


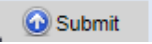



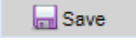
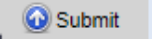



Wrapping up a Teacher's Evaluation Directions



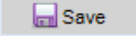
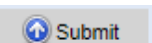
1. Complete the Professional Practice Rating (first complete all formal observations, informal observations, and/or walkthroughs)

- a. Click on  next to **Summative Evaluation Rating**.
- b. Click on , next to **Professional Practice Rating**.
- c. Click on the columns for each component to select the final ratings
- d. Check mark the critical attributes that you saw for each component.
- e. Add notes and evidence for each component.
- f. At bottom of screen, enter in Areas of Strength, Growth, and Recommendations
- g. Click one of the following
 - i.  - not ready to send to teacher yet
 1. You will be able to go back in and make changes, and then submit.
 - ii.  - completed and ready to send to teacher
 1. The form will now go to the teacher
- h. Teacher goes in and acknowledges it
- i. The Principal finalizes it - 




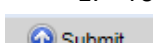

2. Complete the Student Growth Rating (once SLO is completed)

- a) Click on  next to **Student Learning Objective Process**.
- b) Click on , next to **Student Growth Rating**.
- c) Click on the correct column under Low Growth, Expected Growth, or High Growth.
- d) Enter notes and evidence if needed.
- e) Click one of the following
 - a.  - not ready to send to teacher yet
 - i. You will be able to go back in and make changes, and then submit
 - b.  - completed and ready to send to teacher
 - i. The form will now go to the teacher
- f) Teacher goes in and acknowledges it
- g) The Principal finalizes it - 

3. View Overall Ratings

- a) Click on  next to **Teacher Composite Score Report**.
- b) Click on , next to **Teacher Composite Score Report**.
- c) Review the data (placement on the matrix, Professional Practice Rating, and Student Growth Rating)
- d) Click one of the following
 - i.  - not ready to send to teacher yet
 1. You will be able to go back in and make changes, and then submit
 - ii.  - completed and ready to send to teacher
 1. The form will now go to the teacher

4. Complete Evaluation (after reviewing the Teacher Composite Score Report)

- a) Click on  next to **Summative Evaluation Rating**.
- b) Click on , next to **South Dakota Summative Teacher Effectiveness Rating Form**.
- c) Select the Professional Practice Rating
- d) Select the Student Growth Rating
- e) Select the Summative Teacher Effectiveness Rating (Optional)
- f) Add a narrative (optional)
- g) Select a recommendation
- h) Select if Professional Judgement was needed
- i) Add a narrative (optional)
- j) Electronically sign the form
- k) Choose today's date.
- l. Click one of the following
 - i.  - not ready to send to teacher yet
 1. You will be able to go back in and make changes, and then submit.
 - ii.  - completed and ready to send to teacher
 1. The form will now go to the teacher
- j. Teacher goes in and acknowledges it
- k. The Principal finalizes it - 

****Once you do this for all teachers who are being evaluated, you are ready to roll over to the next year. See Roll Over directions when ready.**

