

New Version!

Welcome to eVAL 2.0



The image shows the login interface for eVAL Washington. It features the logo 'eVAL' in white and green, with 'washington' in white below it. Underneath the logo is the text 'An online tool for teacher and principal evaluation'. There are three dropdown menus: 'Aberdeen SD', 'District Accounts', and 'District Viewer'. A green 'Login' button is at the bottom.

*Coming Down
the Home Stretch ...*

*Using eVAL for
Summative Evaluation*

A Teacher's Guide to the Summative Evaluation Process



Instructions for the Teacher

1. Sign in to eVAL and click on the **Summative Evaluation** menu on the left.
2. A blue notification strip will appear above the tabs, notifying the teacher that the final report is still in **DRAFT** mode. The notification also shares what the teacher can expect from the principal.
3. Please read the information in the **Overview** tab; it contains lots of information about the evaluation process! (Please Note: If the principal has not shared any evidence scores or mid-year report data, then only the **Overview** tab will be visible in your screen under the blue notification strip.)

The screenshot shows a blue notification strip at the top with a red callout box '2' containing an exclamation mark icon. The notification text reads: "Final report status: DRAFT. While the report is in Draft, the evaluator may choose to make the Evidence/Scoring and/or Mid-year Report sections available. Once your evaluator has completed the report, an official version will be sent to you for receipt and optional response. At this time the Evidence/Scoring, Mid-year Report, and Final Report sections will be made available." Below the notification is a tab bar with "Overview" selected, highlighted by a red callout box '3'. The text "All changes saved" is visible in the top right. The main heading is "Final Report Submission Overview".

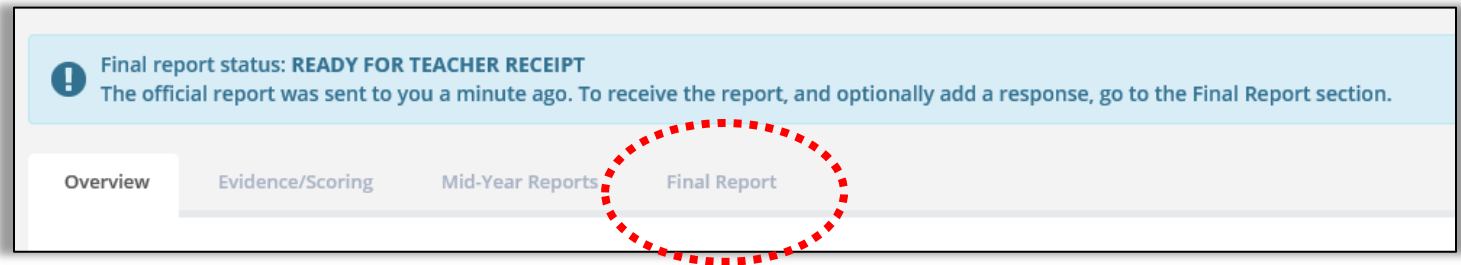
4. There will be an additional tab for any evidence scores or mid-year reports that the principal has shared. In the image below, the principal has shared data from the mid-year report.

The screenshot shows the same notification strip as above. The tab bar now includes "Mid-Year Reports" next to "Overview", highlighted by a red callout box '4'. Below the tabs, the heading "Final Report Submission Overview" is followed by a section titled "Final Report Workflow". The text below reads: "The following diagram shows the high-level steps involved in generating the official version of the final report. The teacher evaluation workflow is used in this example. The same steps apply to the principal evaluation workflow." A diagram shows a flow from "Draft" to "Complete/Locked". A grey box explains: "Override normal workflow. An explanation is required and report is completed without teacher receipt." An arrow points from this box to the "Draft" step. Below the diagram, text states: "Principal sends official version of report to teacher to acknowledge receipt and allow".

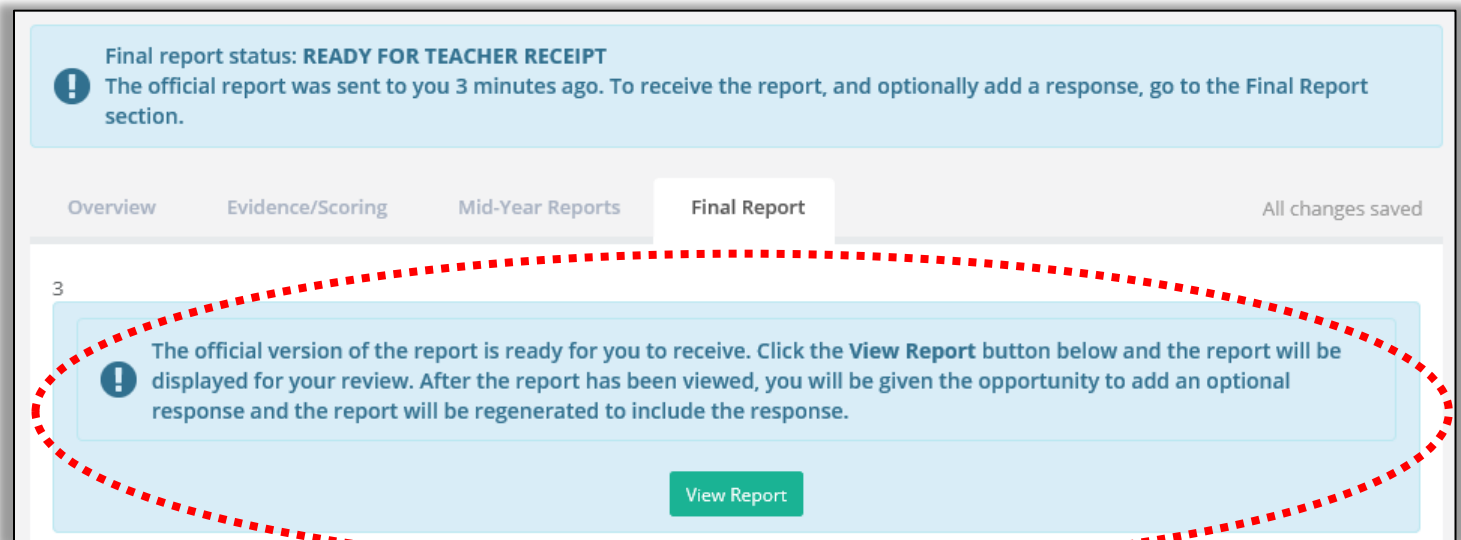
Please note:

There is nothing for you (the teacher) to do if the principal has shared data from the evidence scores or the mid-year report.

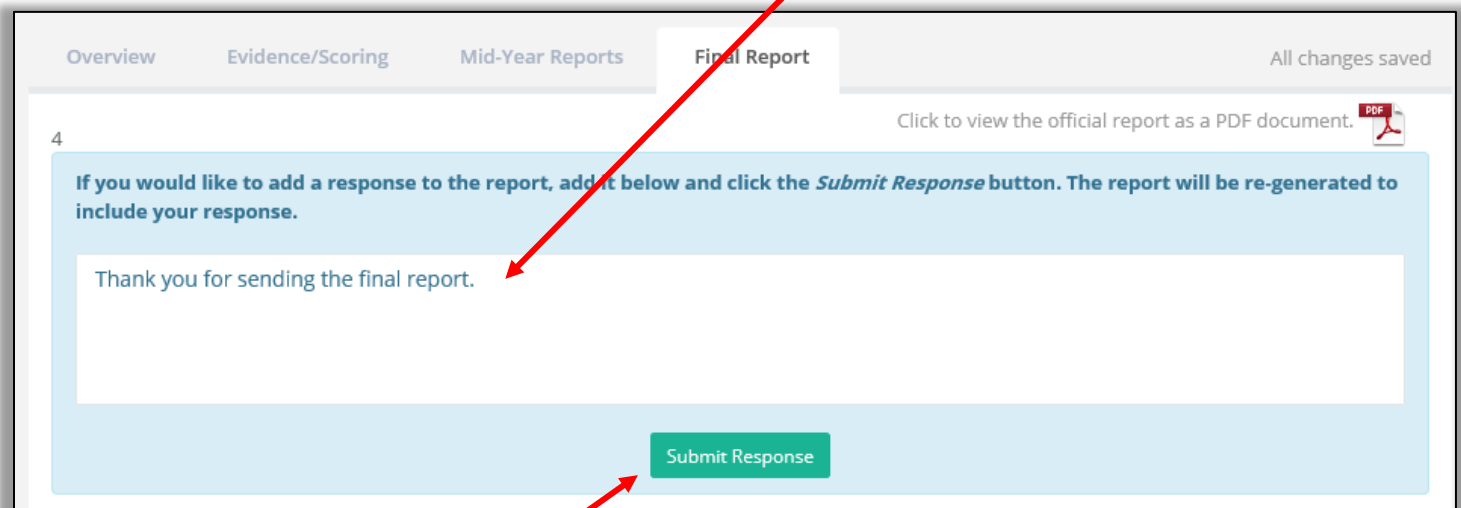
When the principal has sent the **Final Summative Evaluation Report** to you, a **Final Report** tab will be displayed in the **Summative Evaluation** area.



Click on the **Final Report** tab, which will reveal more information and will provide you the opportunity to view the **Final Report**. Read the instructions in the blue notification area under the **Final Report** tab, and click on the green **View Report** button when ready.



Once you view the final report, the report will appear under the blue area, and a PDF version of it will be available in the top right corner, above the blue notification area. Writing a response in the blue area is optional, not required.



If you do add a response, click on the green **Submit Response** button. The report will be updated to include the response, and a PDF of the new final report will appear in the top right corner of the work space area.