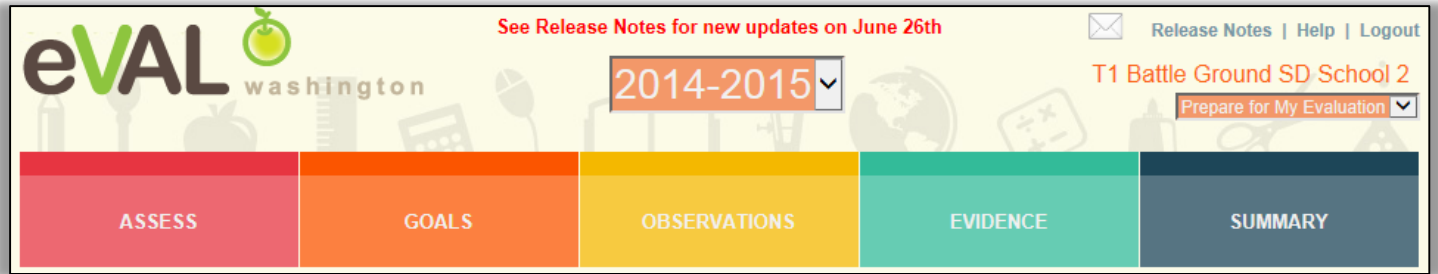


Getting Started With Sandbox



Sandbox website<http://sandbox.eval-wa.org/>

THREE ROLES AT THE DISTRICT LEVEL

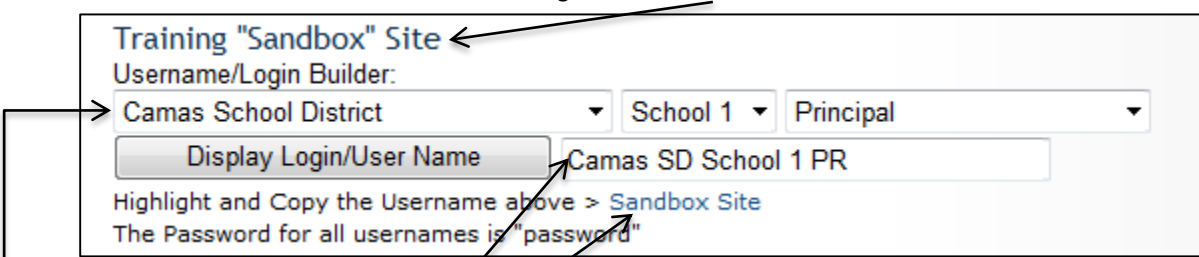
- **District Administrator (DA)** – sets up and configures eVAL on an annual basis, creates questions, assigns evaluatees to their evaluators, assigns viewing privileges to District Administrators (of eVAL) and District Evaluators.
- **District Evaluator (DE)** - evaluates Head Principals and Principals, can create questions (goal setting, reflections, pre-conference, post-conference), and can assign questions to individuals.
- **District-Wide Evaluator for Teachers (DW)** - evaluates Teachers that teach in more than one building, writes and assigns questions/prompts/goals, schedules observations and conferences, participates in their own evaluation process.

FOUR ROLES AT THE SCHOOL LEVEL

- **School Administrator (AD)** – assigns evaluatees to their evaluators (if allowed by the District Administrator), manages school-wide evaluation resources placed in eVAL; creates questions.
- **Head Principal (HP)** – evaluates Vice Principals and possibly Teachers, writes and assigns questions/prompts/goals, schedules observations and conferences, participates in their own evaluation process.
- **Principal (PR)** – evaluates Teachers, writes and assigns questions/prompts/goals, schedules observations and conferences, participates in their own evaluation process.
- **Teachers (T1 to T20)** – conducts self-assessments and writes reflections, participates in goal-setting , interacts with their evaluator in observation process, uploads and manages their artifacts and other resources in eVAL.

USERNAMES AND PASSWORDS

1. Go to the Washington State Ed Tech web site at <http://tinyurl.com/sandbox-login-pwd>
2. Pull down the first menu and choose **eVAL Training**. Locate the section of the screen that refers to the eVAL sandbox:



3. Build your login by using the drop-down menus. Select your district, the fictitious school, and your role, and then click the **Display Login/User Name** button. Copy your login that appears to the right of the gray button. Your password is **password**.
4. Follow the link to the Sandbox web site, where you will enter your login and password (**password**) to get into the Sandbox.

CONTENTS OF EACH DISTRICT'S SANDBOX

- One district, loaded with their selected state approved instructional and leadership frameworks
- One each of the following roles: District Administrator, District Evaluator, District-Wide Teacher Evaluator
- Five schools, cleverly called School 1, School 2, School 3, School 4, and School 5
- One of each of the following roles per school (for a total of five each): School Administrator, Head Principal, Principal
- Twenty (20) teachers per school (for a total of 100), cleverly called T1, T2...T19, T20