

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)

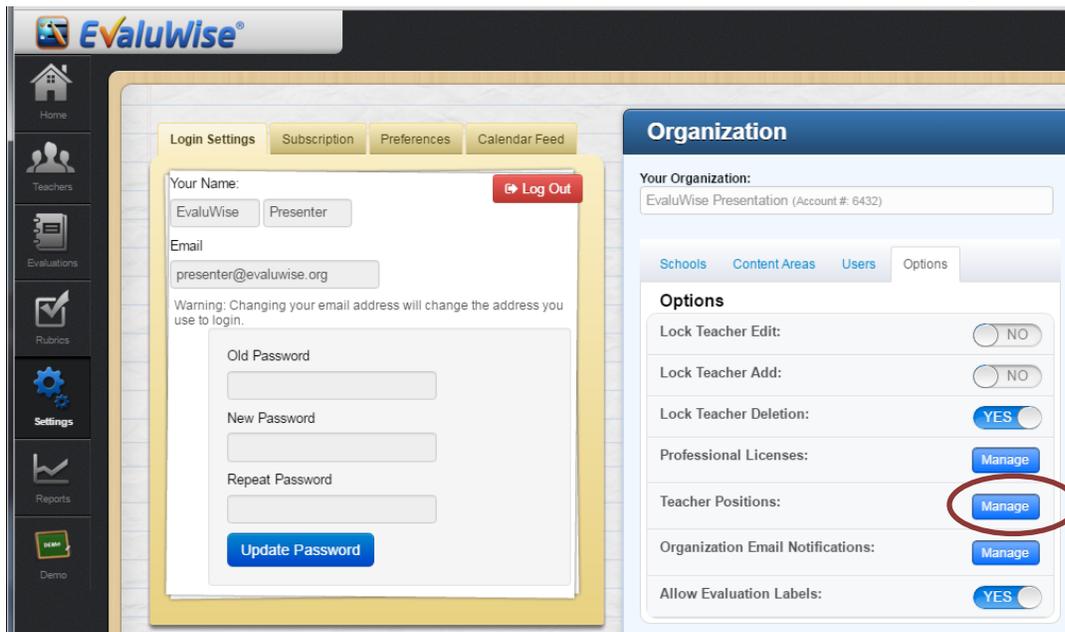


Figure 1

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 Figure2)



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)

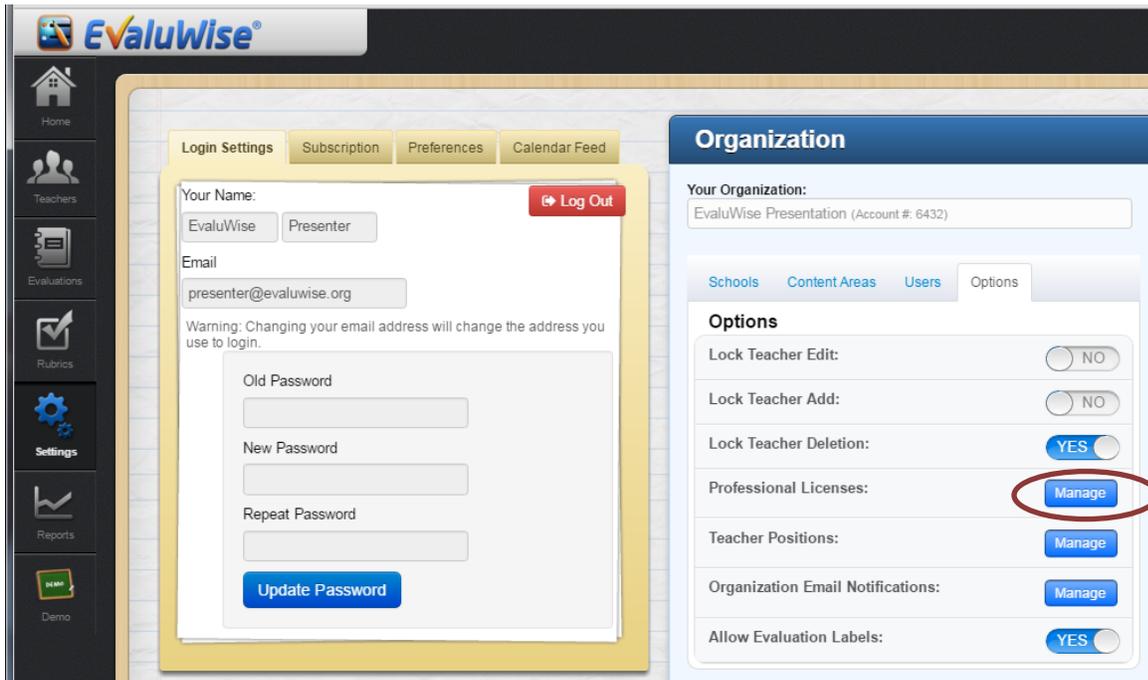


Figure 3

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)

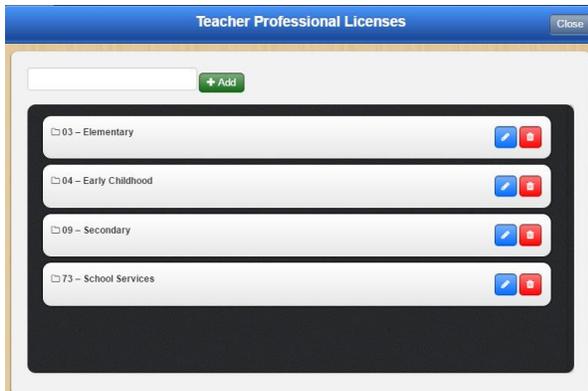


Figure 4

(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)

Figure 5

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)



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)

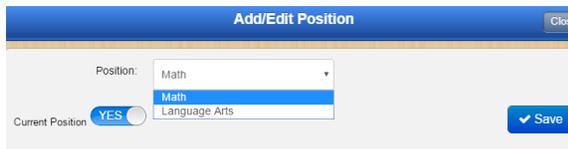


Figure 8

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)

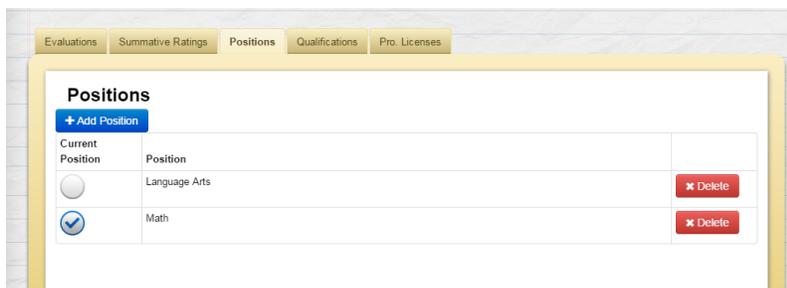


Figure 9

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)

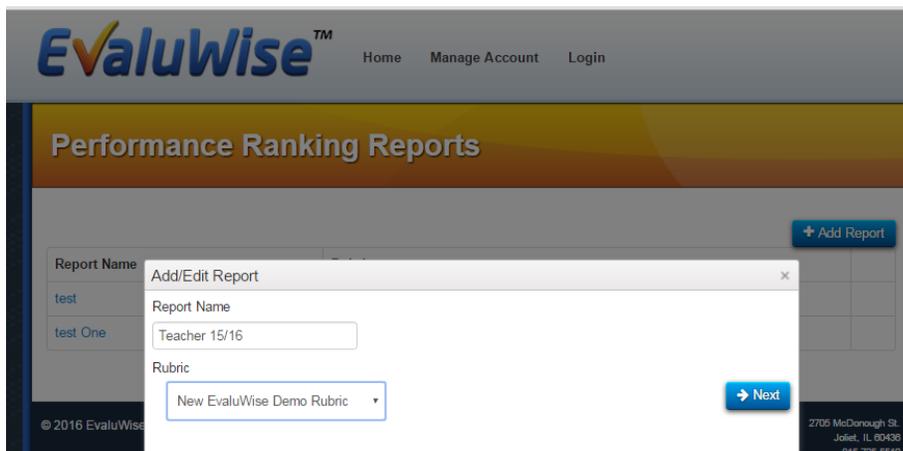


Figure 12

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)

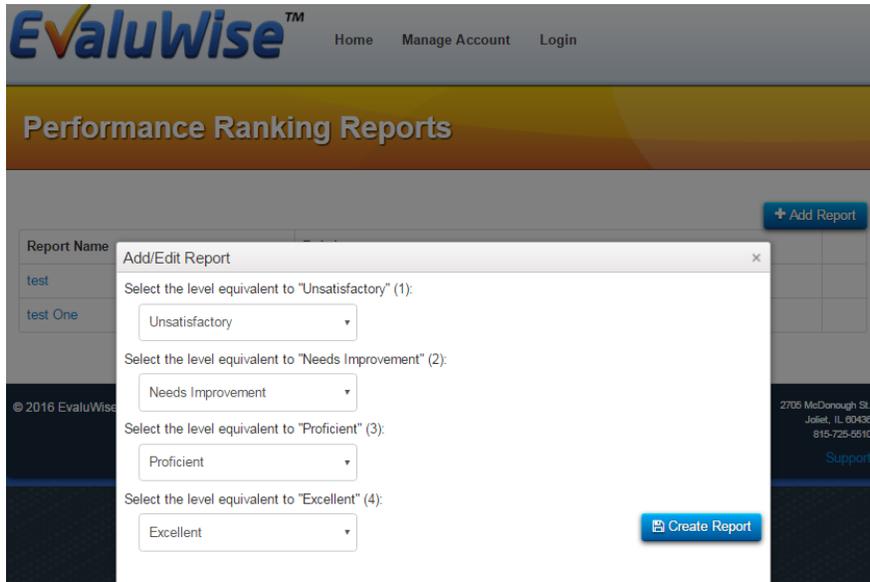


Figure 13

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)



Figure 14

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

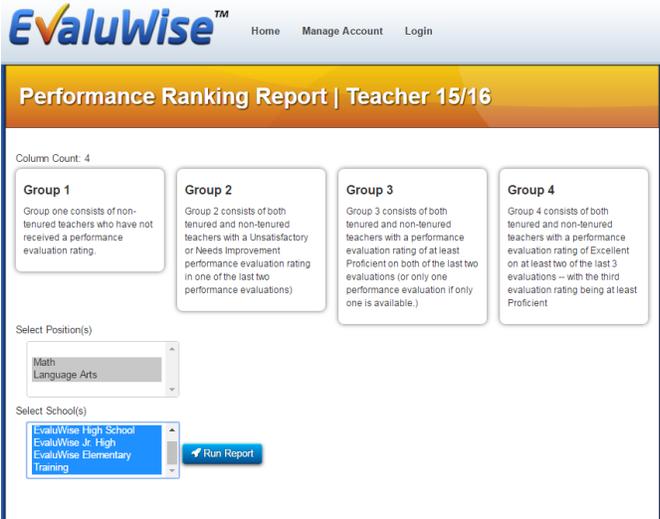


Figure 15

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 15/16

Position: Math

Print Names

Group 1

Group 1 consists of non-tenured teachers who have not received a performance evaluation rating.

	License	Date of Hire	Calculated Date of Hire	Score Average
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Group 2

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.

	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 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).

	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 and non-tenured teachers with a performance evaluation rating of Excellent on at least two of the last 3 evaluations – with the third evaluation rating being at least Proficient.

	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