

This guide will help you through the process for evaluating teacher across multiple buildings

- You must have **District Wide Teacher Evaluator** role in order for you to evaluate teachers.
- You must have **District Evaluator Role** to evaluate Principals
- You must have **District Administrator** Role to assign staff

Log into eVal through EDS. <https://eds.ospi.k12.wa.us>

Sign In Create an Account

eDS System Sign In

Username:

Password:

Login

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

Change your Role to Evaluate Teachers

eVAL washington Resources | Release Notes Hp Asotin-Anatone SD School 1 | Logout

SELECT ROLE

Welcome Principal Ho Asotin-Anatone SD School 1

BEGIN SELF EVALUATION → TEACHER EVALUATIONS →

Select Setup Tab and then click on “Assignment Requests”

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SETUP PRACTICE OBSERVE SUMMARY REPORTS

QUESTION BANK ASSIGN QUESTIONS ASSIGNMENT REQUESTS

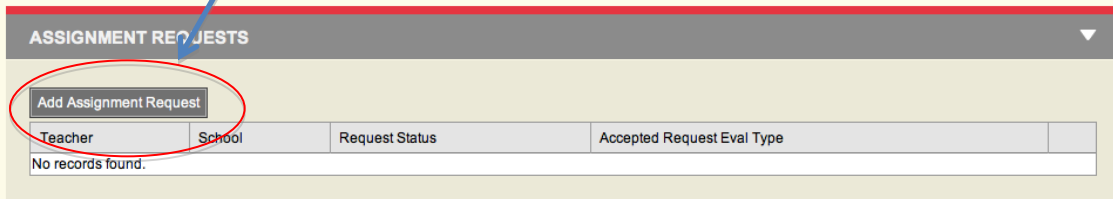
Question Bank | As a district-wide teacher evaluator you can define user prompts that can be assigned to any of your teachers. You must finalize the prompts before they can be assigned.

Sups guide to evaluating staff

Click on “Add Assignment Request”

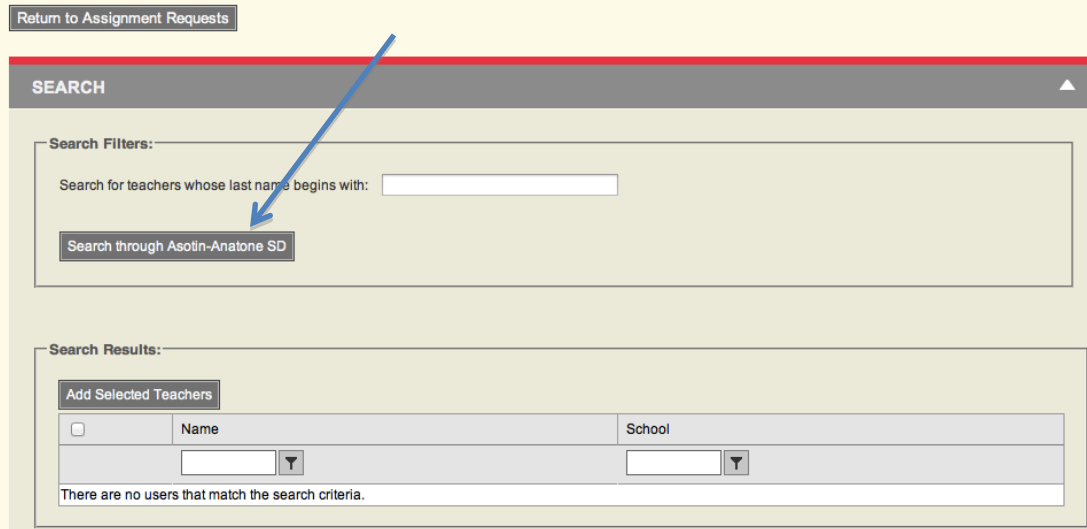
Assignment Requests

Request permission from the district to evaluate and/or observe teachers in your district. Click the **Add Teachers** button to select from a list of available teachers in your district. Once selected, the district will have access to your request and will either accept or decline your request. If accepted, the district will further specify whether you have permission to perform observations only or whether you will be the assigned evaluator, and responsible for the final summative score for the teacher.



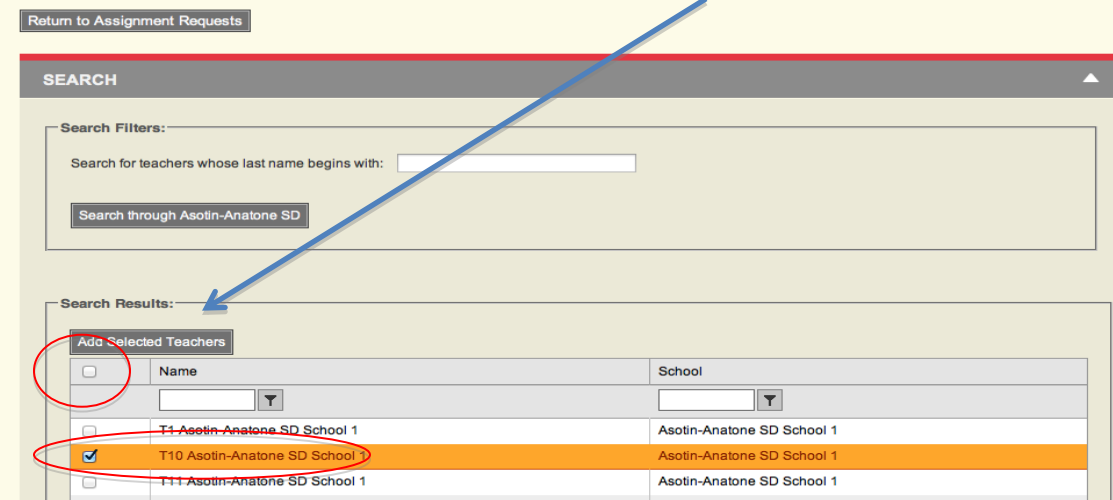
Teacher	School	Request Status	Accepted Request Eval Type
No records found.			

Search by teacher name or click Search through to get all teachers. (Note only teachers who have created an account AND logged into eVal will show up in the list)



Add Selected Teachers	Name	School
There are no users that match the search criteria.		

Select the teacher(s) you need to evaluate and then click “Add selected”. IF you need to evaluate all teachers select this box and click “Add Selected Teachers”



Add Selected Teachers	Name	School
<input type="checkbox"/>	T1 Asotin-Anatone SD School 1	Asotin-Anatone SD School 1
<input checked="" type="checkbox"/>	T10 Asotin-Anatone SD School 1	Asotin-Anatone SD School 1
<input type="checkbox"/>	T11 Asotin-Anatone SD School 1	Asotin-Anatone SD School 1
<input type="checkbox"/>	T12 Asotin-Anatone SD School 1	Asotin-Anatone SD School 1

Sups guide to evaluating staff

If you clicked “Add Selected Teachers” you should see this screen. Notice it is “Pending”. You will now need to go in and approve this request.

whether you will be the assigned evaluator, and responsible for the final summative score for the teacher.

ASSIGNMENT REQUESTS

Add Assignment Request

Teacher	School	Request Status	Accepted Request Eval Type	
T10 Asotin-Anatone SD School 1	Asotin-Anatone SD School 1	PENDING		Remove

Change roles to “District Administrator”

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SELECT ROLE

Welcome Principal
Hp Asotin-Anatone SD School 1

BEGIN SELF EVALUATION → TEACHER EVALUATIONS →

Select “Assignments” and then “Special Assignments – District-Wide Teacher Evaluator”

SETUP PRACTICE ASSIGNMENTS SUMMARY REPORTS

Evaluator Assignments for Principals and Teachers

Use the first two grids below to assign the final evaluator for principals and teachers in your district. The last grid is used for special assignment requests from evaluators that perform evaluations of teachers throughout the district. To allow a school to assign principals to teachers, click the **Allow this school to perform principal assignments** check box.

- PRINCIPAL EVALUATOR ASSIGNMENTS
- TEACHER EVALUATOR ASSIGNMENTS
- SPECIAL ASSIGNMENTS - HEAD PRINCIPAL EVALUATORS FOR ASSISTANT PRINCIPALS
- SPECIAL ASSIGNMENTS - EVALUATORS FOR TEACHERS IN MULTIPLE SCHOOLS
- SPECIAL ASSIGNMENTS - DISTRICT-WIDE TEACHER EVALUATOR

