

## Link Evaluations (formal and informal) to a Summative Evaluation:

You now have the ability to link all evaluations or review what evaluations are linked to a summative evaluation after the summative evaluation has been created. This new feature is located in the Summative Evaluation in the upper right hand corner, it is a button called **Linked Evals (Figure 1)**.

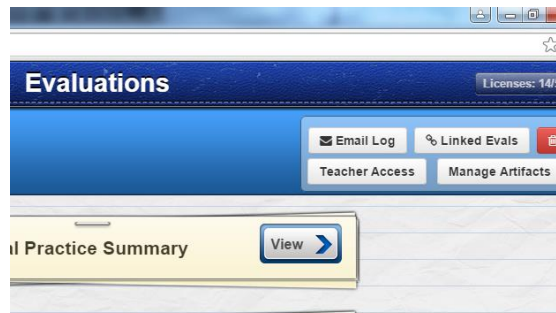


Figure 1

When you click on the Linked Evals button you will have a listing of all evaluations and informal observations that have been linked to the summative evaluation Figure 2. It will also list other evaluations and informal observations that have not been linked to summative evaluation.

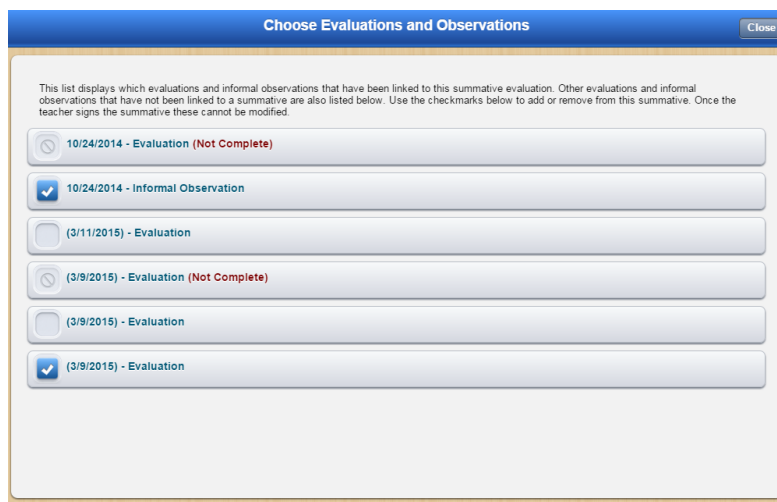


Figure 2

- If there is a check mark next to the evaluation the evaluation has been linked to that summative
- If there is not a check mark then it is not linked and you have the option to select it to be linked to that summative

- If the informal evaluation has not been marked as complete then you will not have the option to select this evaluation until you go back into that evaluation and mark it as complete.

Once the Summative Evaluation has been signed by the teacher and administrator, the summative evaluation becomes locked and you cannot modify or link any additional evaluations or informal observations to that Summative Evaluation Figure 3.

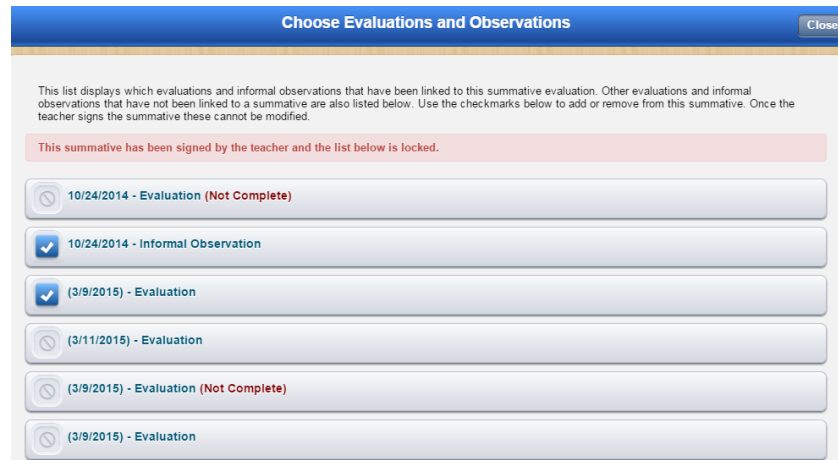


Figure 3

