

EvaluWise Update 1.7.1

Setting Up Multi Year Categories:

You now have the ability to create Multi Year categories in EvaluWise. This will allow you to set specific Evaluation counts for the teachers you add to each category. To setup a Multi-Year Category Go to "Settings" Under Organization select the "Options" Tab

Click on the "Manage Categories" button. (See Figure 1)

Login Settings Subscription Preferences Calendar Feed	Organization
Your Name:	your Organization: EvaluWise CUSD #123 (Account #: 5784)
Email	Salardo Contest Assoc Uson Ortigan
joel rogers@gmail.com Warning: Changing your email address will change the address you use to login.	Options Lock Teacher Deletion:
Old Password	Professional Licenses:
New Password	Teacher Positions:
Repeat Password	Evaluation Categories:
Dpdate Password	Independent Forms:
	Manage Unpaired File Folders:

Figure 1

Once you click on the Manage Categories Screen You will see the following screen that lists your current categories – to Add in a new Category click on the "+Add Category" Button. (See Figure 2)

Evaluation Categories	Close
Evaluation Categories allow you to organize independent forms and define evaluation counts. Add Gategory	
■ Joel Test	
► Tenured	

Figure 2

Once you click on the +Add Category Button you will get the screen to set up your category. (See Figure 3)

This includes creating the name of the category, selecting your Evaluation Starting Month, turning on Teacher Counts and then selecting the Evaluation counts for non-tenured, tenured, and remediation for all teachers in this category.

Test		
Evaluation Year Starting Month:		
August		
The settings below allow counts to be shown progress on them so far.	in the Teachers section that show how many evaluations need to be com	pleted for the current evaluation year and the completion
Which Rubric should evals be counted?		
Any • (Defa	ult Any)	
Any	Required Tenured Informal Evaluations	Required Remediation Informal Evaluation
Any (Defa Required Informal Evaluations 4 Required Evaluations(Formal) 2	at Any) Required Tenured Informal Evaluations Required Tenured Evaluations(Formal) 1	Required Remediation Informal Evaluation 6 Required Remediation Evaluations(Forma 3

Figure 3

Setting up Multi Year Cycle:

At the bottom of the Evaluation Category Screen you can setup your evaluation cycle – you can select none, 1 year or Custom. The custom option lets you set up a multi-year cycle. You can setup these cycles for both the Non-Tenured, Tenured, and Remediation Counts. (See Figure 4)

Show Teacher Counts				
Which Rubric should evals be counted?				
Any (Default /	any)			
Required Informal Evaluations	Required Tenured Informal Evaluations	Required Remediation Informal Evaluation		
4	2	6		
Required Evaluations(Formal)	Required Tenured Evaluations(Formal)	Required Remediation Evaluations(Forma		
2	1	3		
Evaluation Cycle Settings	Evaluation Cycle Settings	Evaluation Cycle Settings		
Cycle Type: Custom	Cycle Type: 1 Year V	Cycle Type: None T		
Cycle Date Type: Start Date 🔻				
Cycle Date: 07/01/2015				
Duration: 2 Years •				

On the Custom Cycle Setup you can select Cycle Date Type, the cycle date and the duration. Under duration you have the option to select days, months or years.

Add a Teacher to a Category:

To add a Teacher to a specific Category you can select the "Teachers" Tab and search for a teacher.

Once you have located the teacher click "Edit Teacher" in the upper right hand corner. It will bring up the "Add/Edit Teacher" Screen (See Figure 5). In the middle of the screen you can select the "Evaluation Category" by clicking on the checkbox next to the categories for that teacher – you have the option to select more than one category for each teacher. You can also select if a teacher is tenured or on a remediation by checking the appropriate option – if they are non-tenured then you would not check either of the options.

		Add/Edit Teacher	✓ Save Teacher Cance
First Name: Last Name: ID: Optional This can be any identifi Loente #. This is used for being a Email: Subject:	Tara Ehlers I121 Ehlers I121 Ehlers@evaluwise.org Math	Tenured Remediation Evaluation Category: Back2theFuture Coach Joel Test Special Education	Content Areas Math Joei content area Reading
Use commas between multiple gr Date of Hire:	PC ades. Numeric numbers are recommended I.E. 1,2,3.	V Teacher Tenured	Schools EvaluWise Elementary
(OPTIONAL The is used to gene teacher code will be anto general Leave Days to Count Confidential Teacher Code:	rate a calculated service amount for a performance ranking report. The durines whose 6 entered below.) (0.00 4214 Save Teacher		EvaluWise High School EvaluWise Jr. High

Figure 5

To View the counts if a teacher has been added into more than one category, click on the "Teachers" tab– Click on the Teacher to bring up their profile - At the top next to the search button click the "Gear" Button. (See Figure 6) This will allow you to set the Evaluation Category Preference or change between Preferences.



Figure 6

 $\textit{EvaluWise} \circledast \mid \mid \text{Making Teacher Evaluations Manageable and Effective 3}$

Once you have selected an Evaluation Category Preference it will List the Preference you are viewing next to the counts.



If you have multiple teachers that you are adding to categories you can go to the "Teacher" Tab and select the "Gear" Button in the bottom right hand corner of the screen. (See Figure 7)



Figure 7

This will bring up the options – select the "Manage Teachers" button. (See Figure 8)

Options	Close
1 Import Teachers	
🛓 Export Teachers	

Figure 8

Once Manage Teachers has been selected the following screen will open up (see Figure 9). If the teacher is in "no category" or in the wrong category you can select the category button and it will bring up all the category options. You can also check more than one category for a teacher click on the correct category or categories and it will save it for that teacher.

Manage Teachers	Close
Use the checkmarks to select which teachers should be active and will be evaluated for the current school year. Use the Archive bu teachers who are no longer with your organization. Search School All Schools	itton to remove/hide
Brian Apple EvaluMise Elementary No Category	Archive
Jane Doe EvaluMise Elementa Back/2theFuture No Category	Archive
Coach Coach, Special Education, Teacher	Archive
Bee House Evaluation V Joel Test	Archive
Amy Jones Evalutive Elementary No Category	Archive
Wegan Martin EvaluWise Dementary	Archive
Marty McFly EvaluMise Elementary No Category	The Archive
Joel Rogers EvaluMise Elementary Joel Test	Archive

Figure 9

If you selected the "Show Teacher Counts" when you set up the category this setting allows counts to be shown in the Teachers section which shows how many evaluations need to be completed for the current evaluation cycle for that category selected and the current progress. (See Figure 10) In the example below – Tom Eckert has 1 of 1 required formal evaluation completed and 0 are in progress. He has 2 of 2 required informal observations completed and 0 are in progress.



Figure 10

Teacher View Summative Results & Ratings

The Evaluator can now turn on teacher access to "View Results & Set Ratings" To turn on this access Click on "Teacher Access" in the upper right hand corner of the Summative Evaluation. (See Figure 11)



Once you have clicked on "Teacher Access" Select "On" for View Results and Set Rating. (See Figure 12)



Figure 12

This will allow the Teacher to be able to access these results from the Teacher dashboard. (See Figure 13)

	E√ aluWise [°]	Dashboard	Rubrics	Manage Password	×	Logout	
Sum	mative Evaluation					View Rubri	Back to Evaluation List
Velcome	Tom Eckert.						
Sur	nmative Evaluation Date: 02/03	3/2017 12:00am					
Pro	fessional Practice Summary						View / Self Rating
Pai	red Forms						
Rat	ings and Results						View
Arti	facts (Upload Documents & Files)					<mark>%</mark> Add Link	Lupload Document
	Test 1a, 1c (Test)						Edit Delete

Figure 13

Summative Results Signature:

In the Summative Evaluation under View Results and Set Ratings, the Evaluator and the teachers now have the option to electronically sign off through both the evaluator login and the Teacher Dashboard at the very bottom of the page under their overall summative rating. (See Figure 14 and 15)

	View Results & Set Ratings	Email Print x Clo
p tauto han ti taun komi ki taut kani ki ki komene eta		and had be the first to and had be
Weighted Rating: Recommended Rating: Proficie	ient	3
Summative Evaluation Rating (Clear Rating)		✓ Teacher Updated
Unsatisfactory Needs Improvement Proficient Excellent		
Notes/Comments		
	, A	
Administrator's Signature	Teacher's Signature	
Admin Signature	Teac	hore Signaturo
		nei s Signature
1/(R/2017 03:42 PM		ove and Unlock Ratings
1/18/2017 03:42 PM	1/18/2017 03.44 PM	ove and Unlock Ratings

Figure 14 – Evaluator View of Electronic Signature on View Results

ecure https://www.evaluwise.org/cidev/index.php/teacher/summativeRatings/540/
Summative Evaluation Rating
Professional Practice Rating (70%): Proficient
Student Growth Rating (30%): Proficient
Weighted Rating: 3
Summative Evaluation Rating: Proficient
Administrator's Signature
Teacher's Signature
✓ Sign

Figure 15 – Teacher Dashboard View of Electronic Signature on View Results

Adding a Link as an Artifact

In EvaluWise you now have the option to add an attachment to an artifact as well as add a link. This option is available on both the Evaluator Login as well as the Teacher Dashboard. Please reference the screen shots of both of those views below. (See Figure 16 and 17)



	E √aluWise	Dashboard	Rubrics	Manage Password	*	Logout	
_							
S	Summative Evaluation					View Rubric	Back to Evaluation List
w	elcome Tom Demo.						
	Summative Evaluation Date: 02/03/	2017 12:00am					
	Professional Practice Summary						View / Self Rating
	Paired Forms						
	Ratings and Results						View
	Artifacts (Upload Documents & Files)					& Add Link	2 Upload Document
	Test 1a, 1c (Test)						Edit Delete

Figure 17 – Teacher Dashboard – Adding a Link

Teacher Dashboard Message

This feature allows the EvaluWise Administrator to create a custom message for all teachers that will appear on the Teacher Dashboard.

To setup this feature, Click on the "Settings" Tab under Organization select the "Options" Tab.

Scroll down to Teacher Dashboard Message and select "Edit Message" button. (See Figure 18)

Login Settings Subscription Preferences Calendar Feed	Organization
Your Name:	Be Log Out Your Organization:
EvaluWise Demo	EvaluWise CUSD #123 (Account #: 5784)
Email ioel.rogers@gmail.com	Schools Content Areas Users Options
Warning: Changing your email address will change the address you use to login.	Options
Old Password	Organization Email Notifications:
New Password	Allow Evaluation Labels:
Repeat Password	Allow Evaluation Labels to be Visible on Teacher's Dashboard:
Update Password	Show Copy Button for Forms and Summaries That Have Been Locked.
	Teacher Dashboard Message

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9		-	

Enter in a custom message and Click "Save" (See Figure 19)





When the Teachers Login to the Teacher Dashboard they will be able to see the custom message. (See Figure 20)

	E√ aluWise	Dashboard	Rubrics	Manage Password	×	Logout
Das	hboard					
Welcome	e Tom Eckert			S Unpaired Artifacts	≣v	/iew Rubrics A Manage Password 🕞 Logout
						Tiew Calendar
Impor	rtant Dates for Upcoming Evaluation Cycle: plete Student Growth Forms by 2/1/17		 			
Eva	aluations Forms Reports				Upcon	ning Dates:
	Summative Evaluation © Feb 03, 2017				01 012	2/03/2017 Summative Evaluation
	Informal Observation G Jan 19, 2017			(Upo	coming items	s that you have been given access to)