

Summatives

Step 1: Select the correct view that the staff member is being evaluated in (e.g. Teacher Observations, Social Worker Observations, Nurse Observations etc.)

The screenshot shows the eWalk software interface. The top navigation bar includes several tabs: 'Teacher Observations' (highlighted with a red circle), 'Paraprofessionals', 'Teacher Walkthroughs', 'Teacher Mentor of Climate and Culture', 'Teacher Mentor of Data Observations', 'EC PIRT Observations', and 'Psychologist Observations'. The main content area is titled 'Jul. 1, 2014 - Jun. 30, 2015' and contains a table with the following data:

Staff Name	Date	Overall Summative with ...	Created by	Template	Email
[Redacted]	May, 5, 2015	Overall Summative with SGO/...	[Redacted]	Summative Print form with SGO/...	
[Redacted]	May, 5, 2015	Overall Summative with SGO/...	[Redacted]	Summative Print form with SGO/...	

At the bottom of the interface, there are navigation controls including a search bar, a dropdown menu for '30 items per page', and a status indicator '1 - 2 of 2 items'.

Step 2: Select the “Overall Summative with SGO/SGP category”

The screenshot shows the eWalk application interface. On the left, a sidebar lists categories: Round 1, Round 2, Round 3, CAP/TIP, and Overall Summative with SGO/SGP. The 'Overall Summative with SGO/SGP' category is highlighted with a red oval. The main area displays a table with columns: Staff Name, Date, Overall Summative with SGO/SGP, Created by, Template, and Email. Two rows of data are visible, both dated May 5, 2015. The bottom status bar shows '1 - 2 of 2 items'.

Step 3: Click “New” for a teacher that does not have form filled out yet, and enter in their SGO score(s). Click Save.

The screenshot shows the 'Editing' form for 'Overall Summative with SGO/SGP'. The form includes fields for Category, School #5, Start Date / Time (May 14, 2015 10:12 AM), and End Date / Time (NOW). The Teacher field is filled with a name. Below the form, there is an 'Attach Files' section and a 'Teacher Summative' section. The 'Teacher Summative' section contains three input fields: 'SGO score 1' with the value '6.50', 'SGO Score 2 (leave blank if N/A)', and 'Teacher SGP score (leave blank if N/A)' with the value '7.50'. The SGO scores and the SGP score are circled in red. At the bottom, there are checkboxes for 'Author Signature' and 'Signature of Teacher'.

Step 4: Sign the form and have the teacher sign the form at the bottom using your login passwords.

Step 5: Select “Print as PDF” then select “Teacher Practice Observations” from the drop down menu. Click “Print”. The PDF will now be generated to include the overall score with SGO/SGP for that staff member.

