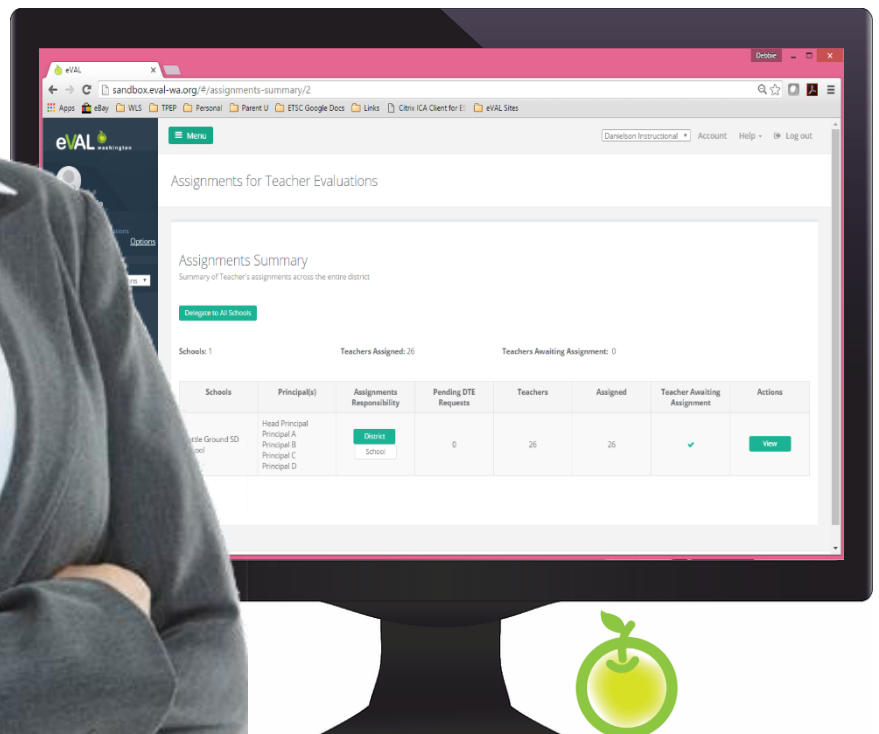# DISTRICT ADMINISTRATOR SETTINGS THAT AFFECT YOUR eVAL WORK

Context:

There are some miscellaneous settings that must be configured in order for the eVAL tool to display (or not display) various features. The configurations are made by your district's **District Administrator of eVAL,** and may depend on several factors: the instructional framework your district has chosen, your union negotiations, your district's work flow and calendar, etc. This document simply displays the settings that the **District Administrator of eVAL** must work through the **Settings** menu as s/he configures eVAL for use.

Please note:

As of November 19, 2016, the District Administrator of eVAL can give the School Administrator and the Principals the right to over-ride the district configurations for the various reports.

Settings in the "General Settings" Tab

General	Observation Report	Student Growth Report	Self-Assessment Report	Summative Evaluation
				All changes saved

General Settings

Optional Modules

Select	Settings	Description
☑	Enable Self-Assessments	Enable the Self-Assessment module within eVAL. If disabled users will not be able to perform self-assessments within eVAL.

Default Framework View

This setting determines the framework that will appear by default in the user's viewing filter within eVAL.

Instructional View   State View

Evidence Collection Settings

Select	Settings	Description
☑	Enable Non-summative Scoring	Enable this setting to display all rubric performance level input throughout the evaluation cycle. If this setting is disabled, all rubric performance level input will only appear on the final Summative Evaluation screen.
☑	Enable Critical Attributes	Enable this setting to allow the user to display the district's Critical Attributes alongside the rubric when evaluating evidence or creating evidence packages.
☑	Enable Critical Attributes for Reference Only	Enable this setting to display the district's Critical Attributes for viewing purposes only when evaluating evidence or creating evidence packages. If this setting is disabled, the user will be able to select and highlight text from the district's Critical Attributes when evaluating evidence or creating evidence packages

Settings in the "Observation Report" Tab

General	**Observation Report**	Student Growth Report	Self-Assessment Report	Summative Evaluat

District settings for official Observation Report

This page allows a district administrator to configure the title and sections that will appear on the official Observation Report.

Observation Report Title

eVal Observation Report

Observation Report Custom Text (displayed at the bottom of the report)

Enter Custom Text

Report Sections/Framework View

Select the sections and framework view that you want to appear on the report.

☐ Allow schools to override district report settings?

Select	Section	Description
☑	Collected Evidence	All evidence that has been collected within the rubric
☑	Packaged Evidence	All evidence packages that have been created from the available evidence
☑	Observation Notes	Observation Notes with coding removed
☑	Signature Block	Signature block at bottom of the report
☑	Pre-Conference	Prompt Responses, Conference Summary Notes
☑	Post-Conference	Prompt Responses, Conference Summary Notes
☑	Instructional View	Show Data through Instructional View (otherwise the State View will be used)

Settings in the "Student Growth Report" Tab

General	Observation Report	**Student Growth Report**	Self-Assessment Report	Summative Evaluation

All changes saved

District settings for Student Growth Goal-setting Report

This page allows a district administrator to configure the title and sections that will appear on the Student Growth Goal-setting Report.

Report Title

eVal Student Growth Goal Setting Report

Student Growth Goal-setting Report Custom Text (displayed at the bottom of the report)

Enter Report Custom Text

Report Sections

Select the sections that you want to appear on the report.

☐ Allow schools to override district report settings?

Select	Section	Description
☑	Collected Evidence	All evidence that has been collected within the rubric
☑	Packaged Evidence	All evidence packages that have been created from the available evidence
☑	Signature Block	Signature block at bottom of the report

Settings in the "Self-Assessment Report" Tab

General   Observation Report   Student Growth Report   **Self-Assessment Report**   Summative Evaluation

All changes saved

District settings for Self-Assessment Report

This page allows a district administrator to configure the title and sections that will appear on the Self-Assessment Report.

Self-Assessment Report Title

eVal Self Assessment Report

Self-Assessment Report Custom Text (displayed at the bottom of the report)

Enter Self-Assessment Report Custom Text

Report Sections

Select the sections and framework view that you want to appear on the report.

☐ Allow schools/evaluators to override district report settings?

Select	Section	Description
☑	Collected Evidence	All evidence that has been collected within the rubric
☑	Packaged Evidence	All evidence packages that have been created from the available evidence
☑	Signature Block	Signature block at bottom of the report
☑	Instructional View	Show Data through Instructional View (otherwise the State View will be used)

Settings in the "Summative Evaluation" Tab

General   Observation Report   Student Growth Report   Self-Assessment Report   **Summative Evaluation**

All changes saved

District settings for the Summative Evaluation

This page allows a district administrator to configure when evaluators can access the Summative Evaluation section and the format of the Final Report.

General Settings

Select	Settings	Description
☐	Criteria Statement of Performance Required	Each criteria on the Summative Evaluation screen has an input field for a summative statement of performance. This setting determines whether the field is required before the Summative Report can be generated.
☐	Evaluator Final Recommendation Required	The Summative Evaluation End of Year Conference screen provides the evaluator with an opportunity to input final recommendations. This setting determines whether the field is required before the Summative Report can be generated.
☐	Next Year's Suggested Evaluation Cycle Required	The Summative Evaluation screen provides the opportunity for the evaluator to suggest the evaluation cycle for the upcoming year. This setting determines whether the field is required before the Summative Report can be generated.

Final Report Title

eVal Final Report

Final Report Custom Text (displayed at the bottom of the report)

Enter Report Custom Text

Report Sections

Select the sections that you want to appear on the report.

☐ Allow schools to override district report settings?

Select	Section	Description
☑	Collected Evidence	All evidence that has been aligned to the rubric
☑	Packaged Evidence	All aligned evidence packages that have been created from the aligned evidence
☑	Signature Block	Signature block at bottom of the report

NEWESD 101

Erik Wolfrum ....ewolfrum@esd101.net............................ 509.789.3551

Tammie Tschrader ....tschrader@esd101.net............................ 509.323.2725

ESD 105

Julie Vavricka.....................................Julie.vavricka@esd105.org 509.454.3101

ESD 112

Debbie Tschirgi...................................debbie.tschirgi@esd112.org 360.952.3392

Capital Region ESD 113

Rich Staley .... rstaley@esd113.org 360.464.6733

Russel Rice.......................................rrice@esd113.org.............................. 360.464.6705

Andrew Hickman ....ahickman@esd113.org............................ 360.464.6891

Olympic ESD 114

Jeff Allen...................................... jallen@oesd.wednet.edu 360.337.5552

Puget Sound ESD 121

Conn McQuinn .... cmcquinn@psesd.org 425.917.7929

ESD 123

Matt Bona .... mbona@esd123.org.............................. 509.544.5753

North Central ESD 171

Pete Phillips...................................... petep@ncesd.org 509.667.7109

Northwest ESD 189

Matt Mihelich...................................mmihelich@swsd.k12.wa.us 360.299.4095

Assistant: Jennifer Longchamps

For technical support and questions, contact:

eVAL@esd113.org ● 360.464.6736

eVAL is provided to Washington State School Districts through a partnership including
Washington Education Association, The Office of the Superintendent of Public Instruction, and Educational Service Districts