

How to set up the Illinois Performance Ranking Report in EvaluWise®

We have added in a NEW report in EvaluWise[®] that provides a confidential list of teachers and their performance ranking as required in the state of Illinois. The cost for this new add-on report is \$195 per year, for those districts that are interested in having it added to their account.

In order to run this report you will need to create a staff "Position" and Professional License Category used in your district. Then, you will enter data for each teacher assigning them to their "Position" and "Professional License" category. If you have already entered this information in EvaluWise[®], you won't need to do anything more to run the report. If you have not already entered this information in EvaluWise[®], below are instructions on how to add the required information.

Step 1: Create District Staff "Positions" and "Professional License Categories"

Positions - To set up district positions go to Settings and under "Organization" to the right, select the "Options" Tab. Then click on the "Manage" button for "Teacher Positions." (See Figure 1)

Evalu	ıWise°	
Home	Login Settings Subscription Preferences Calendar Feed	Organization
Teachers	Your Name: Log Out EvaluWise Presenter	Your Organization: EvaluWise Presentation (Account #: 6432)
	Email presenter@evaluwise.org	Schools Content Areas Users Options
Rubrics	Warning: Changing your email address will change the address you use to login. Old Password	Lock Teacher Edit:
Settings	New Password	Lock Teacher Add: NO Lock Teacher Deletion: YES
	Repeat Password	Professional Licenses: Manage
Reports	Update Password	Teacher Positions: Manage Organization Email Notifications: Manage
Demo		Allow Evaluation Labels:

Figure 1

When you click on "Manage" the following screen will appear, and you have the option to manually add in each position by clicking on the + Add Position button. (See Figure 2)

Posit	tions	Close
Positions The Positions List is currently used to assist you This section is optional if you do not need a perf	+Add Po with generating a performance ranking formance ranking report.	sition report.
Math		
Language Arts		
	1 Import P	ositions

Figure 2

Professional Licenses: To set up Professional License Categories go to "Settings" and under "Organization" to the right, select the "Options" Tab. Then click on the "Manage" button for Professional Licenses. (See Figure 3)

E√aluWise°	
Login Settings Subscription Preferences Calendar Feed	Organization
Your Name: (+ Log Out EvaluWise Presenter	Your Organization: EvaluWise Presentation (Account #: 6432)
Email presenter@evaluwise.org	Schools Content Areas Users Options
Warning: Changing your email address will change the address you use to login. Old Password	Lock Teacher Edit:
New Password	Lock Teacher Deletion:
Repeat Password	Professional Licenses: Manage Teacher Positions: Manage
Update Password	Organization Email Notifications: Manage
	Allow Evaluation Labels:

Figure 3

When you click on "Manage" the following screen will appear, and you have the option to manually add in each position by clicking on the + Add Position button. (See Figure 4)

	Teacher Professional Licenses	Close
	+ Add	
🗅 03 – Elementary		
🗅 04 – Early Childhood		
🗅 09 – Secondary		
73 – School Services		

Figure 4

(Note: Bulk Import options for both district Positions and Professional Licenses will be available June 1.)

Step 2: Set up each teacher's "Teacher Profile"

First, click on the "Teachers" tab and search for the teacher. Once you have selected a teacher, click on the "Edit Teacher" button on the top right under their name.

The following fields need be completed for use with the Performance Ranking Report: "Tenured" and "Date of Hire." Leave Days are optional and can be completed, if needed. The Confidential Teacher Code is automatically generated by the system. This code can be used as is, or you can enter your own code. (See Figure 5)

			Add/Edit Teacher	Cancel	
	First Name:	Ken	Content Areas		
Brya	Last Name:	Bryant	Math		
eachers Coliv	ID:	Teacher ID	English		ər 🌣
Evaluation Evaluation Evaluation Evaluation Edga	Optional This can be any identifie Employee ID, Teacher License #. through a bulk upload.	r that is unique in your organization I. This is used for being able to update t	e Reading		
John	Email:	kbryant@123.com	test	~	
	Subject:	Subjects Taught			
Evaluar Rubrics	Grades:	Grades Taught	Schools		
C Evalue	Use commas between multiple gra	ides. Numeric numbers are recommer	nded I.E. EvaluWise Elementary		
Settings Evaluation	Tenured:	Yes	EvaluWise High School		
Ritte	Date of Hire:	8/5/2012	🗊 🔽 Group 1		
teportes Rizzo	(OPTIONAL: This is used to gener	rate a calculated service amount re-	efomance EvaluWise Jr. High		
Robe	Leave Days to Count:	5	Training		
Dento Sand	Confidential Teacher	34622088			
Smith Training	Code:	✓ Save T	eacher		· Manage Teache

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Next, on the teacher screen, you will need to update information in the following tabs: "Summative Ratings," "Positions," and "Pro. Licenses." You may also update information in the "Qualifications" tab, but that is not required to run this report.

Summative Ratings Tab:

If you have clicked on "Update Teacher Rating" in the teacher's Summative Evaluation, that rating will be pulled into this tab. If you do not have 3 ratings entered in the system you can click on the + add rating button and add any prior ratings given to the teacher. (See Figure 6)



Positions Tab:

Click on the "Position" tab. If you have not already assigned the teacher to a position, you can do so by clicking on the + Add Position button. (See Figure 7)



Figure 7

To assign a teacher to a position, you will click on the dropdown menu and select the teacher's position and if it is their current position slide the "Current Position" button to yes. (See Figure 8)

	Add/Edit Position			on	Close
	Position:	Math	T		
Current Position	YES	Math Language Arts			✓ Save
Figure 8					

If you have already assigned multiple positions to a teacher, you can select one or more current positions by clicking the radial button to the left of the Position. (See Figure 9)

Posit	ions		
+ Add Po	sition		
Position	Position		
\bigcirc	Language Arts		* Delete
\checkmark	Math		* Delete

Qualifications Tab:

The Qualifications is an editable field that allows you to list any additional qualifications that a teacher might have. (See Figure 10)



Figure 10

Pro. Licenses Tab:

If you have not already assigned a "Professional License" category to a teacher, you can do so by

selecting a license type from the dropdown (entered by the district using the Settings tab). Then, click "+ Add License" button. You can assign multiple Licenses to teacher, if applicable by repeating this step. (See Figure 11)



Figure 11

(Note: Bulk Import options for the teacher profile will be available June 1, 2016.)

Running the Performance Ranking Report:

The Performance Ranking Report needs to be purchased as an add-on for your district for \$195 per year.

Only the EvaluWise® Administrator account(s) have access to run this report.

To access this report: Go to the "Reports" tab on the main screen. If you have purchased this add-on report, you will be able to select the Performance Ranking Report from the list of available reports. Once you click on the Performance Ranking Report, you will click on "+ Add Report." Enter the name for the report you will run, and select the correct rubric to use for the Performance Ranking. (See Figure 12)

E√a	Home Manage Account Login	
Perfor	mance Ranking Reports	
Report Name	Add/Edit Report	+ Add Report
test test One	Report Name Teacher 15/16	
© 2016 EvaluWis	Rubric New EvaluWise Demo Rubric 🔹	→ Next 2705 McDonnugh St. Joliet, IL 60438 815-725-651



Click "Next" and you will see the Illinois State rating levels. If your rubric uses wording that is different, you will need to select the wording from your rubric that corresponds to the state defined levels. Click on "Create Report" to run the report. (See Figure 13)

EVa	luWise™	Home I	Manage Account	Login		
Perfor	mance Rankin	g Repo	orts			
						+ Add Report
Report Name	Add/Edit Report				×	
test	Select the level equivalent to "U	Insatisfactory" (1):			
test One	Unsatisfactory	*				
	Select the level equivalent to "N	leeds Improveme	ent" (2):			
© 2016 EvaluWis	Needs Improvement	*				2705 McDonough St.
	Select the level equivalent to "P	Proficient" (3):				Joliet, IL 60436 815-725-5510
	Proficient	*				Support
	Select the level equivalent to "E	excellent" (4):				
	Excellent	*			Create Report	
Eiguro 12	-					

Figure 13

You will get an on-screen confirmation that your report has been successfully saved. Click on the report you created from the Performance Ranking Reports list. (See Figure 14)

E√aluWise™	и Home Manage Account Login	
Performance Ranki	ng Reports	
Perort Name	Pubric	+ Add Report
test	New EvaluWise Demo Rubric	
test One	New EvaluWise Demo Rubric	
Teacher 15/16	New EvaluWise Demo Rubric	

Fi	g	u	r	е	1	4
	0	-	۰.	-	_	

Select the position(s) and school(s) you want included in the report. Hold down the control key and click to include multiple positons or schools in the report. (See Figure 15)

Performance I	Ranking Report	Teacher 15/16	
column Count: 4			
Group 1	Group 2	Group 3	Group 4
Group one consists of non- tenured teachers who have not received a performance evaluation rating.	Group 2 consists of both tenured and non-tenured teachers with a Unsatisfactory or Needs improvement performance evaluation rating in one of the last two performance evaluations)	Group 3 consists of both tenured and non-tenured teachers with a performance evaluation rating of at least Proficient on both of the last two evaluations (or only one performance evaluation if only one is available.)	Group 4 consists of both tenured and non-henured teachers with a performance evaluation rating of Excellent on at least two of the last 3 evaluations – with the third evaluation rating being at leas Proficient
Select Position(s)			
Math Language Arts	* *		
Select School(s)			
EvaluWise High School EvaluWise Jr. High EvaluWise Elementary Training	Run Report		

Click Run Report and it will run the report by the position(s) separated by the defined groups. You have the option to include teacher names or remove names in the upper right corner after the report is run. You also have the ability to print or create a pdf of this report. (See Figure 16)

Teacher 15 Position: Math	/16			 Print Names ➡ Print ➡ Create PDF
Group 1				
Group one consists of non-tenured	i leachers who have not received a performance evaluation rating.			
License	Date of Hire	Calculated Date of Hi	re	Score Average
Group 2				
Group 2 consists of both tenured a	nd non-lenured leachers with a Unsatisfactory or Needs improvement performance eval	uation rating in one of the last two performance evaluations)		
	License	Date of Hire	Calculated Date of Hire	Score Average
34616922	04 – Early Childhood	08/17/2015	08/17/2015 (0.00)	Avg:2.5
3462911	03 – Elementary	08/18/2008	08/18/2008 (0.00)	Avg:2.5
Group 3				
Group 3 consists of both tenured a	nd non-lenured leachers with a performance evaluation rating of at least Proficient on b	oth of the last two evaluations (or only one performance evaluation if	bnly one is available.)	
	License	Date of Hire	Calculated Date of Hire	Score Average
34622323	04 – Early Childhood	08/01/2012	08/01/2012 (0.00)	Avg: 3
Group 4				
Group 4 consists of both tenured a	nd non-lenured leachers with a performance evaluation rating of Excellent on at least to	o of the last 3 evaluations with the third evaluation rating being at le		
	License	Date of Hire	Calculated Date of Hire	Score Average
34622088	04 – Early Childhood	08/21/2009	08/21/2009 (0.00)	Avg: 3.67

Figure 16