The School Administrator Role

This guide will provide an overview of the activities expected of anyone assigned the role of School Administrator within the eVAL system.

EDS

Login to eVAL occurs using the Office of the Superintendent of Public Instruction's Education Data System, or EDS. EDS is used for a variety of different applications within the Washington State education sphere. eVAL is just one of those applications.

https://eds.ospi.k12.wa.us
Who is the School Administrator?

The school administrator may be the building principal or another position with responsibility to add resources and building prompts. This role is similar to the district admin role, but with a focus on building-level resources and reports.
THE FIRST MENU: SETUP

The School Administrator has five menu options. The first is Setup, where the School Administrator can upload or link resources and manage the school-wide question bank. By clicking on the "Add New Resource" button, the School Administrator can upload any resources principals may find helpful in their evaluations. This may include goal setting forms or general resources supporting the evaluation process. Additional resources might include links to other websites with information supporting the evaluation process.

Manage School Resources

Click the "Add New Resource" button to add resources (files or websites) that will be available to all staff members within the school.

Manage Resources - Add a New Resource

To create a resource, simply provide a title and resource type (general or goal-setting specific), and either select a file for upload, or enter a website address and click the "Submit" button. Once a resource has been created, it can be edited or deleted by clicking on the appropriate link on the manage resources menu page. As a reminder, resources can be added at any time throughout the year.
Question Bank - Add a New Teacher Prompt

The final Setup function that can be performed at the school level is the creation of teacher question banks. The question banks provide questions developed at the district level as well as the school level. These questions support goal-setting, reflection, and pre- and post-conference sessions. To add a question to the question bank, simply find the question type: goal, reflective, pre-, or post-conference, and click the "Add New Teacher Prompt" button.

Create the Prompt

A new window will open where the text of the question is written and the question is given a title.
Align to State and Instructional Rubrics

In this section, you can also align your question to the state or instructional framework. Once it is complete, the question can be saved for further work later, or saved and finalized. Click the "Save and Finalize" button so the question can be assigned. Only evaluators assign prompts to teachers; it is not the responsibility of the School Administrator.

Reorder Prompts

As the question bank grows, you may want to change the order of the questions. To assign an order, simply click, drag and drop each question into the desired position within the question bank.
THE SECOND MENU: PRACTICE

eVAL provides a structure for teams of teachers, principals, and guests to participate in evaluation practice sessions. These sessions are intended to help learn the selective instruction and leader framework, and can be observations of the classroom, videos, or videos in the eVAL library. To create a new practice session, click on either the "New Live Practice Session" button or the "New Video Library Practice Session" button.

Create a New Live Practice Session

When creating a live practice session, select the teacher you are observing from the dropdown menu, and give the session a title. Click "Create Session" when you're done.
Add Supporting Information

You may wish to provide additional supporting information so participants will know where and when to observe the classroom. This is not required. However, be sure to check the "Visible to Participants" checkbox here or on the main practice window, or all your efforts will not be visible to anyone else.

Add Participants

Once a practice session is created, you must include participants. Click on the participants submenu. Initially, there will be no one included in the practice session. Click on Add Participants to search for them within eVAL.
Add Selected Users

Place a check next to individuals who will be participating in the practice session. Click the "Add Selected Users" button. They will see what has been set up when they log into their accounts under the Observe menu.

Make Visible to Participants

Once all the settings are completed, and participants are added, you are ready to host the practice session. Click on the Practice menu. If participants are not able to see a session you've created, the most likely reason is the checkbox "Made Visible to Participants" was not not selected. Check here first.
THE THIRD MENU: ASSIGNMENTS

The next menu is the Assignments menu. The District Administrator might delegate to the School Administrator the task of assigning evaluators to evaluatees. This task only happens once at the beginning of each year. In order for eVAL to properly manage aspects of the evaluation process, it is important to match evaluators with those they evaluate.

Remember that these roles are established by your district security manager, and come to eVAL from OSPI's EDS. If an individual is not on the list, the most likely reason is that he or she has not yet logged in to eVAL. The school administrator can match teachers to their evaluators and tell eVAL if a teacher is on a comprehensive or focus observation cycle. All the school administrator needs to do is select the correct options in the teacher assignments table. There is no need to save changes as changes are updated instantly.
School Administrators also need to submit the final aggregate reports to the district at the end of each year. Once your principal has submitted his or her evaluations to the district, they will appear under the Summary menu in your account. This is an overall representation of how the teachers performed in each school. Click the "Submit to District" button to submit the evaluations to your district administrator.

School Submission Status

Teacher Evaluations: READY TO SUBMIT  
All of the teacher evaluations are complete. When you are ready you may submit the aggregate data to your district for final review.

Teacher Evaluation Summative Score Distribution

![Chart showing summative score distribution]

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