New Version!
Welcome to eVAL 2.0
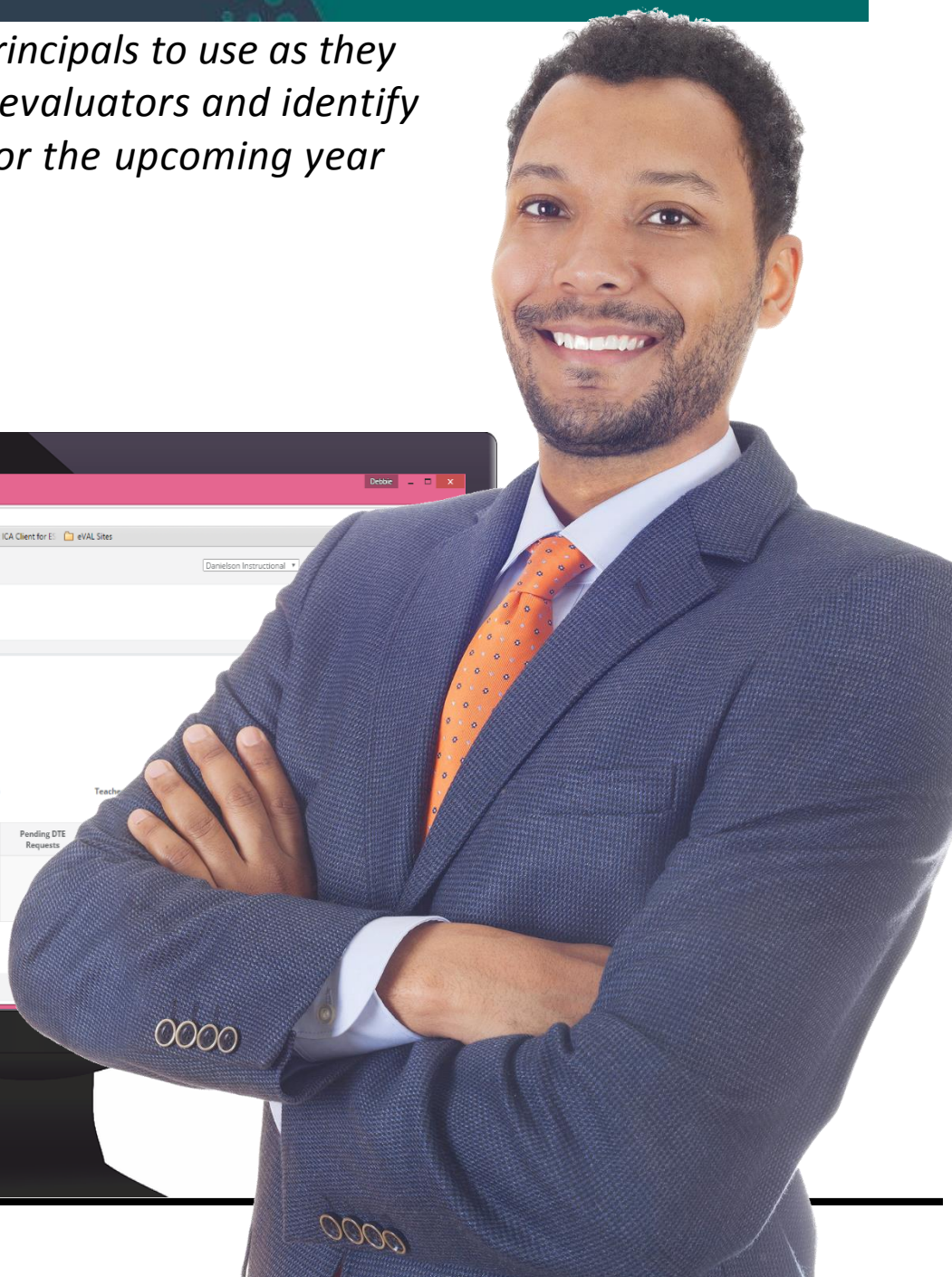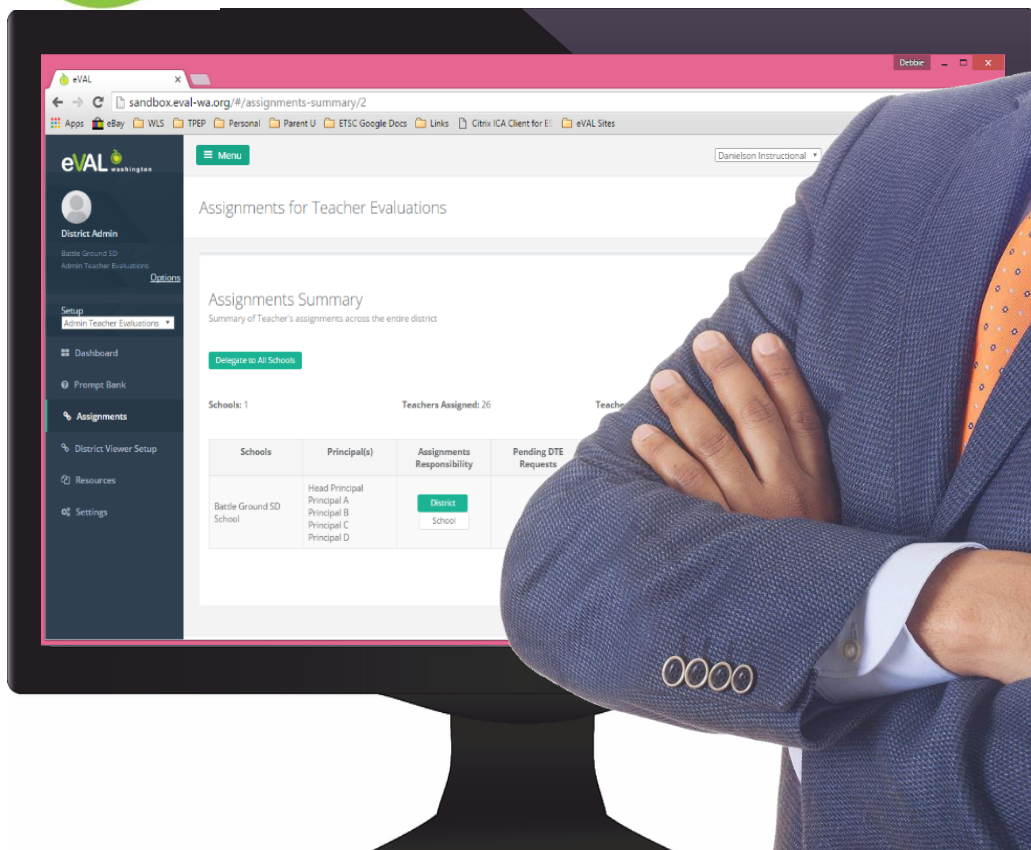
eVAL washington

An online tool
for teacher and
principal evaluation

Setting up teachers for evaluation

A quick-start guide for principals to use as they assign teachers to their evaluators and identify their evaluation cycles for the upcoming year

Background

A principal can assign each teacher to their evaluator and identify their evaluation cycle (comprehensive or focused) for the year. In order for the principal to be able to carry out these tasks, both of the following conditions must be met:

- The District Security Manager must have set up both all principals and teachers in a building correctly in the EDS System and assigned each of them their correct roles ... and ...

- The District Administrator of eVAL must have delegated the responsibility of **Assignments** to the **School** level so that the principal can carry out the assignments of each teacher's evaluator and their evaluation cycle.

Instructions

1. Login to eVAL. Click on the **Options** link that is located toward the top of the gray vertical menu bar.
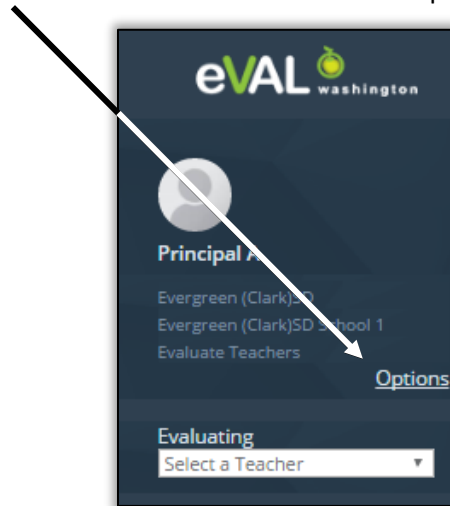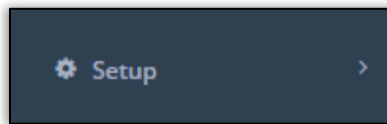

2. In the space that appears to the right, make sure that the **Work Area** says **Evaluate Teachers.** If it doesn't, use the small triangle in the pull-down menu for the white field, and choose **Evaluate Teachers.**
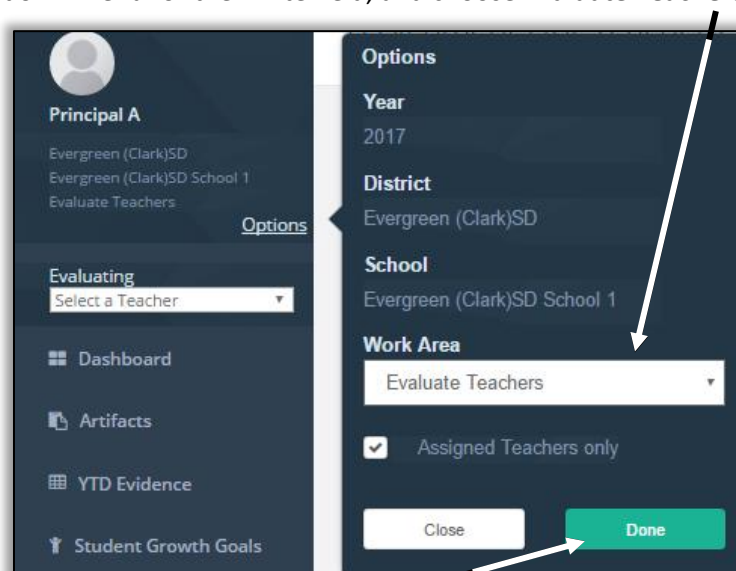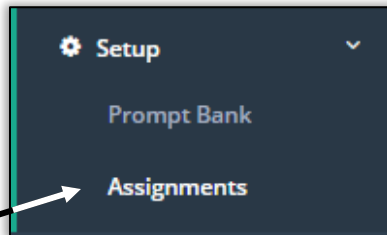

Then click on the green **Done** button.

3. Click on the **Setup** menu item in the gray vertical menu bar. It will be the next-to-the-last menu item listed.

4. The **Setup** menu will expand and a green marker will appear to the left of the **Setup** menu, indicating that menu is now the active menu. In addition, two sub-menus will appear: **Prompts** and **Assignments.**

5. Click on the **Assignments** sub-menu. The large white workspace for teacher assignments will appear on the right, and will display a table of information for all of the teachers assigned to that school.

Assignments for Evergreen (Clark)SD School 1

This page lets you select the Evaluation cycle and the Evaluator for the Teachers in your district.

Teacher Assignments

Teachers: 26
Assigned: 26
Awaiting Assignment: 0

☐ Hide Teachers with completed assignments

Teacher	Last Year Evaluation Type	Suggested Evaluation Type	Evaluation Type	Evaluator	Ready
Teacher A	N/A	N/A	Comprehensive ▾	Principal A ▾	✔
Teacher B	N/A	N/A	Comprehensive ▾	Principal A ▾	✔
Teacher C	N/A	N/A	Comprehensive ▾	Principal A ▾	✔

6. For each teacher, find the drop-down menu in the **Evaluator** column, and select that teacher's evaluator.

Evaluation Type	Evaluator	Ready
Comprehensive ▾	Principal A ▾	✔
Comprehensive ▾	-- Select an Evaluator -- Head Principal Principal A	✔
Comprehensive ▾	Principal B Principal C	✔
Comprehensive ▾	Principal D	✔

7. To set the type of evaluation for a teacher, find that teacher's name in the list, and use the pull-down menu in the **Evaluation Type** column to make your selection.

Teacher	Last Year Evaluation Type	Suggested Evaluation Type	Evaluation Type	Evaluator	Ready
Teacher A	N/A	N/A	Not Set ▾ Not Set Comprehensive Focused	Principal C ▾	
Teacher B	N/A	N/A	Comprehensive ▾	Principal A ▾	✔
Teacher C	N/A	N/A	Comprehensive ▾	Principal A ▾	✔

8. If you selected **Comprehensive** in Step #7, you're done with the task of setting that teacher's type of evaluation for the year. However, if you select **Focused** in Step #4 above, the following screen will appear, and there is more to do:

Select Focused Evaluation Criteria

Select Focus Criteria:

Select a Focus Criteria ▾

Cancel Save

a. All teachers on a **focused** plan must choose a student growth goal (C3, C6 or C8). If their focused plan is limited one of those three criteria, use the drop down menu to select the pertinent goal, and click on the **Save** button.

Select Focused Evaluation Criteria

Select Focus Criteria:

C3 ▾

Cancel Save

b. However, if a teacher has an additional focus for evaluation, select it first, and then select C3, C6 or C8. See below:

Select Focused Evaluation Criteria

Select Focus Criteria:

C7 ▾

Select Student Growth Criteria:

C3 ▾

Cancel Save

Then click on the **Save** button.

9. You will return to the **Assignments** workspace. The teacher's evaluation type will be displayed. Use the **Edit** button if needed.

Teacher	Last Year Evaluation Type	Suggested Evaluation Type	Evaluation Type	Evaluator	Ready
Teacher A	N/A	N/A	Focused ▾ Focus:C7 Student Growth:C3 ✎	Principal C ▾	✔
Teacher B	N/A	N/A	Comprehensive ▾	Principal A ▾	✔