

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.

username or [password](#)?'. Below the screenshot is a red-bordered box containing the URL 'https://eds.ospi.k12.wa.us'."/>

Sign In Create an Account

eDS System Sign In

Username:

Password:

Login

Forgot your [username](#) or [password](#)?

<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.

Roles and Tasks in eVAL

- Adds district specific resources including questions and prompts
- Assigns evaluators and plan type for evaluatees
- Sees evaluation summaries and reports for principals
- Reviews evaluation submission status
- Sets up practice sessions

District Administrator



- Adds school specific resources including questions and prompts
- Assigns evaluators and plan type for evaluatees (if district admin allows)
- Sees evaluation summaries and reports for teachers
- Sets up practice sessions

School Administrator



- Add to question bank and assign prompts to teachers
- Sets up & interacts in goal-setting and observations for teachers
- Views teacher artifacts, self-assessments and goals

District-wide Teacher Evaluator



- Add to question bank and assign prompts
- Sets up & interacts in goal-setting and observations for principals or vice principals
- Views principal or vice-principal artifacts, self-assessments and goals

District Evaluator & Head Principal



- As an Evaluatee**
- Goal-setting & self-assessment
- Interacts with evaluator in observation process
- Uploads artifacts
- As a Teacher Evaluator**
- Add to question bank and assign prompts to teachers
- Sets up & interacts in goal-setting and observations for teachers
- Views teacher artifacts, self-assessments and goals

Principal



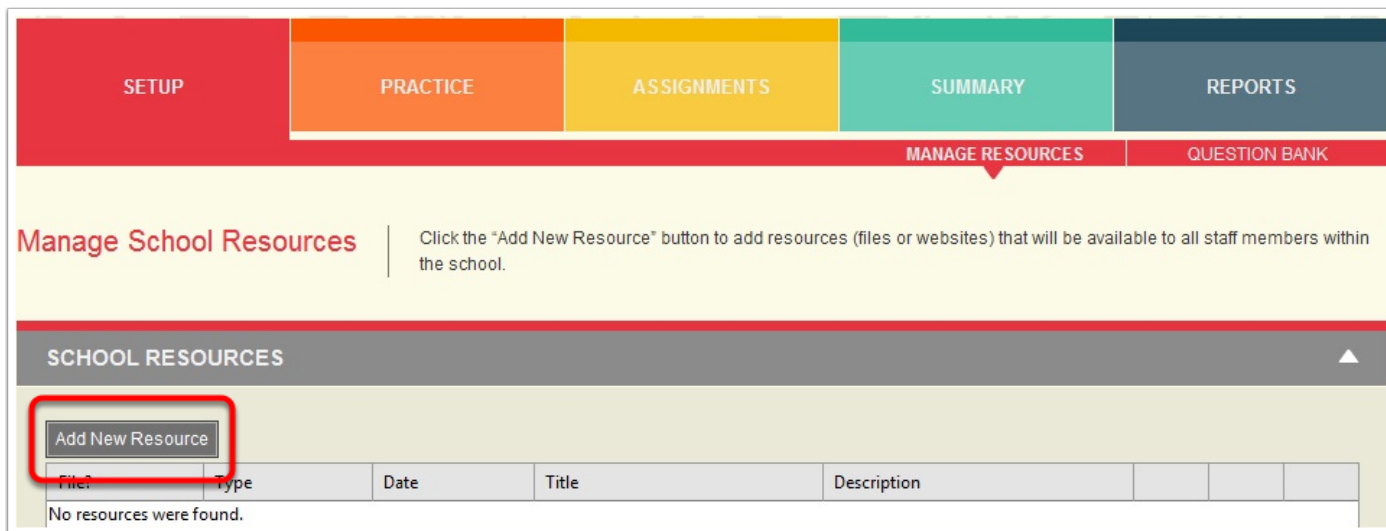
- Goal-setting & self-assessment
- Interacts with evaluator in observation process
- Uploads artifacts

Teacher



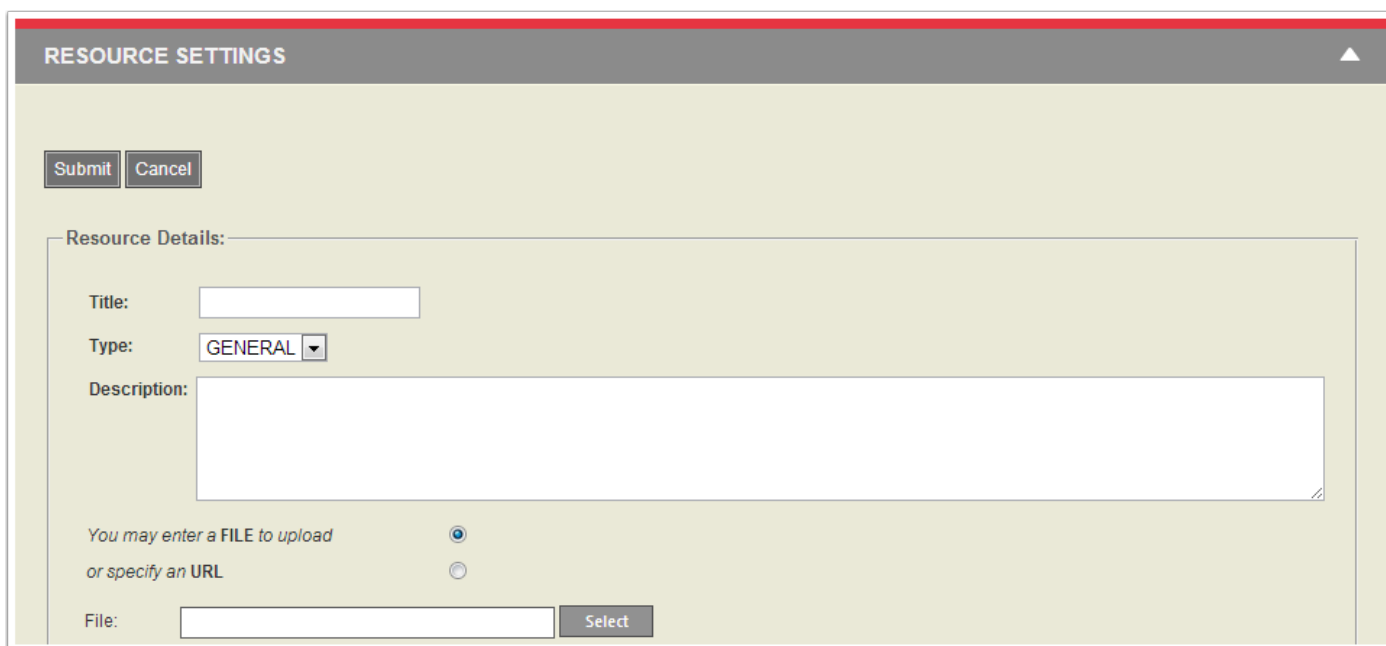
THE FIRST MENU: SETUP

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.



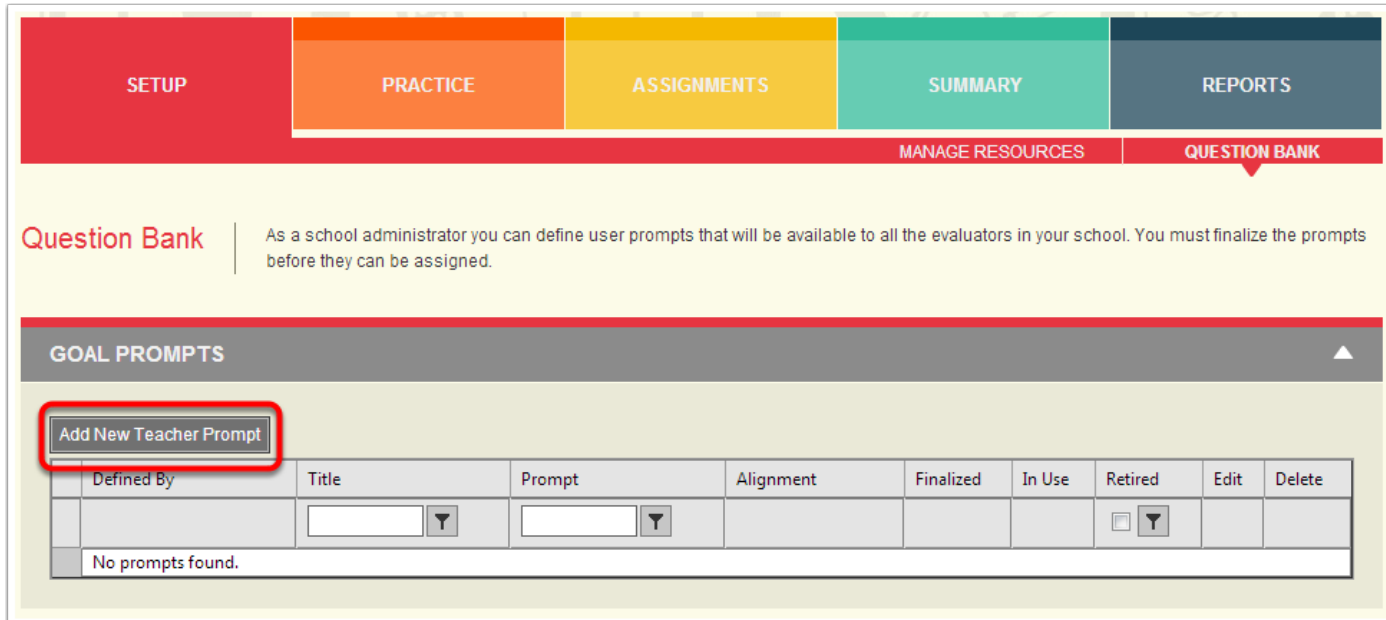
Manage Resources - Add a New Resource

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

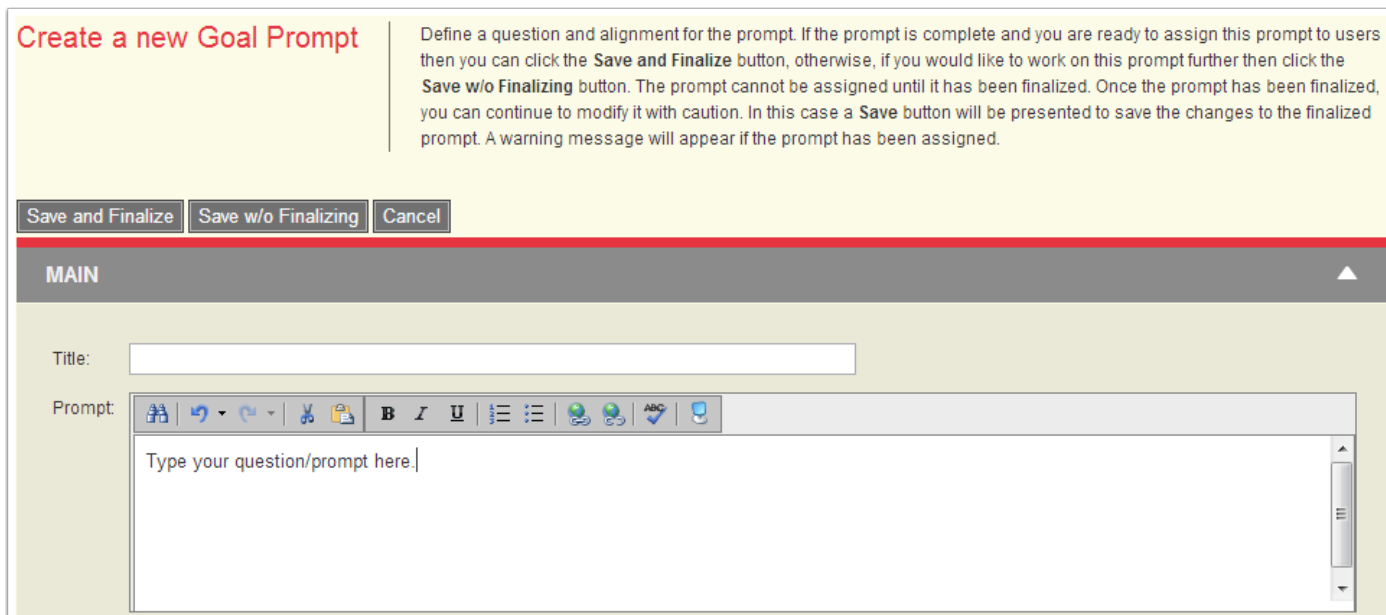
The final Setup function that can be performed at the school level is the creation of teacher question banks. The question banks provide questions developed at the district level as well as the school level. These questions support goal-setting, reflection, and pre- and post-conference sessions. To add 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.



The screenshot shows the 'Question Bank' section of a software interface. At the top, there are navigation tabs: 'SETUP' (red), 'PRACTICE' (orange), 'ASSIGNMENTS' (yellow), 'SUMMARY' (teal), and 'REPORTS' (dark blue). Below these is a red bar with 'MANAGE RESOURCES' and 'QUESTION BANK' (highlighted with a red arrow). The main content area has a header 'Question Bank' and a sub-header 'GOAL PROMPTS'. A red box highlights the 'Add New Teacher Prompt' button. Below the button is a table with columns: 'Defined By', 'Title', 'Prompt', 'Alignment', 'Finalized', 'In Use', 'Retired', 'Edit', and 'Delete'. The table is currently empty, showing 'No prompts found.' at the bottom.

Create the Prompt

A new window will open where the text of the question is written and the question is given a title.



The screenshot shows the 'Create a new Goal Prompt' dialog box. It has a title bar 'Create a new Goal Prompt' and a main area with a text input field for 'Title' and a larger text area for 'Prompt'. The 'Prompt' area has a rich text editor toolbar with icons for undo, redo, bold, italic, underline, list, link, unlink, and help. The text area contains the placeholder text 'Type your question/prompt here.'. At the top of the dialog, there are three buttons: 'Save and Finalize', 'Save w/o Finalizing', and 'Cancel'. To the right of the main area, there is a text box with instructions: 'Define a question and alignment for the prompt. If the prompt is complete and you are ready to assign this prompt to users then you can click the **Save and Finalize** button, otherwise, if you would like to work on this prompt further then click the **Save w/o Finalizing** button. The prompt cannot be assigned until it has been finalized. Once the prompt has been finalized, you can continue to modify it with caution. In this case a **Save** button will be presented to save the changes to the finalized prompt. A warning message will appear if the prompt has been assigned.'

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.

STATE RUBRICS ALIGNMENT ▲

- C1 - Centering instruction on high expectations for student achievement.
- C2 - Demonstrating effective teaching practices.
- C3 - Recognizing individual student learning needs and developing strategies to address those needs.
- C4 - Providing clear and intentional focus on subject matter content and curriculum.
- C5 - Fostering and managing a safe, positive learning environment.
- C6 - Using multiple student data elements to modify instruction and improve student learning
- C7 - Communicating and collaborating with parents and the school community.
- C8 - Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.

INSTRUCTIONAL RUBRICS ALIGNMENT ▲

- D1 - Planning and Preparation
- D2 - The Classroom Environment
- D3 - Instruction
- D4 - Professional Responsibilities

Reorder Prompts

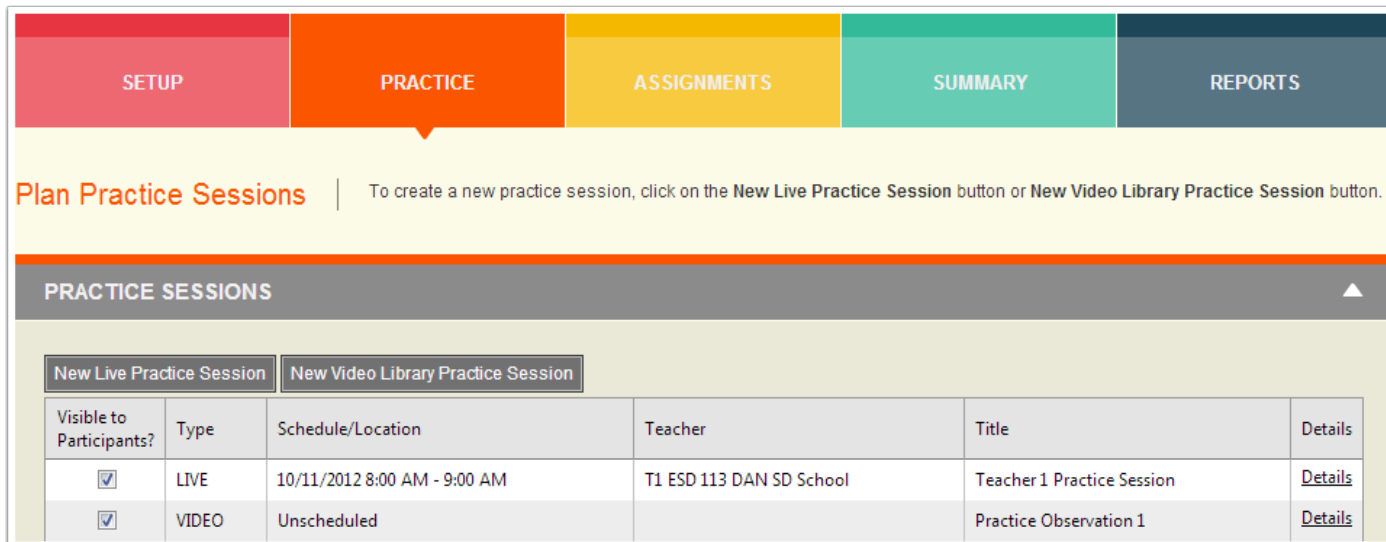
As the question bank grows, you may want to change the order of the questions. To assign an order, simply click, drag and drop each question into the desired position within the question bank.

GOAL PROMPTS ▲

Defined By	Title	Prompt	Alignment	Finalized	In Use	Retired	Edit	Delete
School	Managing a Safe Learning Environment	Describe your goals in managing a safe learning environment.	C5 D2	10/12/12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
School	New Question	Type your question/prompt here.	C3 C4 D1 D3	10/12/12	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
School	Managing a Safe Learning Environment	Describe your goals in managing a safe learning environment.	C5 D2	10/12/12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete

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.

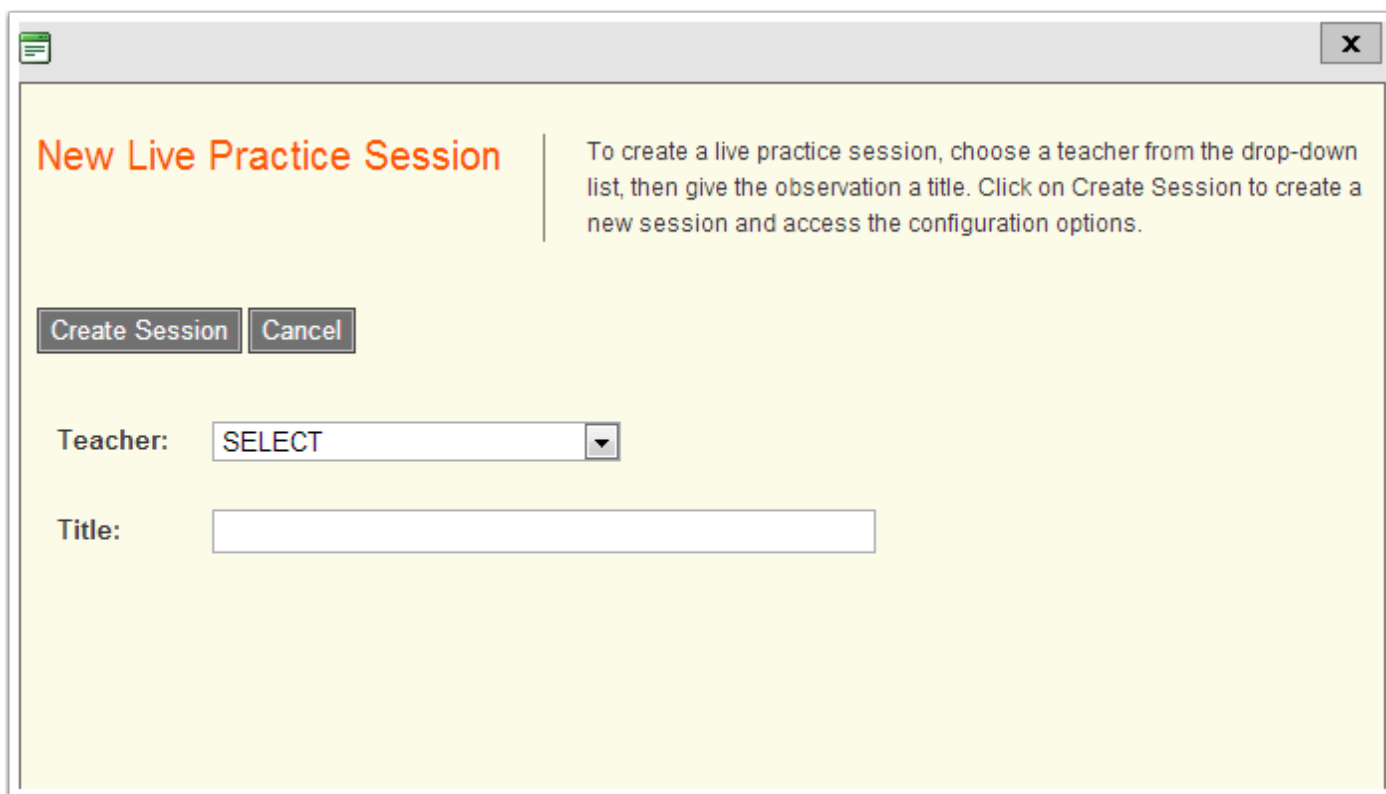


The screenshot shows the 'PRACTICE' menu in the eVAL system. The menu is divided into five sections: SETUP (red), PRACTICE (orange), ASSIGNMENTS (yellow), SUMMARY (teal), and REPORTS (dark blue). Below the menu, there is a section titled 'Plan Practice Sessions' with a sub-header 'PRACTICE SESSIONS'. This section contains two buttons: 'New Live Practice Session' and 'New Video Library Practice Session'. Below these buttons is a table with the following data:

Visible to Participants?	Type	Schedule/Location	Teacher	Title	Details
<input checked="" type="checkbox"/>	LIVE	10/11/2012 8:00 AM - 9:00 AM	T1 ESD 113 DAN SD School	Teacher 1 Practice Session	Details
<input checked="" type="checkbox"/>	VIDEO	Unscheduled		Practice Observation 1	Details

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.



The screenshot shows the 'New Live Practice Session' form. It has a title 'New Live Practice Session' and a sub-header 'To create a live practice session, choose a teacher from the drop-down list, then give the observation a title. Click on Create Session to create a new session and access the configuration options.' Below this, there are two buttons: 'Create Session' and 'Cancel'. The form includes a 'Teacher:' label followed by a dropdown menu with 'SELECT' as the current selection. Below that is a 'Title:' label followed by a text input field.

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.

SETTINGS

Title: Lock From Changes Delete Session

Session Type: Live Teacher Evaluation Practice Session

Teacher: T1 ESD 113 DAN SD School

Visible to Participants?

Schedule

Day:

Start Time:

End Time:

Location:

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.

SETUP
PRACTICE
ASSIGNMENTS
SUMMARY
REPORTS

SETTINGS
PARTICIPANTS
OBSERVE/SCORE
REPORT

Manage Participants

Session: Teacher 1 Practice Session

Teacher: T1 ESD 113 DAN SD School

Type: Live Practice Session

Status: Unlocked

PARTICIPANTS

Add Participants
Send Message to all Participants

Name	District	School	
Pr ESD 113 DAN SD School	ESD 113 DAN SD	ESD 113 DAN SD School	Remove

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.

Add Selected Users			
<input type="checkbox"/>	Name	District	School
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	G1 Aberdeen SD School 1	Aberdeen SD	Aberdeen SD School 1
<input type="checkbox"/>	G10 Aberdeen SD School 1	Aberdeen SD	Aberdeen SD School 1
<input type="checkbox"/>	G11 Aberdeen SD School 1	Aberdeen SD	Aberdeen SD School 1
<input type="checkbox"/>	G12 Aberdeen SD School 1	Aberdeen SD	Aberdeen SD School 1
<input checked="" type="checkbox"/>	G13 Aberdeen SD School 1	Aberdeen SD	Aberdeen SD School 1
<input type="checkbox"/>	G14 Aberdeen SD School 1	Aberdeen SD	Aberdeen SD School 1

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 selected. Check here first.

SETUP
PRACTICE
ASSIGNMENTS
SUMMARY
REPORTS

Plan Practice Sessions | To create a new practice session, click on the **New Live Practice Session** button or **New Video Library Practice Session** button.

PRACTICE SESSIONS

New Live Practice Session
New Video Library Practice Session

Visible to Participants?	Type	Schedule/Location	Teacher	Title	Details
<input checked="" type="checkbox"/>	LIVE	10/11/2012 8:00 AM - 9:00 AM	T1 ESD 113 DAN SD School	Teacher 1 Practice Session	Details
<input checked="" type="checkbox"/>	VIDEO	Unscheduled		Practice Observation 1	Details

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.

Principals Assignments for Teacher Evaluations | Use the grid below to assign the principal that will be performing the summative scoring for each teacher.

TEACHER EVALUATOR ASSIGNMENTS

If you do not see a teacher in this list, look below in the District-wide teacher assignment panel. The teacher may have been assigned to be evaluated by a district-wide evaluator and is therefore no longer configurable in this area.

Teachers	Plan Type	Hp ESD 113 DAN SD School	Pr ESD 113 DAN SD School
T1 ESD 113 DAN SD School	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T10 ESD 113 DAN SD School	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T11 ESD 113 DAN SD School	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T12 ESD 113 DAN SD School	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T13 ESD 113 DAN SD School	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T14 ESD 113 DAN SD School	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

THE FOURTH MENU: SUMMARY

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.

The screenshot displays the 'SUMMARY' menu with a navigation bar containing 'SETUP', 'PRACTICE', 'ASSIGNMENTS', 'SUMMARY', and 'REPORTS'. Below the navigation bar, the 'School Submission Status' section indicates that 'Teacher Evaluations: READY TO SUBMIT' and provides instructions on submitting data. A 'Submit To District' button is highlighted with a red circle. Below this, a bar chart titled 'Teacher Evaluation Summative Score Distribution' shows the count of teachers for each performance level: UNS (2), BAS (4), PRO (10), DIS (4), and INC (0).

Performance Level	Count
UNS	2
BAS	4
PRO	10
DIS	4
INC	0