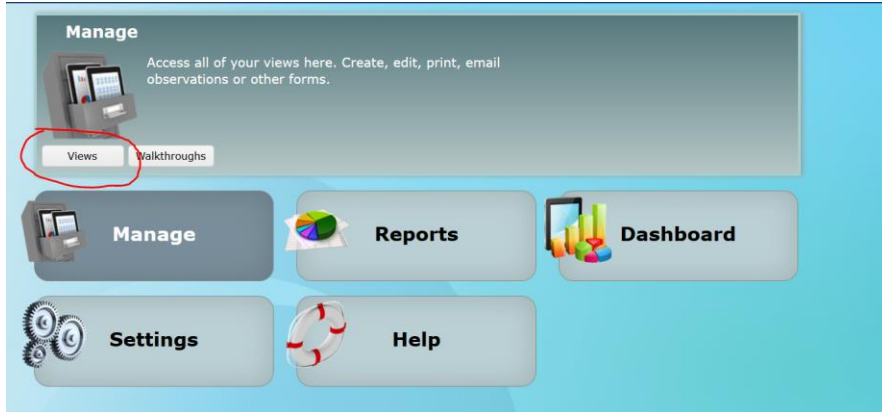


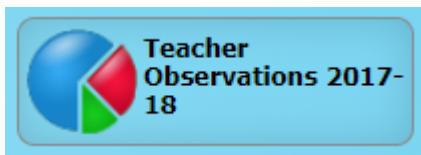
Completing a Teaching Staff Evaluation in eWalk

This is a step by step guide on how to complete a Teaching Staff evaluation using eWalk.

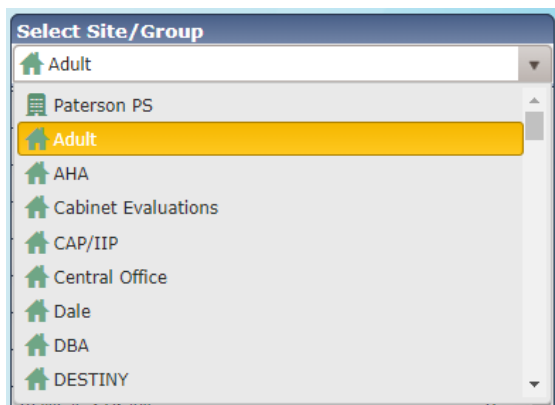
Step 1: Click on Manage – Views



Step 2: In the top menu area, select the box that says “Teacher Observations 2017-18”



Step 3: If you have access to multiple schools, select the “site” (school) where the staff member you will be evaluating is located. In some cases this will already be selected for you.



Step 4: Select the name of the staff member you will be evaluating.

Select Site/Group	
Adult	
ORTEGA, EUGENIA	0
PENDER, RAYMOND J	0
REILLY, KENNETH	0
REILLY, MICHAEL	0
RONGA, SUSAN	0
SADIKU, MIRDITA	0
SALEH, RANDA	0
Teacher, Test	0
VILAS, JACINTA	0
ZOELLER, LORRAINE E	0

Step 5: Select the category for “Round 1” and again click the NEW button and then CREATE in the box that pops up.

The first screenshot shows a 'Category' list with 'Round 1' selected. A red circle highlights the '+ New' button. The second screenshot shows a 'New round 1' dialog box with 'Round 1' entered in the 'New name for: Round 1' field. A red circle highlights the 'Create' button.

The form will now open in the new window. Click or type to enter information into the form.

NOTE: If the observation has a Co-Observer, select “Yes” in the dropdown menu, and enter **ONLY the name** of the Co-Observer in the Note field below

Co-Observer (Y or N) (Enter only the name of Co-Observer into Note Field)

Yes

Note:
Marc Moretti

Click on each cell of the rubric to select the rating observed for that criteria

1a. Establish a culture of high expectations for learning and achievement.							
	Unsatisfactory (1)	Progressing 1 (2)	Progressing 2 (3)	Proficient 1 (4)	Proficient 2 (5)	Proficient 3 (6)	Exemplary (7)
Expectations & Inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culture of Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scoring	Total: 12 / 21 Percentage: 57% Average: 4.00						

At the end there will be 3 checkboxes with names next to them for electronic signatures. Once you have ensured all of your data has been completely entered (**you will not be able to add or edit any information after signing!**), check the 1st box next to your name, enter your login password and click AUTHENTICATE.

Admin Test Signature
 Observer signature: (Upon signing this document will become official and be used in the overall rating calculation for Round 1:)

Signature x
 Username: **admin**
 Password:

Admin Test Signature Apr 05, 2018 01:09 PM
 Observer signature: (Upon signing this document will become official and be used in the overall rating calculation for Round 1:)

Once complete click SAVE & DONE at the top of the form.

Save
Save & Done
Done
Comment Library
Print as PDF

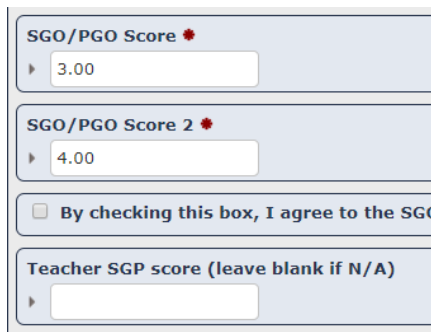
Go to:

Page 1

Step 7: Repeat Step 6 but with categories “Round 2”, “Round 3” and if required “CAP/IIP”

Step 8: Select the final category “Overall Summative with SGO”. As before, Click NEW.

Once the form has been opened, enter the scores for SGO, and if applicable SGP.



The screenshot shows a form with four sections. The first section is labeled "SGO/PGO Score" with a red asterisk and contains a text input field with the value "3.00". The second section is labeled "SGO/PGO Score 2" with a red asterisk and contains a text input field with the value "4.00". The third section contains a checkbox that is currently unchecked, followed by the text "By checking this box, I agree to the SGO". The fourth section is labeled "Teacher SGP score (leave blank if N/A)" and contains an empty text input field.

If the staff member is awaiting an SGP score which you do not yet have, click the checkbox that says “This person is currently awaiting an SGP score”



The screenshot shows a single checkbox that is checked, followed by the text "This person is currently awaiting an SGP score".

At the bottom of the form, check off any of the areas that are relevant to the staff you are evaluating.

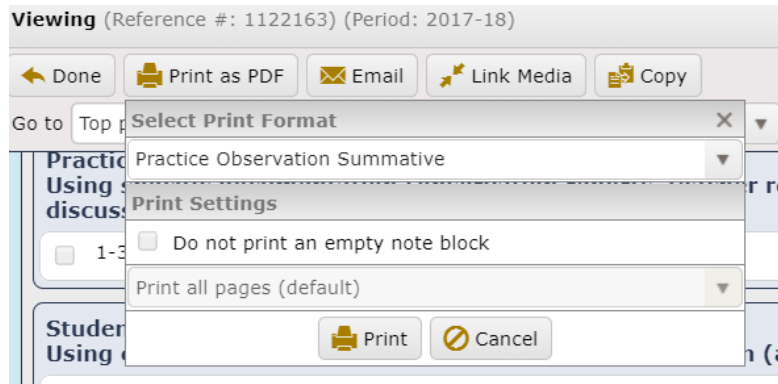
Guidelines for Conference Discussion	
2.1 Practice Using specific documentation (observation reports, teacher reflection, etc.) and citing specific evidence, identify and discuss:	
<input checked="" type="checkbox"/> 1-3 areas of strength	<input type="checkbox"/> 1-3 areas for improvement
2.2 Administrative Goals Using completed Administrative Goals forms and supporting documentation (assessment results, etc.), discuss:	
<input checked="" type="checkbox"/> Successes and challenges of Administrator Goals process	<input type="checkbox"/> Steps to improve Administrator Goals for next year
<input checked="" type="checkbox"/> Lessons from Administrator Goals about teaching, student learning, and professional practice	
2.3 Professional Development Plan Discuss Strategies for improving performance next year	
<input checked="" type="checkbox"/> Review successes and challenges on this year's PDP	<input checked="" type="checkbox"/> Discuss the components and implementation of a Corrective Action Plan when warranted
<input type="checkbox"/> Identify areas of professional development linked to information from evaluation	
2.4 Recommendation for upcoming school year:	
<input type="checkbox"/> Recommended for non-renewal (non-tenured)	<input checked="" type="checkbox"/> Placed on Instructional Improvement Plan (IIP) pending mSGP
<input type="checkbox"/> Recommended for tenure charges (tenured)	<input type="checkbox"/> Placed on Corrective Action Plan
<input type="checkbox"/> Recommended for withholding of increment	<input type="checkbox"/> Removed from Corrective Action Plan

Once you have entered all data and are 100% sure everything is complete, click the checkbox at the bottom to electronically sign.

Once the form is signed, the staff member being observed will now need to log in to view the form, check off the box indicating their approval of the scores and then sign off on the summative.

<input type="checkbox"/> By checking this box, I agree to the SGO/PGO scores entered by my administrator.
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Step 9: To generate the summative PDF, click PRINT as PDF at the top of the form and select “Practice Observation Summative” the click PRINT.



The PDF will be generated with all info added into this form and will automatically calculate the summative data from the Practice rubrics from Rounds 1, 2, 3 and CAP/IIP.