New Version!
Welcome to eVAL 2.0
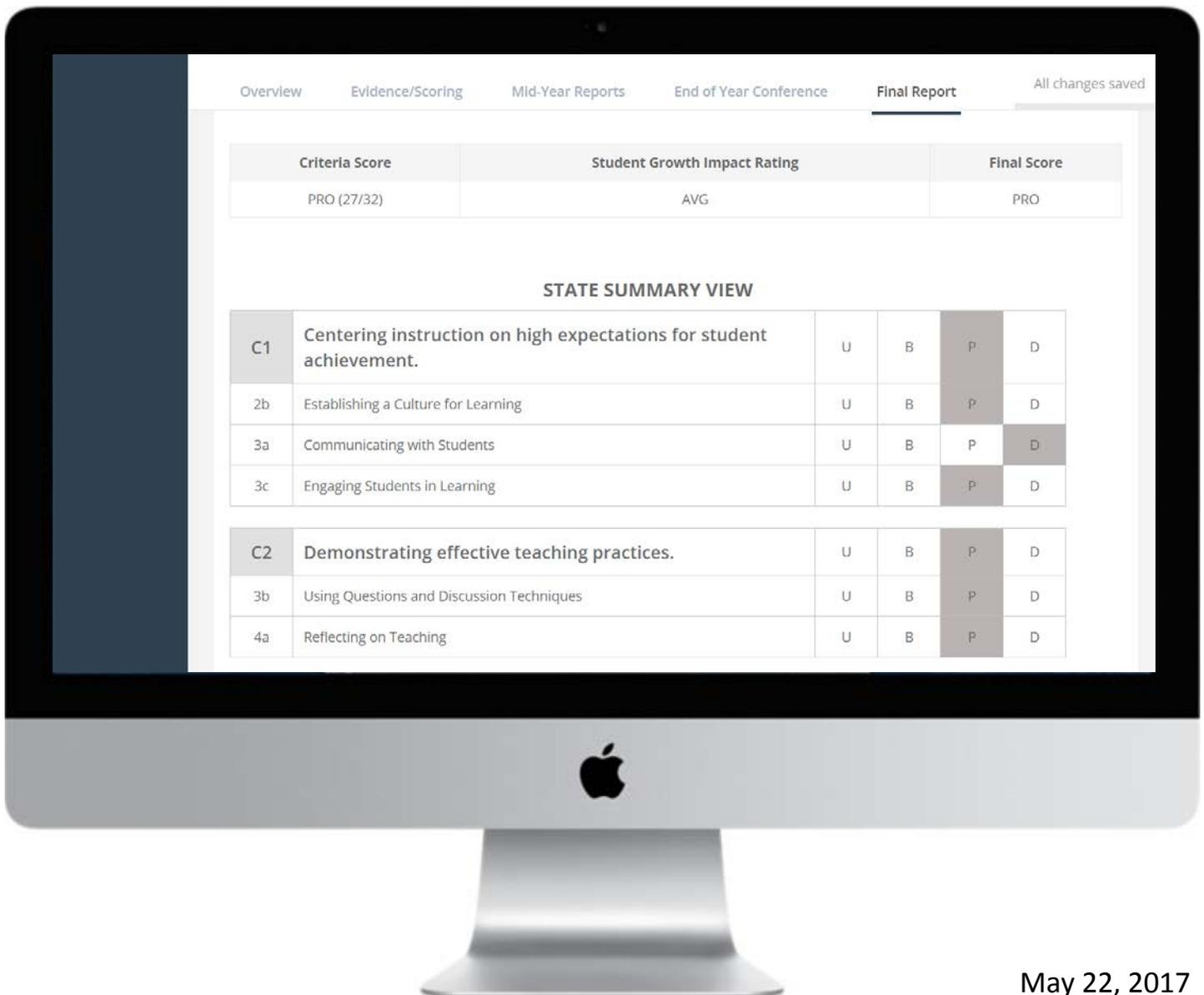
eVAL washington

An online tool for teacher and principal evaluation

Aberdeen SD ▼

District Accounts ▼

District Viewer ▼

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Generating a Final Summative Report Without Scoring Evidence

Instructions for the Principal who has scored evidence manually, but wishes to use eVAL to store the teachers' final summative scores and report

Overview	Evidence/Scoring	Mid-Year Reports	End of Year Conference	Final Report	All changes saved

Criteria Score	Student Growth Impact Rating	Final Score
PRO (27/32)	AVG	PRO

STATE SUMMARY VIEW

|					
C1	Centering instruction on high expectations for student achievement.	U	B	P	D
2b	Establishing a Culture for Learning	U	B	P	D
3a	Communicating with Students	U	B	P	D
3c	Engaging Students in Learning	U	B	P	D
C2	Demonstrating effective teaching practices.	U	B	P	D
3b	Using Questions and Discussion Techniques	U	B	P	D
4a	Reflecting on Teaching	U	B	P	D

May 22, 2017

Background

There may be times when a Principal has conducted the entire evaluation and scored evidence without the use of the eVAL tool, yet still wants to use eVAL to store the scores and archive the final summative reports for their assigned teachers. This short tutorial will demonstrate the steps to complete this task.

Preliminary Task for the District Administrator of eVAL

Please Note:
A principal that has not used eVAL for any part of the evaluation process up this point will not want to print out all of the sections of the Final Report that are available. For example, there will be no need to print out the sections called **Collected Evidence** or **Packaged Evidence.** Those sections will automatically be included in the report (and will make the report very long) unless the **District Administrator of eVAL** (the eVAL manager for the district) allows the principal to over-ride the district's settings. Here's how the District Administrator does that.

1. Sign into eVAL, and choose the **Settings** menu on the left.
2. Click on the **Summative Evaluation** tab at the top.
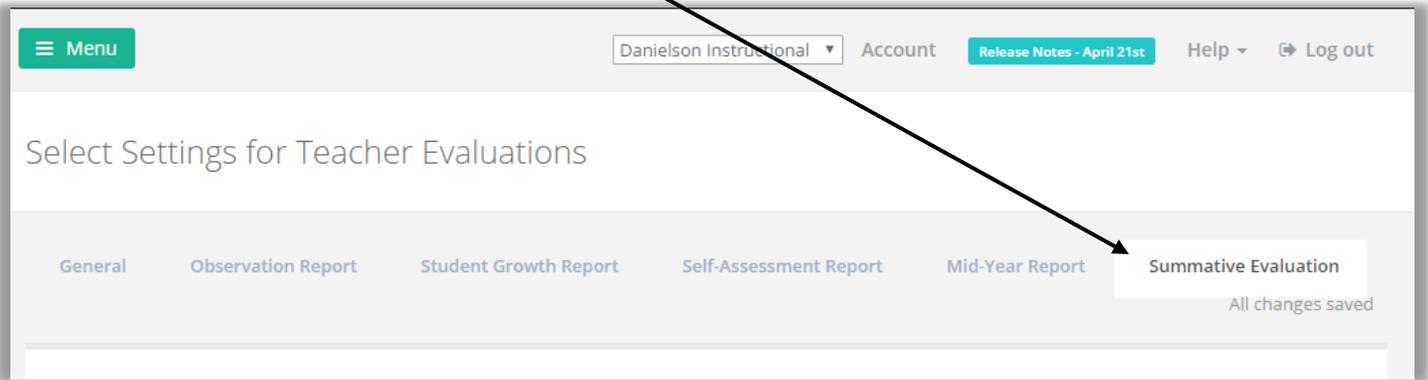
3. Find the section called **Report Sections** at the bottom of the page, and insert a checkmark to allow the school principals to over-ride (select) the sections that will or will not be included in the teachers' final summative reports.
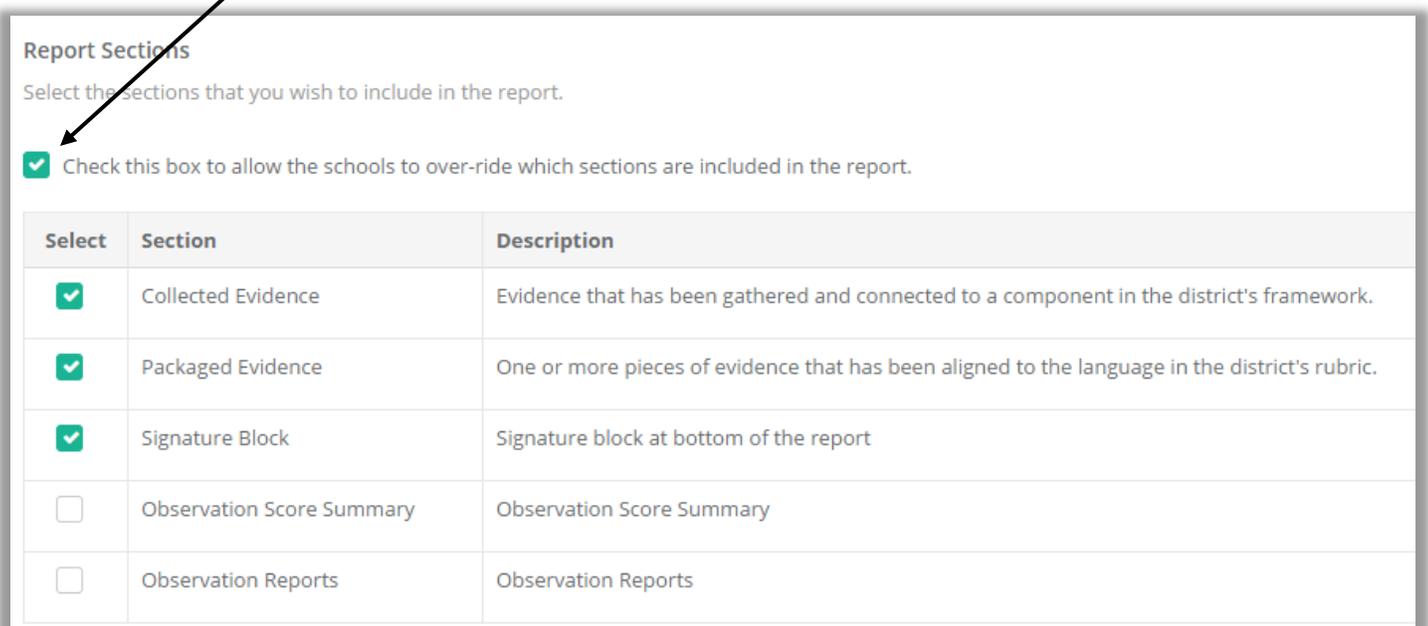
Steps for the Principal to Take

PLEASE TAKE NOTE: Do **NOT** carry out these these instructions until you are sure that you are ready to enter the FINAL summative scores for the teacher and generate the report. Once you follow these instructions to the end, the report will be locked, and further changes are virtually impossible.

1. Sign in to eVAL and select the pertinent teacher being evaluated.
2. Click on the **Summative Evaluation** menu on the left.
3. A blue notification strip will appear above the tabs, notifying the Principal that the final report is still in **DRAFT** mode. The notification also shares some additional information for the principal.
4. Please read the information in the **Overview** tab; it contains lots of information about the evaluation proccess.

5. Click on the **Final Report** tab. (See the screen snap at the top of the next page.)

6. If eVAL hasn't been used for any of the evaluation process, you will see a blue section that lists the items that need to be resolved. To resolve them, you will need to manually score the **components** of your district's instructional framework, and the **state's criteria**. (See the screen snap at the top of the next page.)

7. To resolve the missing elements of eVAL so you can print and store the final report, you will need to click on the **Evidence/Scoring** tab. (See the screen snap at the top of the next page.)

Final Report

Comprehensive: C1-C8
Teacher C

Final report status: DRAFT
Once you have meet all the requirements, and have completed your final review, you are ready to send the official report to the teacher for final receipt and optional response. When the report is in Draft, the evaluator can choose to share the Evidence/Scoring and/or Mid-year Reports sections, prior to sending the report. Once the report is sent, the Evidence/Scoring, Mid-year Reports and Final Report sections will be visible to the teacher. To see the status of the tasks necessary to prepare the report, see the Final Report section.

[7] Ove... | Evidence/Scoring | Mid-Year Reports | End of Year Confe... | **[5]** | **Final Report** | All changes saved | Share Sections during Draft

⚙ Show Report Settings | Create Draft PDF

Before the report can be sent to the teacher, the following issues must be resolved either by supplying the missing information or entering an override option.

Issue	Details	**[6]** Section
Missing Criteria Scores	C1, C2, C3, C4, C5, C6, C7, C8	Evidence/Scoring
Missing Student Growth Scores	SG 3.1, SG 3.2, SG 6.1, SG 6.2, SG 8.1	Evidence/Scoring in Student Growth or Summative Evaluation

8. You will use the **Rubric Navigator** on the right to take you through the steps of manually entering the scores for the instructional framework components, and/or the state criteria.

9. You will see the state's eight evaluation criteria in the **Rubric Navigator** area. Clicking on one of the black eight criteria will reveal its components from the instructional framework.

10. Click on the **Performance** button in the top right corner of the **Rubric Navigator** to track the manual entry of scores for the components and the criteria.

Rubric Navigator — Evidence | Performance

☐ Evidence Only

C1	Centering instruction on high expectations for student achievement.	U B P D
2b	Establishing a Culture for Learning	U B P D
3a	Communicating with Students	U B P D
3c	Engaging Students in Learning	U B P D
C2	Demonstrating effective teaching practices.	U B P D
C3	Recognizing individual student learning needs and developing strategies to address those needs.	U B P D
C4	Providing clear and intentional focus on subject matter content and curriculum.	U B P D
C5	Fostering and managing a safe, positive learning environment.	U B P D
C6	Using multiple student data elements to modify instruction and improve student learning.	U B P D
C7	Communicating and collaborating with parents and the school community.	U B P D
C8	Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.	U B P D

11. In the **Rubric Navigator,** click on a component for one of the state's criteria. A green border will appear around that component.

12. Give that component a score in the score bar. The score will be displayed in the **Rubric Navigator.**

13. Repeat **Steps 11-12** for each component for that **Criterion.** Take note of the collection of scores entered so far in the **Rubric Navigator.**


14. When all of the component scores have been entered for a criterion, click on the criterion itself in the **Rubric Navigator.** Use the score bar to score that criterion. **Criteria Scores are required for the final report.**

15. Repeat **Steps 11-15** for each criterion in the **Rubric Navigator.**

16. Click on the **Final Report** tab. If all of the components and criteria have been scored in the **Evidence/Scoring** tab, the blue notification area will now indicate that the report is ready to send to the teacher. **DO NOT CLICK THE GREEN BUTTON THAT SAYS "SEND FINAL REPORT TO TEACHER."**
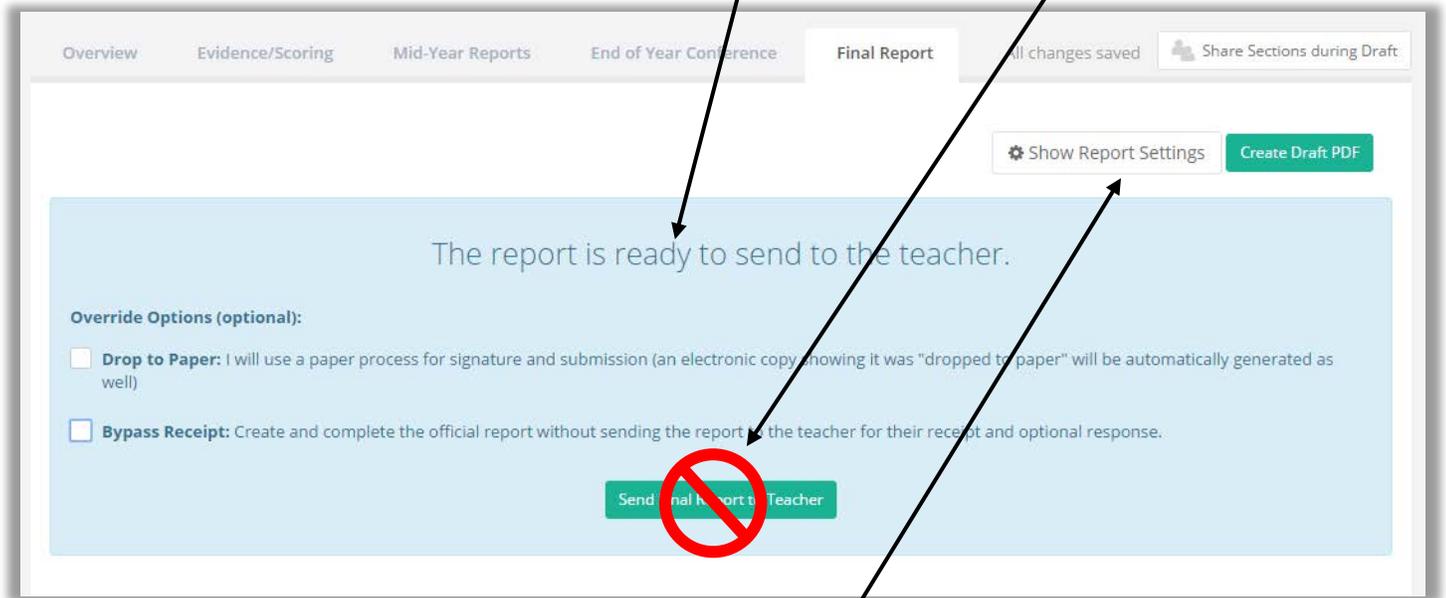
17. Click on the button toward the top right corner called **Show Report Settings.**

18. The settings that the **District Administrator of eVAL** configured for the Final Summative Reports will be displayed. If you are only using eVAL to create and store the Final Summative Report, you will not have any **Collected Evidence** or **Packaged Evidence** stored in eVAL. Remove those two checkmarks from your settings. If you want the Final Report to include a **Signature Block,** keep that checkbox marked; otherwise, remove the checkmark from it.

19. You won't have any **Observation Scores** or **Observation Reports** stored in eVAL for this teacher, so make sure that those checkboxes are de-selected, too. If additional options are displayed, select or de-select the ones that will get your desired results.

20. Move down the page, past the section on **Observations.** Since you did not use eVAL to conduct any observation activity, eVAL won't have any observation data to include in the report, and the screen will indicate that.

21. You will find another blue notification box further down the page that says the report is ready to send to the teacher. (**Please note: You are not going to actually send this report to the teacher through eVAL.**) Click in the checkbox by **Bypass Receipt,** and a long horizontal text box will appear, requiring you to explain why you are not sending the report to the teacher through eVAL. Type your reason in the text box, and then click on the green button that says **Send Final Report to Teacher.**

The report is ready to send to the teacher.

Override Options (optional):

☐ **Drop to Paper:** I will use a paper process for signature and submission (an electronic copy showing it was "dropped to paper" will be automatically generated as well)

☑ **Bypass Receipt:** Create and complete the official report without sending the report to the teacher for their receipt and optional response.

The scores have already been shared (or will be shared) with the teacher. eVAL is only being used to generate and archive the final summative report.

Send Final Report to Teacher

Please Note: Clicking on the green button that says **Send Final Report to Teacher** does not actually send the report to the teacher, because you bypassed that option when you carried out **Step #21** above. However, it does lock it from further changes!

22. The final report will be generated and will be displayed on your screen. The screen snap below only shows a small portion of the online version of the report. You can click on the **PDF** version of the report to download and print it.

> ⓘ **Final report status: COMPLETE/LOCKED (By-passed Teacher Receipt)**
> The official report was completed a few seconds ago. If you need to modify the official report, both you and the teacher must agree to unlock the report. You can request that the report be unlocked by clicking the **Request Unlock** button. If the request is approved by the teacher, the final report will return to DRAFT status.
>
> Request Unlock

Overview   Evidence/Scoring   Mid-Year Reports   End of Year Conference   Final Report   All changes saved

⚙ Show Report Settings

Click to view the official report as a PDF document. 📄

eVal Final Report

Battle Ground SD 2016 - 2017

Teacher C , Battle Ground SD School 1

Sample of a final summative report that has been generated only for the purpose of archiving the report in eVAL.

eVal Final Report

Battle Ground SD 2016 - 2017

Teacher C , Battle Ground SD School 1

Current Year Evaluation Cycle: Comprehensive: **C1-C8**

Proposed Evaluation Cycle for Next Year: N/A

Report Date: May 19, 2017

Evaluator: Principal A

Teacher: Teacher C

Evaluator Override	Explanation
Bypass Receipt	The scores have already been shared (or will be shared) with the teacher. eVAL is only being used to generate and archive the final summative report.

Criteria Score	Student Growth Impact Rating	Final Score
PRO (27/32)	AVG	PRO

C1	Centering instruction on high expectations for student achievement.	U	B	P	**D**
2b	Establishing a Culture for Learning	U	B	**P**	D
3a	Communicating with Students	U	B	P	**D**
3c	Engaging Students in Learning	U	B	P	**D**

C2	Demonstrating effective teaching practices.	U	B	P	**D**
3b	Using Questions and Discussion Techniques	U	B	P	**D**
4a	Reflecting on Teaching	U	B	P	**D**

C3	Recognizing individual student learning needs and developing strategies to address those needs.	U	B	**P**	D
1b	Demonstrating Knowledge of Students	U	B	**P**	D
3e	Demonstrating Flexibility and Responsiveness	U	**B**	P	D
SG 3.1	Establish Student Growth Goal(s)	U	B	P	**D**
SG 3.2	Achievement of Student Growth Goal(s)	U	B	**P**	D

C4	Providing clear and intentional focus on subject matter content and curriculum.	U	B	**P**	D
1a	Demonstrating Knowledge of Content and Pedagogy	U	B	**P**	D
1c	Setting Instructional Outcomes	U	B	P	**D**
1d	Demonstrating Knowledge of Resources	U	B	**P**	D
1e	Designing Coherent Instruction	U	B	**P**	D

C5	Fostering and managing a safe, positive learning environment.	U	B	**P**	D
2a	Creating an Environment of Respect and Rapport	U	B	P	**D**
2c	Managing Classroom Procedures	U	B	**P**	D
2d	Managing Student Behavior	U	B	**P**	D
2e	Organizing Physical Space	U	**B**	P	D

C6	Using multiple student data elements to modify instruction and improve student learning.	U	B	P	D
1f	Designing Student Assessments	U	B	P	D
3d	Using Assessment in Instruction	U	B	P	D
4b	Maintaining Accurate Records	U	B	P	D
SG 6.1	Establish Student Growth Goal(s)	U	B	P	D
SG 6.2	Achievement of Student Growth Goal(s)	U	B	P	D

C7	Communicating and collaborating with parents and the school community.	U	B	P	D
4c	Communicating with Families	U	B	P	D

C8	Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.	U	B	P	D
4d	Participating in a Professional Community	U	B	P	D
4e	Growing and Developing Professionally	U	B	P	D
4f	Showing Professionalism	U	B	P	D
SG 8.1	Establish Team Student Growth Goal(s)	U	B	P	D

FINAL REPORT SIGNATURES

Evaluator Signature: _____ Date:_____

Teacher Signature: _____ Date:_____