

## **Manage Teachers**

**Manage Teachers Gear Button** - Click on the Teachers Tab and in the bottom right hand corner click on the gear button. You will get three options – Manage Teachers – Import Teacher and Export Teacher. Click Manage Teachers. (See Figure 4)

	Search .	٩	Home	Teachers
EvaluWise	Bryant, Ken EvaluWise Elementary District	<b>@</b>		Add Teacher
Home	Collins, Drew EvaluWise Elementary District			
Teachers	Dell, Mitch EvaluWise Elementary District	02 04	1000	Recent Teachers Russell, Anthony enszerz EvaluWise Elementary District
Evaluations	Krell, Amy EvaluWise Elementary District			Bryant, Ken erszorz EvaluWise Elementary District
Evaluations	Madon, Bill EvaluWise Elementary District			Collins, Drew #152017 EvaluWise Elementary District
Rubrics	Powell, Nicole EvaluWise Elementary District			Srell, Amy erszerz EvaluWise Elementary District
Settings	Russell, Anthony EvaluWise Elementary District		-	eacher, test 4/192017 EvaluMise Elementary District Options Close Stone, Mindy 4/192017 EvaluMise Elementary District
Reports	Sandler, Amy EvaluWise Elementary District		-	Score, wintry 419/047 Evaluate Elementary District  Manage Teachers Sandler, Amy 317/2017 Evaluation Elementary District Limport Teachers
Demo	Shelton, Cindy EvaluWise Elementary District			Madon, Bill 3172017 EvaluMise Elementary District
Demo	Stone, Mindy EvaluWise Elementary District			
<b>Q</b> Pa		0/2 0/4	r + Add Fo	m l
Figure 1	fresh Teachers 11 Teachers in list	+ Add Teache	+ Add Fo	

The Import teachers allows you to upload your teachers into EvaluWise with a csv file, the Export Teachers button provides you with a csv file of your teachers profile data in EvaluWise.

The Manage Teachers Button allows you to archive teachers that have left the district, mark teachers active and inactive and assign teachers to a category. (See Figure 5)

	Manage Teachers		Close
Use the checkmarks to select which teachers should be active longer with your organization. Search Click the checkmark to mark a Teacher active or inactive Witch Dell EvaluWise Elementary District	• and will be evaluated for the current school year. Use the school year of the school year of the school year of the school year of the school year. Use the school year of the school year. Use the school year of the school year. Use the school year of the school year of the school year of the school year of the school year. Use the school year of the s	he Archive button to remove/hide teachers who are Test, Teacher Archive No Category Archive Test, Teacher Archive	Click the archive button to mark a teacher that has left the district as archived.
Figure 2			

 $\textit{EvaluWise} \ensuremath{\mathbb{R}} \mid \mid \ensuremath{\mathsf{Making}}$  Teacher Evaluations Manageable and Effective 1