

## EvaluWise Update 1.6.0

### Evaluation Categories:

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

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

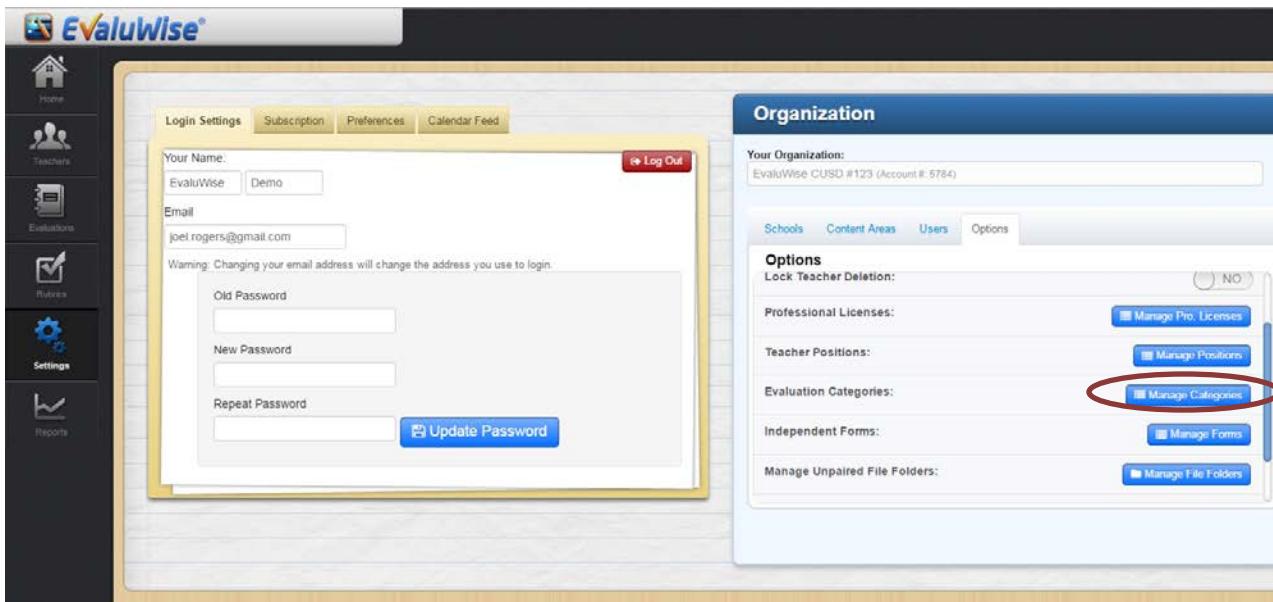


Figure 1

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)

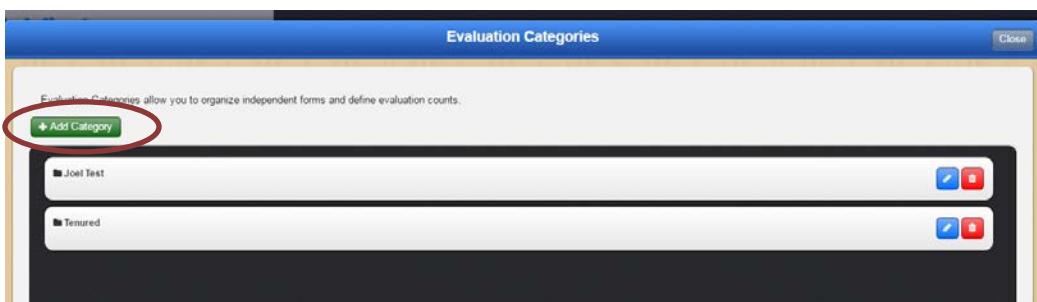


Figure 2

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.

The screenshot shows a software interface titled 'Evaluation Categories'. At the top left is a 'Category Name' field containing 'Special Education'. To the right is a 'Close' button. Below this is an 'Evaluation Year Starting Month:' dropdown menu showing 'January'. A note below the dropdown states: '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.' There is a checked checkbox labeled 'Show Teacher Counts'. The main area contains six input fields arranged in a grid:

Required Informal Evaluations 4	Required Tenured Informal Evaluations 2	Required Remediation Informal Evaluations 6
Required Evaluations(Informal) 2	Required Tenured Evaluations(Informal) 1	Required Remediation Evaluations(Informal) 3

At the bottom right are 'Cancel' and 'Save' buttons.

Figure 3

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

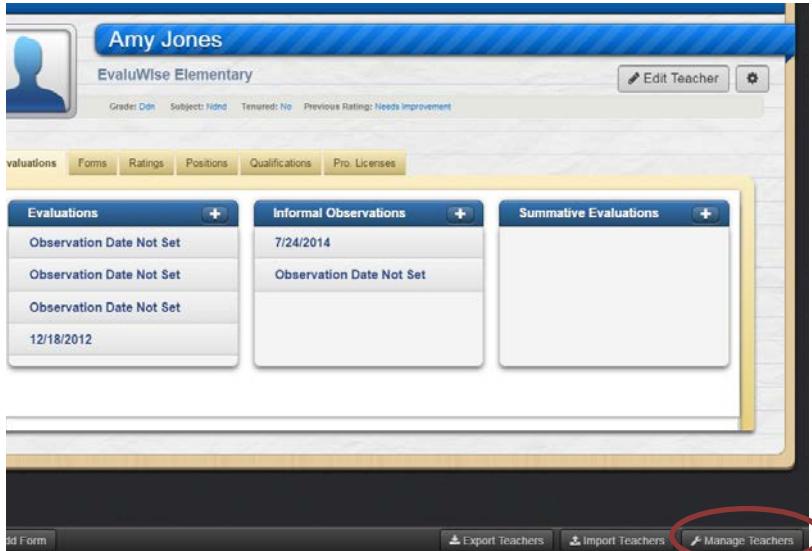
Once you have located the teacher click “Edit Teacher” in the upper right hand corner. It will bring up the “Add/Edit Teacher” Screen (See Figure 4) . In the middle of the screen you can select the “Evaluation Category” by clicking on the drop down menu and selecting the appropriate category. You can also add 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**

First Name:	Amy	<input checked="" type="checkbox"/> Tenured
Last Name:	Jones	<input type="checkbox"/> Remediation
ID:	Teacher ID	
Optional   This can be any identifier that is unique in your organization I.E. Employee ID, Teacher License #. This is used for being able to update teachers through a bulk upload.		
Email:	mrogers@evaluwise.org	Evaluation Category:
Subject:	Nnd	<input type="checkbox"/> Joel Test
Grades:	Ddn	<input type="checkbox"/> Special Education
Use commas between multiple grades. Numeric numbers are recommended I.E. 1,2,3.		
Date of Hire:	Date of hire	<input type="checkbox"/> Tenured
(OPTIONAL: This is used to generate a calculated service amount for a performance ranking report. The teacher code will be auto generated unless a value is entered below.)		
Leave Days to Count:	0.00	<input type="checkbox"/> EvaluWise Elementary
Confidential Teacher Code:	4111	<input type="checkbox"/> 1st Grade
<b>Save Teacher</b>		
Content Areas		
Math Joel content area		
Reading		
Schools		
<input checked="" type="checkbox"/> EvaluWise Elementary		
<input type="checkbox"/> 1st Grade		
<input type="checkbox"/> 2nd Grade		
<input type="checkbox"/> EvaluWise High School		
<input type="checkbox"/> EvaluWise Jr. High		

**Figure 4**

If you have multiple teachers that you are adding to categories you can go to the “Teacher” Tab and select “Manage Teachers” in the bottom right hand corner of the screen. (See Figure 5)



**Figure 5**

It will bring up the following screen (see Figure 6) 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, click on the correct category and it will save it for that teacher.

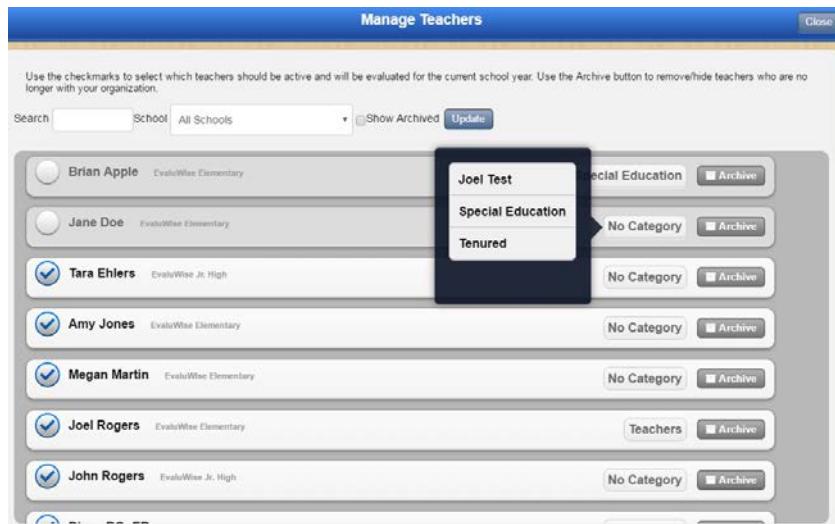


Figure 6

If you selected the Show Teacher Counts when you set up the category above this setting allows counts to be shown in the Teachers section that shows how many evaluations need to be completed for the current evaluation year and the current progress on them. (See Figure 7) In the example below – Amy Jones has 0 of 1 required formal evaluations completed and 1 is in progress. She has 0 of 2 required informal observations completed and 1 is in progress.



Figure 7

### Independent Forms:

You now have the ability to create forms that are independent and not connected to a specific evaluation. To set up an independent form go to “Settings” Under Organization select the “Options” Tab and select “Manage Forms” (See Figure 8)

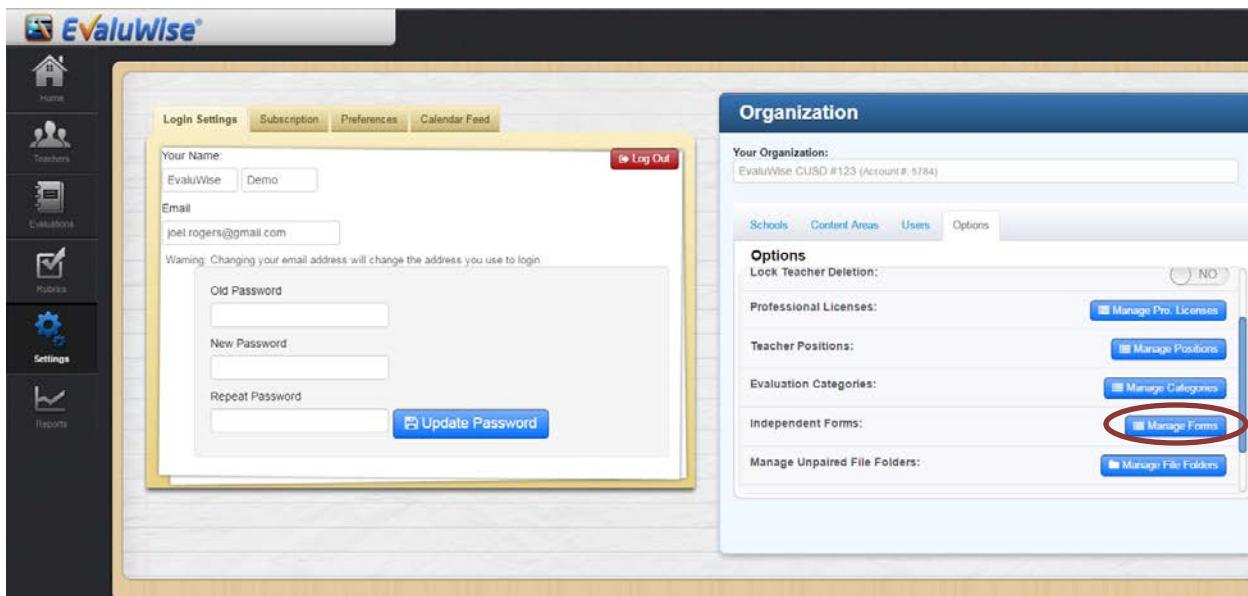


Figure 8

Once you have Selected “Manage Forms” you will be given an option to add a form to one of the Teacher Categories that you created or add a form to an uncategorized category. Select “+ Form” to Create the new form. (see Figure 9)

The screenshot shows the 'New Form' dialog box. On the left, there is a 'Categories' sidebar with 'Joel Test', 'Special Education', 'Tenured', and 'Uncategorized' listed. Below this is a '+ Add Form' button. The main area is titled 'New Form' and has two tabs: 'Form Details' (selected) and 'Questions'. Under 'Form Details', there are fields for 'Form Name' (with a placeholder 'Untitled'), 'Evaluation Category' (set to 'Uncategorized'), 'Save' (blue button), and 'Delete' (red button). There are also 'Teacher Access' and 'Teacher Edit' toggle switches, both set to 'ON'. Below these are sections for 'Description/Instructions' and 'Custom Form Heading'. On the right side, there is a 'Merge Fields' section containing a long list of merge field options, many of which are preceded by a small question mark icon.

Figure 9

You will notice the form details has some new options, this will be both for forms connected to a rubric as well as the independent forms.

You will have an option to enter the Form Name – Select an evaluation category or leave it in the default uncategorized option. You can then include a description and turn on or off teacher access.

A new feature in Update 1.6.0 is the ability to create a Custom Header on your forms. You have the option to insert a logo and other text format options. To add a logo click on the picture icon , it will then give you the option to upload a file, once your file has been uploaded, click on the image select the size and click “insert”. (See Figure 10)

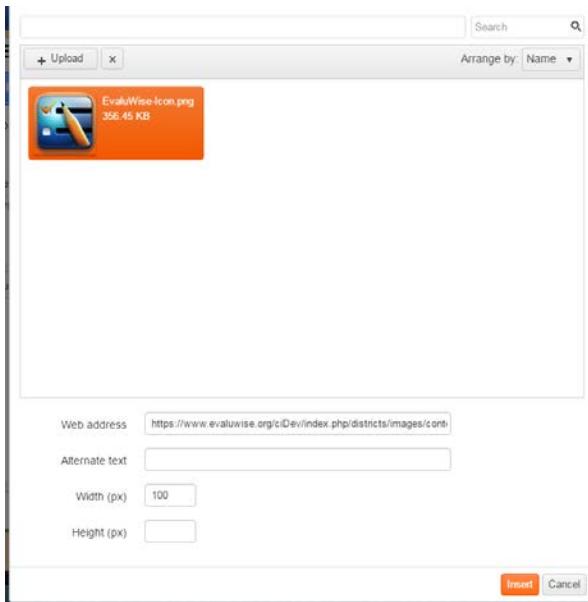


Figure 10

You also have the ability to add Merge fields in the heading. The format for the Merge Fields is listed to the right of the header under “Merge Fields”. You can bring in any of those merge field options in the format shown. (See Figure 11)

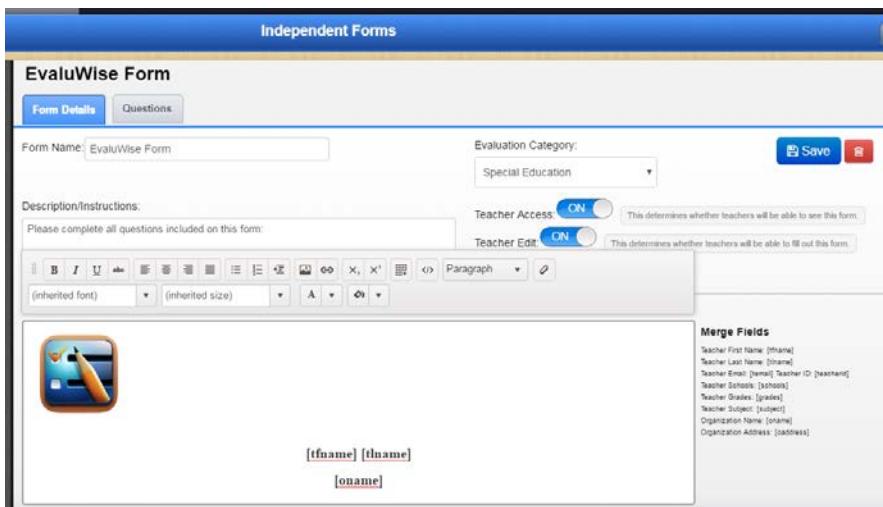


Figure 11

The next step would be to link the forms to the Teachers. You have an option to add a form individually to each teacher or add it to a group of teachers in a category that you created.

To add a form to an individual Teacher – Go to the “Teachers” Tab and search for your teacher. Select the Forms Tab, then Click “Add Form”. You can provide a due date for the form completion and then select what category the form was created in. When you click on the category it will bring all the forms in that Category and you can select the radio button next to the form you want to add for that teacher. Then Click “Create Form(s)” (See Figure 12)

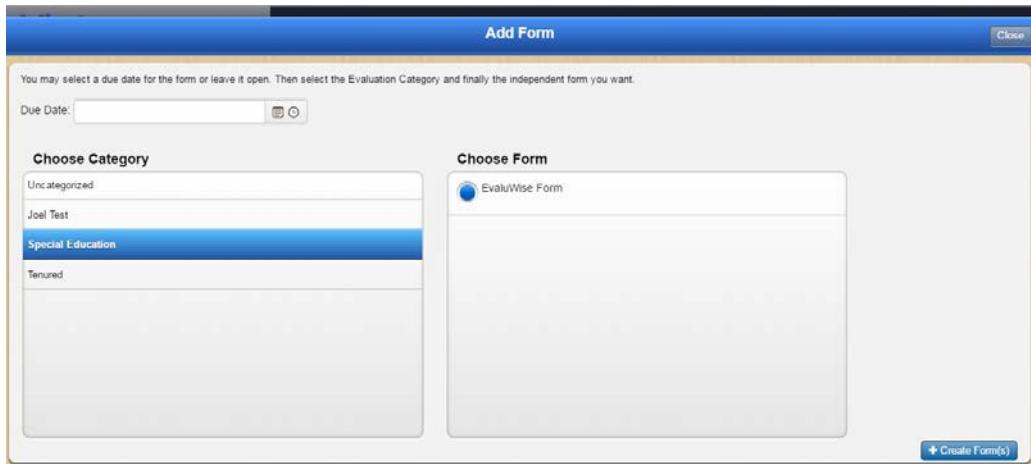


Figure 12

Once the form has been added it will be listed under the forms tab from the Teacher Account. You have the option to edit the contents of the form or delete it. You also have the option to pair the selected form with a current evaluation. (See Figure 13)



Figure 13

If you have a group of teachers in a certain School that you would like to add the independent form, you can select the “Add Forms” from the bottom of the Teacher Screen. (See Figure 14)

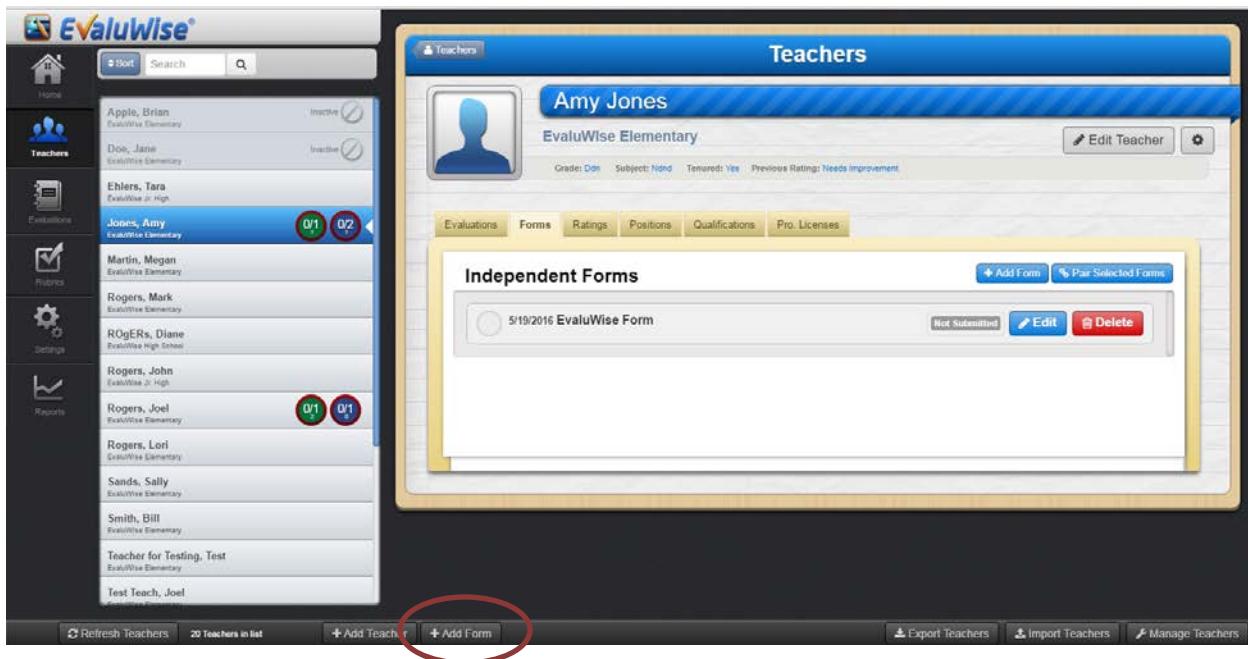


Figure 14

The following screen will open up and will allow you to search by school and if you have any groups created for your school. Once you click search it will list all the teachers in that school – you can select all teachers or drag and drop which teachers you would like the form added too, then click “Next”. (See Figure 15)

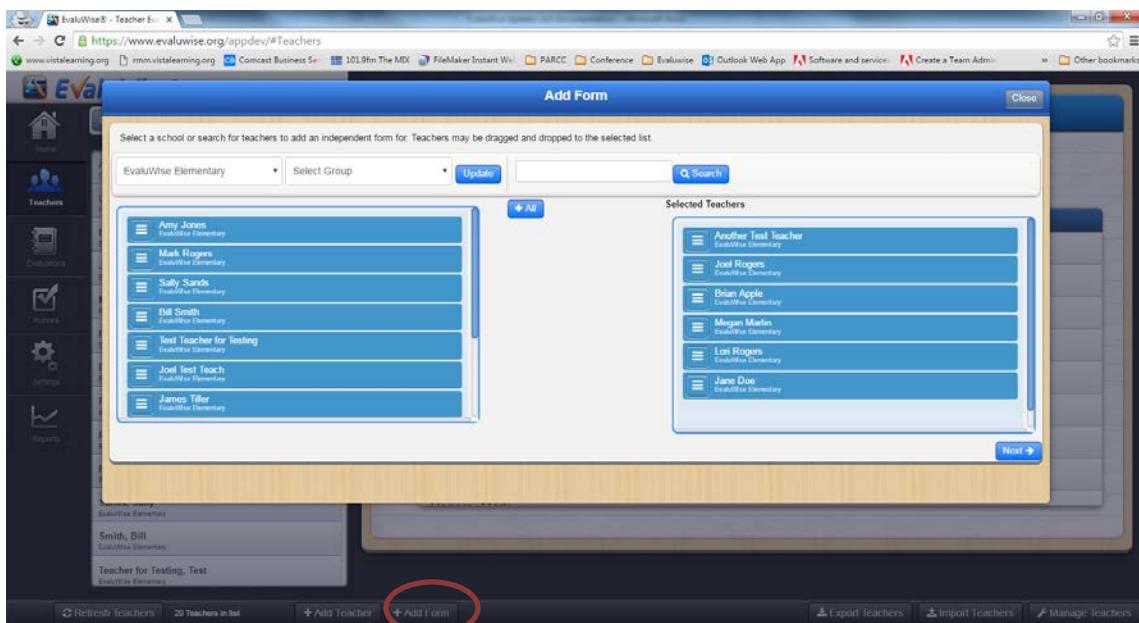


Figure 15

You will then be able to select the category that the form is in and then select the actual form; you can also give a due date to the form as shown below. (See Figure 16)

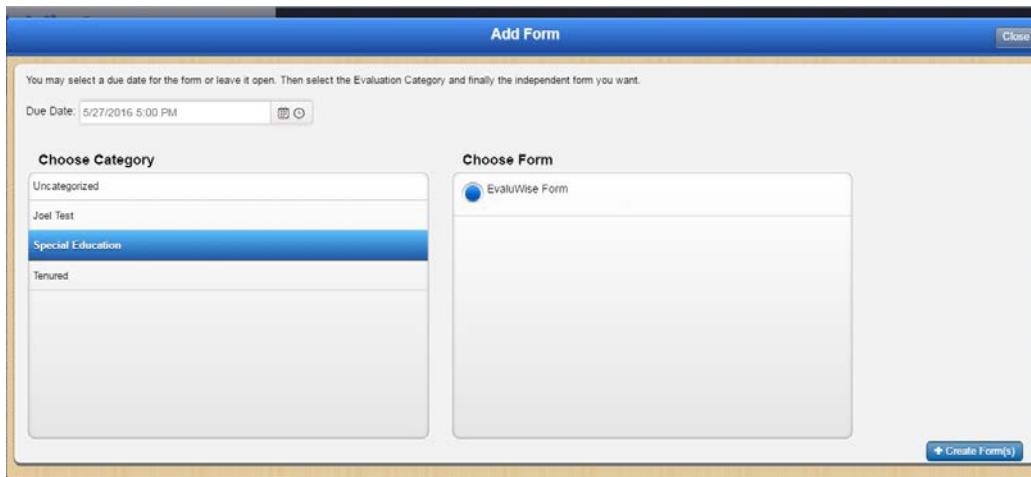


Figure 16

The teachers will have a Forms Tab on the Teacher dashboard that will allow them to access these forms that are not paired to an evaluation. Once they click on the Forms tab they will see the forms. (see Figure 17)

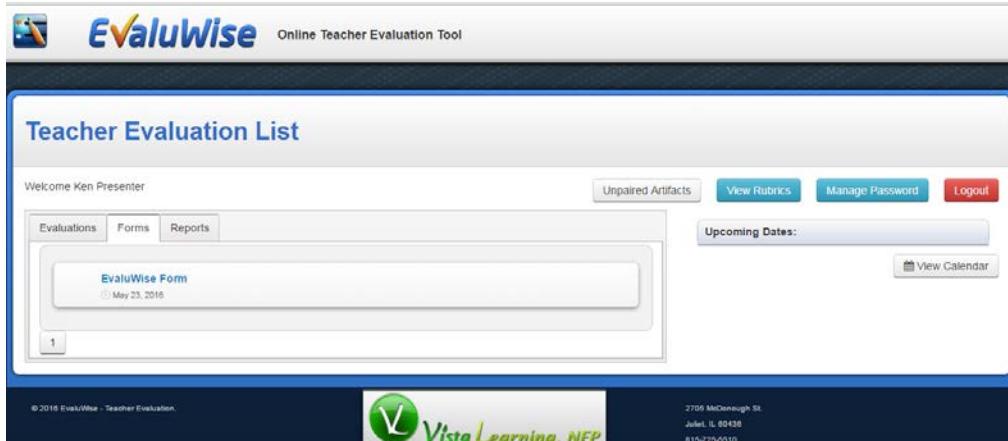


Figure 17

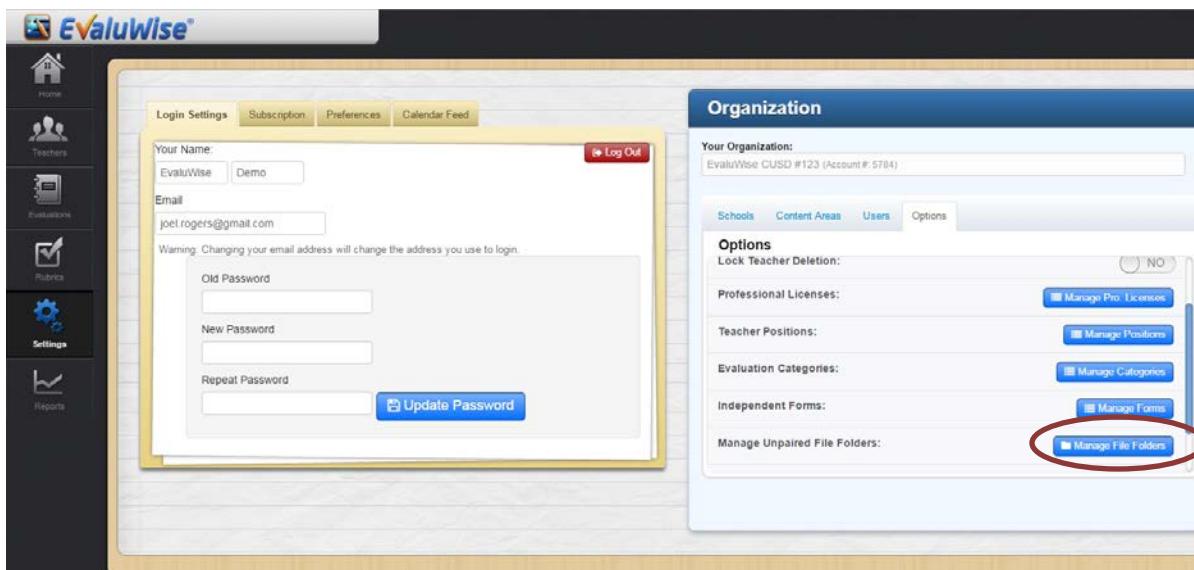
#### Electronic Signature on Forms:

With update 1.6.0 you now have an option to add in an electronic Signature to your forms. This can be added to your forms that are linked to an evaluation as well as your independent forms. To add in the electronic signature while in the Question section of a form Click on “Add a New Item” and then for Type select “signature” from the drop down menu. There is an option to put a signature label and you have the option to select where this form can be signed from – if you select both it can be signed from the teacher dashboard and from the evaluator screen, if you select teacher it can only be signed on the teacher dashboard and if you select evaluator it can only be signed on the evaluators screen. You also have the option to lock that section of the form once it is signed by selecting Yes or No from the drop down menu. (See Figure 18)

**Figure 18**

#### **Independent Artifacts:**

You now have the ability to add artifacts that are independent and not connected to a specific evaluation. To set up an independent artifact go to “Settings” Under Organization select the “Options” Tab and select “Manage File Folders” (See Figure 19)



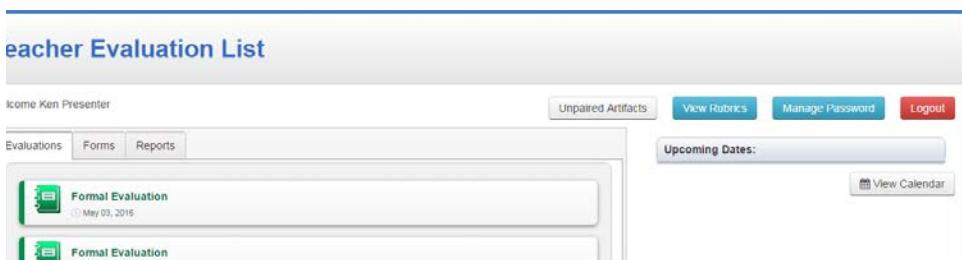
**Figure 19**

This allows you to create a folder for the independent forms. (See Figure 20)



**Figure 20**

The Teachers have the ability to upload to the folders created above on the Teacher dashboard by clicking on the “Unpaired Artifacts” Button. (See Figure 21)



**Figure 21**

Once you click on the “Unpaired Artifacts” Button –You can select “Add File” and it will give you an option to choose the file location – enter any notes and then select the folder you would like it to go into. Click Submit and it will upload the file. (See Figure 22)

Upload Files and Documents

(Maximum file size of 6MB per file)

Accepted File Types: gif, jpg, png, doc, docx, rtf, xls, xlsx, pdf, gdoc, gslides, gsheets, gdraw, gtable.

gform [Choose File] No file chosen

Notes

Folder:

2015/2016 Forms

Submit

**Figure 22**

The Evaluators can view the Artifacts from the Teacher Tab. Once on the “Teachers” Tab select the teacher and in the right hand side of the screen select “Un-Paired Artifacts” (see Figure 23)

EvaluWise

Teachers

Ken Bryant  
EvaluWise High School

Grades: Subject: TermEnds: No Previous Rating: Excellent

15 Un-Paired Artifacts

Evaluations    Forms    Ratings    Positions    Qualifications    Pro Licenses

Evaluations	Informal Observations	Summative Evaluations
11/16/2015 5/3/2016 Observation Date Not Set 10/15/2015 11/12/2015	Observation Date Not Set 9/17/2015	Observation Date Not Set

**Figure 23**

Once you click on the “Un-Paired Artifacts” you have the option to pair the artifact with an evaluation by click on the document and selecting the “Link files to Evaluation”. It will bring up all evaluations for this teacher and you can select which evaluation you want to link the files to. (See Figure 24)

Teacher Artifacts (Un-Paired)

Choose informal Observation or Evaluation to link Artifacts to:

Observation Date: 5/3/2016 (Evaluation)  
Observation Date: 11/16/2015 (Evaluation)  
Observation Date: 11/12/2015 (Evaluation)  
Observation Date: 9/17/2015 (Informal Observation)  
Created: 10/27/2015 (Evaluation)  
Created: 10/27/2015 (Evaluation)  
Created: 12/14/2015 (Evaluation)  
Created: 10/26/2015 (Evaluation)  
Created: 10/15/2015 (Evaluation)  
Created: 10/15/2015 (Informal Observation)

**Figure 24**