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. [Save] - not ready to send to teacher yet
      1. You will be able to go back in and make changes, and then submit
   
   ii. [Submit] - 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. [Save] - not ready to send to teacher yet
      1. You will be able to go back in and make changes, and then submit.
   
   ii. [Submit] - 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.**