SuperEval- Administrator/Principal Evaluator User Manual

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Each step of the SuperEval process can be accessed from the *Dashboard*. To open the step you wish to work on, click the title of that step on your Dashboard (see the *dashboard* section within the *'Getting Started'* manual for further instructions on using this tool).

Administrator Evaluation

Step One: Administrator's Goals and Dimension Selection

Work with the administrator to co-create goals to align the evaluation with performance targets and identify the competencies that he/she will be evaluated on. You may view any goals that have been entered and the competencies selected by clicking into Step 1.

Step 2.a: Administrator's Self-Assessment.

Step 2.a gives the administrator the option of selecting whether his/her Self-Assessment will be immediately accessible to you or not. The default system setting is **Unlocked**, meaning you can

provide instant, ongoing feedback based on the administrator's selections and uploaded materials in the Self-Assessment. This allows for continuous dialogue throughout the school year. If the administrator clicks the **Locked** button, you will only be able to view his/her Self-Assessment once it is completed and the administrator has marked Step 2.a as completed. The administrator may alternate between the **Locked** and **Unlocked** status at any time. Regardless of the status of Step 2.a, you may begin your evaluation in Step 2.b at any time.

When the Self-Assessment is locked, the title of Step 2.a will be greyed out. You can request access to Step 2.a by clicking on the green **REQUEST ACCESS** button underneath the status column on the dashboard.
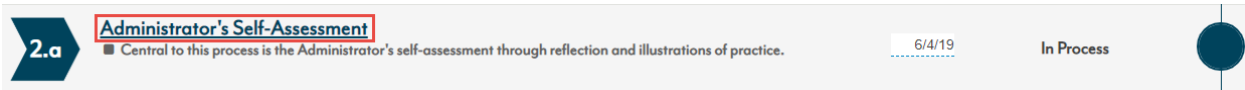

A box will open with a pre-written template to be sent to the administrator, you can add additional comments as needed, then click **SEND.**

When the Self-Assessment in Step 2.a is unlocked, the title will display in navy blue. Click into this step to access the administrator's Self-Assessment.

You may view the administrator's rubric selections, comments, and uploaded illustrations of practice.

If the administrator elected to lock Step 2.a, you may simultaneously work on completing your evaluation in Step 2.b as the administrator works on Step 2.a

Step 2.b: Administrator Reviewer's Evaluation

During this step, you will conduct your evaluation of the administrator. Clicking into Step 2.b allows you to view the progress of the administrator on his/her own Self-Assessment.

To view the Self-Assessment (if step 2.a is unlocked or has been marked as complete), click the blue icon in the **Evaluation** Column.

To begin your evaluation of the administrator, click the green plus icon to the right of your name within the **Evaluation** column.

If the administrator elected to keep Step 2.a unlocked, you and the administrator will be notified each time new comments are left within the evaluation. When the administrator adds comments, you will receive an email and the Administrator Reviewer's Evaluation will display notification badges indicating that changes have been made to those particular sections of his/her evaluation. Click on each section to view the comments and illustrations of practice uploaded. Once the comments have been viewed, the badges will disappear.

Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	a. obtains and uses human, fiscal and technological resources for area of responsibility based on readily available funds or last year's budget, instead of need b. considers self as the sole leader while allocating unwanted tasks to others	a. obtains human, fiscal and technological resources for area of responsibility, but allocates them without an apparent plan b. shares "leadership" by providing others in area of responsibility with limited responsibilities for tasks and functions but no decision making ability	a. **obtains, allocates, aligns, and efficiently utilizes human, fiscal, and technological resources** for area of responsibility b. **develops the capacity for distributed leadership** within area of responsibility by providing interested individuals with opportunities and support for assuming leadership responsibilities and roles	a. solicits input from various stakeholders to help ensure that the acquisition, allocation and efficient utilization of human, fiscal and technological resources, necessary to the area of responsibility are aligned with the present and future needs of both the area of responsibility and the district b. embeds the concept and practice of distributed leadership throughout the area of responsibility by enabling stakeholders to assume leadership roles, including co-creating a process by which today's leaders identify, support and promote tomorrow's leaders

💬 My Reflections and Comments (required)

🔗 Illustrations of Practice (optional)

👤 Dr. Lauren Michaels - Feedback and Comments

You can view the rating, comments and evidence added by the administrator by clicking on **(Name of Admin)- Feedback and Comments.**

💬 My Reflections and Comments (required)

🔗 Illustrations of Practice (optional)

👤 Dr. Lauren Michaels - Feedback and Comments

⭕ Developing

a. supports opportunities for selected staff to discuss school improvement efforts as they pertain to own area of responsibility

Reflections and Comments:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Illustrations of Practice (optional):

📄 Super Eval   📄 Google 🔗

Start your evaluation of the administrator by clicking the slider to change the rating of each category, or simply click the desired square on the rubric to make the change.

1.Culture 1 4

(Attitudes, knowledge, behaviors and beliefs that characterize the school environment and are shared by its stakeholders)

◐ Effective

Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	a. claims to have a vision and mission, but keeps them private b. leader's vision and mission for self and area of responsibility differs or distracts from the school and/or district vision and mission c. disregards the need to use a vision and mission to guide goals, plans and actions	a. identifies own vision and mission, and makes them public b. leader's vision and mission for area of responsibility is created in isolation of those of the school and/or district, and aligned as an compliance activity or afterthought c. refers to the school and/or district vision and mission as a document unconnected to own vision, or to his/her work within the area of responsibility	a. **collaborates** with select stakeholders from area of responsibility **to develop and implement a shared vision and mission for learning** in the area of responsibility b. leader includes select pieces of the school and/or district vision and mission when developing a vision and mission for learning in the area of responsibility c. explicitly links the school/district vision and mission to the vision and mission for learning in the area of responsibility, including connections to his/her work	a. engages key stakeholders representing varied roles and perspectives in developing, monitoring and refining a shared vision and mission for learning in the area of responsibility b. leader ensures that the shared vision and mission for learning developed in the area of responsibility is aligned to and supportive of the vision/mission of the school and/or district c. uses the school/district vision and mission, and the vision and mission for the area of responsibility, to inform reflective practice, goals, programs, policies, decision-making and/or actions

Click **My Reflections and Comments** to the right of the thought bubble icon beneath the rubric to add comments. Type your comments directly into the text editor that appears. After you add comments, the thought bubble will display as blue. If Step 2.a remains unlocked, notification badges will appear on the administrator's side (and an email will be sent).

💬 My Reflections and Comments (required)

↺ ↻ ¶ B I S̶ ☰ ▦ % — 🖼 🎥 ☰ 🖼 Sign and Date

Type your reflections and comments here…

🔗 Illustrations of Practice (optional)

👤 Dr. Lauren Michaels - Feedback and Comments

To add supporting documentation, click **Illustrations of Practice** then click the green **ADD** button.

💬 My Reflections and Comments (required)
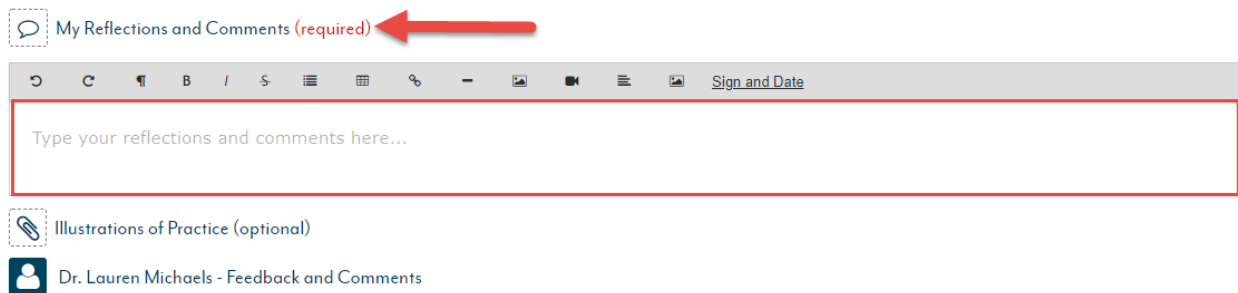
🔗 Illustrations of Practice (optional)   🔗 Illustrations of Practice (optional)

👤 Dr. Lauren Michaels - Feedback and Comments   ➕ ADD

Drag any files to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste a URL into the designated box and click **SUBMIT.**
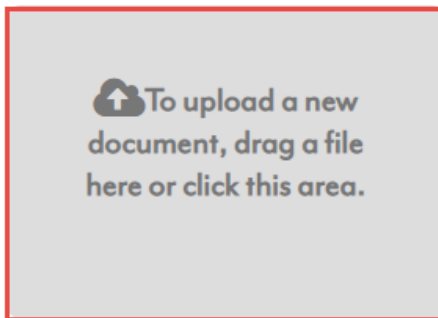
The file will appear within the **Professional Practices Portfolio** section you attached it to. If desired, type a title and/or description in the respective boxes.

You may wish to align a resource to multiple sections of the evaluation (in addition to the Current Alignments). To do so, click the checkbox to the left of the appropriate competencies within the **Other Competencies** section. Click the Save button at the top when you are done.

To edit or remove an existing article of supporting evidence, click on the pencil icon to the right of the file. Then, make the necessary adjustments and click **SAVE,** or click **DELETE** to remove the file entirely.

If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on **My Reflections and Comments for (domain name)** section below the progress bar and enter your comments.
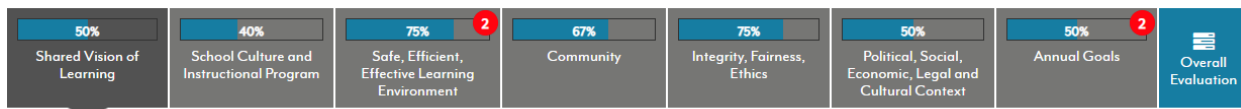
1.   Shared Vision of Learning

An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

💬 My Reflections and Comments for the Shared Vision of Learning Domain (optional)

👤 Dr. Lauren Michaels - Feedback and Comments

There are three ways to navigate though the evaluation. You can click directly on the section you wish to jump to within the progress bar.

Evaluation Progress
Use the progress bar below to access a specific domain.

50%	40%	75%	67%	75%	50%	50%	
Shared Vision of Learning	School Culture and Instructional Program	Safe, Efficient, Effective Learning Environment	Community	Integrity, Fairness, Ethics	Political, Social, Economic, Legal and Cultural Context	Annual Goals	Overall Evaluation
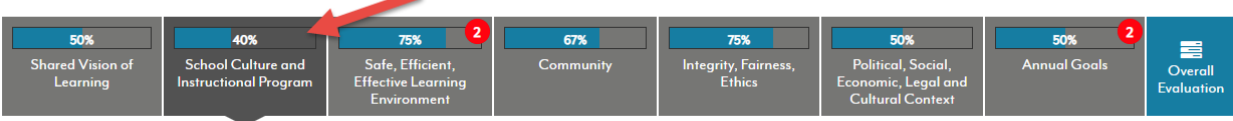
You can also click on the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.

PREVIOUS DOMAIN   NEXT DOMAIN

Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. You can also click on **Expand All** to view all domains on a single page.

VIEW OPTIONS ▾   ✖ EXIT   CREATE PDF

Goal View
Domain Views
- Expand All
- Collapse All
- Shared Vision of Learning
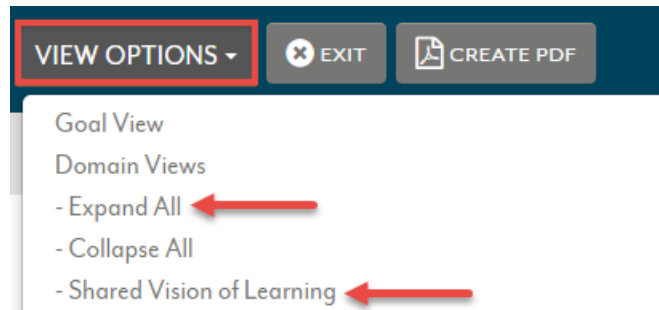
To add general comments pertaining to the overall evaluation (optional), access the **Overall Evaluation** section, click **Comments by Administrator Evaluator,** then type directly into the text box.

Overall Evaluation

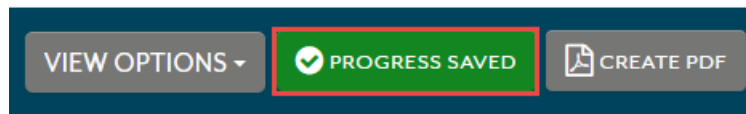|				
1. Shared Vision of Learning	Ineffective	Developing	**Effective**	Highly Effective
2. School Culture and Instructional Program	Ineffective	Developing	**Effective**	Highly Effective
3. Safe, Efficient, Effective Learning Environment	Ineffective	Developing	**Effective**	Highly Effective
4. Community	Ineffective	**Developing**	Effective	Highly Effective
5. Integrity, Fairness, Ethics	Ineffective	Developing	Effective	**Highly Effective**
6. Political, Social, Economic, Legal and Cultural Context	Ineffective	Developing	Effective	**Highly Effective**
7. Annual Goals	Ineffective	**Developing**	Effective	Highly Effective
Overall Rating	Ineffective	Developing	**Effective**	Highly Effective

Comments by the Administrator Evaluator

Type your reflections and comments here...

As you work throughout the evaluation your progress will be saved automatically as designated by the **Progress Saved** indicator in the upper right corner.

You are able to send the Administrator an email from within the system in two different ways. You can click on the checkbox to the left of the Administrator's name then click on the blue **SEND EMAIL TO CHECKED RECIPIENTS** button below**.**

Or click on the grey/white envelop icon to the left of the Administrator's name.

You may view a comparison chart of the evaluations by clicking on the **VIEW DETAILS** button in the upper right corner.

This will allow you to see your ratings and that of the administrator as you both work on your evaluations. Hovering over an icon will show you the name(s) associated with that rating. A legend below the table will detail the icons within the chart.

Dimension		Not Selected	Ineffective	Developing	Effective	Highly Effective
1. Shared Vision of Learning						
1.Culture	★				👍	
1.Sustainability	★			👍		
2. School Culture and Instructional Program						
2.Culture	⚠			👤		👤

(Tooltip over Developing/Culture: Dr. Lauren Michaels, Dr. Elizabeth Smith)

Legend: Disparity Rank	
⚠	Significant disparity between ratings
⭐	Moderate or slight disparity between ratings
★	Insignificant or no disparity between ratings

Legend: People	
👤	Dr. Elizabeth Smith
👤	Dr. Lauren Michaels
👍	Position shared by administrator reviewer and administrator

To view one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.

SHOW SINGLE DOMAIN VIEW

Use the arrows to navigate through the domains.

Dimension	Not Selected	Ineffective	Developing	Effective	Highly Effective
≪ 1. Shared Vision of Learning					≫
1.Culture	★			👍	

To toggle back to the overview, click the **SHOW ALL DOMAINS** button below the domain/competencies.

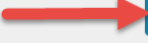| Dimension	Not Selected	Ineffective	Developing	Effective	Highly Effective
≪ 1. Shared Vision of Learning					≫
1.Culture	★			👍	
1.Sustainability	★		👍		
		SHOW ALL DOMAINS			
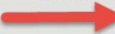
To go back to view the summary, click on the blue **VIEW SUMMARY** button in the upper right corner.

👁 VIEW SUMMARY

Once both you and the administrator have finished the evaluation, click the **MARK COMPLETED** button to the right of Step 2.b on the Dashboard to advance the process to Step 3.

2.b   Administrator Reviewer's Evaluation
■ The Administrator Evaluator reviews the Administrator's self-assessment and conducts their own evaluation.   6/6/19 | 1 |
✔ MARK COMPLETED

Step 3: Administrator's Consolidated Evaluation

Step 3 provides a comparison view of the evaluation containing your ranking alongside the administrator's ranking and also allows you to edit the proposed evaluation. The administrator is unable to view the evaluation during this step, but will be able to review the results once you advance the process to Step 4.

Once you click into Step 3 you will be brought directly to the comparison table. Use the legend at the bottom of the page to assist in interpreting it (see pages 12-13 for further information on how to navigate the table).

VIEW PROPOSED EVALUATION FOR DR. LAUREN MICHAELS

Administrator Comparison with the Reviewer Evaluation Data

Dimension	Not Selected	Ineffective	Developing	Effective	Highly Effective
1. Shared Vision of Learning					
1.Culture	★				👍	
1.Sustainability	★			👍		

Legend: Disparity Rank	
⚠	Significant disparity between ratings
☆	Moderate or slight disparity between ratings
★	Insignificant or no disparity between ratings

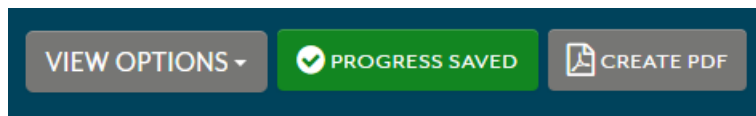| Legend: People	
👤	Dr. Elizabeth Smith
👤	Dr. Lauren Michaels
👍	Position shared by administrator reviewer and administrator

To view the proposed evaluation and make adjustments click on the orange **VIEW PROPOSED EVALUATION FOR (ADMINISTRATOR'S NAME)** button at the top of the page.

VIEW PROPOSED EVALUATION FOR DR. LAUREN MICHAELS

To make adjustments to the evaluation, click on **EDIT** in the upper right corner.
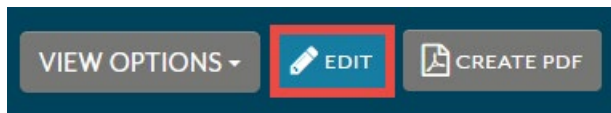
VIEW OPTIONS ▾   **✏ EDIT**   **📄 CREATE PDF**

As you work your progress will be saved automatically as designated by the **Progress Saved** indicator in the upper right corner.

VIEW OPTIONS ▾   **✔ PROGRESS SAVED**   **📄 CREATE PDF**

Once you are ready to move onto the Final Review and Sign Off, click the blue **MARK COMPLETED** button to the right of Step 3 on the Dashboard.

3 Administrator's Consolidated Evaluation
■ The consolidated evaluation combines all the reviewer's evaluation data into a single evaluation.   6/30/19   **✔ MARK COMPLETED**
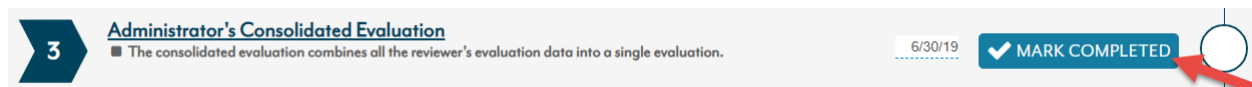
Step 4: Proposed Evaluation: Final Review and Sign Off

The final step in the process is a Final Review and Sign Off in which the administrator and evaluator approve and electronically sign the evaluation.

In part A of Step 4, the administrator and the evaluator should review the Proposed Evaluation. Click **Administrator Comparison with the Reviewer Consolidated Evaluation data** to view the comparison table.

Use the corresponding legend located at the bottom of the page to assist you in interpreting the comparison table (see pages 12-13 of this manual for further help in navigating the table).

Review with Administrator:
▼ Administrator Comparison with the Reviewer Consolidated Evaluation Data

Dimension		Not Selected	Ineffective	Developing	Effective	Highly Effective
1. Shared Vision of Learning						
1.Culture	★				👍	
1.Sustainability	★			👍		

Legend: Disparity Rank			Legend: People	
⚠	Significant disparity between ratings		👤	Dr. Elizabeth Smith
☆	Moderate or slight disparity between ratings		👤	Dr. Lauren Michaels
★	Insignificant or no disparity between ratings		👍	Position shared by administrator reviewer and administrator

Click the orange **VIEW PROPOSED EVALUATION FOR (ADMININSTRATOR'S NAME)** button to view the Proposed Evaluation.

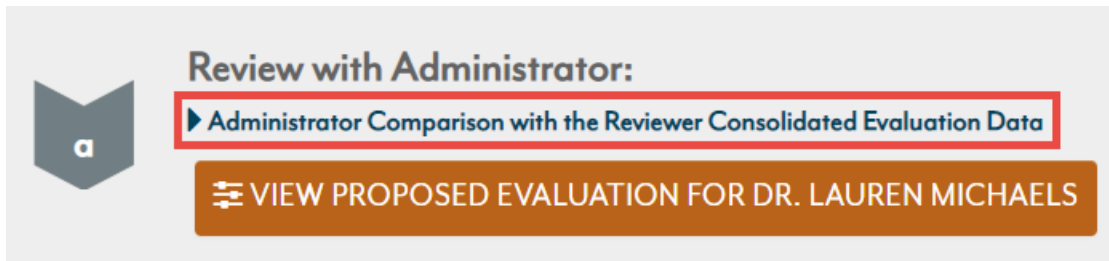Review with Administrator:
▶ Administrator Comparison with the Reviewer Consolidated Evaluation Data

⇄ VIEW PROPOSED EVALUATION FOR DR. LAUREN MICHAELS

In Part B of Step 4, the administrator and the evaluator have the option to add any post-evaluation reflection pieces. To do so, click on **Post-Evaluation Reflection and Comments.** Drag a file to the upload box or click on the box directly. If you wish to attach a web-resource, you may type/paste a URL into the designated textbox and click **SUBMIT.**

Post-Evaluation Reflection and Comments (Optional):
▶ Post-Evaluation Reflection and Comments

Post-Evaluation Reflection and Comments (Optional):
▼ Post-Evaluation Reflection and Comments

Type	Title	Uploaded By	Options
	Welcome to the University at Buffalo - University at Buffalo	Dr. Elizabeth Smith	

☁ To upload a new document, drag a file here or click this area.

✉ SEND ATTACHMENT(S) VIA EMAIL

Add a URL

SUBMIT

Part C of Step 4 displays the **Overall Evaluation** results.

Overall Evaluation for Dr. Lauren Michaels

Ratings on Individual Domains:

| 1. Shared Vision of Learning | Ineffective | Developing | **Effective** | Highly Effective |
| 2. School Culture and Instructional Program | Ineffective | Developing | **Effective** | Highly Effective |

Part C also includes a section for the administrator and evaluator to add final comments (optional). To add comments, type or paste text directly into the textbox provided below the Overall Evaluation Ratings.

The last portion of Part C is the official signature, which indicates acceptance that the process has been completed. Click **SIGN** to the right of your name to electronically sign the evaluation. Please note, the evaluator will not be able to sign the evaluation until *after* the Administrator has done so. Further, once the Administrator has signed the evaluation the evaluator will no longer be able to add comments. An indicator on Step 4 of the dashboard will display once the administrator has electronically signed the evaluation.

Once both parties have signed, the evaluation is officially complete.

Principal Evaluation

Step 1: Principal Objectives and Dimension Selection

Work with the principal to co-create objectives to align the evaluation with performance targets and identify the competencies that he/she will be evaluated on. You may view any goals that have been entered and the competencies selected by clicking into Step 1.

1.a ANNUAL OBJECTIVES   **1.b** SELECT DIMENSIONS

Enter Your Annual Objectives
The following objectives are part of the principal's annual evaluation:

Objective 1

Leadership Visibility

Given the critical attribute of leadership visibility for the Principal, the Principal will schedule a greater number of classroom learning walks for the 2020 school year.

☑ ALIGNMENT ▶

1.a ANNUAL OBJECTIVES   **1.b** SELECT DIMENSIONS

Select Your Evaluation Dimensions
- This step allows you to select or deselect the dimensions which will comprise the evaluation.
- If you and your evaluator(s) agree to use all the dimensions within the evaluation rubric, then no action is required as the default setting is having all the items included.
- If you and your evaluator(s) wish to remove some dimensions and not have them as part of the evaluation process, please deselect the dimensions by clicking on the check box to the left of the item. By removing the check mark to the left of the dimensions, this item will not appear again in this evaluation cycle.
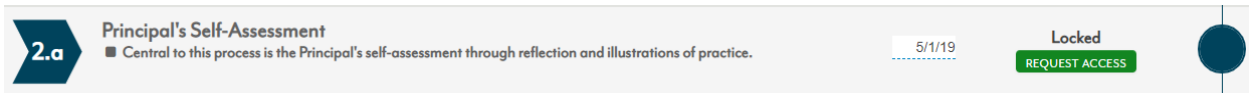
1. Shared Vision of Learning

✔ 1.Culture

    a. *collaborates* with key stakeholders in the school *to develop and implement a shared vision and mission for learning*

    b. *school vision and mission aligns with the vision and mission of the district*

    c. *explicitly links the school's vision and mission to programs and policies*

Step 2.a: Principal's Self-Assessment

Step 2.a gives the principal the option of selecting whether his/her Self-Assessment will be immediately accessible to the evaluator(s) or not. The default system setting is **Unlocked** meaning that you can provide instant, ongoing feedback based on the principal's selections and uploaded materials in the Self-Assessment. This allows for continuous dialogue throughout the school year. If the principal clicks the **Locked** button, you will only be able to view his/her Self-

Assessment once it is complete. The principal may alternate between the **Locked** and **Unlocked** status at any time.

When the Self-Assessment is locked, the title of Step 2.a will be grayed out. You can request access to Step 2.a by clicking on the green **REQUEST ACCESS** button underneath the status column on the dashboard.

A box will open with a pre-written template to be sent to the administrator, you can add additional comments as needed, then click **SEND.**

When the Self-Assessment is unlocked, the title of Step 2.a will be displayed in navy blue. Click into this step to access the Principal's Self-Assessment.
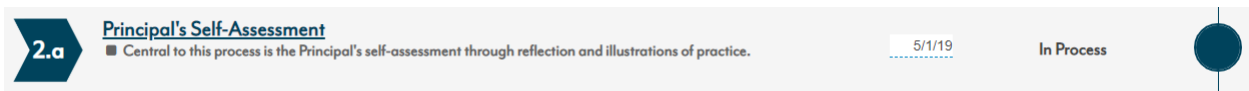
You may view the principal's rubric selections, comments, and uploaded illustrations of practice.

If the principal elected to unlock Step 2.a, you may simultaneously work on completing your evaluation in Step 2.b as the principal works in Step 2.a.

Step 2.b: Principal Reviewer's Evaluation

During this step, you will conduct your evaluation of the principal. Clicking into Step 2.b allows you to view the progress of the principal on his/her own Self-Assessment, as well as the progress of the second evaluator (if applicable).

To view the Self-Assessment (if Step 2.a is unlocked), click the blue icon underneath the **Evaluation** column.

To begin your evaluation, click the green plus icon to the right of your name within the **Evaluation** column.

If Step 2.a is unlocked, you and the principal will be notified each time new comments are left in the evaluation. When the principal adds comments, you will receive an email and the Principal Reviewer's Evaluation will display notification badges indicating that changes have been made to those particular sections of the evaluation. Click on each section to view the comments and illustrations of practice uploaded. Once the comments have been viewed, the badges will disappear.
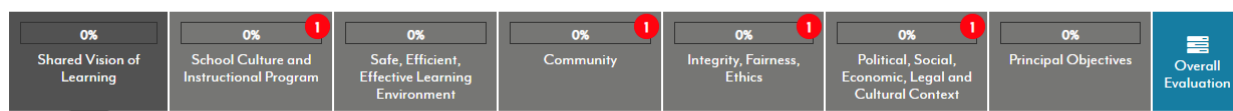
Start your own evaluation of the principal by clicking the slider to change the rating of each category, or simply click the desired square on the rubric to make the change.

1.Culture 1

(Attitudes, knowledge, behaviors and beliefs that characterize the school environment and are shared by its stakeholders)

🔵 Effective

Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	a. claims to have a vision and mission for the school, but keeps it private b. school vision and mission are unrelated to the district vision and mission c. disregards the need to use the school's vision and mission to guide goals, plans and actions	a. identifies the school's vision and mission, and makes them public b. school vision and mission are created in isolation of the district's vision and mission and aligned as an afterthought c. refers to the school vision and mission as a document unconnected to programs, policies or practices	a. **collaborates** with key stakeholders in the school **to develop and implement a shared vision and mission for learning** b. school vision and mission aligns with the vision and mission of the district c. explicitly links the school's vision and mission to programs and policies	a. engages stakeholders representing all roles and perspectives in the school in the development, monitoring and refinement of a shared vision and mission for learning b. school vision and mission intentionally align with the vision and mission of the district and contribute to the improvement of learning district wide c. uses the school's vision and mission as a compass to inform reflective practice, goal-setting, and decision-making

Click the **Comments and Reflection** link next to the thought bubble beneath the rubric to add further information.   Type your comments directly into the text editor that appears. After you add comments, the thought bubble will display as solid blue. If Step 2.a remains unlocked, notification badges will appear on the principal's side (and an email will be sent) when you leave feedback in Step 2.b, thereby indicating that you have made updates.

💬 My Reflections and Comments (required) ⬅️

↺ ↻ ¶ **B** *I* S̶ ☰ ▦ % — 🖼 🎥 ☰ 🖼 Sign and Date

Type your reflections and comments here...

📎 Illustrations of Practice (optional)

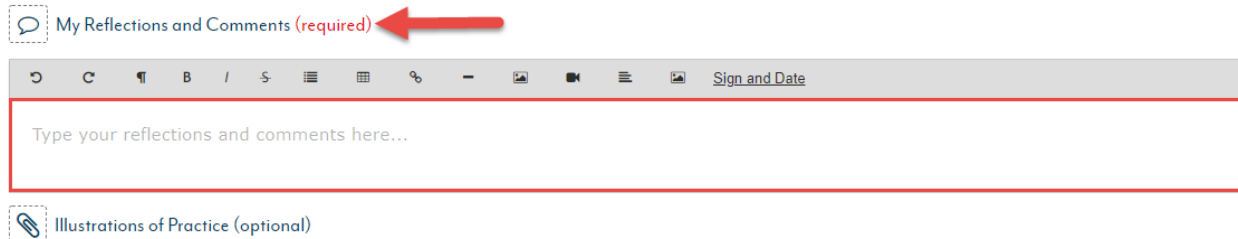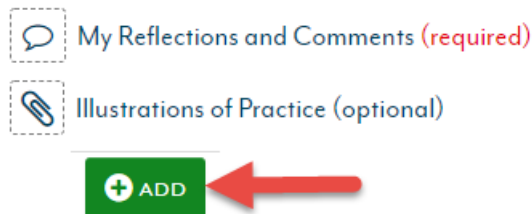To add supporting documents, click **Illustrations of Practice** and then click the green **ADD** button.

💬 My Reflections and Comments (required)

📎 Illustrations of Practice (optional)

➕ ADD ⬅️

Drag any files to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste a URL into the designated box and click **SUBMIT.**
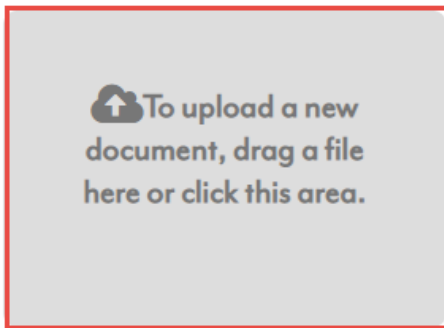
The file will appear within the **Professional Practices Portfolio** section your attached it to. If desired, type a title and/or description in the respective boxes.
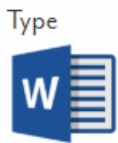
You may wish to align a resource to multiple sections of the evaluation (in addition to the Current Alignments). To do that, click the appropriate checkboxes in the **Other Competencies** section. Click the **SAVE** button at the top when you are done.

To edit or remove an existing article of supporting evidence, click on the pencil icon to the right of the Illustration of Practice. Then, make your adjustments and click **SAVE,** or click **DELETE** to remove the file entirely.

If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Reflections and Comments for (Name of Domain)** section below the progress bar and enter your comments directly into the text box.

Evaluation Progress
Use the progress bar below to access a specific domain.
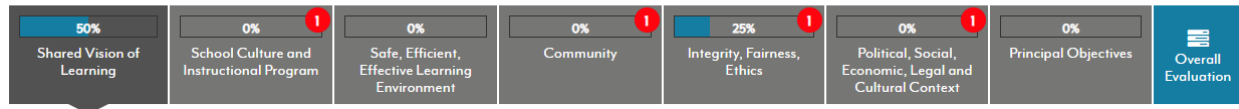
50% Shared Vision of Learning	0% School Culture and Instructional Program	0% Safe, Efficient, Effective Learning Environment	0% Community	25% Integrity, Fairness, Ethics	0% Political, Social, Economic, Legal and Cultural Context	0% Principal Objectives	Overall Evaluation

1. Shared Vision of Learning

An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

💬 My Reflections and Comments for the Shared Vision of Learning Domain (optional) ⬅

| ↺ | ↻ | ¶ | B | I | S̶ | ☰ | ⊞ | 🔗 | — | 🖼 | 🎥 | ☰ | 🖼 | Sign and Date |

Type your reflections and comments here...

There are three ways to navigate through the domains. You can click the section you wish to jump to in the progress bar at the top of the page.

50% Shared Vision of Learning	0% School Culture and Instructional Program	0% Safe, Efficient, Effective Learning Environment	0% Community	25% Integrity, Fairness, Ethics	0% Political, Social, Economic, Legal and Cultural Context	0% Principal Objectives	Overall Evaluation
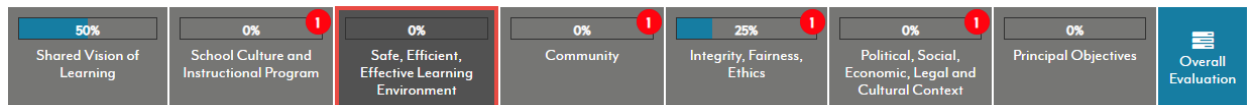
You can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.

PREVIOUS DOMAIN **NEXT DOMAIN**

Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. You can also choose to **EXPAND ALL** domains on one page.

VIEW OPTIONS ▾ ✓ PROGRESS SAVED CREATE

Objective View
Domain Views
- Expand All ⬅
- Collapse All
- Shared Vision of Learning ⬅
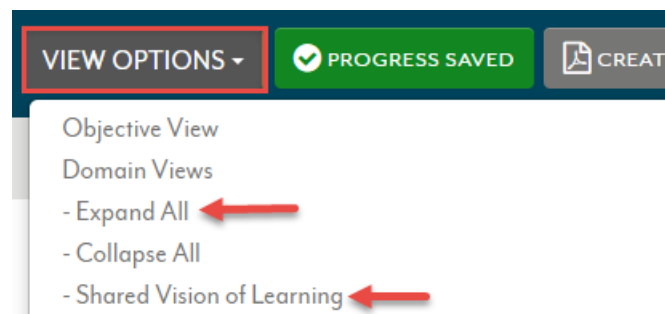
To add any general comments pertaining to the overall evaluation (optional), click into the **Overall Evaluation** domain, and then click **Comments by the Principal Evaluator,** type directly into the textbox.

Overall Rating		Ineffective	Developing	Effective	Highly Effective

Comments by the Principal Evaluator

Type your reflections and comments here...

As you work your progress will be saved automatically as designated by the **Progress Saved** indicator in the upper right corner.

You are able to send the Administrator an email from within the system in two different ways. You can click on the checkbox to the left of the Administrator's name then click on the blue **SEND EMAIL TO CHECKED RECIPIENTS** button below.

	Person	Title
☑	✉ Dr. Lauren Michaels	Assistant Superintendent
☐	✉ Dr. Elizabeth Smith	Superintendent of Schools

SEND EMAIL TO CHECKED RECIPIENTS

Or click on the grey/white envelop icon to the left of the Administrator's name.

	Person	Title
☐	✉ Mr. Randy Bonani	Principal
☐	✉ Dr. Elizabeth Smith	Superintendent of Schools
☐	✉ Dr. Lauren Michaels	Assistant Superintendent

Once you have completely finished your evaluation, click the checkmark under the **Completion** column.

	Person	Title	Last Login	Evaluation	Progress	Weight	Completion
☐	✉ Mr. Randy Bonani	Principal	2/18/20, 1:15 PM	⚏ 🗑	11.5 / 11.5	0 %	✖ ✔
☐	✉ Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM	⚏ 🗑	11.5 / 11.5	90 ⇕ %	✖ ✔

If you are the primary evaluator, you will have the option of adjusting the weight of both evaluator's evaluations (if applicable). Type in the desired percentage or click the up/down arrows.

	Person	Title	Last Login	Evaluation	Progress	Weight	Completion
☐	✉ Mr. Randy Bonani	Principal	2/18/20, 1:15 PM	⚏ 🗑	11.5 / 11.5	0 %	✖ ✔
☐	✉ Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM	⚏ 🗑	11.5 / 11.5	90 ⇕ %	✖ ✔
☐	✉ Dr. Lauren Michaels	Assistant Superintendent	9/5/19, 9:08 AM	⚏ 🗑	8.5 / 14.5	10 ⇕ %	✖ ✔

You can also access the detailed view of the status of the evaluations by clicking the **VEW DETAILS** button in the top right corner of the page.

👁 EVALUATION LOG   👁 VIEW DETAILS

	Person	Title	Last Login	Evaluation	Progress	Weight	Completion
☐	✉ Mr. Randy Bonani	Principal	2/18/20, 1:15 PM	⚏ 🗑	11.5 / 11.5	0 %	✖ ✔
☐	✉ Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM	⚏ 🗑	11.5 / 11.5	90 ⇕ %	✖ ✔
☐	✉ Dr. Lauren Michaels	Assistant Superintendent	9/5/19, 9:08 AM	⚏ 🗑	8.5 / 14.5	10 ⇕ %	✖ ✔

This will allow you to see the evaluators' ratings and that of the principal as you all work on the evaluations. Hovering over an icon will show you the name(s) associated with that rating.

Dimension		Not Selected	Ineffective	Developing	Mr. Randy Bonani, Dr. Elizabeth Smith, Dr. Lauren Michaels	Highly Effective
1. Shared Vision of Learning						
1.Culture	★				👍	
2. School Culture and Instructional Program						
2.Culture	★				👍	
2.Instructional Program	☆				👥	👤

Use the legend at the bottom of the page detailing the icons on the screen.

Legend: Disparity Rank	
⚠	Significant disparity between ratings
☆	Moderate or slight disparity between ratings
★	Insignificant or no disparity between ratings

Legend: People	
👤	Dr. Elizabeth Smith, Dr. Lauren Michaels
👤	Mr. Randy Bonani
👍	Position shared by principal reviewer and principal

To view one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.

SHOW SINGLE DOMAIN VIEW
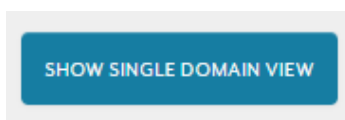
Click on the arrows to navigate through the domains.

Dimension		Not Selected	Ineffective	Developing	Effective	Highly Effective
«	**1. Shared Vision of Learning**					»
1.Culture	★				👍	

To toggle back to the overview, click the **SHOW ALL DOMAINS** button at the bottom of the page.

SHOW ALL DOMAINS
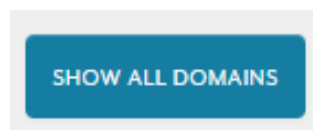
To toggle back to the summary, click the **VIEW SUMMARY** button.

👁 EVALUATION LOG   👁 VIEW SUMMARY

Additionally, evaluators may record in-person evaluation visits. To do so, click the **EVALUATION LOG** button.

Click the drop down under the **Type** column to select between an **Announced** or **Unannounced** evaluation visit. Under the **Date Completed** column, click the box to select from the calendar tool, or manually enter the date.

To add any additional visits, click the green 'add' button.

Click the **SAVE EVALUATION LOG** button when you are done.
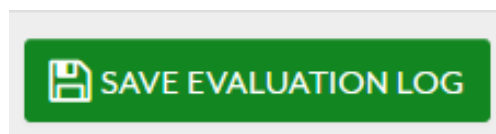
Once the evaluator(s) and the principal have finished the evaluations, click the **MARK COMPLETED** button on Step 2.b of the Dashboard to advance the process to Step 3.
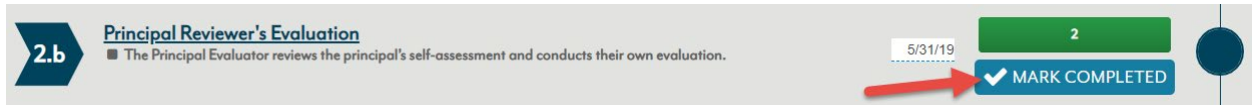
Step 3: Principal's Consolidated Evaluation

Step 3 provides a comparison view of the evaluation containing your ranking alongside the principal's ranking. The principal is unable to view the evaluation during this step, but will be able to review the results once you advance the process to Step 4.

Once you click into Step 3 you can view the ratings of evaluator(s) with the principal by clicking on **Comparison Chart.** Select the desired view at the top of the chart. Use the corresponding legend located at the bottom of the table to assist with interpreting it.

Click the orange **VIEW PROPOSED EVALUATION** button to view the Proposed Evaluation that combines your evaluation with the Principal's Self-Assessment.

If you would like to make any changes to the proposed evaluation click on **EDIT** in the upper right corner, as you work through making changes these will be saved automatically as designated by the **Progress Saved** indicator.
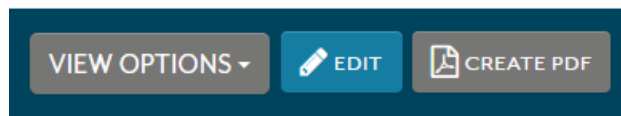
Under the **Consolidated Evaluation Data** section within Step 3, the breakdown of the weighting (if applicable) is shown. The **Conversion to Performance Rating** is shown to the right. If you need to update the ranges, click the **EDIT RANGES** button.

The primary evaluator is able select whether or not the annual objectives should be included in the calculation of the principal's overall score by clicking **Yes** or **No.**

Evaluations:

Evaluation	Weight	Overall Score
Mr. Randy Bonani	0%	3.07 / 4
Dr. Elizabeth Smith	90%	3.42 / 4
Dr. Lauren Michaels	10%	3.07 / 4
Proposed Evaluation for Mr. Randy Bonani		3.40 / 4

Conversion to Performance Rating

Total Earned Points	Rating
1 - 1.49	Ineffective
1.5 - 2.49	Developing
2.5 - 3.49	**Effective**
3.5 - 4	Highly Effective

EDIT RANGES

Do you use the Principal's annual objectives in the calculation of the Principal's overall score?   ○ Yes ● No

Input the **Student Performance Category,** provided by New York State, by manually typing in the number or using up/down arrows. Use the corresponding table for help with interpreting the score.

Student Performance Category

17

	Overall Student Performance Category Score and Rating	
	Minimum	Maximum
Ineffective	0	12
Developing	13	14
Effective	**15**	**17**
Highly Effective	18	20

The **Principal School Visit Category** is derived from the Final Evaluation score. Use the corresponding table for help with interpreting the score.

Principal School Visit Category

3.4

	Overall School Visit Category Score and Rating	
	Minimum	Maximum
Highly Effective	3.5	4
Effective	**2.5**	**3.49**
Developing	1.5	2.49
Ineffective	1	1.49

The **Overall Rating** is calculated using both the Student Performance Category and the Principal School Visit Category.
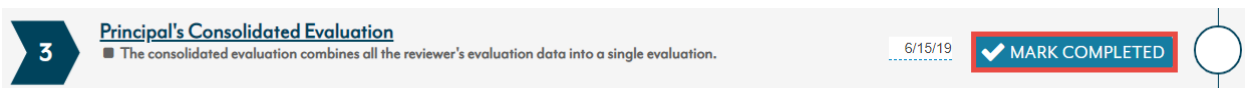
Scoring Matrix for the Overall Rating		Principal Visit Category			
		Highly Effective (H)	Effective (E)	Developing (D)	Ineffective (I)
Student Performance Category	Highly Effective (H)	H	H	E	D
	Effective (E)	H	E	E	D
	Developing (D)	E	E	D	I
	Ineffective (I)	D*	D*	I	I

Once you are ready to move on to the Final Review and Sign Off, click the blue **MARK COMPLETED** button to the right of Step 3 on the Dashboard.

3 **Principal's Consolidated Evaluation**
■ The consolidated evaluation combines all the reviewer's evaluation data into a single evaluation.   6/15/19   ✔ MARK COMPLETED

Step 4: Proposed Evaluation: Final Review and Sign Off

The final step in the process is a Final Review and Sign Off in which the principal and the evaluator approve and electronically sign the evaluation.

In Part A of Step 4, the principal and the evaluator should review the Proposed Evaluation. First, click **Principal Comparison with the Reviewer Consolidated Evaluation Data** to view the Comparison Chart.

Review with Principal:
▶ Principal Comparison with the Reviewer Consolidated Evaluation Data
⇶ VIEW PROPOSED EVALUATION FOR MR. RANDY BONANI
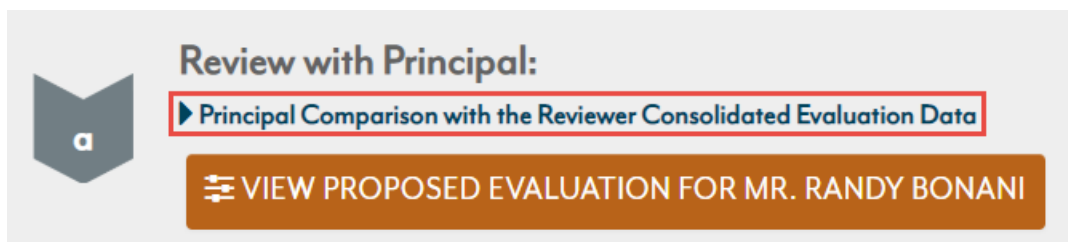
Use the corresponding legend located at the bottom of the table to assist in interpreting the icons throughout the chart.

Dimension		Not Selected	Ineffective	Developing	Effective	Highly Effective
1. Shared Vision of Learning						
1.Culture	★				👍	
2. School Culture and Instructional Program						
2.Culture	★				👍	
2.Instructional Program	☆				👤	👥

Click the orange **View Proposed Evaluation for (Principal name).**

Review with Principal:
▶ Principal Comparison with the Reviewer Consolidated Evaluation Data

≡ VIEW PROPOSED EVALUATION FOR MR. RANDY BONANI

In Part B of Step 4, the principal and the evaluator have the option to add a post-evaluation reflection piece. To do so, drag a file to the upload box or click into the box to select a file from your computer. If you wish to attach a web resource, you may type/paste a URL into the designated box and click **SUBMIT.**

Post-Evaluation Reflection and Comments (Optional):
▼ Post-Evaluation Reflection and Comments ←

Type	Title	Uploaded By	Options
None			

☁ To upload a new document, drag a file here or click this area.

Add a URL

SUBMIT ←

Part C of step 4 displays the ratings on individual domains for the **Overall Evaluation.**

Overall Evaluation for Mr. Randy Bonani

Ratings on Individual Domains:

1. Shared Vision of Learning	Ineffective	Developing	**Effective**	Highly Effective
2. School Culture and Instructional Program	Ineffective	Developing	**Effective**	Highly Effective

For help interpreting the remaining sections of Part C, please see pages 31-32 of this manual.

The last portion of Part C is the official signature, which indicates acceptance that the evaluation process has been completed. Click **SIGN** to electronically sign the evaluation. Please note: the evaluator will not be able to sign the evaluation until *after* the principal has done so. An indicator on Step 4 of the Dashboard will display once the principal has electronically signed the evaluation.

4 — Proposed Evaluation: Final Review and Sign Off
■ The Principal and Principal Evaluator discuss the proposed evaluation before finalizing the document by adding electronic signatures.   6/30/19   1   1

Signatures:

The signatures below indicate acceptance that the evaluation process has been completed.

Mr. Randy Bonani	Principal	*Mr. Randy Bonani* (signed electronically)	2/18/20
Dr. Elizabeth Smith	Superintendent	SIGN	

Once both parties have signed, the evaluation is officially complete.

Signatures:

The signatures below indicate acceptance that the evaluation process has been completed.

Mr. Randy Bonani	Principal	*Mr. Randy Bonani* (signed electronically)	2/18/20
Dr. Elizabeth Smith	Superintendent	*Dr. Elizabeth Smith* (signed electronically)	2/18/20

Evaluation Results: Accessing the Final Evaluation Document

When the evaluation has been completed, three buttons at the bottom of the page (below the Dashboard steps) will become active for both the administrator/principal *and* the evaluator. To view the full Final Evaluation online, click the **VIEW FINAL EVALUATION** button.

To view a printable PDF summary of the Final Evaluation, click the **VIEW SUMMARY PAGE** button.

To download a ZIP file containing the Final Evaluation and all attachments, click the **EXPORT FINAL EVALUATION** button.

Click the **DOWNLOAD EXPORTED EVALUATION** button once the file has been generated.