

My Evaluation

Introduction

The purpose of this document is to explain how to use the Teacher/Principal Evaluation system as a person being evaluated (an evaluatee).

Getting Started

Before you can use the system you must be given a username and password. Once you know your username and password, go to your District's web page and navigate to the [Dashboard Applications](#) link (may be different in your district). Next, click the link named [My Evaluation](#). You will be prompted for your username and password. Your initial password will be given to you with your username. It will be pre-expired and you will be asked to enter a new password.

My Evaluation Tina Cassens 2014-2015 Woodland Park Re-2

Observations

Date	View
Nov 11, 2014	
Feb 24, 2015	
Mar 09, 2015	

Actions

- View Due Dates
- View/Edit/Print My Goals
- Student Growth Objectives
- Print Survey Results
- Print My Self-Assessment
- Print Evaluator's Assessment
- E-Mail My Evaluator
- View Classes
- Print Final Evaluation
- Print Last Year Final Eval

Self-Assessment

Standard	Standard Rating					Element	Element Rating																													
	B	PP	P	A	E		B	PP	P	A	E																									
I						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
II						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
III						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
IV						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
V						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
Overall																																				3=Proficient

Allow my evaluator to view these ratings

Enter Comment Upload Artifact Enter Rating

Primary Evaluator: Veronica Wolken

Standard	Standard Rating					Element	Element Rating																													
	B	PP	P	A	E		B	PP	P	A	E																									
I						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
II						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
III						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
IV						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
V						A	<input checked="" type="checkbox"/>					B	<input checked="" type="checkbox"/>				C	<input checked="" type="checkbox"/>				D	<input checked="" type="checkbox"/>				E	<input checked="" type="checkbox"/>				F	<input checked="" type="checkbox"/>			
Overall																																				3=Proficient

Allow Tina to view these ratings

View Comment

Student Growth Measures

Measure	Score 1 - 4	Weight (%)	View Data	Exclude Students
CSAP/TCAP	-	-		
DIBELS	-	-		
End of Course Exam	3	45		
SGO: algebra II	3	35		
SPF	4	20		

Weighted Points: 3.2

3=Expected

Effectiveness Rating: Effective Preliminary

Professional Practices: 75%

Once you are logged in you will see a screen similar to the one above. The [Observations](#) section lists the observations that your evaluator has entered into the system. You may click on the magnifier icon in the "View" column to see the details. The [Actions](#) section lists some additional features of the system.

The [Self-Assessment](#) section is where you will rate yourself on various professional practice standards, elements, and practices. The [Evaluator](#) section shows your evaluator's ratings. This section will not be visible until your evaluator has released it. The light green elements are ones that your score and our evaluator's score are different.

The [Student Growth Measures](#) section lists those scores that contribute to your Student Growth Measure score. You may view the data behind the score by clicking on the magnifier icon on the "View Data" column. If the growth measure is based on student scores, there will be a pencil icon in the "Exclude Students" column. This will allow you to request that certain students be excluded from the scoring process. You will need to provide a rational

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for the exclusion. You evaluator will have to approve each exclusion request. The weight given to each growth measure is shown in the pie chart.

The Effectiveness Rating section shows your overall score based on your professional practices and growth measures scores. The weight given to each is shown in the pie chart.

When you wish to leave, click the Log Out button at the bottom of the page.

Your Self Evaluation

This section is sensitive to your mouse and will show information as your mouse pointer hovers over each part.

The left column, Standard, lists each standard in the evaluation. Hovering over the Roman numeral will display the text of the standard. Clicking the pencil icon will allow you to enter or revise a comment concerning your rating on that standard. Clicking the document icon will allow you to upload an artifact supporting your rating on that standard. It will also allow you to view and/or delete artifacts that you previously uploaded.

































The next column, Standard Rating, shows your current rating for that standard. NE=Not Evident, PP=Partially Proficient, P=Proficient, A=Accomplished, and E=Exemplary. Hovering over the bar graph will show your rating as a numerical value.

The next column, Element, lists the various elements for each standard. Hovering over the lower case letter will display the text of the element. Clicking the check box will allow you to rate that element. Elements that have been rated will show a check mark. You may still click it to adjust your rating. You will not receive an overall rating until all boxes are checked.

The next column, Element Rating, shows your current rating on each element. Hovering over this area will display the text of the rating.

There is a check box near the bottom of this section. Your evaluator will not be able to view your self-evaluation unless this box is checked.

At the top of this section is an icon of a printer. Clicking this icon will produce a print out of your self-evaluation. It will be rendered as a PDF document in a separate browser window or tab.

Self-Assessment 											
Standard	Standard Rating					Element	Element Rating				
	NE	PP	P	A	E		NE	PP	P	A	E
I  						a <input checked="" type="checkbox"/>					
						b <input checked="" type="checkbox"/>					
						c <input checked="" type="checkbox"/>					
						d <input checked="" type="checkbox"/>					
II  						a <input type="checkbox"/>					
						b <input type="checkbox"/>					
						c <input type="checkbox"/>					
						d <input type="checkbox"/>					
						e <input type="checkbox"/>					
III  						a <input type="checkbox"/>					
						b <input type="checkbox"/>					
						c <input type="checkbox"/>					
						d <input type="checkbox"/>					
IV  						a <input type="checkbox"/>					
						b <input type="checkbox"/>					
						c <input type="checkbox"/>					
V  						a <input type="checkbox"/>					
						b <input type="checkbox"/>					
						c <input type="checkbox"/>					
						d <input type="checkbox"/>					
						e <input type="checkbox"/>					
						f <input type="checkbox"/>					
VI  						a <input type="checkbox"/>					
						b <input type="checkbox"/>					
						c <input type="checkbox"/>					
						d <input type="checkbox"/>					
						e <input type="checkbox"/>					
						f <input type="checkbox"/>					
Overall							No Rating				
<input type="checkbox"/> Allow my evaluator to view these ratings											
 Enter Comment  Upload Artifact <input checked="" type="checkbox"/> Enter Rating											

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Enter a Comment

Standard I: Principals Demonstrate Strategic Leadership

Self Comment:

This page is used to enter or revise a comment concerning your rating on a standard.

Upload/View Artifacts

Clicking on the Upload/View Artifacts icon displays a list of artifacts that you have uploaded. You may view the details of an artifact or remove it from the system. Click the [Add an Artifact](#) button to upload a new artifact. Click the [Done](#) button to return to the previous page.

Standard I: Principals Demonstrate Strategic Leadership

Artifacts:

Short Title	Document Name	Date	View	Remove
Math Survey	Math Survey.xlsx	3/5/2013 11:58:55 AM		
Lesson Plan	Math lesson plan.docx	3/5/2013 12:00:26 PM		

Standard II: Personalized and Relevant

Element: All

Short Title:

Description:

Document: No file chosen

This page is used to upload an. A [Short Title](#) is required for reference. The [Description](#) is optional. A [Document](#) is required.

The document must be one of these types: pdf, doc, docx, ppt, xls, xlsx, jpg, jpeg, gif, png, htm, html, txt, zip, mov, mpg, avi, wmv.

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Rating an Element

Standard I: Clear Instructional Goals and Objectives				
Basic	Partially Proficient	Proficient	Accomplished	Exemplary
Element b: Teachers demonstrate knowledge of student literacy development in reading, writing, speaking and listening.				
THE TEACHER: <input checked="" type="checkbox"/> Demonstrates an understanding of literacy content and skills. <input checked="" type="checkbox"/> Emphasizes literacy connections while teaching content.	...and THE TEACHER: <i>Makes complex reading accessible to students by:</i> <input checked="" type="checkbox"/> Adjusting content to students' skill levels. <input checked="" type="checkbox"/> Integrating literacy skills and knowledge into lessons. <input checked="" type="checkbox"/> Providing relevant content that addresses students' interests.	...and THE TEACHER: <i>Provides instruction that enhances students':</i> <input checked="" type="checkbox"/> Critical thinking and reasoning. <input checked="" type="checkbox"/> Information literacy. <input checked="" type="checkbox"/> Literacy skill development.	...and STUDENTS: <i>Meet or exceed expectations for:</i> <input type="checkbox"/> Oral communication. <input checked="" type="checkbox"/> Written communication. <input type="checkbox"/> Critical thinking. <input type="checkbox"/> Problem solving skills. <input type="checkbox"/> Literacy skills.	...and STUDENTS: <i>Apply literacy skills:</i> <input type="checkbox"/> Across academic content areas. <input type="checkbox"/> To understand complex materials.

Last updated by Veronica Wolken on Feb 24, 2015 12:30 PM

Clicking the check box in the Element column brings up this page where you check off the practices that you feel describe you.

To get a Partially Proficient rating you must have all boxes checked in the Basic and Partially Proficient sections. To get a higher rating you must have all the practices checked in that column plus all the practices checked in the lower rating columns. There may be a button at the bottom of the page labeled "Copy From Last Year". Clicking it will fill in all the boxes based on last year's rating.

Actions Panel

[View Due Dates](#) – Hovering over this text will display the due dates for the various parts of the evaluation process. You will receive a daily e-mail notifying you whenever you are past due on an evaluation part.

[View/Edit/Print My Goals](#) – Clicking here will take you to a page where you can enter your goals, mid-year reflections, year-end reflections, and completion status.

[Print My Self-Evaluation](#) – Clicking here will produce a print out of your self-evaluation. It will be rendered as a PDF document in a separate browser window or tab.

[Print Evaluator's Assessment](#) – Clicking here will produce a print out of your evaluator's assessment. It will be rendered as a PDF document in a separate browser window or tab. This action will not be available if your evaluator has not released your evaluation for you to view.

[E-Mail My Evaluator](#) – Clicking here will take you to a page where you can send an e-mail to your evaluator.

Actions
View Due Dates
View/Edit/Print My Goals
Print My Self-Assessment
Print Evaluator's Assessment
E-Mail My Evaluator

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View/Edit/Print My Goals

	Short Title	Allow View	Edit Goal	Mid-Year Reflection	Year-End Reflection	Completion	Delete
1	Professional Development	No				Partially Accomplished	
2	Student Achievement	No				Awaiting Data	

Your existing goals are listed in alphabetical order by their Short Title. You can revise any part of a goal by clicking on the pencil icon. You can delete a goal by clicking on the trash can icon. You can add a new goal by clicking the Add a Goal button. You can print your goals by clicking the Print My Goals button.

This page is used to enter or revise a goal. The goal must have a Short Title which will be used to reference the goal in other places. The number and instructions for the goal parts varies by District. You must complete the Short Title and all parts of the goal in order for it to be added to your evaluation. Each goal will be hidden from your evaluator until you check the box at the top.

This page is used to enter your Mid-Year Reflection for an existing goal.

This page is used to enter your Year-End Reflection and completion status for an existing goal.

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E-Mail My Evaluator

To: paulf@exmodula.com **Paul Fleming**
From: tcassens@wpsdk12.org **Tina Cassens**
Subject:
Body:

This page is used to e-mail your evaluator.

Student Growth Objectives

Your existing Student Growth Objectives are listed in alphabetical order. You may edit, print, or delete each of them.

Course/Subject	Allow View	Approved	Total Score	Edit SGO	Print	Delete
algebra II	Yes	No	3			

Click the "Add an SGO" button to create a new SGO.

Course/Subject:
Preparedness Groups:
Comma delimited list of preparedness groups. (e.g. Below Average, Average, Above Average)

The SGO itself is a fill-out form that you complete with the help of your evaluator. Once your evaluator has approved the SGO it will appear in your Student Growth Measures panel.