

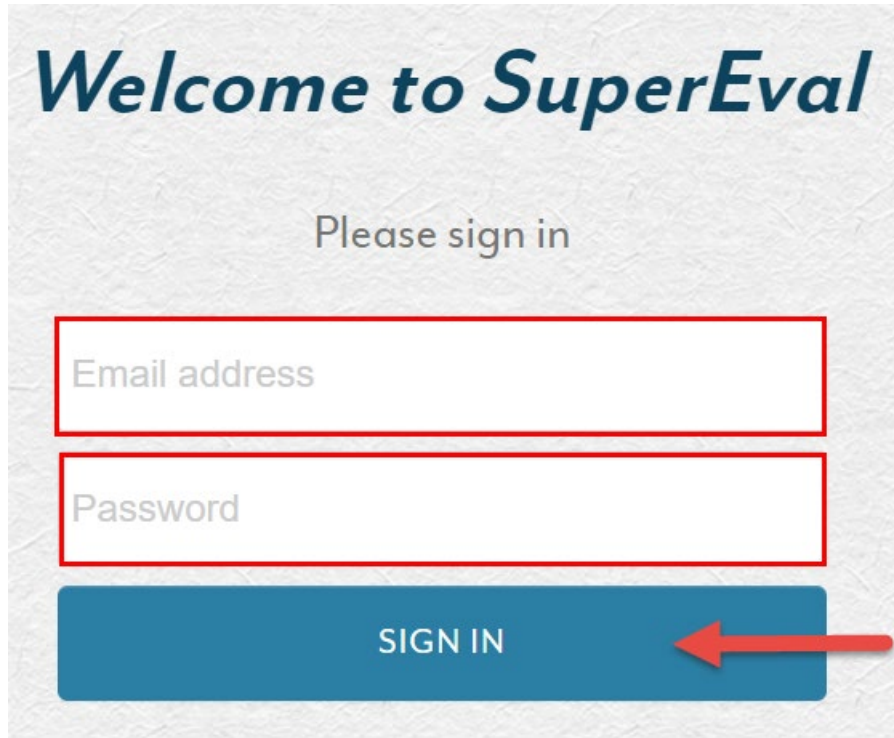
SuperEval- Getting Started

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Sign In

Visit SuperEval at supereval.com. Enter your **Email Address** and your **Password**. Click **Sign In**.



If you have forgotten your password, click ***Don't know your password?*** To enter your email address and receive a new password.

[*Don't know your password?*](#)

Upon logging in you will be prompted to complete a two-factor verification. On this page you can choose to have your temporary code sent to you by phone or email. Click on either **Text me a temporary code** or **Email me a temporary code**.

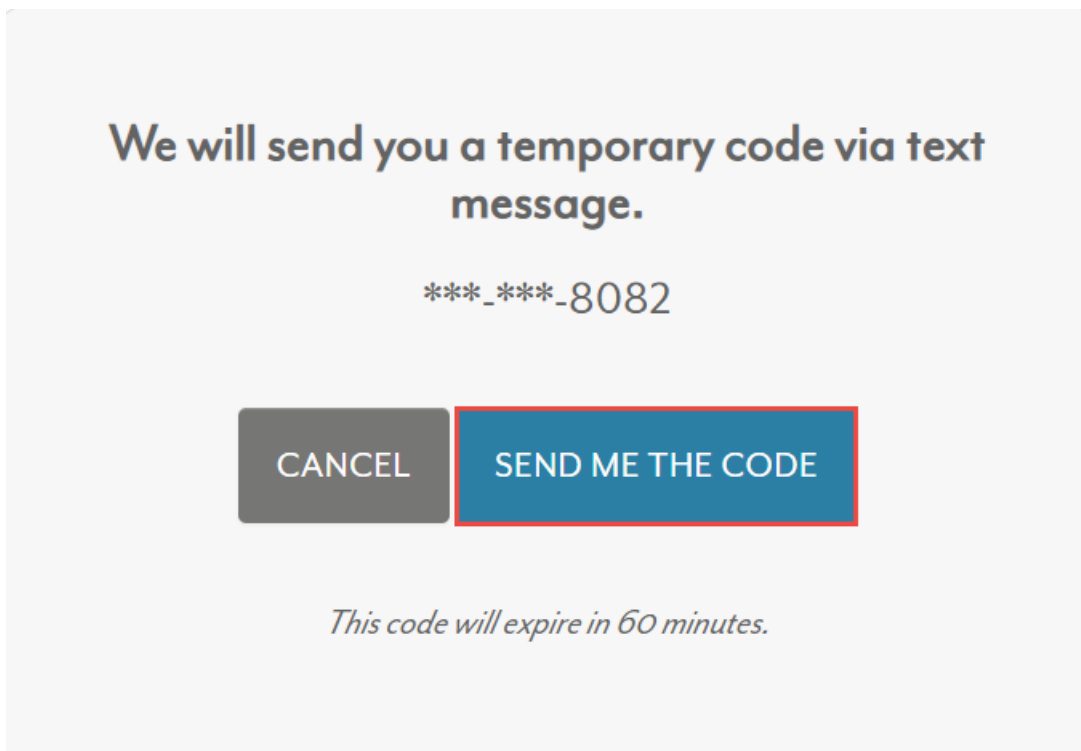
We noticed something different about this sign in.

To provide you with the best protection, choose a 2-Step Verification method to verify your identity.

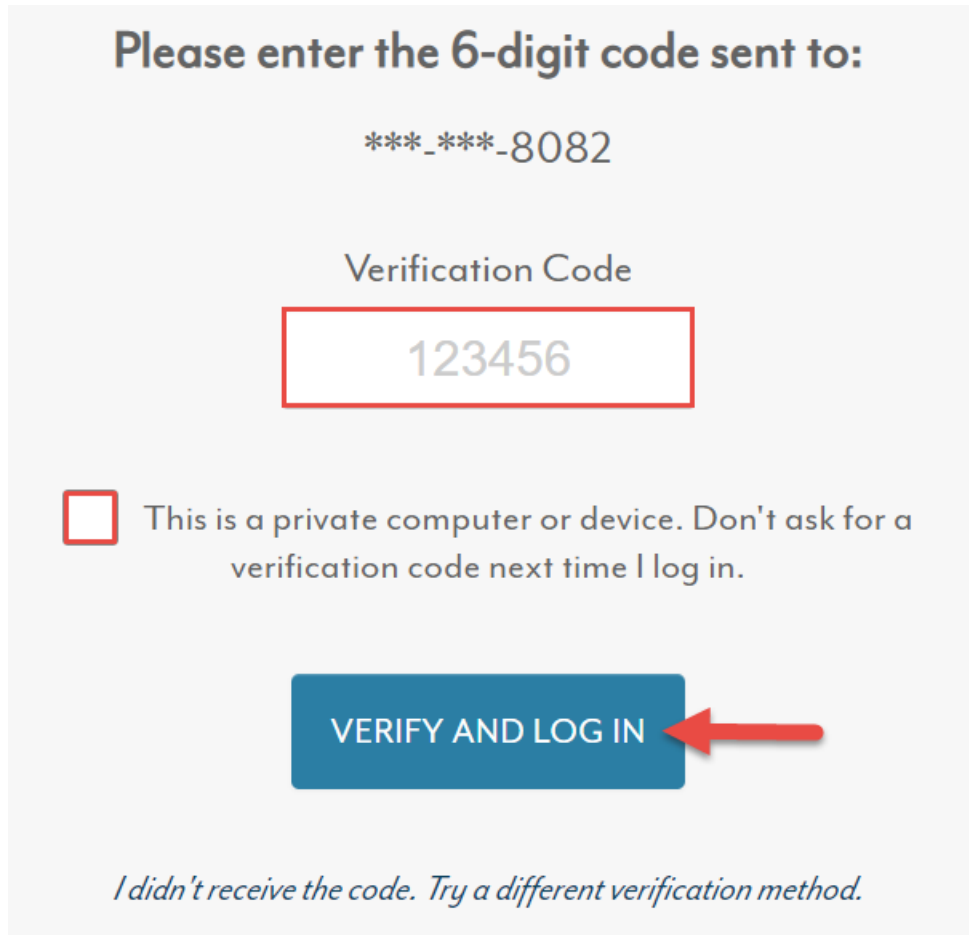
Text me a temporary code ←

Email me a temporary code ←

If it is your first time logging in you will be prompted to input your phone number/email address, if you have logged in prior, click on **SEND ME THE CODE**.



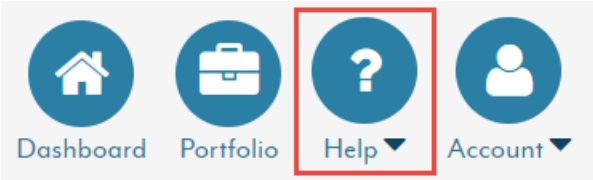
Input the temporary code received by phone or email then click **VERIFY AND LOG IN**. (If you are using a private computer and would like to bypass this step in the future click the checkbox to the right of ***This is a private computer or device. Don't ask for a verification code next time I log in*** prior to clicking on **VERIFY AND LOG IN**).



Please note; if it is your first time logging into SuperEval you will be prompted to updated your password upon login.

Help

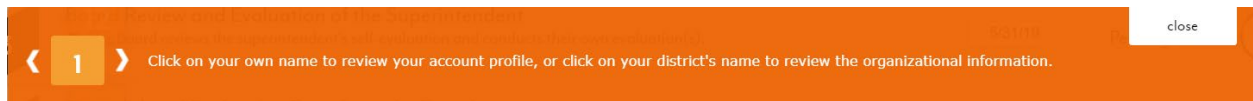
There are three options for obtaining assistance in SuperEval. To access the Help options, click **Help** in the upper right corner of the page.



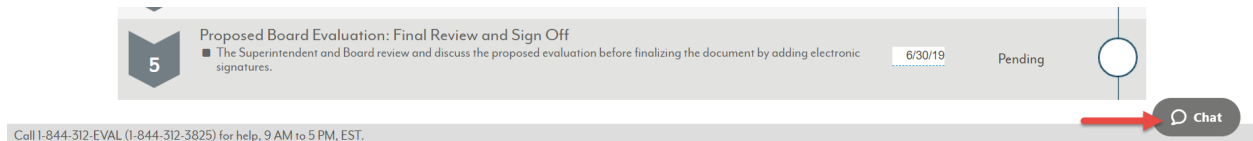
Select the Help option that meets your needs from the drop down menu that appears. Select **Video Tour** to access a number of videos walking you through different steps and helpful hints to complete your evaluation/evaluation of someone else. Select **User Manual** to access an

online PDF manual that corresponds with your role. The manuals can be downloaded or printed.

Select **Page Tour** to turn on a visual tour of the page you are viewing. Numbers will appear on the page. Click on each number to display a comprehensive explanation of the section at the bottom of the page.

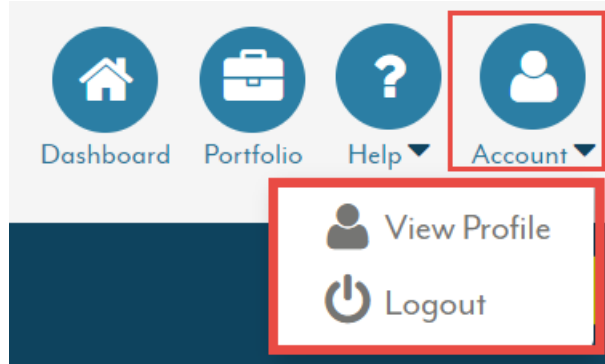


If you have questions or need assistance beyond the **Help** section you can contact the SuperEval help desk by email (support@supereval.com), phone (844-312-3825), or the chat feature located in the lower right hand corner.

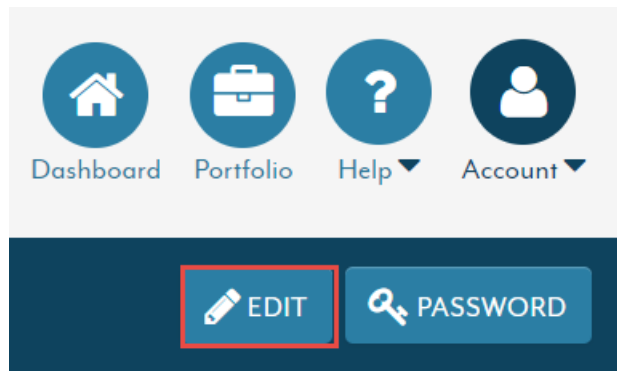


Account

The Account section includes a link to your **Profile** and the **Logout** function. Click **Account** in the upper right hand corner of the page to access these options.



The **View Profile** section displays your personal and organizational details. To make changes to your information, click **Edit** in the upper right corner of the page.



The profile opens to the **Basics** tab. Here you can make changes to your **Name, Email, Title** and **Mobile Number**. On this page you can also input demographics including gender, superintendent experience, number of years in education, and district demographics.

Basics Photo

Salutation

 e.g., Mr., Ms., Dr.

First Name *

Middle Initial (or name)

Last Name *

Email *

 A valid email address for the member.

Mobile Phone

 The primary phone contact number.

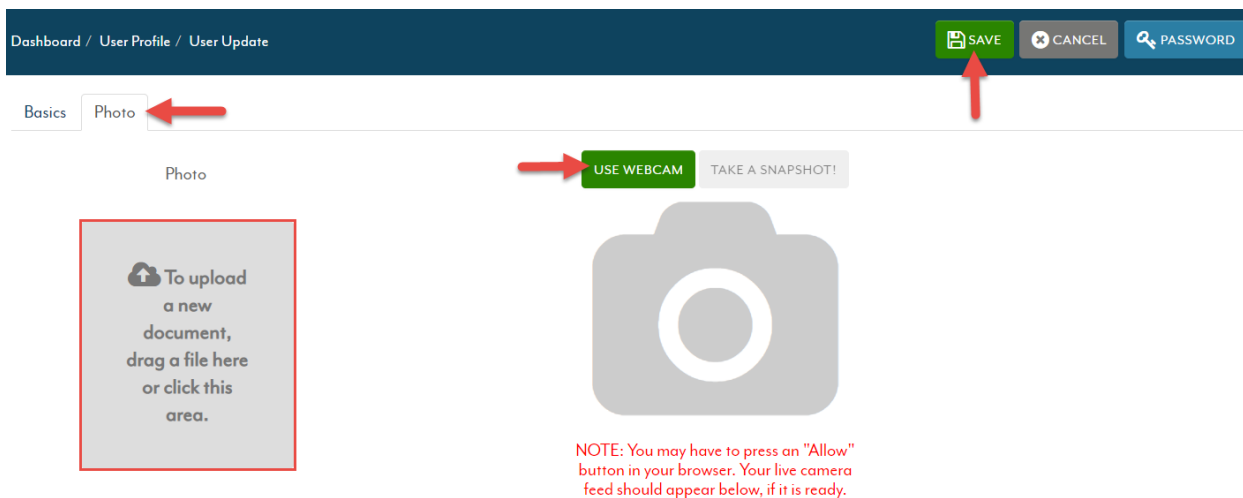
Notification Preferences
 New Comment Notifications

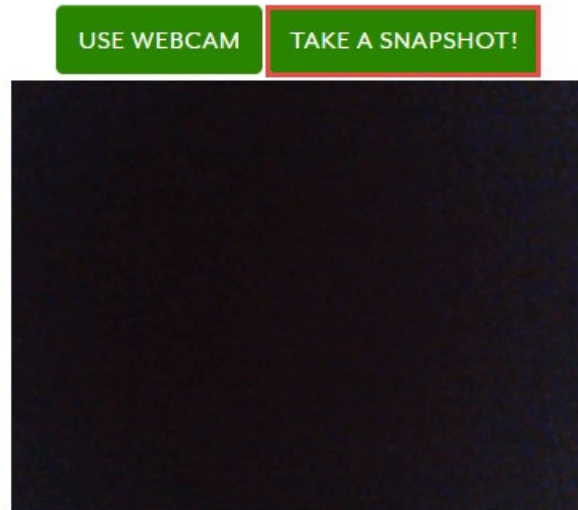
Demographics
Gender

Superintendent Experience

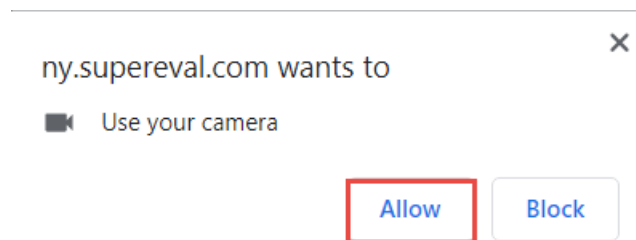
N/A
 First-year
 2-3 Years
 4-10 Years
 More than 10 years

You are able to add a picture to your profile by uploading one from your desktop or taking a photo with your webcam. Click the **Photo** tab from the upper right corner of your Profile. To upload a picture from your desktop click/drag a file into the grey 'To upload a new document, drag a file or click this area' box. To take a photo using your webcam click on the green **Use Webcam** button above the camera icon then click on **TAKE SNAPSHOT!**, once completed click **Save** in the upper right corner.

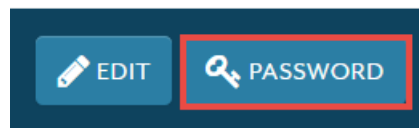




You may see a pop-up asking you to allow access to a webcam to add a photo. If you wish to use the webcam, click on **Allow**.



Within the **Profile** section you can also update your password. To do so, click **Password** in the upper right corner.



Enter your **Current Password**, then add and confirm your new password in the respective textboxes. Click **CHANGE** to complete the password update. Remember to adhere to the password requirements.

Password Change

Current Password *

New Password *

New Password Confirmation *

CHANGE ←

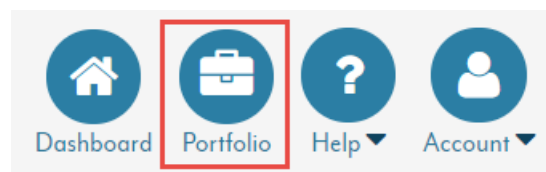
Password Requirements

- *Minimum Length: 8
- *Maximum Length: 160
- *At Least One Upper Case Letter
- *At Least One Lower Case Letter
- *At Least One Digit
- At Least One Symbol (suggested)

Portfolio

The Portfolio (also referred to as the Evidence Portfolio) is an individualized list of documents you have uploaded into SuperEval. This page serves as a central location which houses all of the documents you have uploaded during your process and allows you to search for specific documents. The documents in this section are only available to **you**. This section is not shared with any other user within your organization.

To access your Portfolio, click the **Portfolio** option in the upper right hand corner.



Select the desired evaluation year and specific evaluation (applicable) to search for and view specific illustrations of practice.

Dashboard / Portfolio

School Year: 2018-2019




My Self-Evaluation

You can search for an illustration of practice by the **Type** of file, **Title**, or **Description**.


School Year: 2018-2019

My Self-Evaluation

Displaying 1-10 of 23 results.

| Type | Title | Description | Related Competencies | Uploaded | Options |
|---|-----------|----------------------|----------------------|--------------|--|
| | | | | | |
|  | BOCES Map | Map of BOCES in NYS. | | 3 months ago |   |

To upload a document, drag the file to the gray uploader box to the right or click the box to select a file from your computer. You can also add websites by typing or pasting the URL into the **Add URL** box, then click **SUBMIT**.

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

Add a URL

SUBMIT

Add a title and/or description for the file in the respective text boxes. If you wish to align the file to particular competencies within the evaluation click the appropriate checkboxes to the left of that competency then click on **SAVE** in the right corner.

Dashboard / Portfolio / Evaluation Attachment

SAVE **CANCEL**

Edit Document

Type **W** **W**

Title
A title for the file.

Description
Description pending.

Associated Competencies

Current Alignments

The Council's Superintendent Model Evaluation

Other Competencies

The Council's Superintendent Model Evaluation

A. Relationship with the Board

A.1 Information
Keeps the board informed with appropriate information as needed so it may perform its responsibilities.

A.2 Materials and Background

To edit a file that you have already uploaded, click the blue pencil (edit) icon. To remove the file from SuperEval entirely, click the red trash can (delete) icon.

W BOCES Map Map of BOCES in NYS. 3 months ago

W BOCES Map Map of BOCES in NYS. 3 months ago

W BOCES Map Map of BOCES in NYS. 3 months ago

Dashboard

When you log into SuperEval, you will be taken directly to your **Dashboard**. This page details the steps in the SuperEval Process and shows you where in the process the evaluator/evaluatee are. Your **Dashboard** provides you with a visual representation of where you are in the evaluation process. Active or completed steps will be denoted by navy text, while future steps or steps that are in progress that you cannot access are gray. When a step has been completed, the circle on the right will turn navy blue. Incomplete steps are denoted by a white circle and in-progress steps are denoted by a circle that is partially filled. *Please note; the evaluation process is linear, so future steps CANNOT be accessed until the current step is marked complete.*

| Step | Task | Due | Status |
|------|---|---------|---------------------------|
| 1 | <u>Annual Goals and Competency Selection</u> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated. | 9/27/19 | Completed 2/1/20, 8:50 AM |
| 2 | <u>Superintendent Self-Evaluation</u> ■ Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence. | 5/6/20 | Completed 2/1/20, 8:55 AM |
| 3 | <u>Board Review and Evaluation of the Superintendent</u> ■ The Board reviews the superintendent's self-evaluation and conducts their own evaluation(s). | 5/31/20 | Completed 2/1/20, 9:04 AM |
| 4 | <u>Consolidated Evaluation Data from the Board</u> ■ The consolidated evaluation combines all the Board's evaluation data into a single evaluation. | 6/15/20 | In Process |
| 5 | <u>Proposed Board Evaluation: Final Review and Sign Off</u> ■ The Superintendent and Board review and discuss the proposed evaluation before finalizing the document by adding electronic signatures. | 6/30/20 | Pending |

To view a previous year's evaluation (if applicable), click the **School Year** drop down in the upper left corner of the Dashboard then click on the school year that you would like to view.

School Year: 2019-2020

My Self-Evaluation

| Step | Task |
|------|---|
| 1 | <u>Annual Goals and Competency Selection</u> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated. |

School Year: 2019-2020

My Self-Evaluation

2015-2016

2016-2017

2017-2018

2018-2019

2019-2020

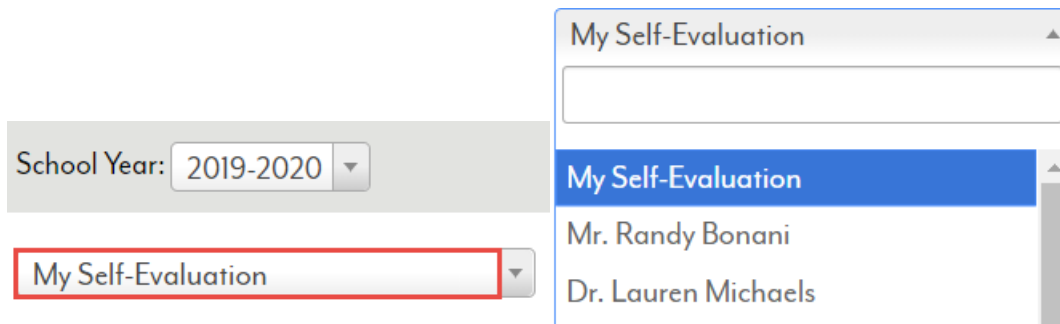
1

Annual Goals and Competency Selection



■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated.

Depending on your role, you may have the option to select different Dashboard views. For example, if you are a Superintendent performing a self-evaluation and are also evaluating one of your administrators or principals, you will select the individual whose evaluation you would


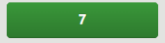
like to access from the drop down in the upper left corner directly below the school year drop down. Click the Evaluation drop down then select the evaluation you would like to access.



Steps on your Dashboard that you have the authority to re-open have a small arrow next to the completed date pointing upwards. Click on this arrow to re-open a previous step.

| Step | Task | Due | Status |
|------|---|---------|---|
| 1 | <u>Annual Goals and Competency Selection</u> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated. | 8/31/19 | Completed 12/16/19, 1:47 PM  |
| 2 | <u>Superintendent Self-Evaluation</u> ■ Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence. | 5/1/19 |  SUBMIT TO BOARD REVIEW |

All completed or active steps can be opened; however only the active step (bolded title) can be edited. To open a section, click the title of that step.

| Step | Task | Due | Status |
|------|---|---------|---|
| 1 | <u>Annual Goals and Competency Selection</u> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated. | 8/31/19 | Completed 12/16/19, 1:47 PM |
| 2 | <u>Superintendent Self-Evaluation</u> ■ Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence. | 5/1/19 | Completed 2/7/20, 4:14 PM  |
| 3 | Board Review and Evaluation of the Superintendent ■ The Board reviews the superintendent's self-evaluation and conducts their own evaluation(s). | 5/31/19 |  |

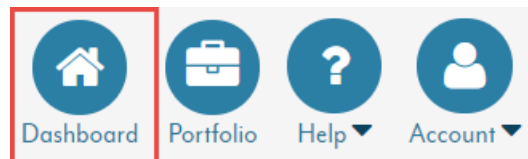
Steps that are grayed out have not been completed yet and may not be accessed until the process reaches that step. Only certain roles within the system have the ability to advance the evaluation from step to step.

| Step | Task | Due | Status |
|------|---|---------|-----------------------------|
| 1 | <u>Annual Goals and Competency Selection</u> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated. | 8/31/19 | Completed 12/16/19, 1:47 PM |
| 2 | <u>Superintendent Self-Evaluation</u> ■ Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence. | 5/1/19 | Completed 2/7/20, 4:14 PM |
| 3 | <u>Board Review and Evaluation of the Superintendent</u> ■ The Board reviews the superintendent's self-evaluation and conducts their own evaluation(s). | 5/31/19 | 7 |
| 4 | <u>Consolidated Evaluation Data from the Board</u> ■ The consolidated evaluation combines all the Board's evaluation data into a single evaluation. | 6/15/19 | Pending |
| 5 | <u>Proposed Board Evaluation: Final Review and Sign Off</u> ■ The Superintendent and Board review and discuss the proposed evaluation before finalizing the document by adding electronic signatures. | 6/30/19 | Pending |

Depending on your role, you may have the ability to edit due dates for each step. Due dates for steps that have already been completed cannot be changed. The purpose of the dates is to aid the evaluation participants; however, they will not appear anywhere in the final evaluation document. To change a date, click on the date itself, then select (or type) in the date that you wish to have as the due date. Click on the green checkmark to confirm.

The screenshot shows the 'Board Review and Evaluation of the Superintendent' step selected. A calendar for May 2019 is open, showing dates from 5 to 31. A red arrow points to a green checkmark icon next to the date field '5/31/19', indicating the confirmation of the due date.

To return to your Dashboard from any other page on the site, click **Dashboard** in the upper right corner of the screen.

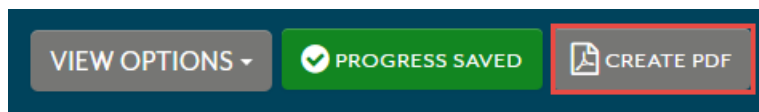


Alternatively, you may jump to a previous section by clicking the title of it in the navy blue navigation bar pinned above the dashboard.

Dashboard / **Step 2: Superintendent Self-Evaluation** / Step 3: Board Review

Printing

When you are viewing a rubric/evaluation page and would like to create a PDF version/print (or just specific sections), click on **CREATE PDF** in the upper right corner of the page.



All sections of the evaluation will automatically be selected. Uncheck any sections you do not wish to have within the PDF/printed version.

Print Selection ✕

- All
 - ▶ A. Relationship with the Board
 - ▶ B. Community Relations
 - ▶ C. Staff Relationships
 - ▶ D. Business and Finance
 - ▶ E. Instructional Leadership
 - ▶ F. Annual Goals
 - ▶ Overall Evaluation

GENERATE PDF **CANCEL**

Then click the **GENERATE PDF** button.

Print Selection ✕

- All
 - ▶ A. Relationship with the Board
 - ▶ B. Community Relations
 - ▶ C. Staff Relationships
 - ▶ D. Business and Finance
 - ▶ E. Instructional Leadership
 - ▶ F. Annual Goals
 - ▶ Overall Evaluation

 **GENERATE PDF**

CANCEL

Once the PDF has been generated, you may then save the PDF to your computer or print (these actions may vary based on the web-browser you are using).

