

## 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)

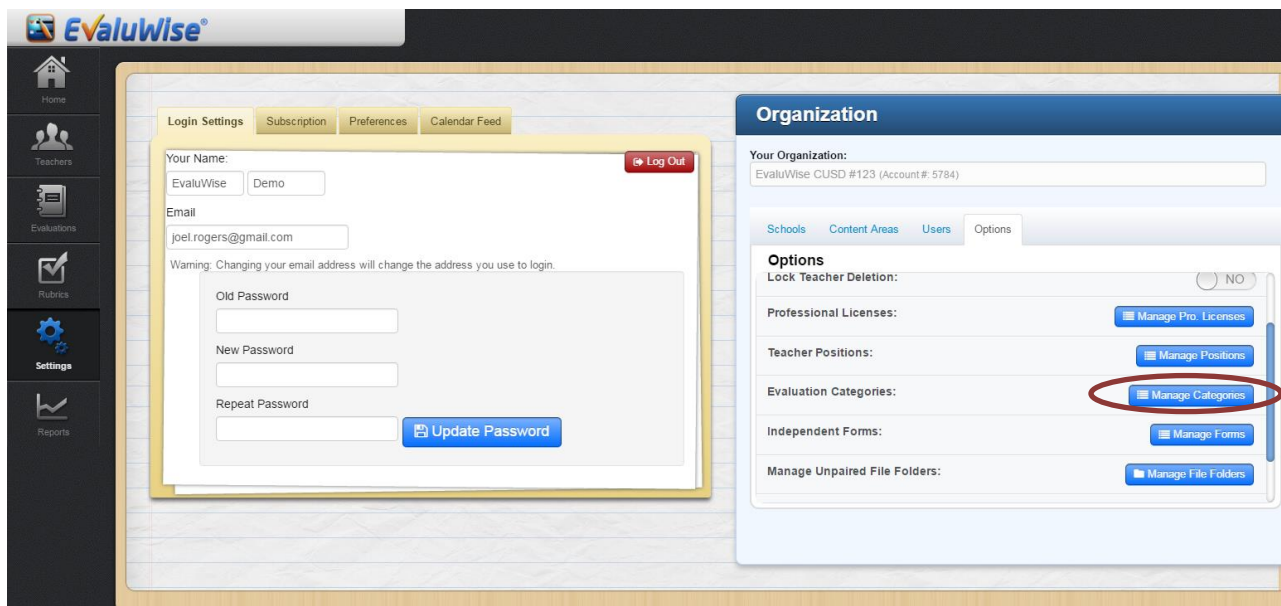


Figure 1

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)

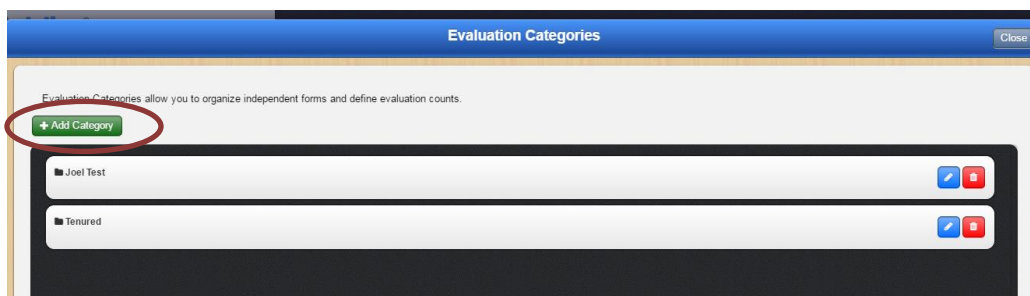


Figure 2

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.

Category Name  
Test

Evaluation Year Starting Month:  
August

The settings below allow counts to be shown in the Teachers section that show how many evaluations need to be completed for the current evaluation year and the completion progress on them so far.

☒ Show Teacher Counts

Which Rubric should evals be counted?  
Any (Default Any)

Required Informal Evaluations	Required Tenured Informal Evaluations	Required Remediation Informal Evaluations
4	2	6
Required Evaluations(Formal)	Required Tenured Evaluations(Formal)	Required Remediation Evaluations(Formal)
2	1	3
Evaluation Cycle Settings	Evaluation Cycle Settings	Evaluation Cycle Settings

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)

Evaluation Categories

☒ Show Teacher Counts

Which Rubric should evals be counted?  
Any (Default Any)

Required Informal Evaluations	Required Tenured Informal Evaluations	Required Remediation Informal Evaluations
4	2	6
Required Evaluations(Formal)	Required Tenured Evaluations(Formal)	Required Remediation Evaluations(Formal)
2	1	3
Evaluation Cycle Settings	Evaluation Cycle Settings	Evaluation Cycle Settings

Cycle Type: Custom  
Cycle Date Type: Start Date  
Cycle Date: 07/01/2015  
Duration: 2 Years

Cancel Save

Figure 4

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.

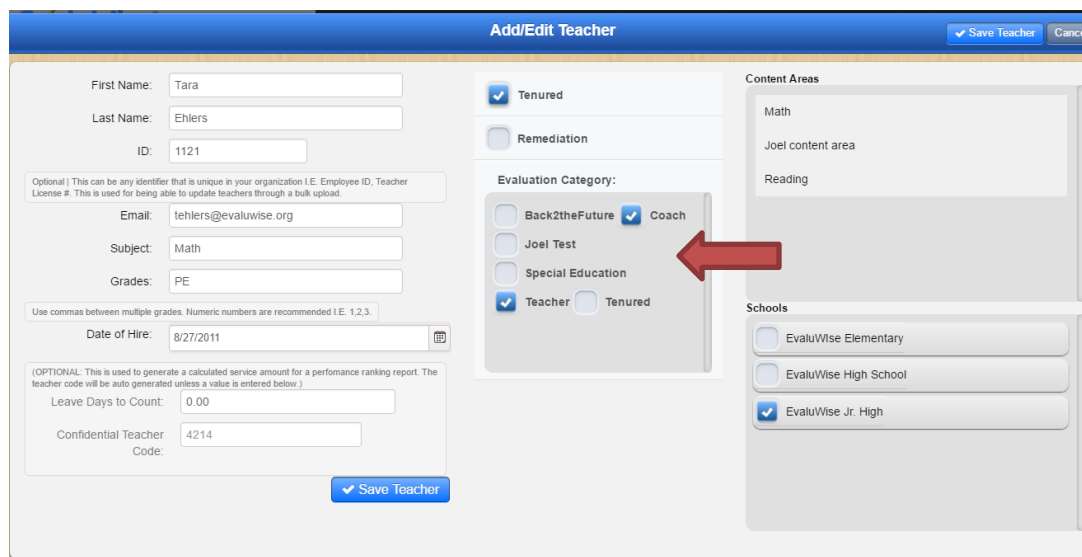


Figure 5

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.

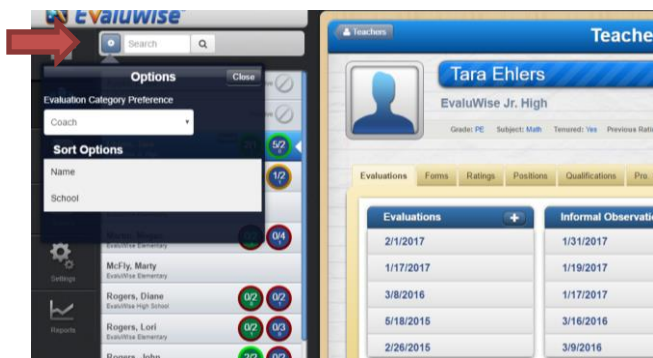


Figure 6

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)



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.



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)

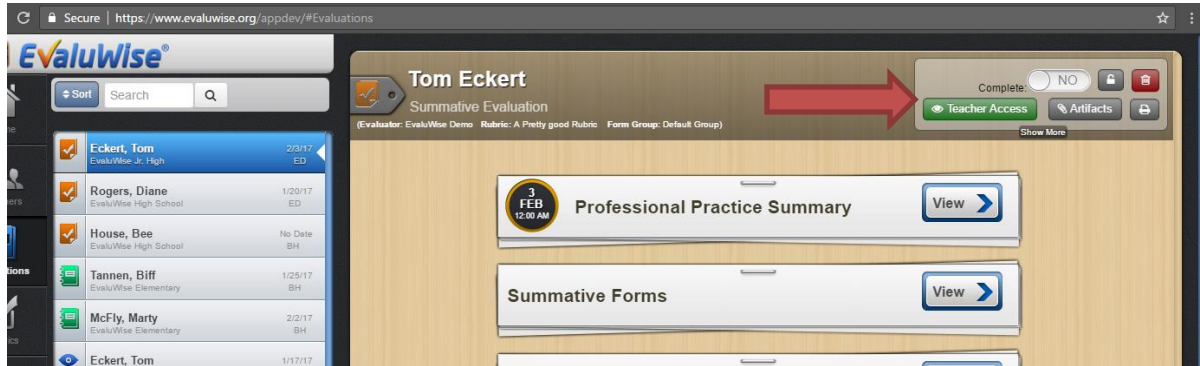


Figure 11

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)

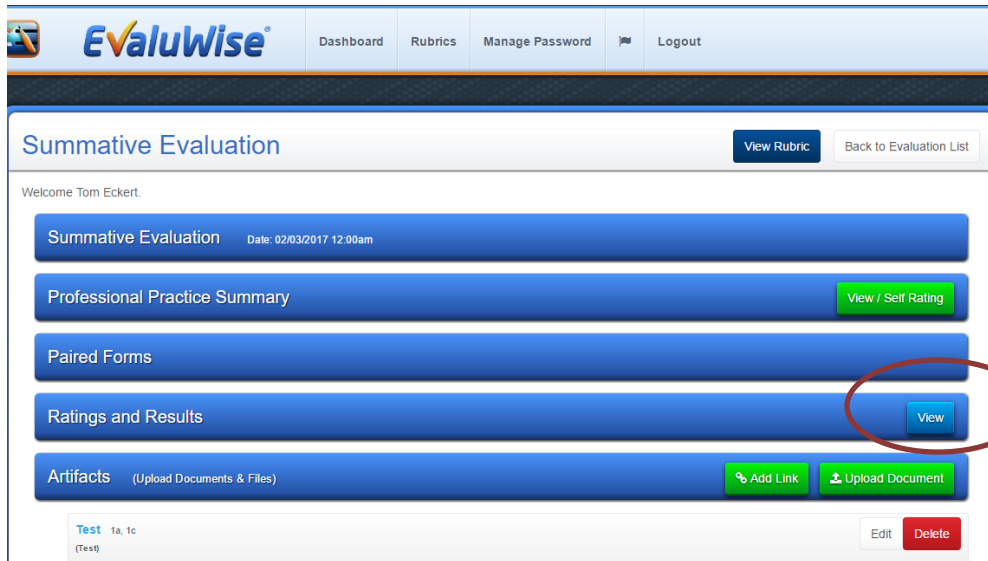


Figure 13

### 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)

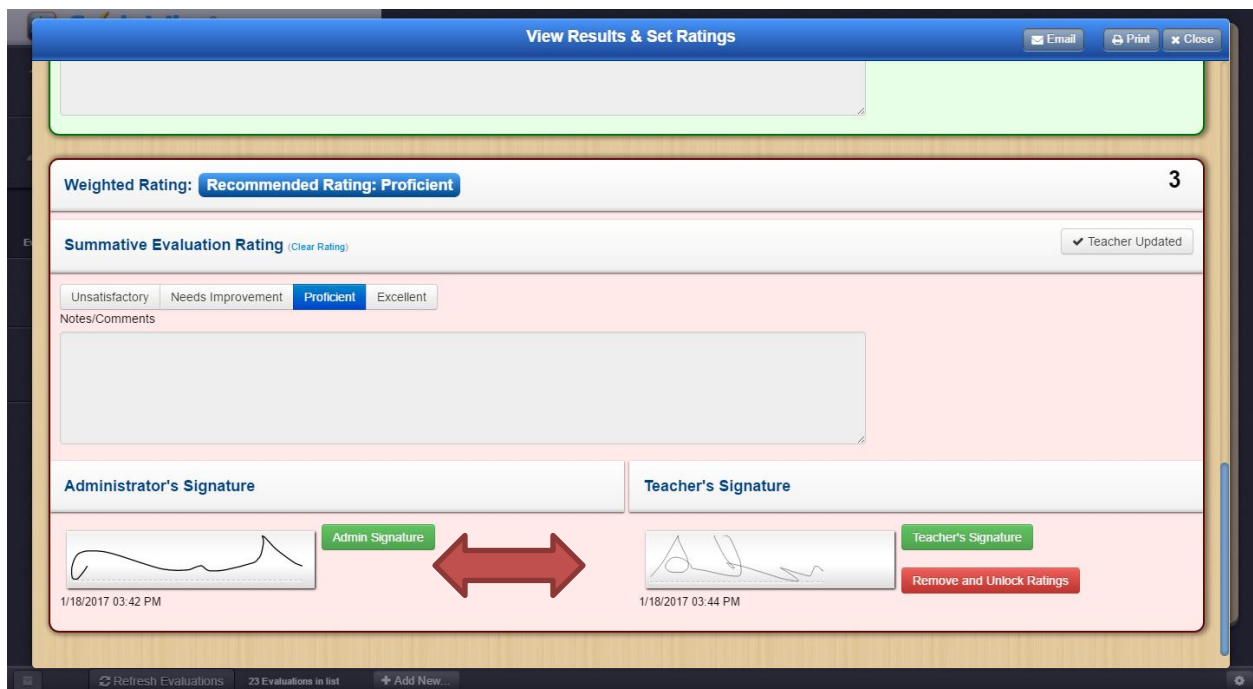


Figure 14 – Evaluator View of Electronic Signature on View Results



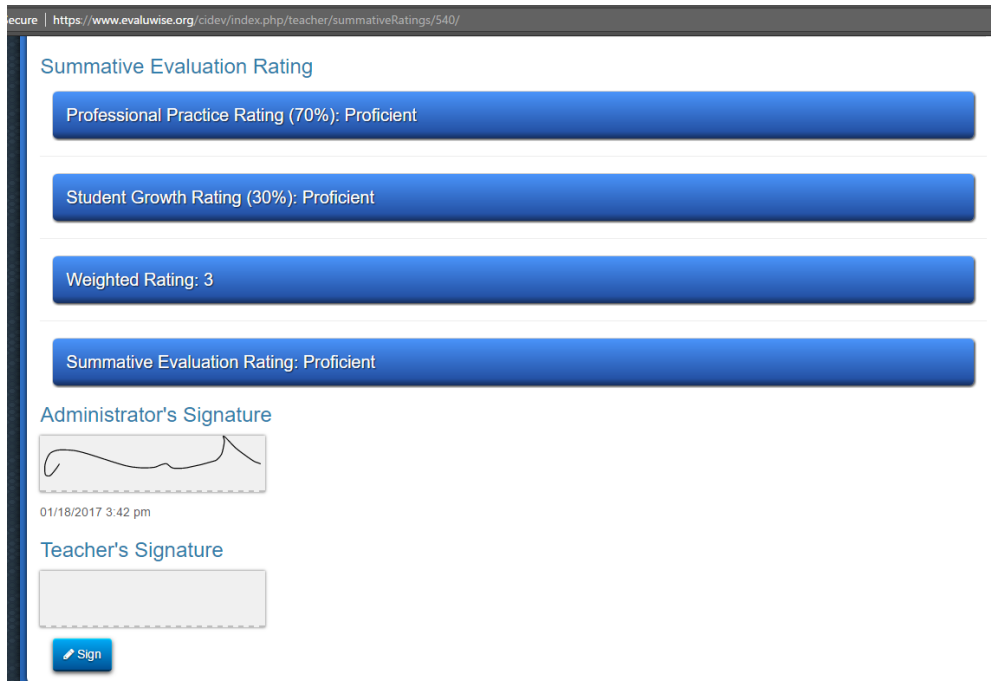


Figure 15 – Teacher Dashboard View of Electronic Signature on View Results

## 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)

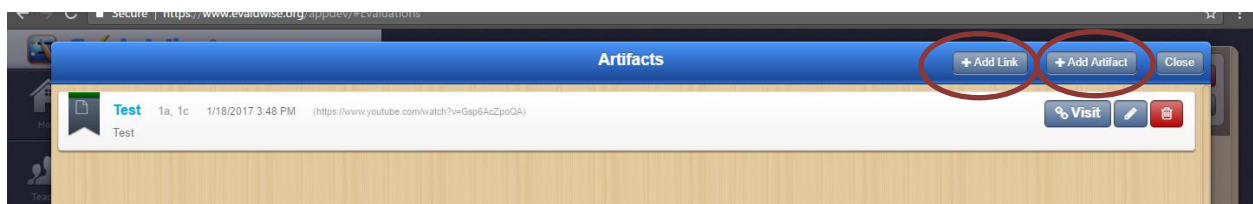


Figure 16 – Evaluator View – Adding a Link



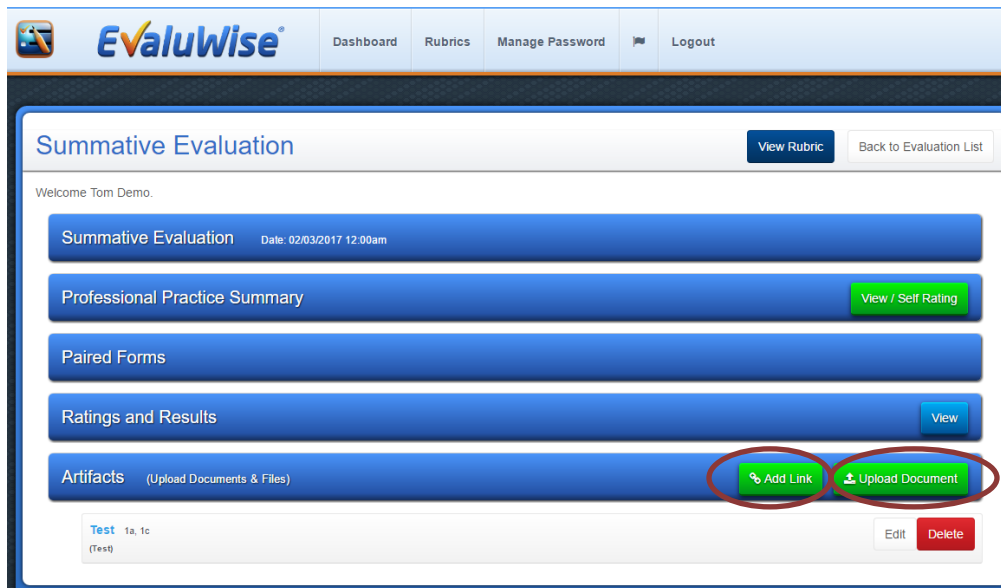


Figure 17 – Teacher Dashboard – Adding a Link

## 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)

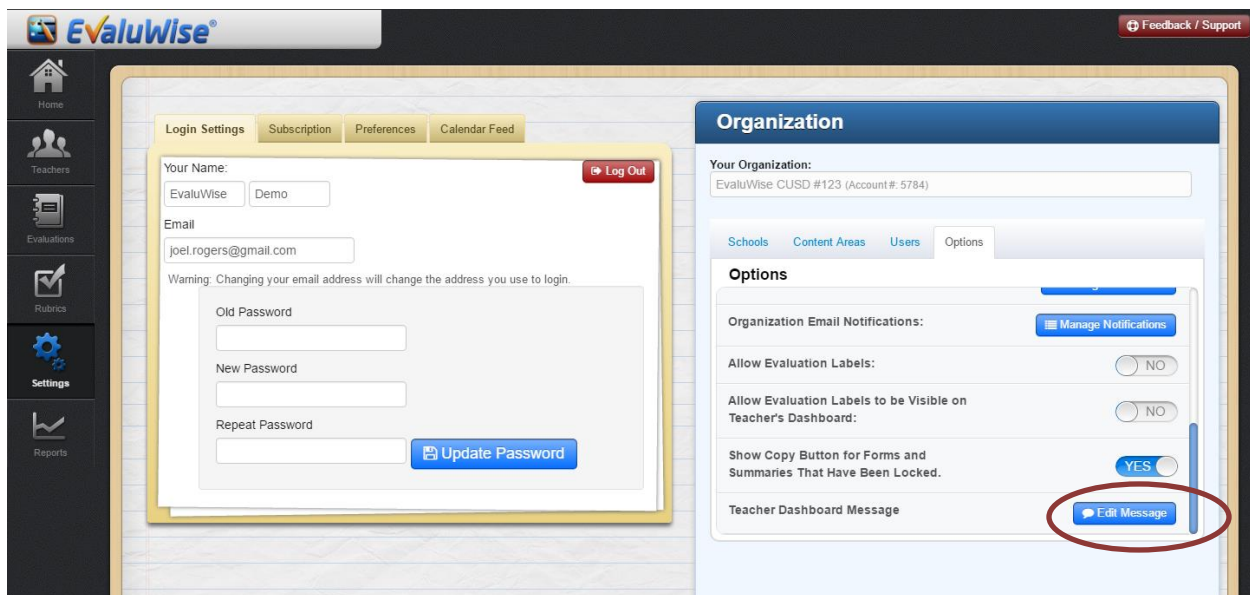
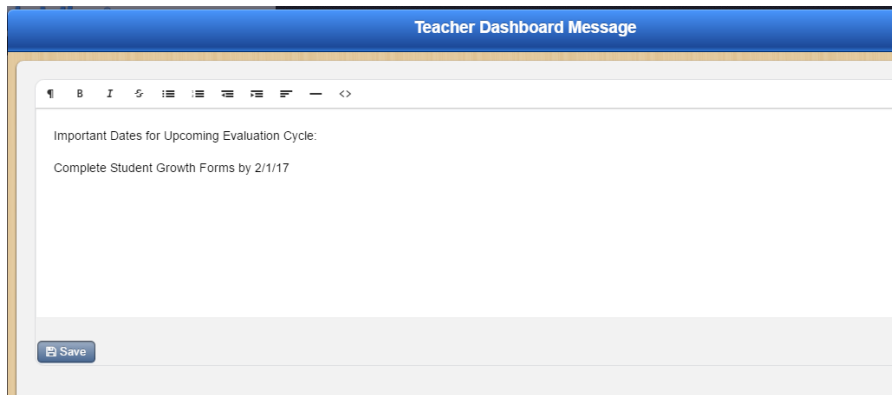


Figure 18

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



The screenshot shows a web interface titled "Teacher Dashboard Message". It features a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and source code. The message body contains the text: "Important Dates for Upcoming Evaluation Cycle: Complete Student Growth Forms by 2/1/17". At the bottom left of the editor is a "Save" button.

Figure 19

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

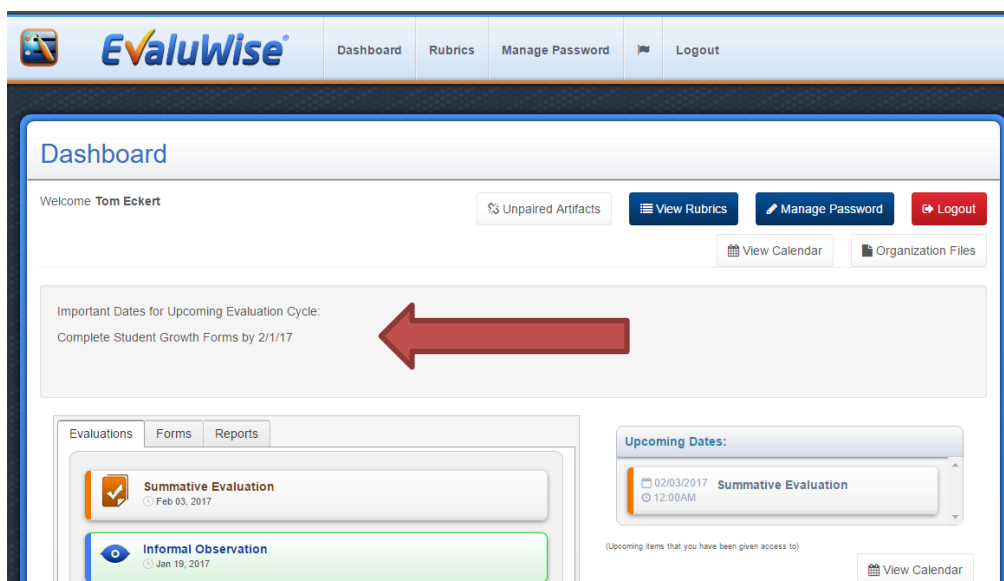


Figure 20