

Evaluations

A. View an In Progress Evaluation

Note: An evaluation starts when at least 1 observation has been marked to count towards evaluation and a category has been assigned to the teacher.

1. Click **Evaluations**.
2. Click **Evaluate**.
3. **Locate** the teacher's name in the list.
4. *Optional:* You may search, sort and/or filter to find the teacher's name in the list.
5. Click the **View** button.

B. Add Comments to an Evaluation

6. Click **Evaluations**.
7. Click **Evaluate**.
8. **Locate** the teacher's name in the list.
9. *Optional:* You may search, sort and/or filter to find the teacher's name in the list.
10. Click the **View** button.
11. *Optional:* Select a Comment Type.
12. Type text into the **Comment** text area.
13. Click **Save**.

C. Finish an Evaluation

Note: Only users with the Evaluator privilege may finish an evaluation.

1. Click **Evaluations**.
2. Click **Evaluate**.
3. **Locate** the teacher's name in the list.
4. *Optional:* You may search, sort and/or filter to find the teacher's name in the list.
5. Click the **View** button.
6. Click the **Sign and Finish** button.
7. *Optional:* In the Notify others of results section, click the Add link to add other users to receive the evaluation complete email notification.
8. Select the **Type** of evaluation from the drop down menu.
9. Check the checkbox(es) to acknowledge your electronic signature.
10. *Optional:* Type an Additional Message for the email notification.
11. Click **Finish**. Completed Evaluations are *not* editable.

D. View a Completed Evaluation

1. Click **Evaluations**.
2. Click **View Completed**.
3. **Locate** the completed evaluation in the list.
4. *Optional:* You may search, sort and/or filter to find the completed evaluation in the list.
5. Click the **View** button.
6. Click **Back to Completed Evaluations** to exit.

E. Acknowledge a Completed Evaluation

1. Click **Evaluations**.
2. Click **Completed Evaluations**.
3. **Locate** the teacher's completed evaluation in the list.
4. *Optional:* You may search, sort and/or filter to find the teacher's completed evaluation in the list.
5. Click the **View** button.
6. Review the evaluation information.
7. Scroll to the bottom of the evaluation.
8. Check the **Acknowledge Evaluation** checkbox(es).
9. Click **Save**.
10. Click **Back to Completed Evaluations** to exit.
11. *Optional:* Some evaluations require acknowledgement of specific portions of the evaluation at a later date. Repeat the steps above for additional acknowledgment(s) as required by the evaluation.