

EvaluWise End of the Year Review Items

Clean out unused evaluations

Click on the Teachers Tab – Select a Teacher and if you see any evaluations that have “observation Date Not Set” open it up to see if there is any data in the evaluation. (see Figure 1)



Figure 1

If there is no data in the evaluation once it is open – click on the red trash can to delete the evaluation. (see Figure 2)

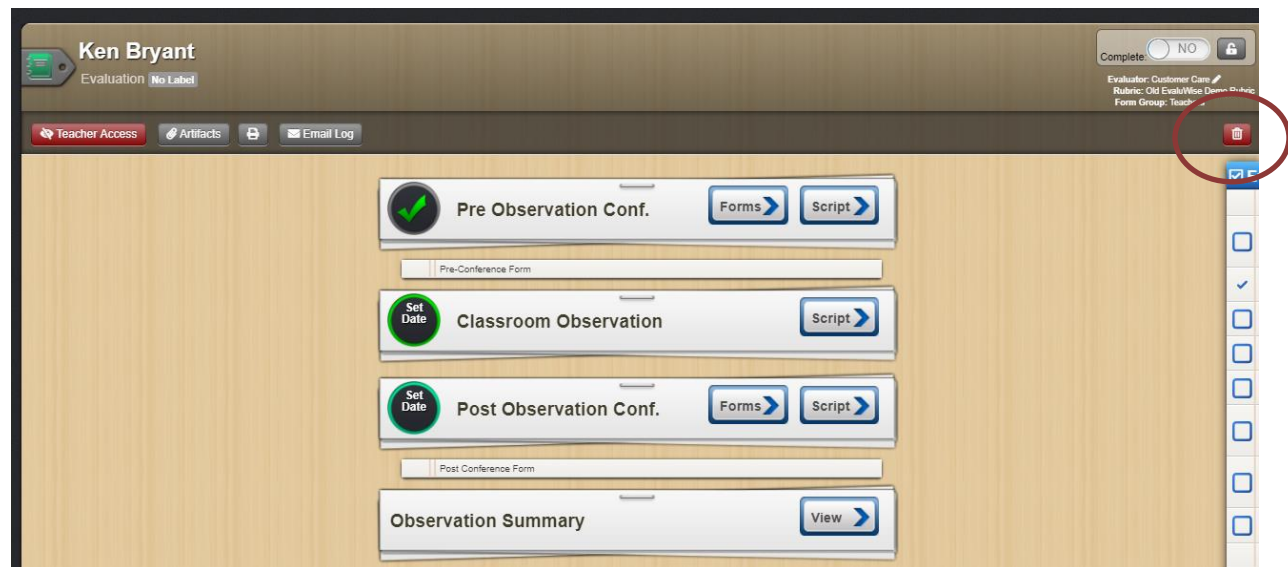


Figure 2

Archive and/or delete teachers that are leaving – if you want to reference an evaluation of a teacher that has left the district we would recommend archiving the evaluation rather than deleting.

Archive or Delete an evaluation from the Teacher Profile:

Click on the Teacher Tab – click on the teacher to bring up their profile and click on the Gear Button (see Figure 3)



Figure 3

Once you click on the Gear button – you have the option to Archive or Delete that Teacher account (see Figure 4)

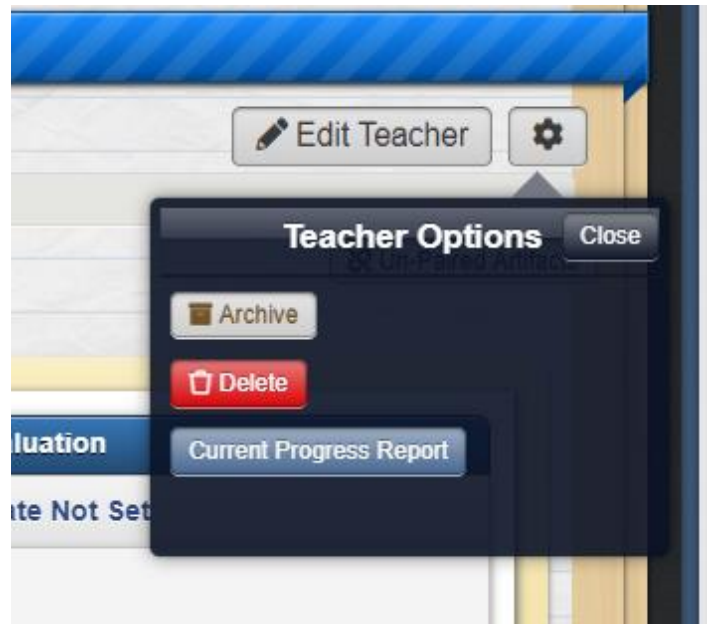


Figure 4

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 5)



Figure 5

The **Manage Teachers** Button allows you to archive teachers that have left the district, mark teachers active and inactive (if they are or are not being evaluated the next year) and finally assign teachers to a category which brings in the evaluation counts on the teacher list. (See Figure 6)

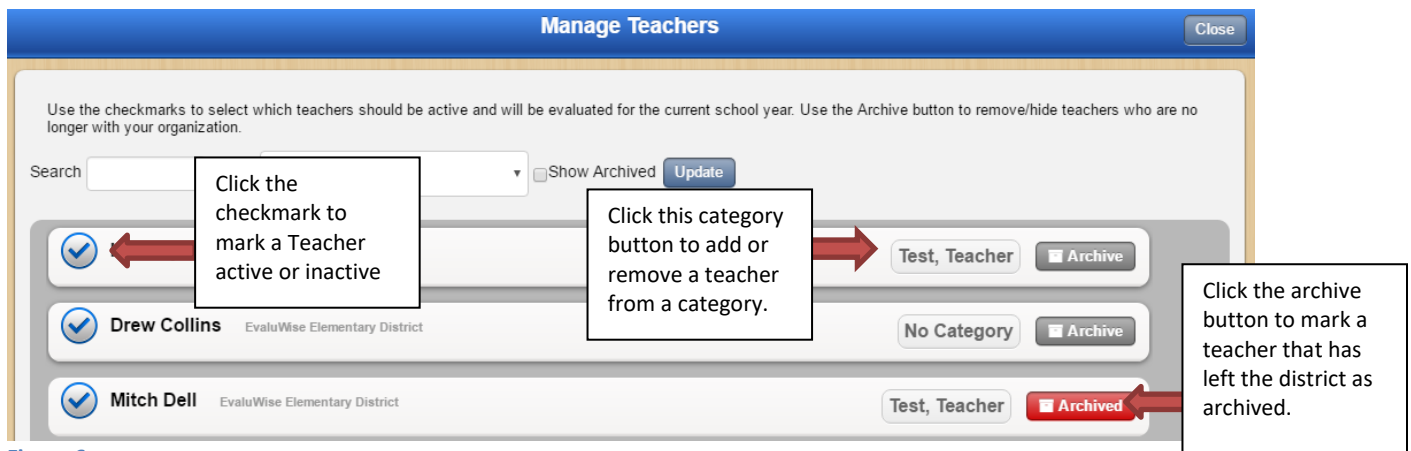


Figure 6

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 teacher’s profile data in EvaluWise. This allows you to review what is in the software and you can adjust if needed.

Teacher Profile:

Click on the Teacher Tab – click on the teacher to bring up their profile and click on the Edit Teacher Button. (see Figure 7)



Figure 7

Areas that you might need to be changed are Tenured Status (note - if nothing is checked the teacher is non-tenured), Subject, Grades, Category and Schools if any of those items are changing for the next school year. (see figure 8)

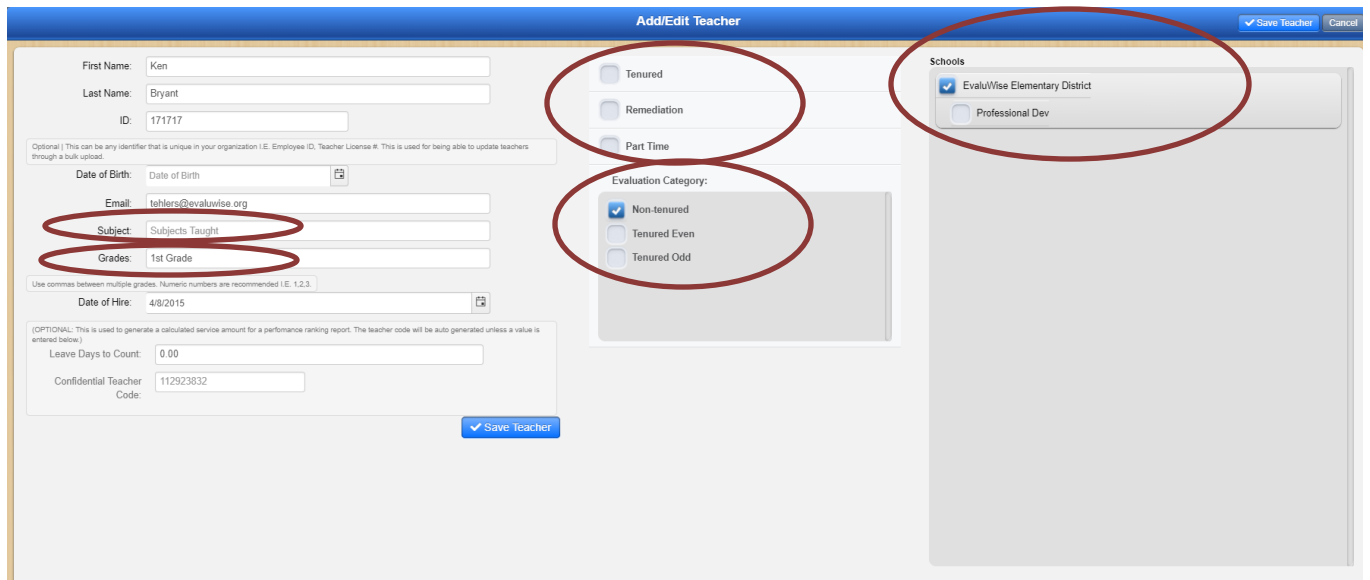


Figure 8

Pair Submitted Independent Forms to an Evaluation:

Click on the Teacher Tab – click on the teacher to bring up their profile and click on the forms tab. (see Figure 9)

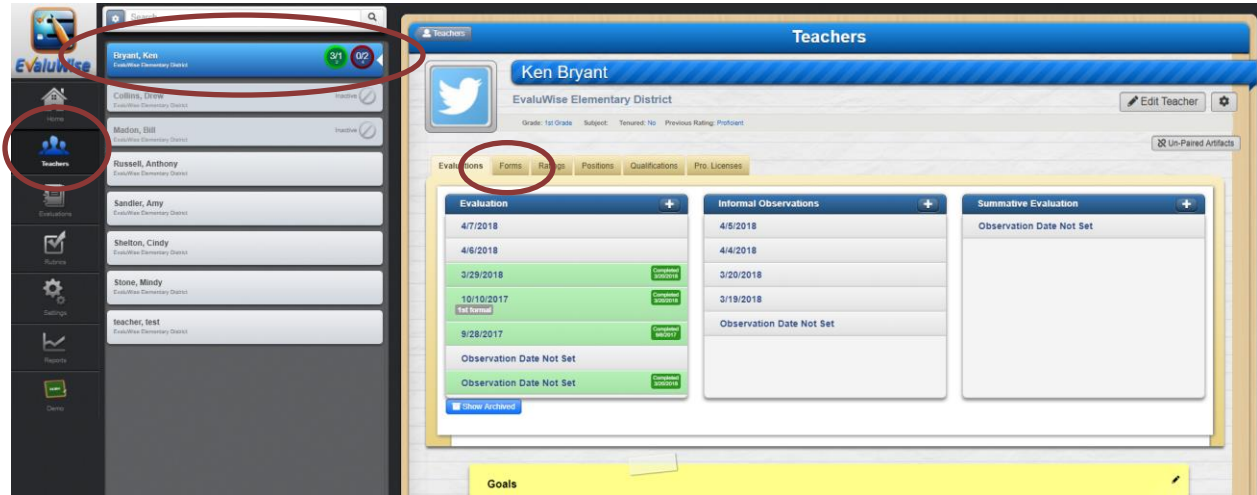


Figure 9

If a form has been submitted, it is best practice to pair that form to an evaluation. Click on the circle next to the evaluation and it will enter a check mark to select it and click on the Pair Selected Forms Button and it will provide you with a list of evaluations to pair that form. It will remove that form from the independent form section and make it part of the evaluation selected. (see Figure 10)

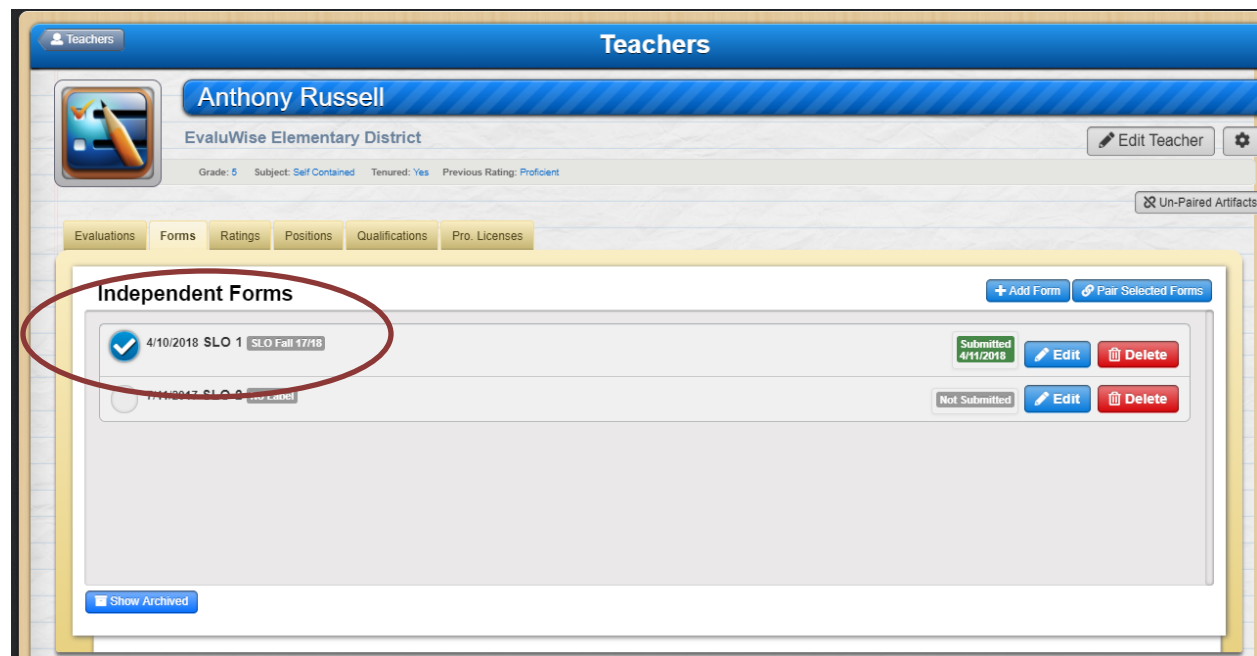


Figure 10

Delete Independent Forms not completed or submitted:

Click on the Teacher Tab – click on the teacher to bring up their profile and click on the forms tab. (see Figure 11)



Figure 11

If a form has not been submitted or completed and does not need to be completed for the new evaluation cycle delete the form so it will remove it from the forms list. (see Figure 12)

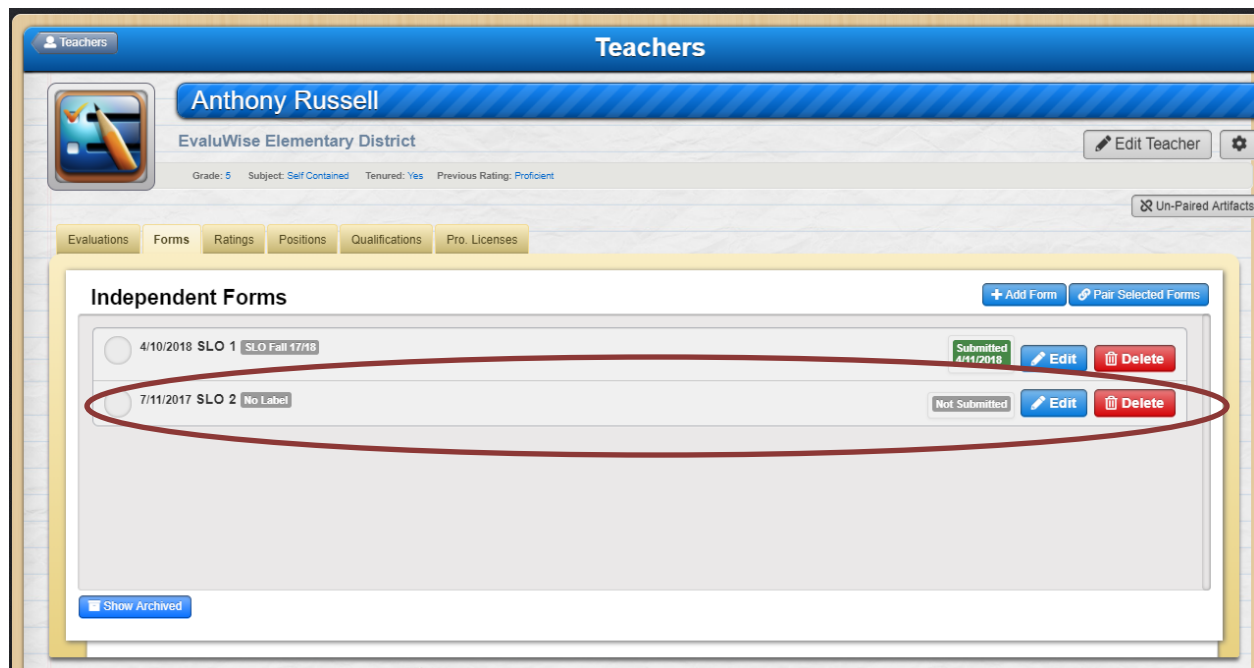
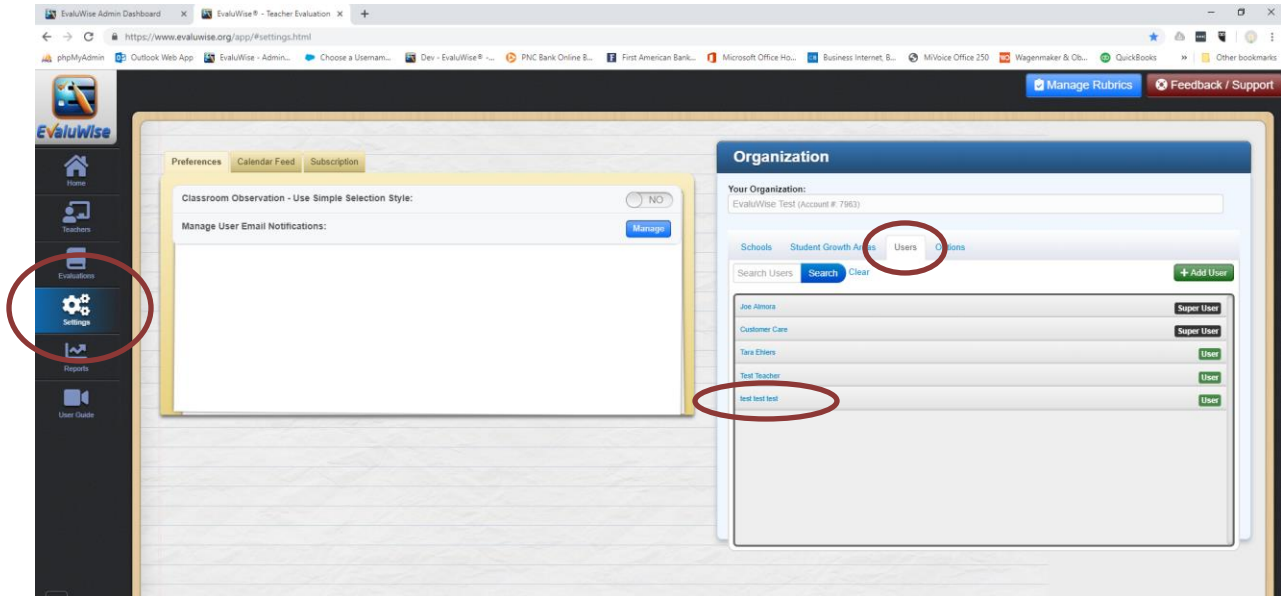


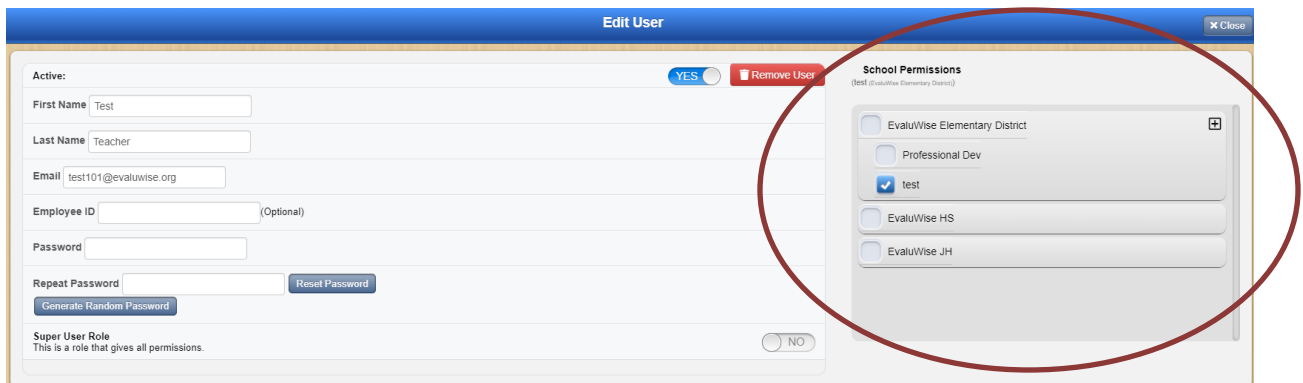
Figure 12

Updating Evaluators:

If you need to change the school or group that an evaluator is evaluating, click on the Settings Tab and then under organization click on the Users Tab. Click on the name of the evaluator you want to adjust.



Once you have clicked on their name. Go to school permissions and make the adjustment. If they are in a subgroup click on the plus next to the school or group or give them access to the whole group.



Archive Settings:

The District Archive settings by Default are set for 1 year. All evaluations and independent forms after that time frame will be automatically archived. To access those evaluations or forms – click the “Show Archived” button in each area.

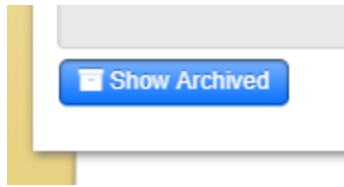


Figure 13

To Change the archive settings:

Click on the Settings Tab – and Under Organization click on the Options Tab and Scroll down to the Evaluation Archive Setting and adjust as needed. (see Figure 14)

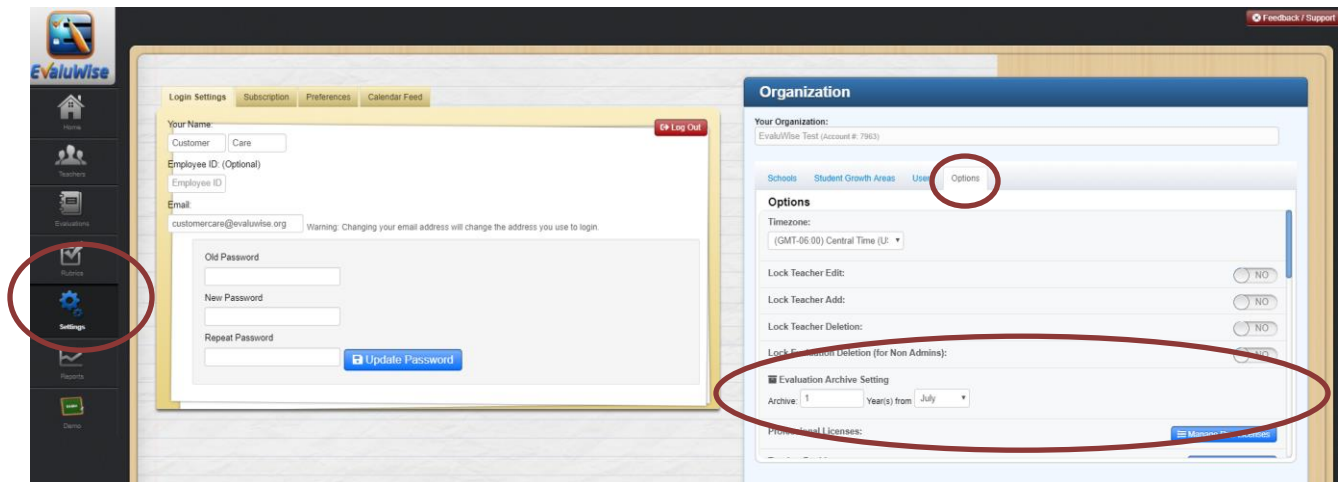


Figure 14

Update Rubrics and Forms

If a rubric language needs to be changed or calculations adjusted for student growth, professional practice or the summative the it is recommended to make a copy of your current rubric and archive the older rubric. This way it does not change anything on prior evaluations only on new ones.

To copy a rubric – Click on the Rubrics Tab – Select the Rubric you want to copy – click on the Options Tab and under General Option scroll down to the button “Duplicate Rubric” (see Figure 15)

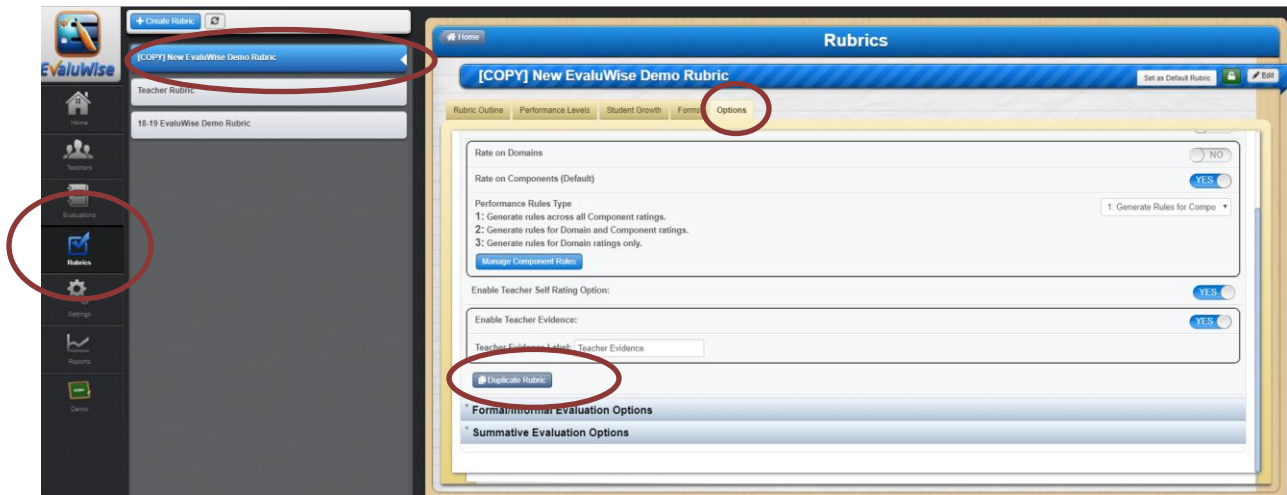


Figure 15

You will get a message are you Sure you want to duplicate the rubric and select Yes. It will create a [Copy] in the name.

Click to the original rubric and click edit to rename and archive it. (see Figure 16)

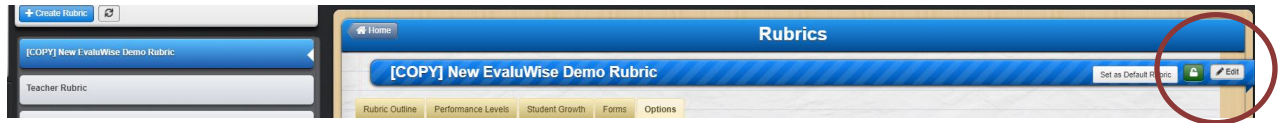


Figure 16

Change the rubric name to reflect it is the older rubric by putting in the school year or any other wording to decipher it from the new rubric. Click Yes on the Archive/Hide Rubric – This will remove it form the list but still link old evaluations to it. – Click Update Rubric (see Figure 17)

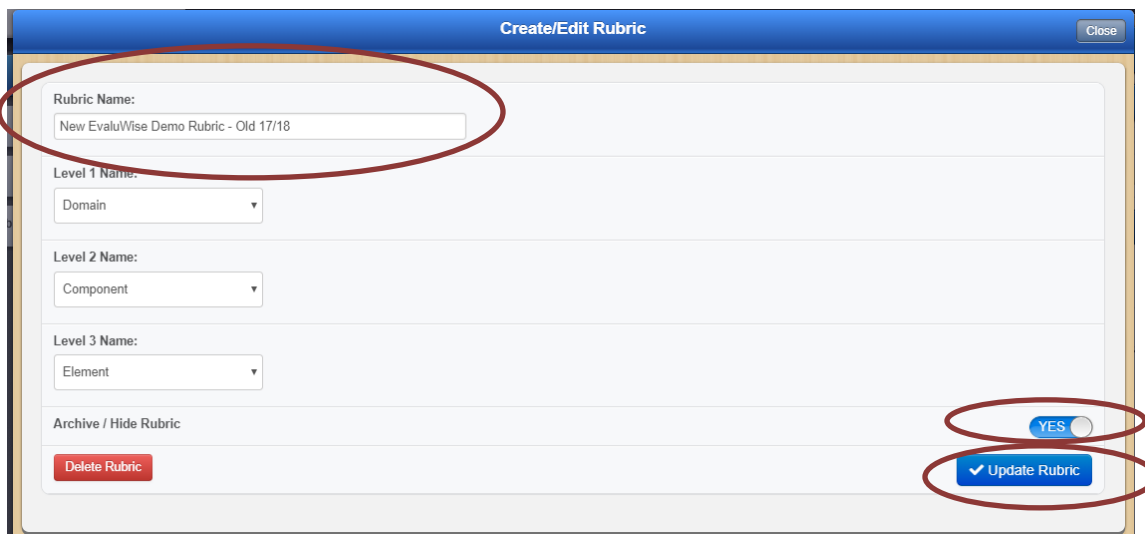


Figure 17

Next Click on the [Copy] Rubric and click Edit. Enter a new name (you can use the original name you used or call it the current school year). Click Update Rubric so the new name will take effect.

Pre-set Reminders and Notices

From the Home Stab – Select Manage Reminders and Notices (see Figure 18)

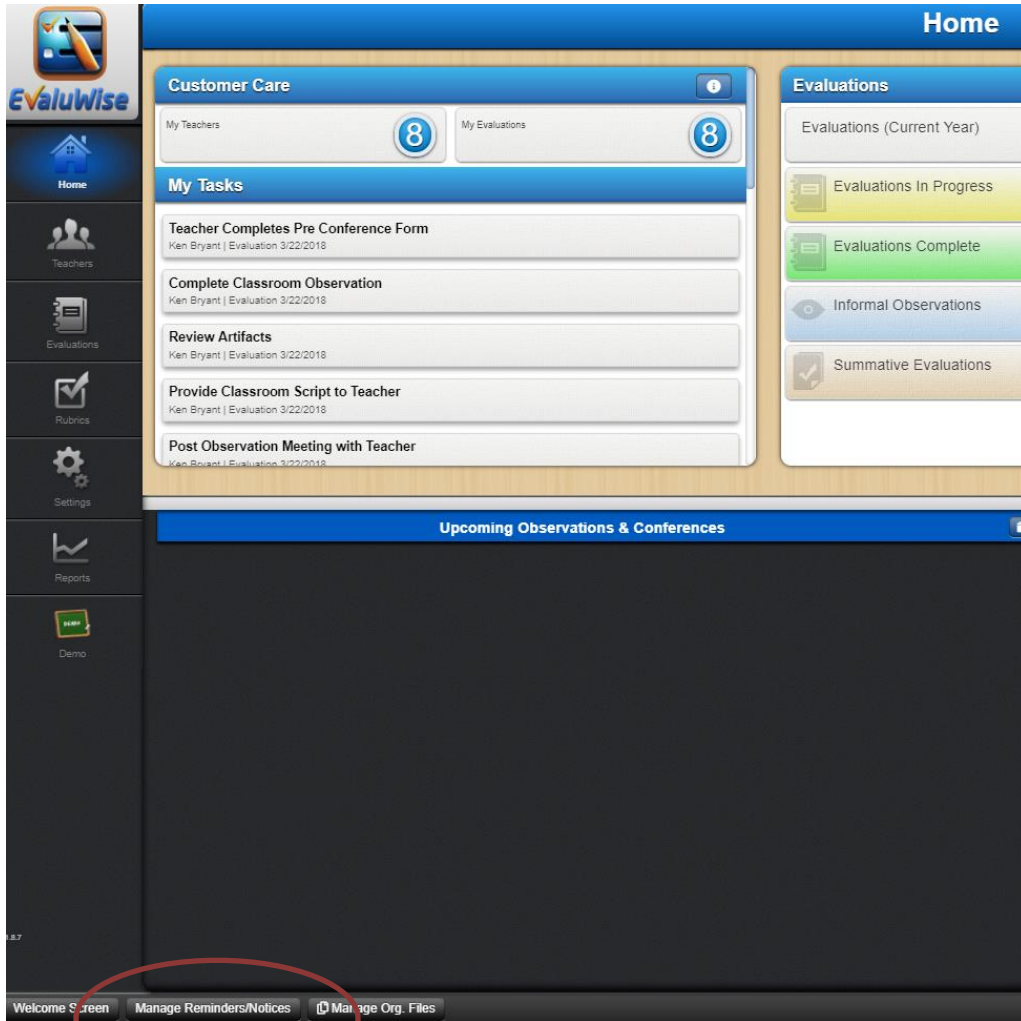
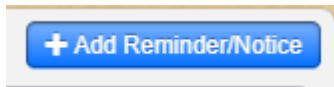


Figure 18

Click "+ Add Reminder/Notice" -



Enter the Details of the Reminder and who should receive it (the notifications are currently setup by school/group or sub group) Click Save

Reminders/Notices Close

Add/Edit Reminder/Notice

Reminder/Notice Date
9/21/2018 3:00 PM 📅 🕒

Title
Complete SLO 1 Max: 100 characters.

Description
Complete the first phase of SLO 1

Who should see this reminder?
Teachers ▼

When should a notification be sent?
8/15/2018 📅

Recipients

Send to All

Schools/Groups

EvaluWise Elementary District

Professional Dev

✖ Cancel Save