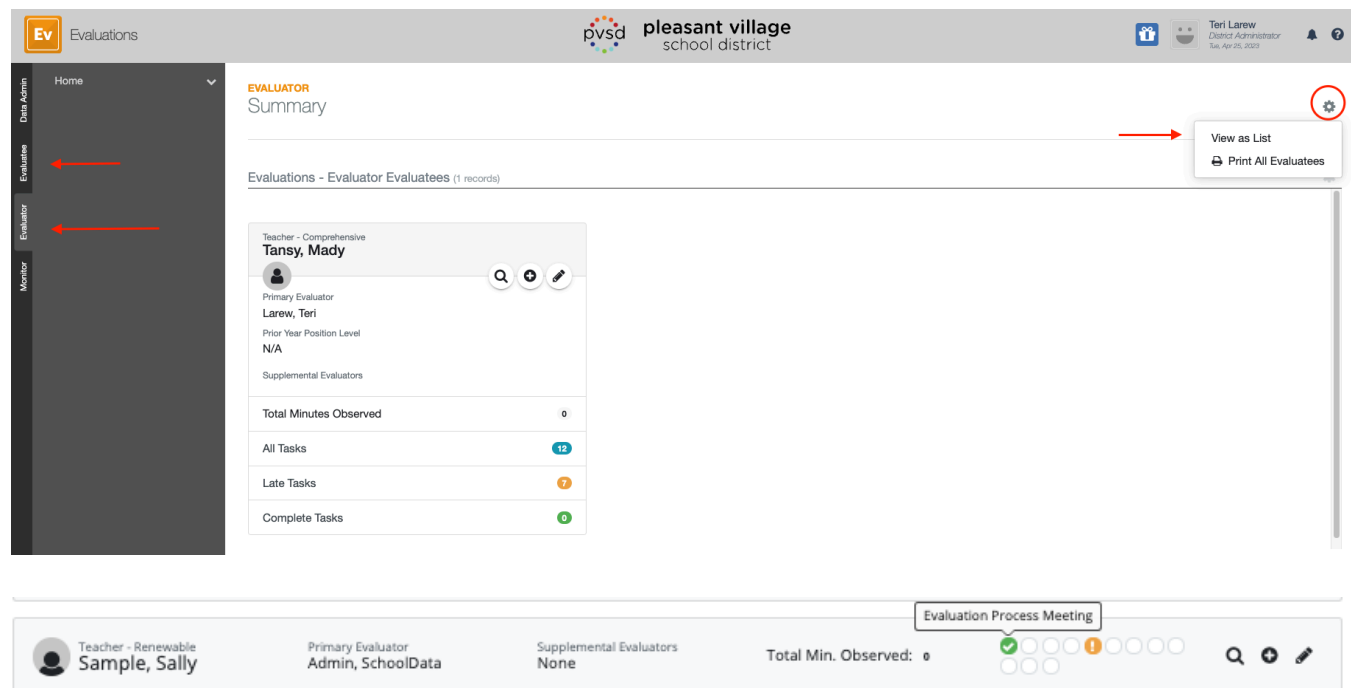
Evaluator/Monitor Dashboard V2

Evaluation Dashboard

As an **Evaluator** (the user evaluating another user), you will be directed first to your **Evaluation Dashboard**. This displays the Evaluator's assigned **Evaluatees** (the people you are evaluating this school year), their **Position Level**, **Supplemental Educators**, and **Task List**. Additionally, each Evaluatee listed displays a summary of their tasks and the minutes observed.

Primary Evaluator sam.bent*, sam.bent	Total Minutes Observed	45
Prior Year Position Level Teacher - Focus Yr1	All Tasks	12
Supplemental Evaluators Niels Cass*	Late Tasks	7
	Complete Tasks	0

Click the gear in the top right to adjust your view: view as **cards** or as a **list**. From either view, quickly review **Total Minutes Observed**, **All Tasks**, **Late Required Tasks**, and **Completed Tasks**.



NOTE: If an Evaluator themselves is being evaluated, they will also have quick access to their evaluation tasks and frameworks by clicking the **Evaluatee** tab.

EVALUATEE
Summary

Teacher - Focus Yr1
Teri Larew

My Evaluator
Debbie Racey

Supplemental Evaluators
None

My Tasks 1
Late Tasks 4
Complete Tasks 0

T: Self Reflection Fall
Due: Oct 1, 22

T: Fall Conference
Due: Oct 15, 22

T: PLC+
Due: Dec 1, 22

T: Student Growth Goal
Due: Dec 1, 22

T: Observation
Due: Dec 1, 22

T: Observation
Due: Dec 1, 22

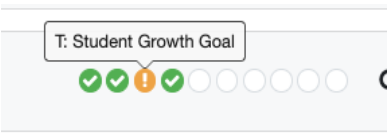
T: Self Reflection Spring
Due: May 1, 23

T: Evidence
Due: May 1, 23

T: Summative Evaluation
Due: Jun 3, 23

Information on Each Evaluatee

Icons represented next to the Evaluatee's name do the following:

	Magnifying Glass - Opens the Evaluatee's Task List and other areas. NOTE: From the List view, hover over the task names to view them from the dashboard. Click the circle to go directly to the task. 
	Add Task - Add a task to the Evaluatee's task list. Additional input is needed. TIP: Tasks added by a user can have their dates and required status edited after being added. To edit, click the settings gear icon next to the task you added. Add Task Cancel Task Template * Earliest Allowable Completion Date Due Date ☐ Is this task required? Task Template - Each Task varies based on your district's name and setup. Select the most appropriate option from the drop-down list.

	• Earliest Allowable Completion Date - The earliest date by which a task can be marked complete is the standard for all added tasks. Select a date before today's date, or a date when you want it marked complete. • Due Date - The task's due date is the standard for any task added. A good idea is to select the date of the informal observation. Tasks are first ordered by the due date. • Is this task required? - If the task is set as required, it can't be deleted and displays a required flag.
	Pencil - Change Position Level or Evaluator , and add Supplemental Evaluator . NOTE: If you notice the position level box is greyed out, you must contact your Data Admin to request the Position Level change.

Changing an Evaluatee's Position Level

A position level determines which tasks are automatically added to the Evaluatee's task list and their due dates. As the school year progresses, the Evaluatee is systematically promoted to the next level. (This is a district configuration setting.)

If tasks are filled in with data, those tasks are kept, which may result in duplicates. Using the steps outlined in this article, [Duplicated Tasks: Evaluator \(Connect\)](#). The Evaluator and Evaluatee can merge tasks to clean up the task list. If you require additional assistance, please contact support@schooldata.net.

Click the **Pencil** icon next to the evaluatee's name. Next, click the **Position Level** drop-down from the pop-up and choose the new Position Level. NOTE: If an Evaluator can't switch, this is a district-wide setting. Send questions about turning this functionality on to your Evaluations District Contact or support@schooldata.net.

Edit Evaluatee
✕


Mady Tansy

Position Level (optional)

Teacher - Comprehensive

Primary Evaluator (optional)

Teri Larew

Supplemental Evaluators (0)

+

Supplemental Evaluator (optional)

✖

Changing an Evaluatee's Evaluator

With this switch, the Evaluatee will be removed from the current Evaluator's Dashboard and added to the new Evaluator's Dashboard.

Click the **Pencil** icon next to the Evaluatee's name. From the pop-up, click on the **Primary Evaluator** drop-down and choose the new Evaluator. Once the new Evaluator is selected, click the **OK** button to save.

Edit Evaluatee
✕

 Mady Tansy

Position Level (optional)

Teacher - Comprehensive

Primary Evaluator (optional)

Teri Larew

Supplemental Evaluators (0)

Supplemental Evaluator (optional)

Adding Supplemental Evaluators

Adding Supplemental Evaluators adds the Evaluatee to the Evaluator's Dashboard and allows them to add and edit any tasks on that Evaluatee's task list just as the Primary Evaluator can.

A Supplemental Evaluator can not add other Supplemental Evaluators, switch the Evaluatee's Position Level, or switch the primary Evaluator.

Click the **Pencil** icon next to the Evaluatee's name. Then, use the **Supplemental Evaluator** dropdown menu from the pop-up to add a Supplemental Evaluator. NOTE: If an Evaluator can't switch, this is a district-wide setting. Send questions about turning this functionality on to your Evaluations District Contact or support@schooldata.net.

If there is a need for more than one Supplemental Evaluator, click the **+** icon to the right of Supplemental Evaluators to add another dropdown to choose one. Once the Supplemental Evaluators are added, click the **OK** button to save the changes.

Edit Evaluatee
✕

 Mady Tansy

Position Level (optional)

Teacher - Comprehensive

Primary Evaluator (optional)

Teri Larew

Supplemental Evaluators (0)

Supplemental Evaluator (optional)