

## EvaluWise Update 1.7.3

**EvaluWise Administrator can change the Evaluator on an Evaluation:** This new feature will allow the EvaluWise Administrator to click on the Evaluation and then edit or change who the Evaluator is for an evaluation.

To change the Evaluator name Click on the specific evaluation from the Evaluator tab.

Once in the evaluation under the Teachers name and evaluation type, click the pencil next to the Evaluator name. (See Figure 1)



Figure 1

It will bring up a list of evaluators, select the evaluator you would like to change the evaluation to. (See Figure 2)

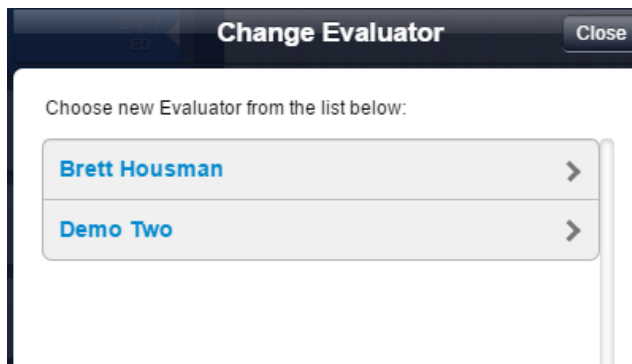
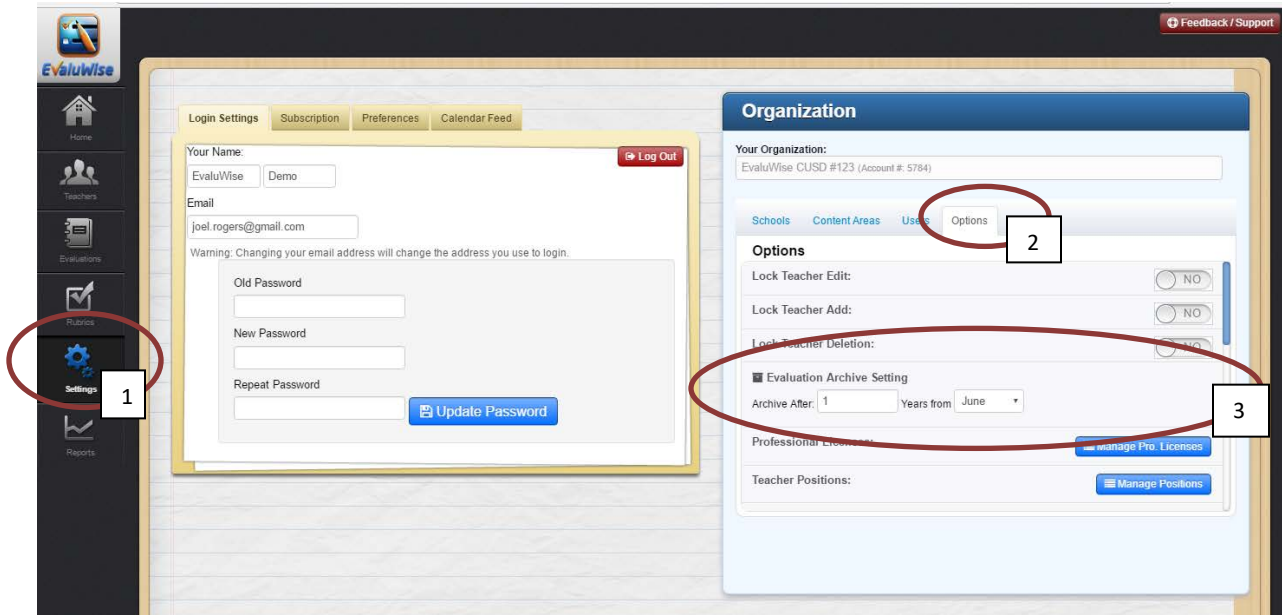


Figure 2

**Set District Archive Settings:** The EvaluWise Administrator now has the ability to set the Evaluation archive setting for the district by number of years and starting month.

Click on the (1) Settings Tab – Under Organization – click on the (2) Options Tab. You will see (3) Evaluation Archive Setting. You can select the amount of years and starting month – the Default is 1 year.



**Evaluator Filters for Evaluations:** The evaluator now has the ability to filter the evaluations. (See Figure 3)

Click on the Evaluations Tab – Below the Search bar you will see the following options to filter your evaluations.

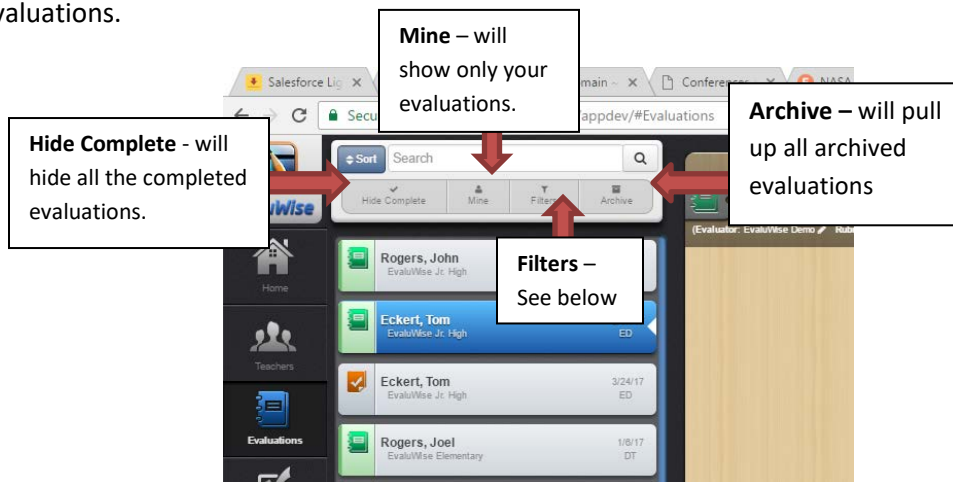


Figure 3

**Filter Options:** You can now filter on Evaluation Type and/or Date Range (See Figure 4)

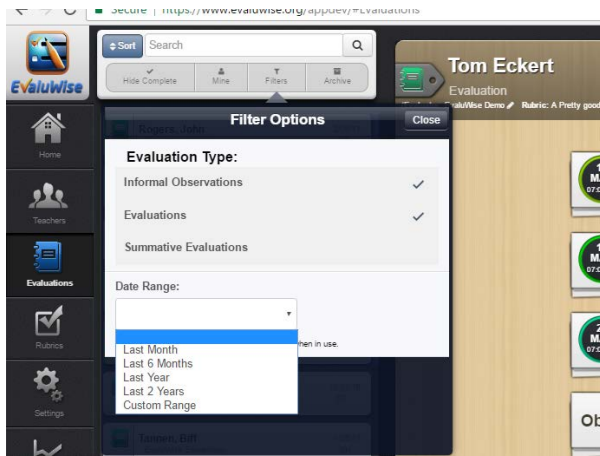


Figure 4

**Teacher Evaluation Filters:** On the Teacher Dashboard the Teachers will see only the evaluations based on archive settings set by the EvaluWise Administrator. They now have an option to view any of the archived evaluations and also the ability to hide any of the completed evaluations. (See Figure 5)

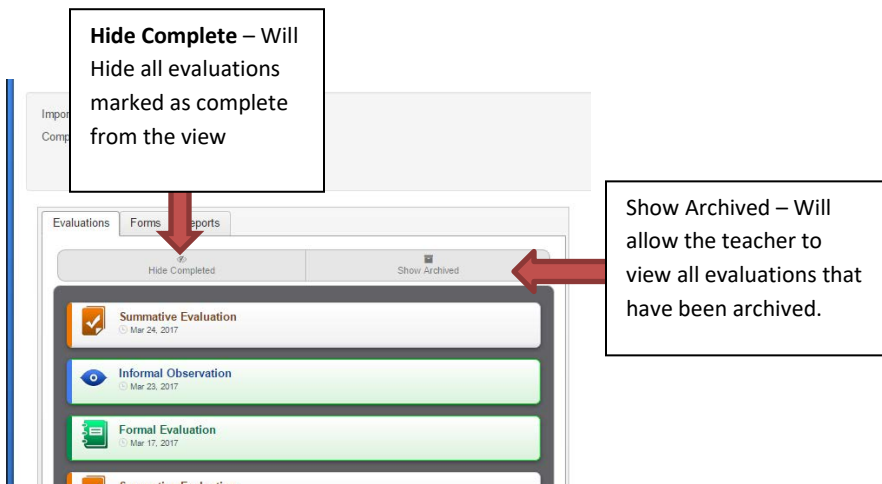


Figure 5

**Teacher Goals/Notes Area:** This feature allows the Evaluator to set a goal or note for the teacher to view on the teacher dashboard.

The EvaluWise Administrator has the option to update the settings on Teacher Goals/Notes for the district.

Click on the (1) Settings Tab – Under Organization – click on the (2) Options Tab. Scroll down to the last option (3) Teacher Goals/Notes Options. You can select a custom label and if you want it to show on Informal Evaluations, Formal evaluations and or Summative Evaluations. (See Figure 6)

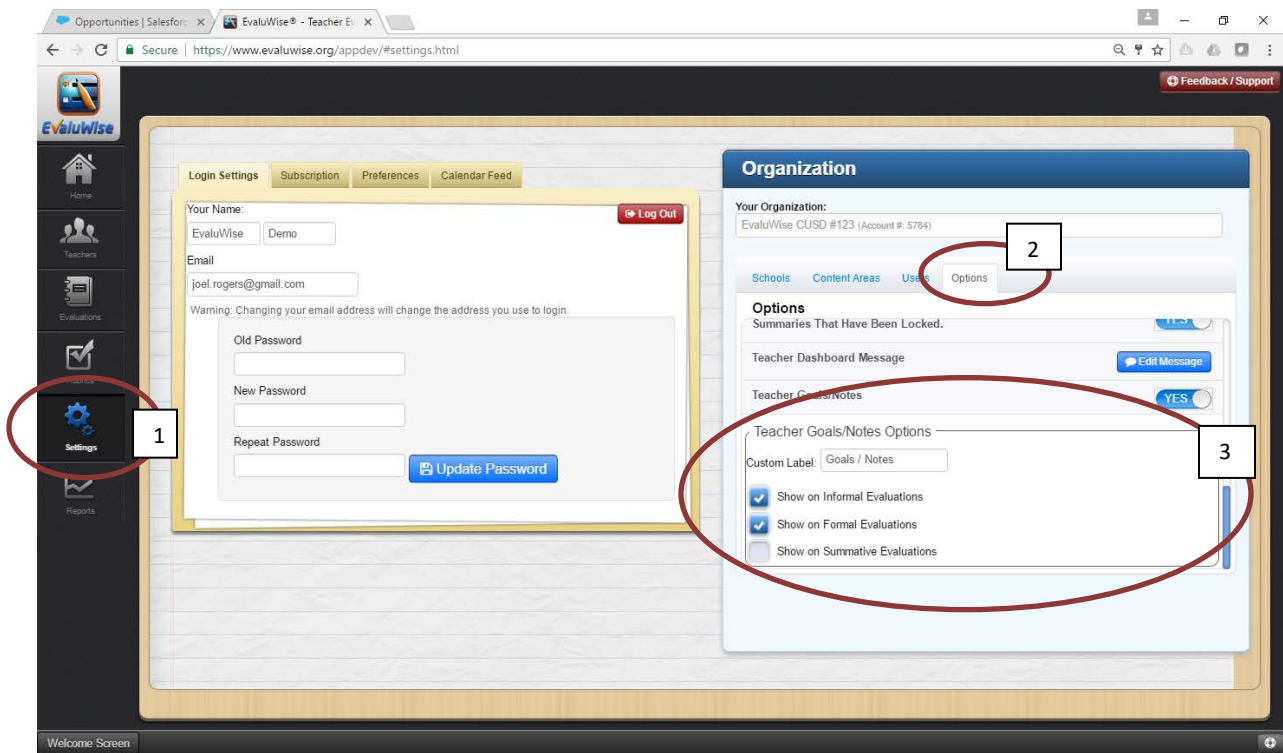


Figure 6

To add or edit a Teacher note click on the Teacher Profile – at the very bottom of the profile you will see a yellow note- click on the pencil to edit. (See Figure7) This will also appear on evaluations if this has been setup for your district.



Figure 7

View of the Goals/Notes form the Teacher Profile (See Figure 8)

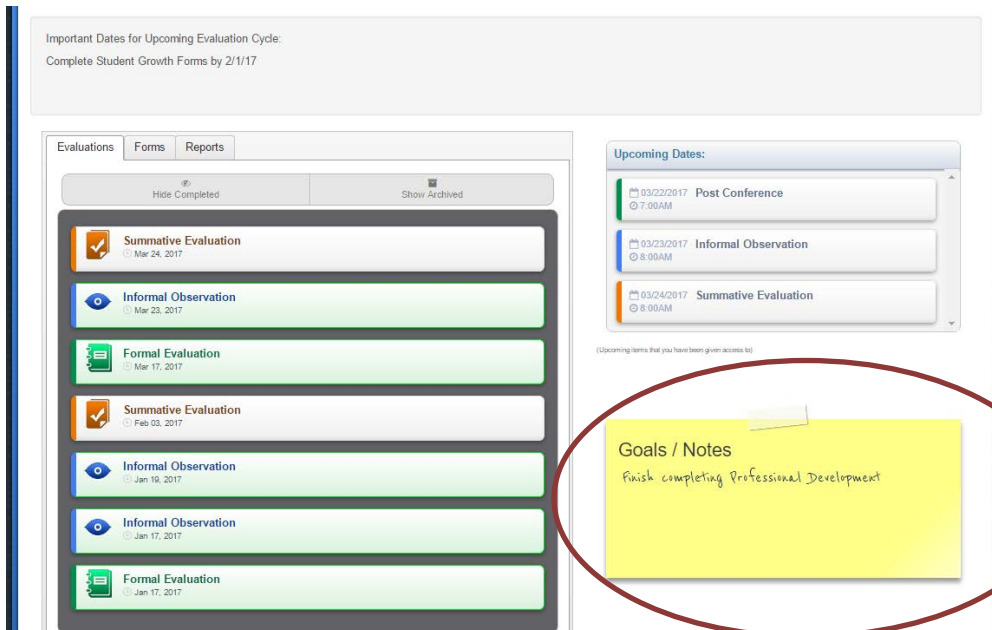


Figure 8

**New Summary View for Observation/Evaluation Scripting and Artifacts:** There is now an option when you are viewing the scripting and artifacts that will provide you with a view of each component or second level and the script or artifact currently paired to it.

Select the Script in an evaluation or click on the artifacts, once in the scripting or in the artifacts click on the “Summary” button to view the script by component or 2<sup>nd</sup> level. (See Figure 9)



Figure 9

Summary View (See Figure 10)

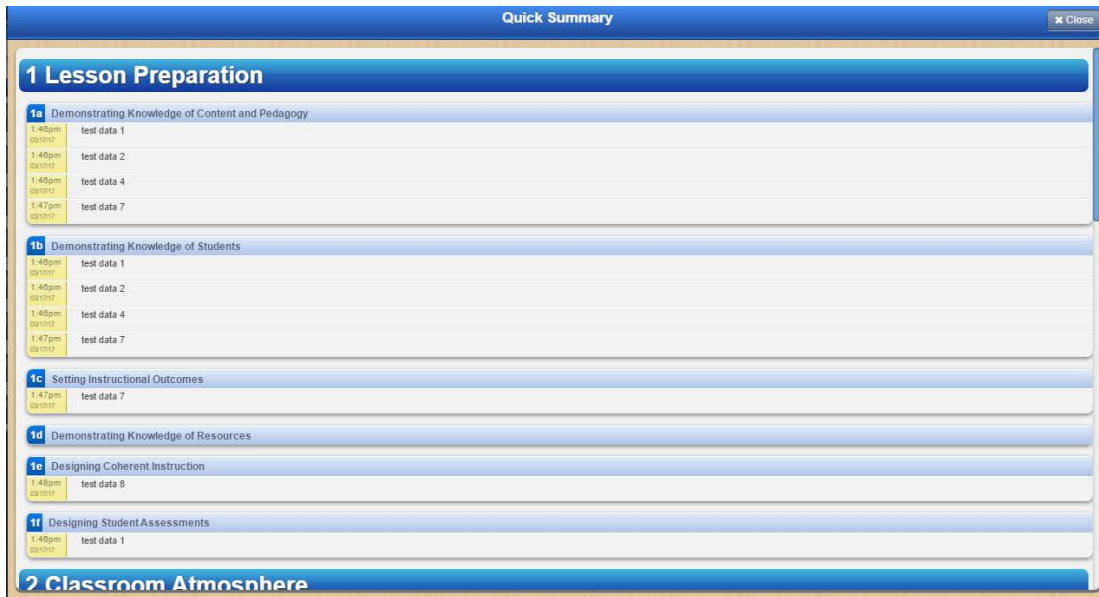


Figure 10

**New Report – Level 2 Performance Counts:** This new report will provide rating counts filtered by school in addition to 2<sup>nd</sup> level (component). You can click on the bar to get a list of teachers that received that rating in that level or component.

Click on the Reports Tab and Select – Level 2 Performance Counts – You can filter by Rubric, school or all schools and date range. (See Figure 11)

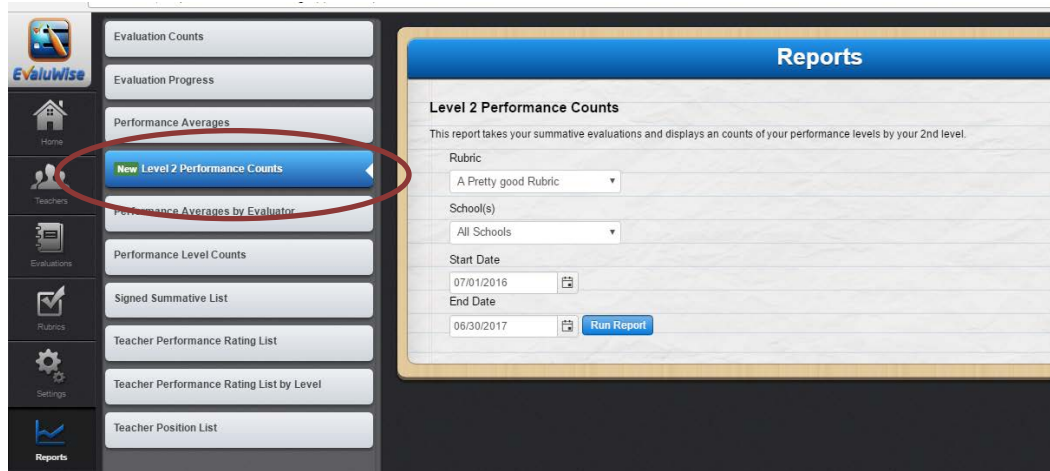


Figure 11

Once in the Report you can click on the School and it will provide you with a list of teachers that received that rating. (See Figure 12)

### Report | Average Performance Ratings by Component

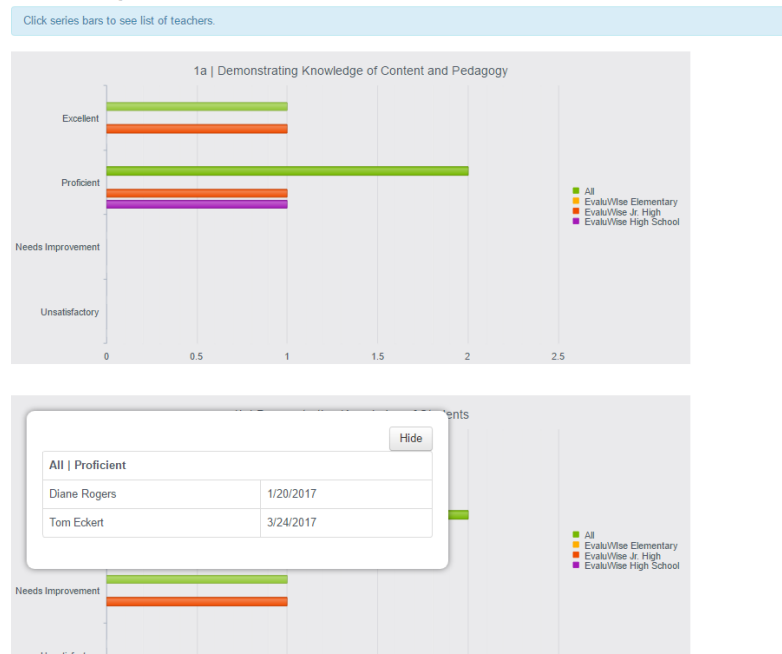


Figure 12