

Preparing eVAL for 2013-2014 and Beyond

This document provides a brief overview of how to prepare eVAL for use by your district in the 2013-2014 (and beyond) academic years. Each year, the **DISTRICT ADMINISTRATOR** will need to perform the tasks outlined in this document.

1. Sign in to EDS

First, log in to the Education Data System (EDS) at <https://eds.ospi.k12.wa.us>

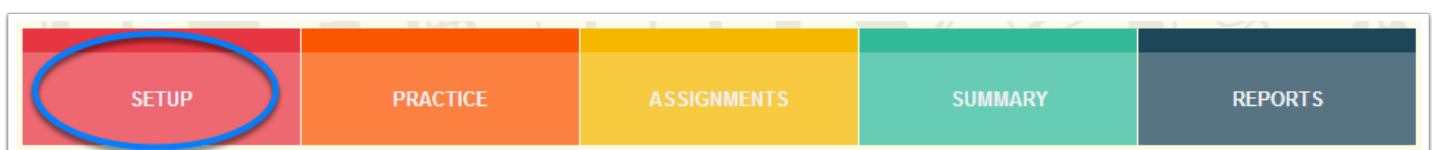
username or [password](#)?'" data-bbox="48 338 865 648"/>

2. Select eVAL

Click on View my Applications and select eVAL.

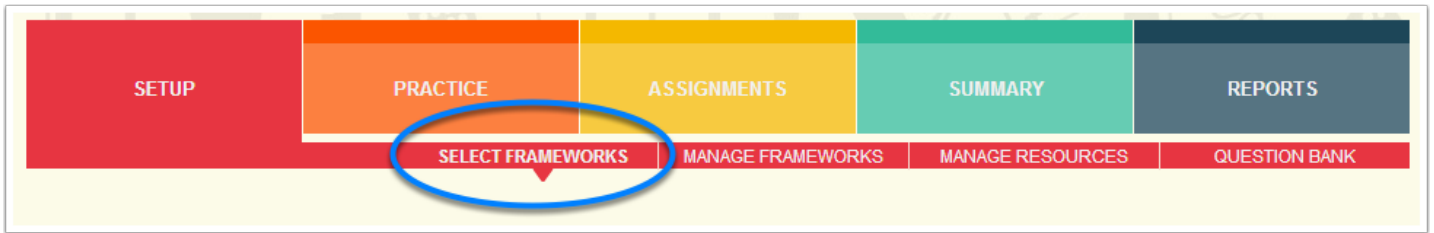
3. Setup

Select the setup menu.



4. Select Frameworks

Next, click the Select Frameworks submenu.



5. Indicate Teacher Framework Choice

Click the dropdown menu next to Teacher Framework and select the framework your district will employ during the 2013-2014 school year.

The screenshot shows the 'Evaluation Framework Selection' page. At the top is a navigation bar with 'SELECT FRAMEWORKS' highlighted. Below the navigation bar is a heading 'Evaluation Framework Selection' followed by a description: 'Select the evaluation framework used for teacher and principal evaluations and configure when the framework is made available to evaluators.' Below this is a section titled 'ACADEMIC YEAR FRAMEWORK SELECTION' containing a table of 'Loaded Frameworks' and a '2013-2014 Academic Year Framework Selection' section with dropdown menus for 'Teacher Framework' and 'Principal Framework'. The 'Teacher Framework' dropdown is open, showing options: SELECT, Danielson, Marzano, and CEL (highlighted in blue).

School Year	Available for Use?	Default Year	Teacher Framework	Principal Framework
2012-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CEL	AWSP

2013-2014 Academic Year Framework Selection

Teacher Framework:

Principal Framework:

- Danielson
- Marzano
- CEL

6. Confirm

Once you select a framework, you will see a popup confirmation box. Type CONFIRM (in all capital letters) and click OK to continue. Please be sure of your framework selection now, as changing it in the future will entail a lot more effort.

The screenshot shows the 'Evaluation Framework Selection' interface. At the top, there are navigation tabs: SETUP (red), PRACTICE (orange), ASSIGNMENTS (yellow), SUMMARY (teal), and REPORTS (grey). Below these are sub-tabs: SELECT FRAMEWORKS (red), MANAGE FRAMEWORKS (orange), MANAGE RESOURCES (yellow), and QUESTION BANK (grey). The main content area is titled 'Evaluation Framework Selection' and includes the instruction: 'Select the evaluation framework used for teacher and principal evaluations and configure when the framework is made available to evaluators.'

Below the instruction is a section titled 'ACADEMIC YEAR FRAMEWORK SELECTION'. It contains a table for 'Loaded Frameworks' and a section for '2013-2014 Academic Year Framework Selection'.

School Year	Available for Use?
2012-2013	<input checked="" type="checkbox"/>

2013-2014 Academic Year Framework Selection

Teacher Framework:

Principal Framework:

Principal Framework:

A confirmation dialog box is overlaid on the interface. The dialog box contains the following text: 'Are you sure you have reviewed the selected framework carefully and are ready to load it for your district? Changing the framework once it has been loaded and is in use will require significant effort. If you are sure, enter the word 'CONFIRM' and click OK'. Below the text is an input field and two buttons: 'OK' and 'Cancel'.

7. Indicate Principal Framework Choice

Repeat steps 5 and 6 to select your principal framework.

Evaluation Framework Selection | Select the evaluation framework used for teacher and principal evaluations and configure when the framework is made available to evaluators.

ACADEMIC YEAR FRAMEWORK SELECTION

Loaded Frameworks

School Year	Available for Use?	Default Year	Teacher Framework	Principal Framework
2012-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CEL	AWSP
2013-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEL	Not loaded

2013-2014 Academic Year Framework Selection

Principal Framework:

- SELECT
- AWSP
- Marzano

8. Determine Default Year

Finally, determine the default year you wish to display when your staff members access eVAL. The following screenshot indicates that users in this district will see 2012-2013 information when they access eVAL.

ACADEMIC YEAR FRAMEWORK SELECTION

Loaded Frameworks

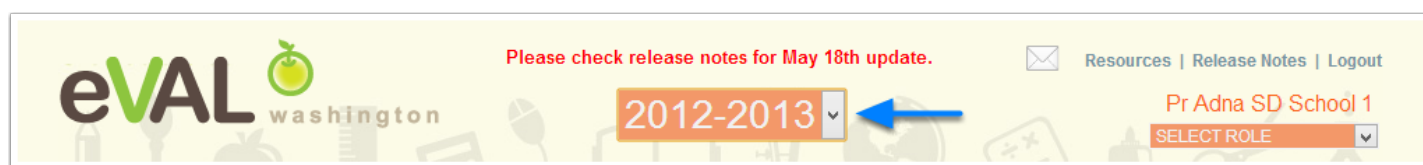
School Year	Available for Use?	Default Year	Teacher Framework	Principal Framework
2012-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CEL	AWSP
2013-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEL	AWSP

Changes you will see in eVAL

Framework selection is a critical step, and it is very difficult for our data team to undo. For this reason we ask district administrators to confirm each framework choice. Once the annual rollover steps are completed, the following changes will result in eVAL:

Ability to switch between academic years

Staff will see a dropdown menu in the top center portion of their screens allowing them to switch their work between academic years. A teacher who still has work to complete in this year's evaluation but would also like to start some activities for next year, such as goal setting, would benefit from this feature.



Ability to work indefinitely on unsubmitted evaluations

Staff will be able to work indefinitely in any year where their final evaluations are unsubmitted.

Ability to view results of submitted evaluations

Once evaluations are submitted, staff can view the results and prior work by selecting the appropriate year from the dropdown menu.

Question banks are rolled over

The question banks will be rolled forward to the new academic year, but **questions will need to be finalized and re-assigned to staff**. We have created a quick process to complete these steps in bulk if appropriate.

Staff lists are rolled over

Staff lists will be moved into the next academic year, but **evaluator assignments and evaluation types (comprehensive or focused) will not**. These settings will need to be updated each year.