

Teacher Dashboard

Create Password to Login to Teacher Dashboard – Go to www.evaluwiseweb.org and select Teacher login (See Figure 1)

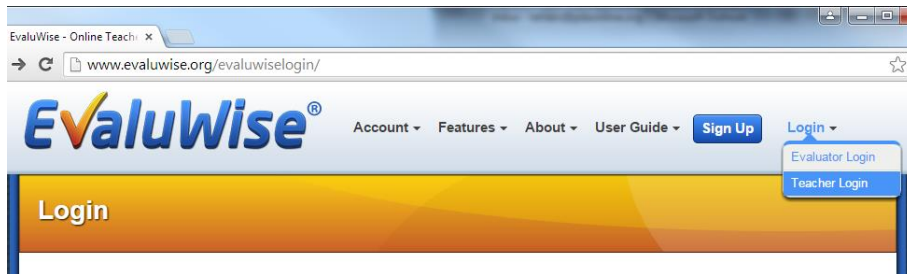


Figure 1

Google and Office 365 Login Instructions:

If your district uses Google or office 365 please follow the instructions below to setup your login using this single sign in option.

To sign in with your Google or Office 365 Account that **shares the same email address you have for your account in EvaluWise**, choose the Sign In button with the Google logo or Microsoft logo as shown below for Teachers: (see Figure 2)

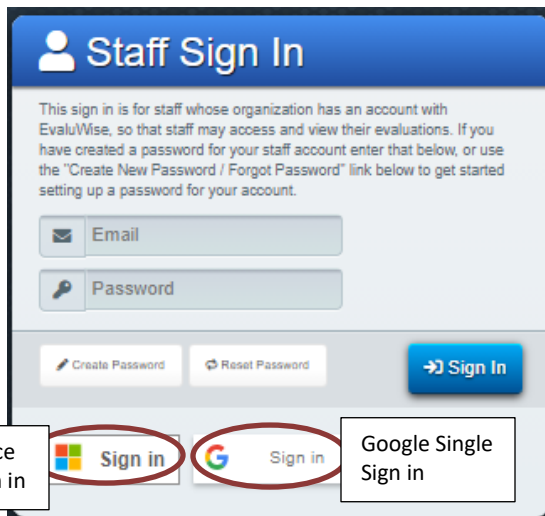


Figure 2

You will then be presented with a popup or web page from Google or Office 365 prompting you to enter your account email. (see Figure 3)

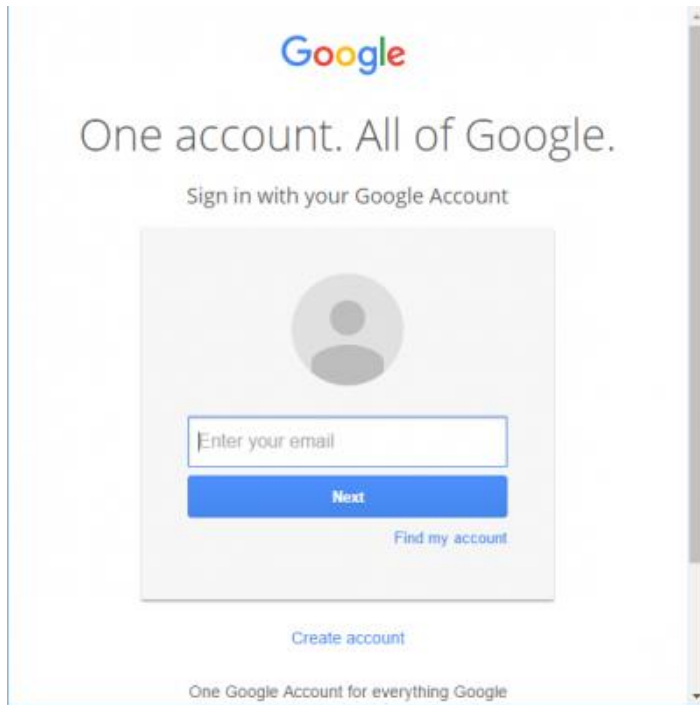


Figure 3

After entering your email click next and you will be prompted for your Google or Office 365 password. After entering your password you may have an additional step if you have set up 2 step verification with Google or Office 365. (See Figure 4)

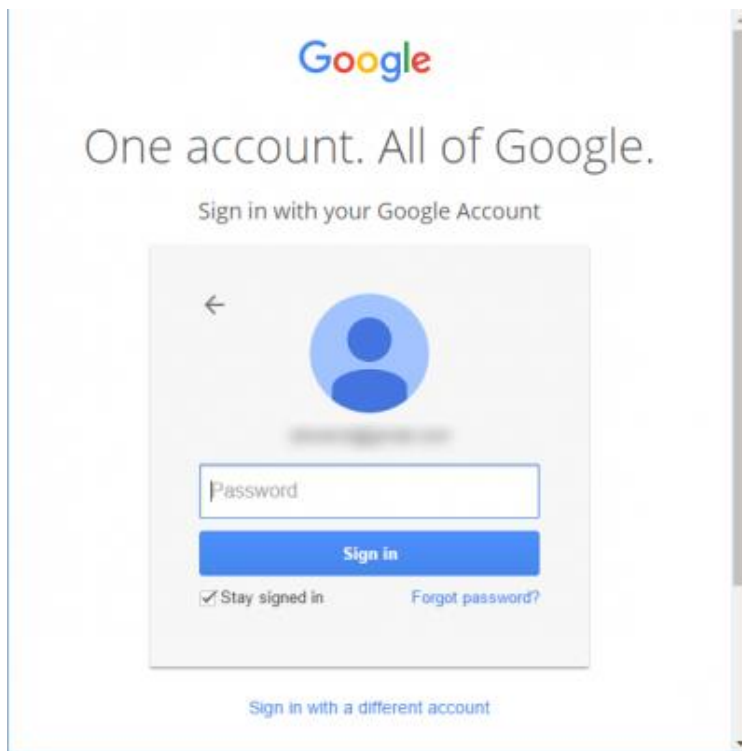


Figure 4

After completing the password steps you will return to EvaluWise and will be logged in if authentication was successful. (See Figure 5)

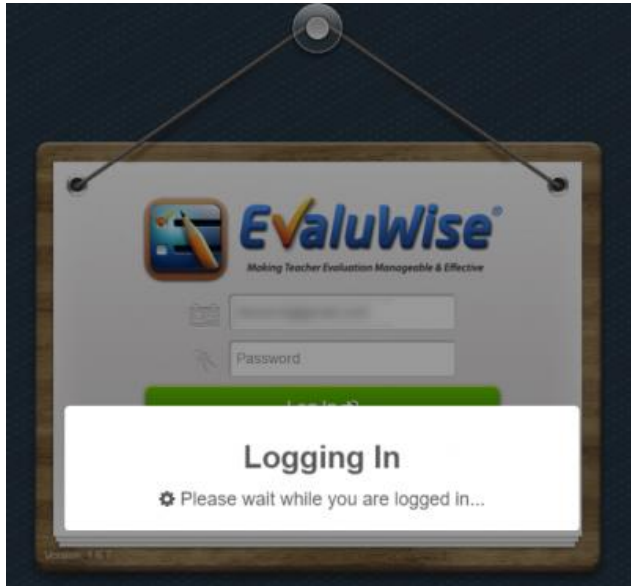


Figure 5

Login Instructions if not using Google or Office 365:

If you do not have a google or office 365 account, please follow the instruction below to setup a password for EvaluWise.

If the teacher does not currently have a login click on Create Password at the bottom of the Teacher Login screen. (see Figure 6)



Figure 6

It will ask for the email address and then an email will be sent to that address to set up a password for the teacher login. (See Figure 7)

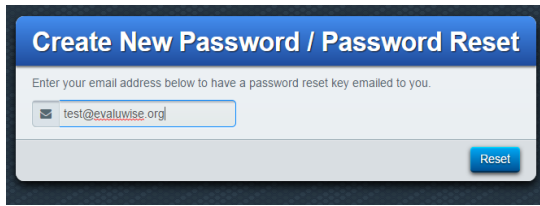


Figure 7

Once you have received your password you are now able to login to the teacher dashboard through www.evaluwise.org – select teacher login and access all of you evaluations past and present as well as complete forms and view or download artifacts.

Once the Evaluator has given you access you are able to view the evaluations from the Teacher Dashboard (See Figure 8)

Figure 8

Date	Rating	List of Licenses
02/2	Proficient	
02/1	Proficient	

Figure 9

Evaluations:

Under the Evaluations section – you can access your evaluations - informal (blue), formal (green) and summative (orange). By clicking on the evaluation, it allows you to complete forms linked to that evaluation, upload artifacts to that evaluation, view evidence, the summary and overall ratings. (See Figure 10)

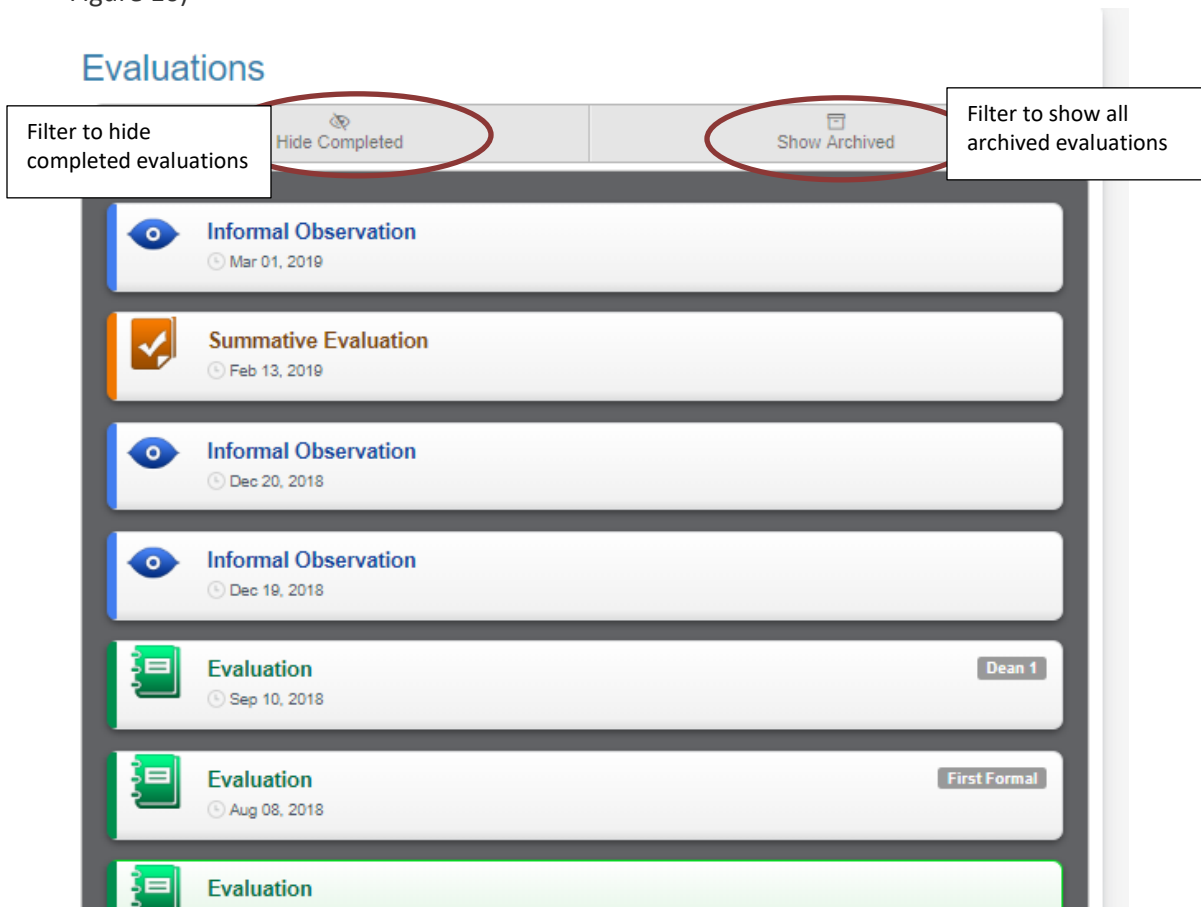


Figure 10

Informal Evaluation

Click on the Informal Evaluation (Blue) to View Evidence and View Observation Summary, You are also able to upload artifacts as a document or link and pair that up to your rubric. (See Figure 11 & 12)

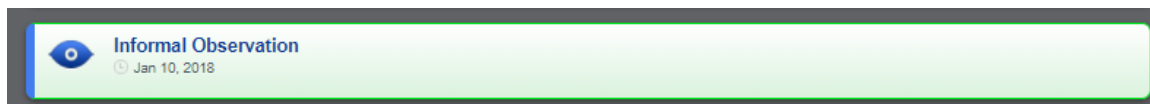


Figure 11

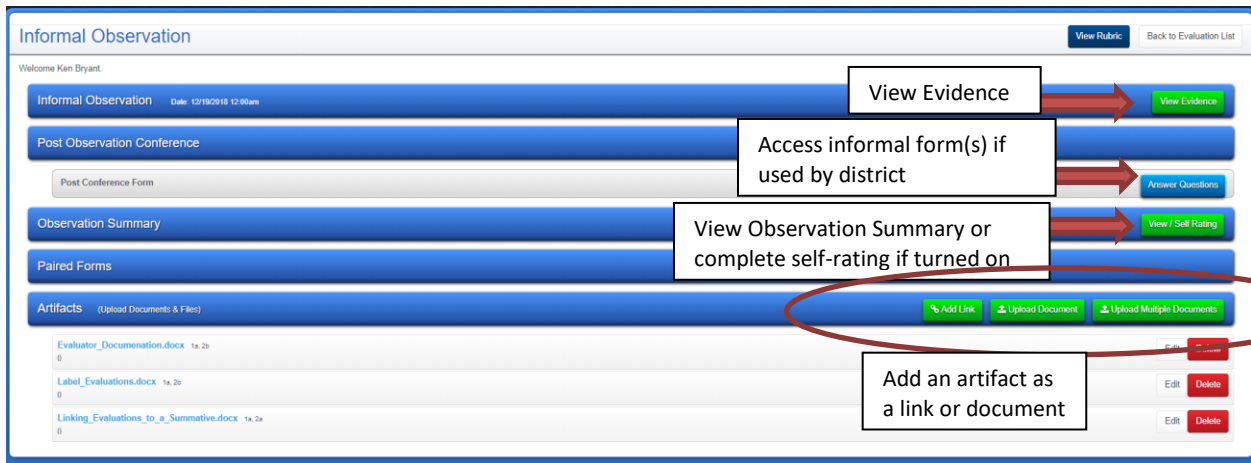


Figure 12

Formal Evaluation

Click on the Formal Evaluation (Green) to complete any pre or post conference forms, View Evidence, View the Observation Summary and Add Artifacts. (See Figure 13 & 14)



Figure 13

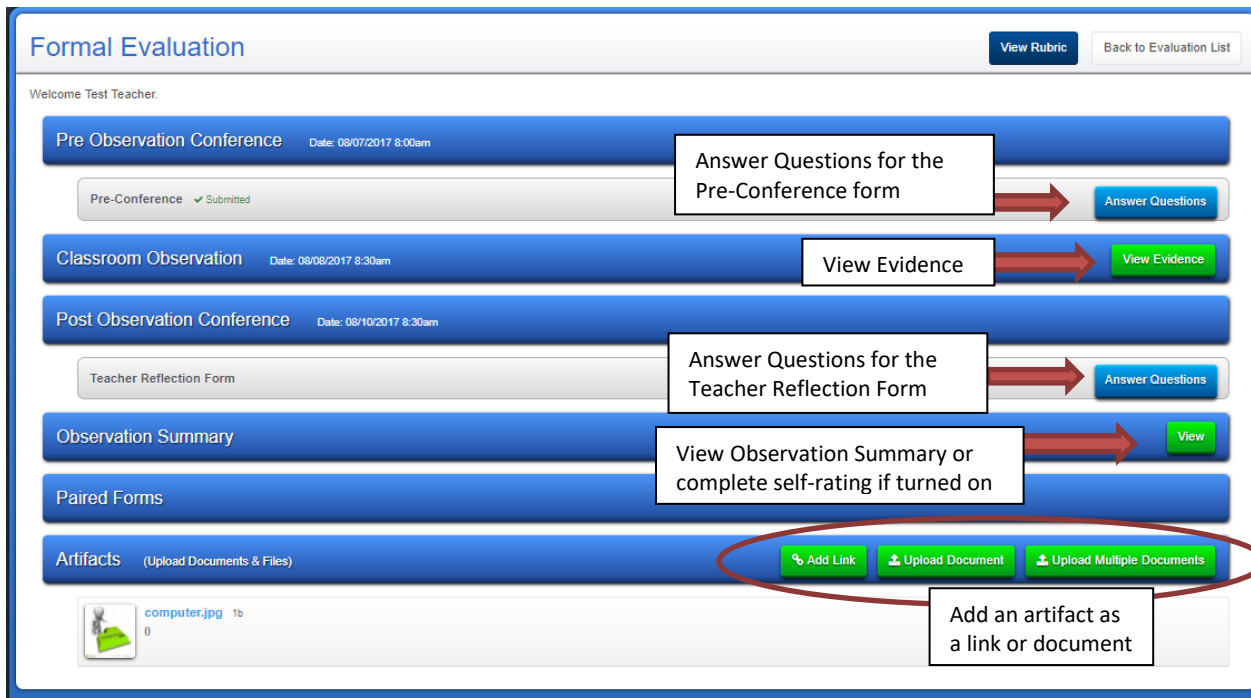
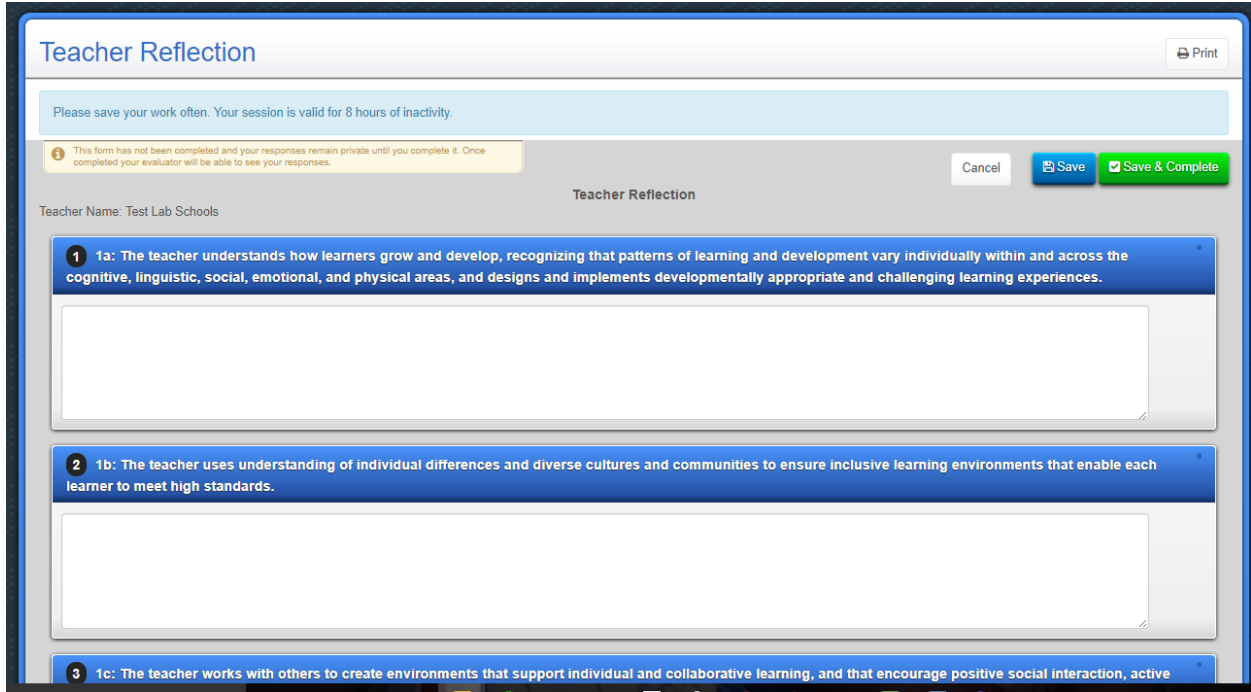


Figure 14

To Complete the forms, click “Answer Questions” This will bring up the form to complete – Click “Save” to keep the answers on the teacher dashboard – Click “Save and Submit” to Submit for you Evaluator to View. You can still make changes to the form after submittal until the evaluation is locked (See Figure 15)



The screenshot shows a web interface titled "Teacher Reflection". At the top right, there is a "Print" button. Below the title, a light blue banner contains the text: "Please save your work often. Your session is valid for 8 hours of inactivity." A yellow warning box states: "This form has not been completed and your responses remain private until you complete it. Once completed your evaluator will be able to see your responses." To the right of this box are three buttons: "Cancel", "Save", and "Save & Complete". Below the warning, the text "Teacher Name: Test Lab Schools" is displayed. The main content area contains three numbered items, each with a blue header and a text input field below it:

- 1** 1a: The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
- 2** 1b: The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
- 3** 1c: The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active

Figure 15

Summative Evaluation

Click on the Summative Evaluation to View Professional Practice and View Ratings and Results, You can also upload artifacts to the summative if needed. (See Figure 16 & 17)

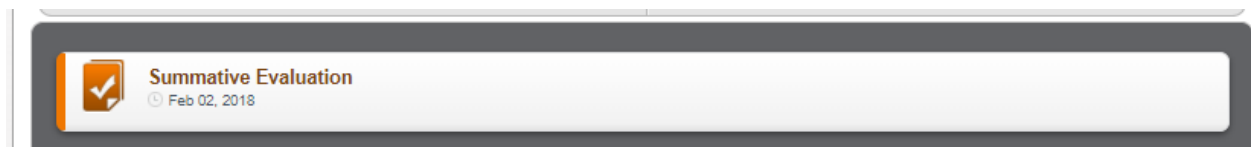


Figure 16

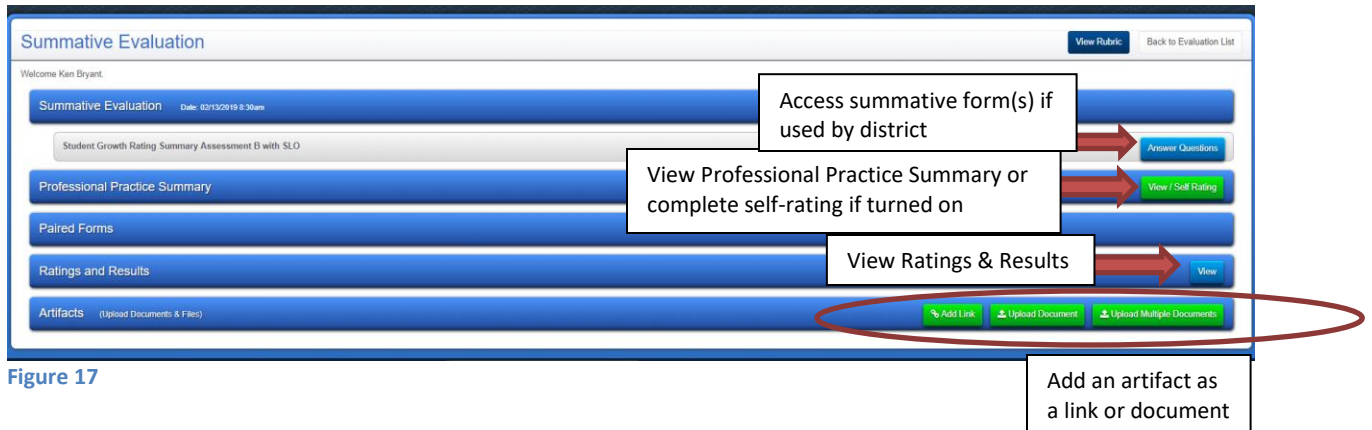


Figure 17

Independent Forms

To complete an independent form (forms not linked to an evaluation – typically SLO or Goal Forms) located under forms. (Please NOTE – Pre-observation and post observation forms will be in the specific evaluations)

Click on the form you would need to access (See Figure 18)

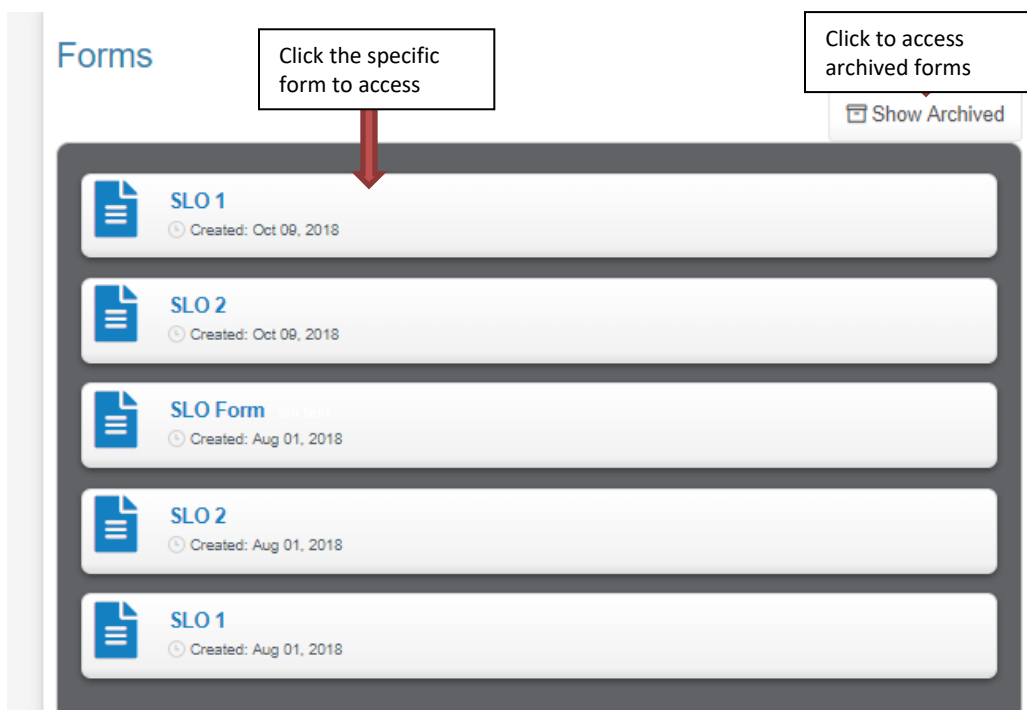


Figure 18

To Complete the forms, click “Save” to keep the answers on the teacher dashboard – Click “Save and Submit” to Submit for you Evaluator to View. You can still make changes to the form after submittal until the evaluation is locked (See Figure 19)

Figure 19

Setting Up calendar to sync to Outlook or Google Calendar:

On the teacher dashboard click on the “Link to Calendar” (See Figure 20)

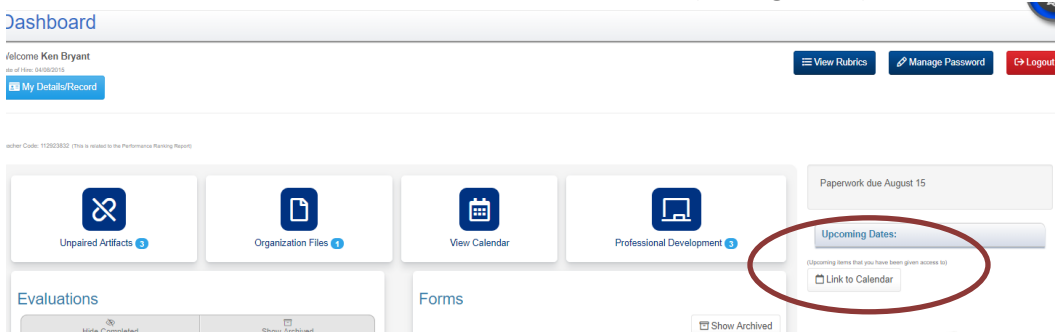


Figure 20

You will be provided the links based on what type of calendar you are using. (See Figure 21)

Figure 21

Uploading Artifacts

Uploading Artifacts linked to an Evaluation:

You can upload artifacts directly to an evaluation that has been created. Click on the evaluation within your dashboard. (See Figure 22)

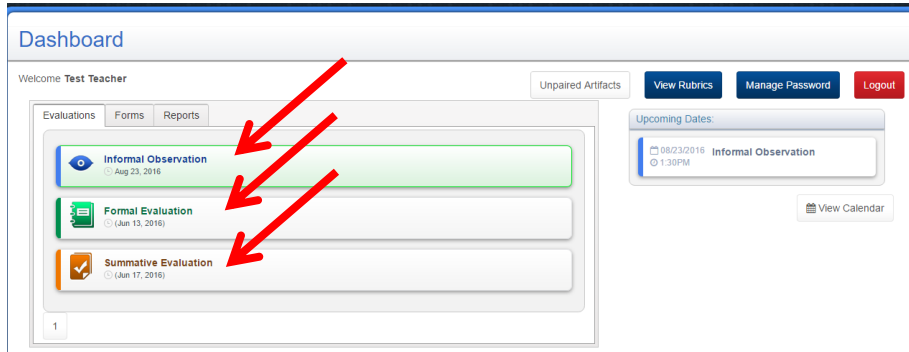


Figure 22

Within the evaluation click on the artifact option. (See Figure 23)

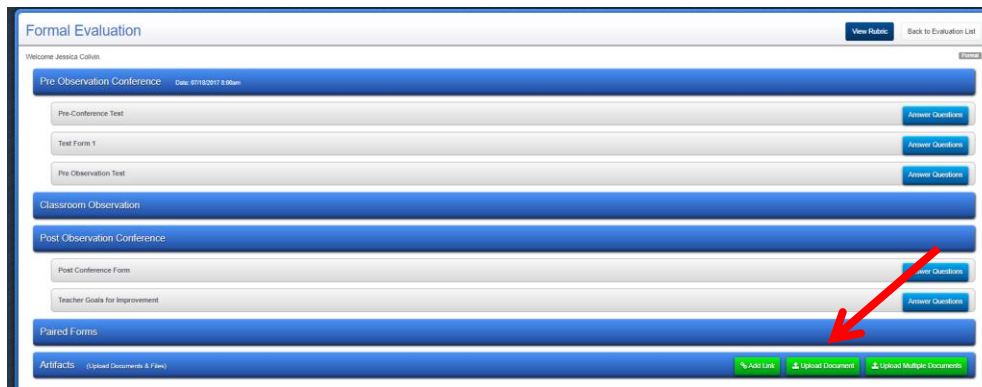


Figure 23

Uploading Unpaired Artifacts:

Teachers can also upload documents that are not paired to an Evaluation. To upload an unpaired artifact from the teacher dashboard, click on the “Unpaired Artifacts” button. (See Figure 24)

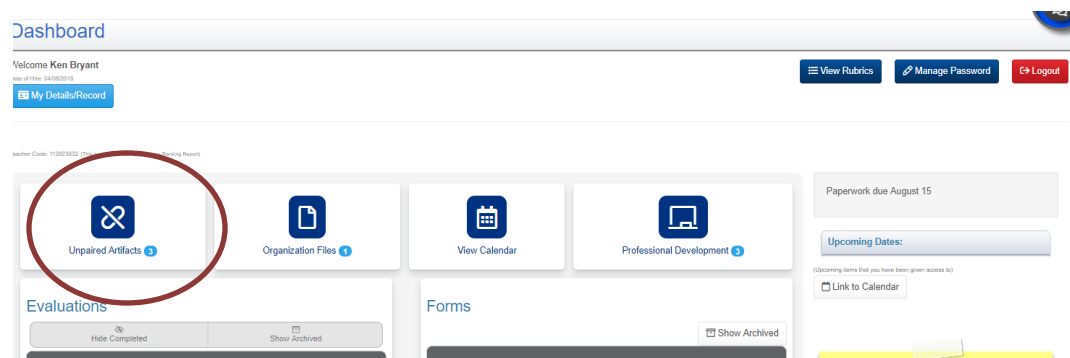


Figure 24

You can add a file, add multiple files or add a link as an artifact. Please reference the screen shots of both of those views below. (See Figure 25 and 26)



Figure 25

Select the File, evidence identifier, notes and if using a folder select folder is no folders setup for your district select none or blank.

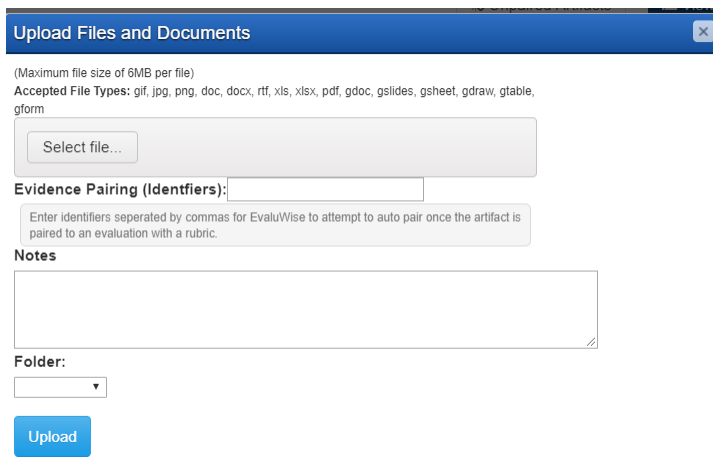


Figure 26

Include any notes under “Notes” section– if you want this artifact paired to a certain component please make sure to note it there.

Select a Folder location if one is listed – for example - if you are uploading artifacts for your Student Learning objective – select the SLO folder if available.

Then click submit to upload the document. The Evaluator then can pair that artifact with an evaluation in the future if the artifact was uploaded to the unpaired artifact section.

Processes

If your District setups Processes – you will see the following icon on your dashboard (See Figure 27)

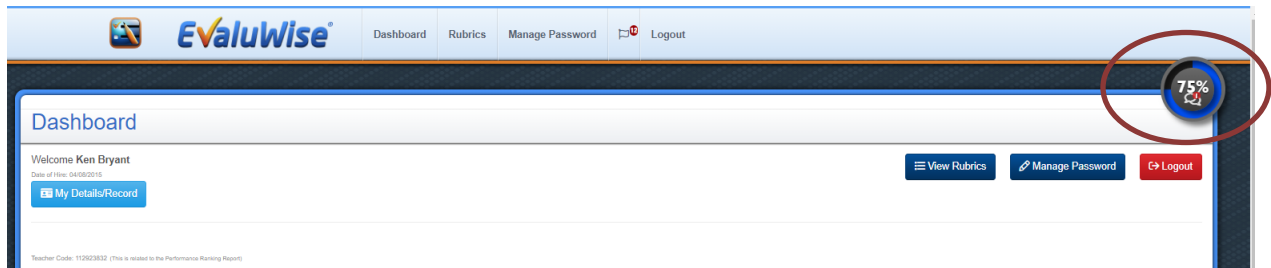


Figure 27

This allows you to see the progress of your evaluation cycle with dates as well as the ability to send messages with your evaluator. (See Figure 28)

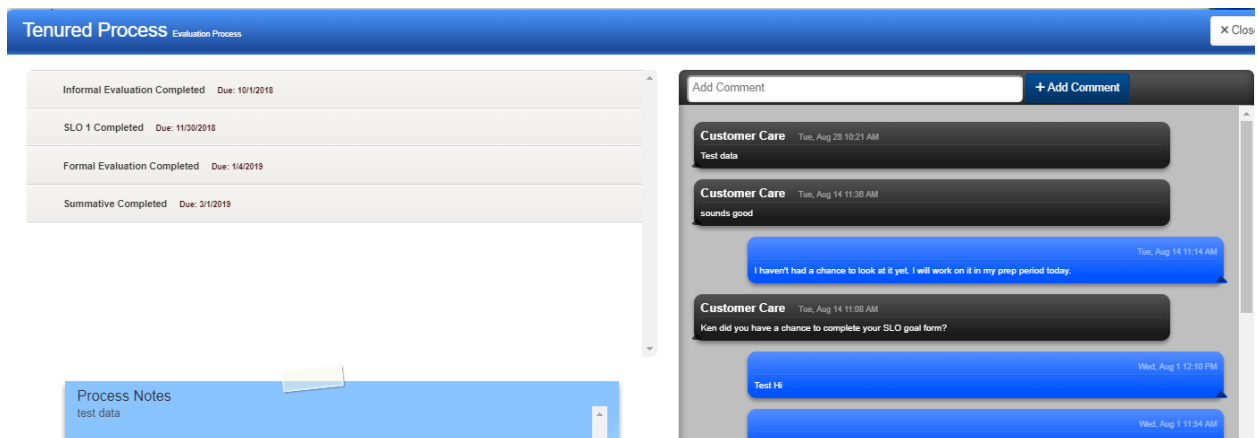


Figure 28