

# eVAL Online Tool Training for District and School Administrators

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# Goals

- Understanding of all roles
- Understanding of process
- Fluency and practice with your role
- Planning for next steps

# Norms

- Start and end on time
- Participate
- Listen
- Assume good intentions
- There is no “stupid question”
- Learn together

# Agenda

- Welcome, parking lot, introductions, and norms
- Pre-training data collection
- Overview of eVAL
- Overview of roles
- Overview of tasks
  - Assigning evaluators and plan types for evaluatees
  - Adding district resources including questions, prompts, and look-fors
- Creating practice sessions
- Summary and Reports
- Post-training data collection
- Work time on the tool

# eVAL – Data Collection

- Which framework? *1. Marzano 2. CEL 3. Danielson*
- I can articulate how the new evaluation process is intended to work *1. Expert --- 5. Not Yet*
- Your familiarity with the eVAL tool *1----5*
- Self-Assessments by Evaluatees are required by the state. *1. T 2. F 3. Don't Know*

# eVAL – Data Collection

- No personally identifiable evaluation data will be reported to OSPI at the end of the year.  
*1. T 2. F 3. Don't Know*
- Have you watched any eVAL trainings videos?  
*1. Yes 2. No*
- Did you use either the School Improvement Planning (SIP) tool or the Student Learning Plan (SLP) tool? *1. Yes 2. No*



eVAL is...

- Under Construction

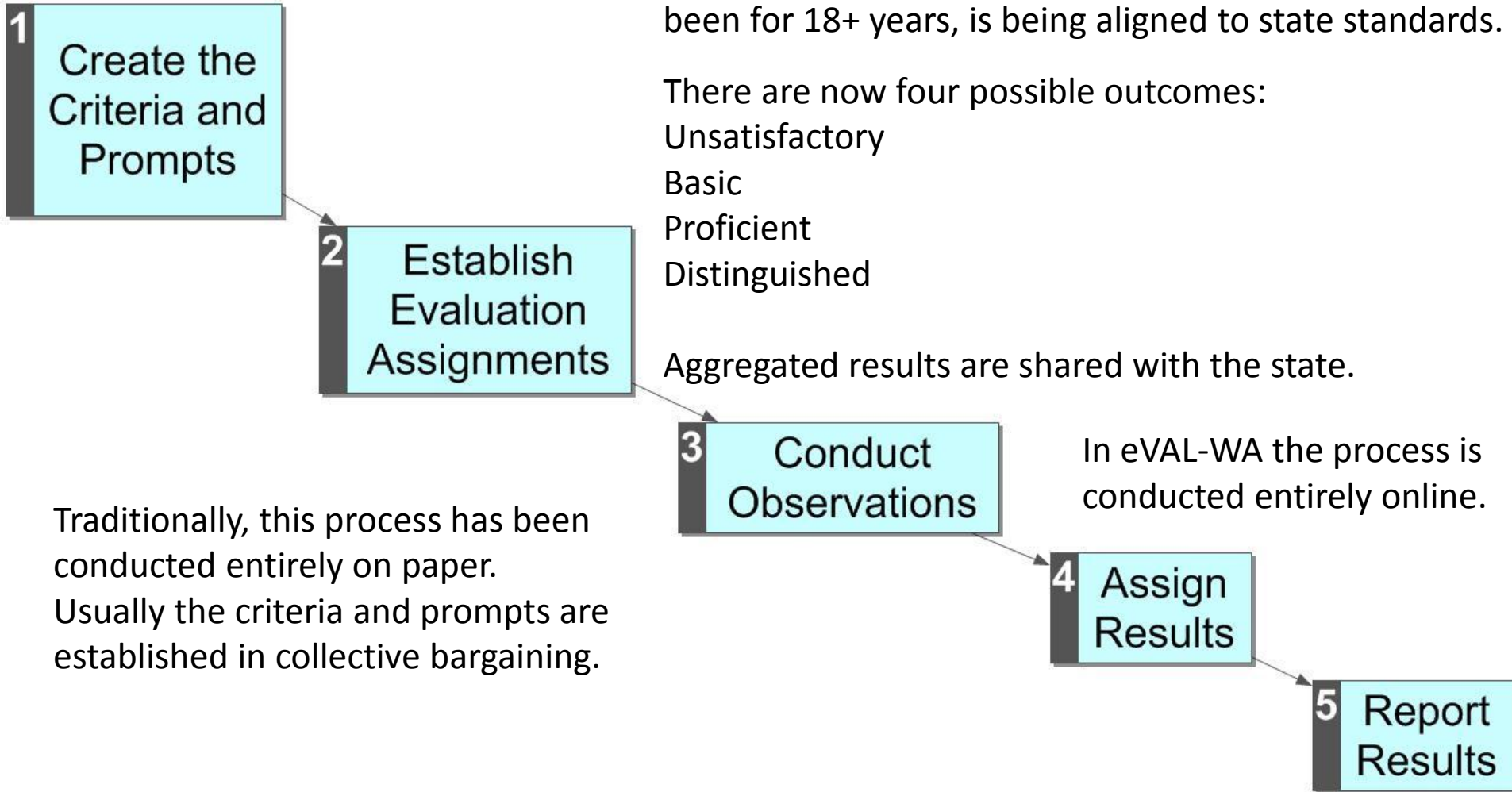
eVAL Training is...

- Under Construction

eVAL Online Support is...

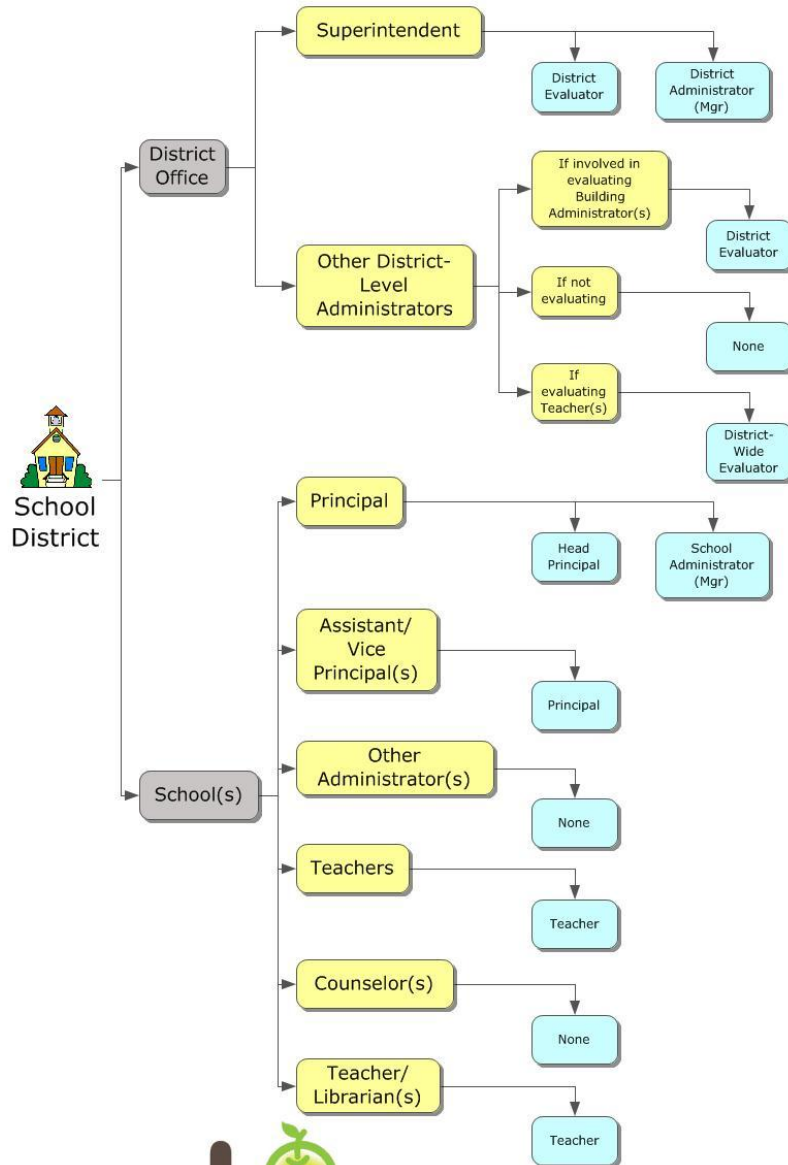
- Under Construction (barely)

# The Evaluation Process



# eVAL Role Assignments

Typical or Recommended



## Evaluator Roles

- District Evaluator
- District-Wide Evaluator
- Head Principal
- Principal

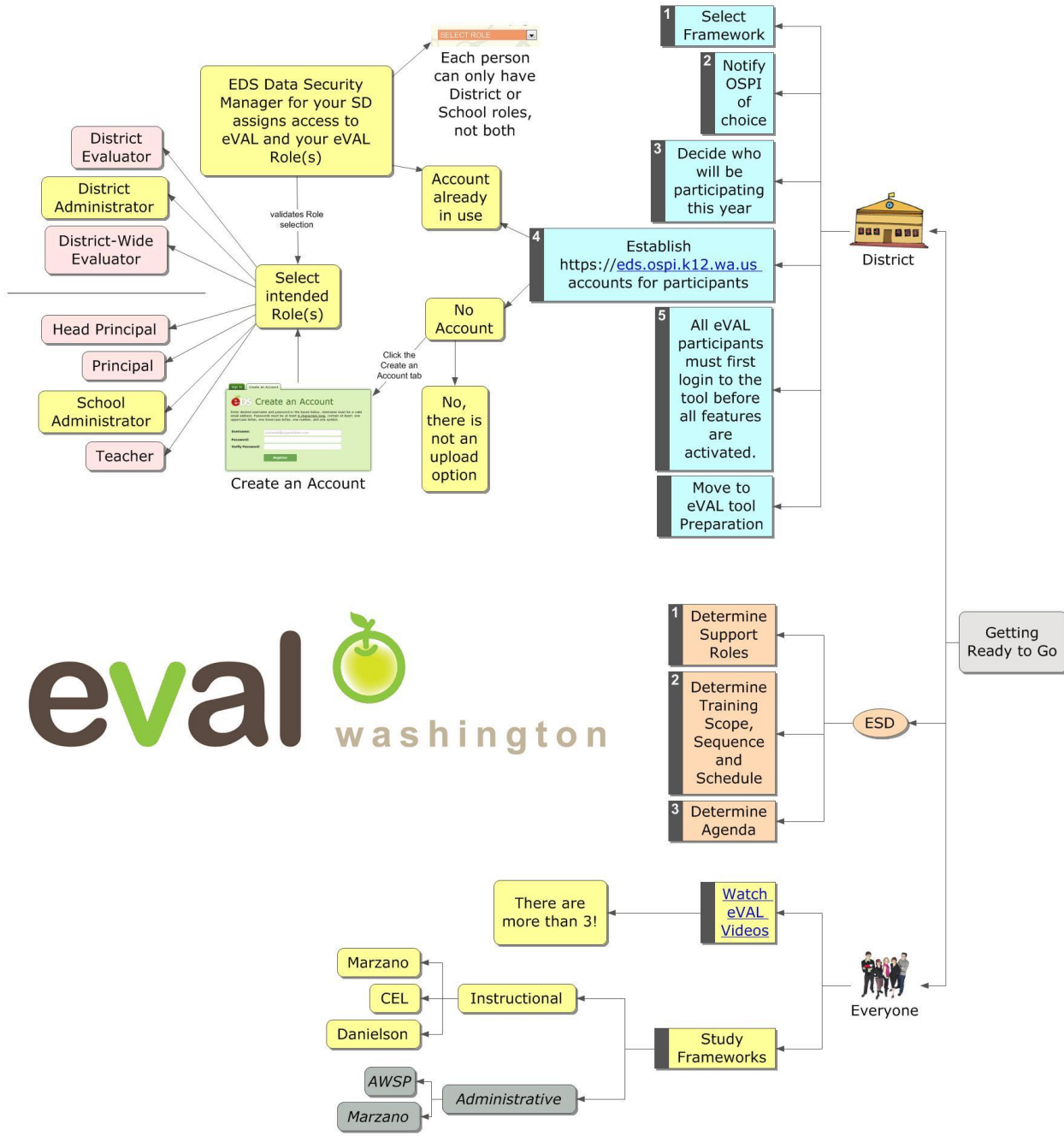
## Materials/Management Roles

- District Administrator
- School Administrator

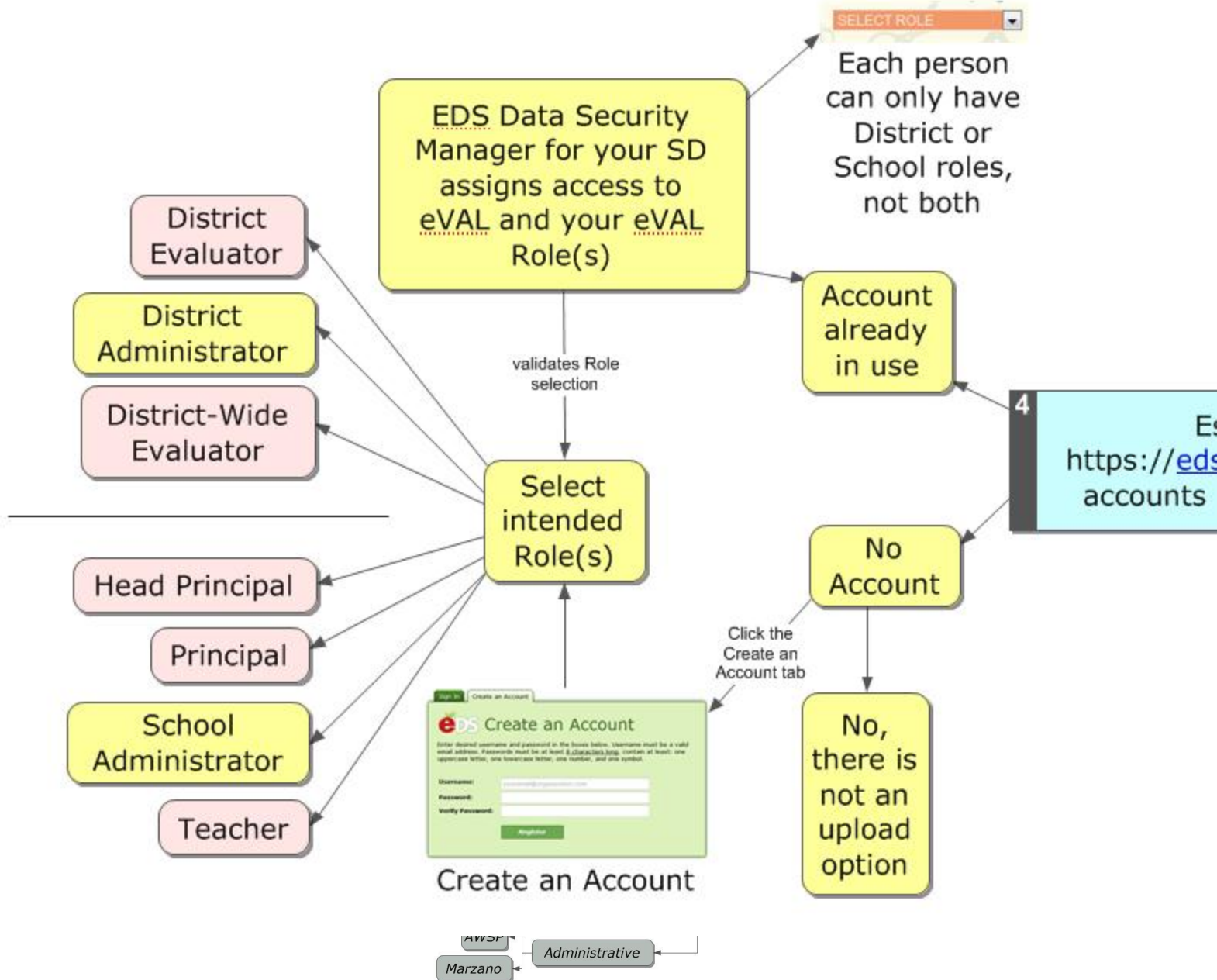
## Scope

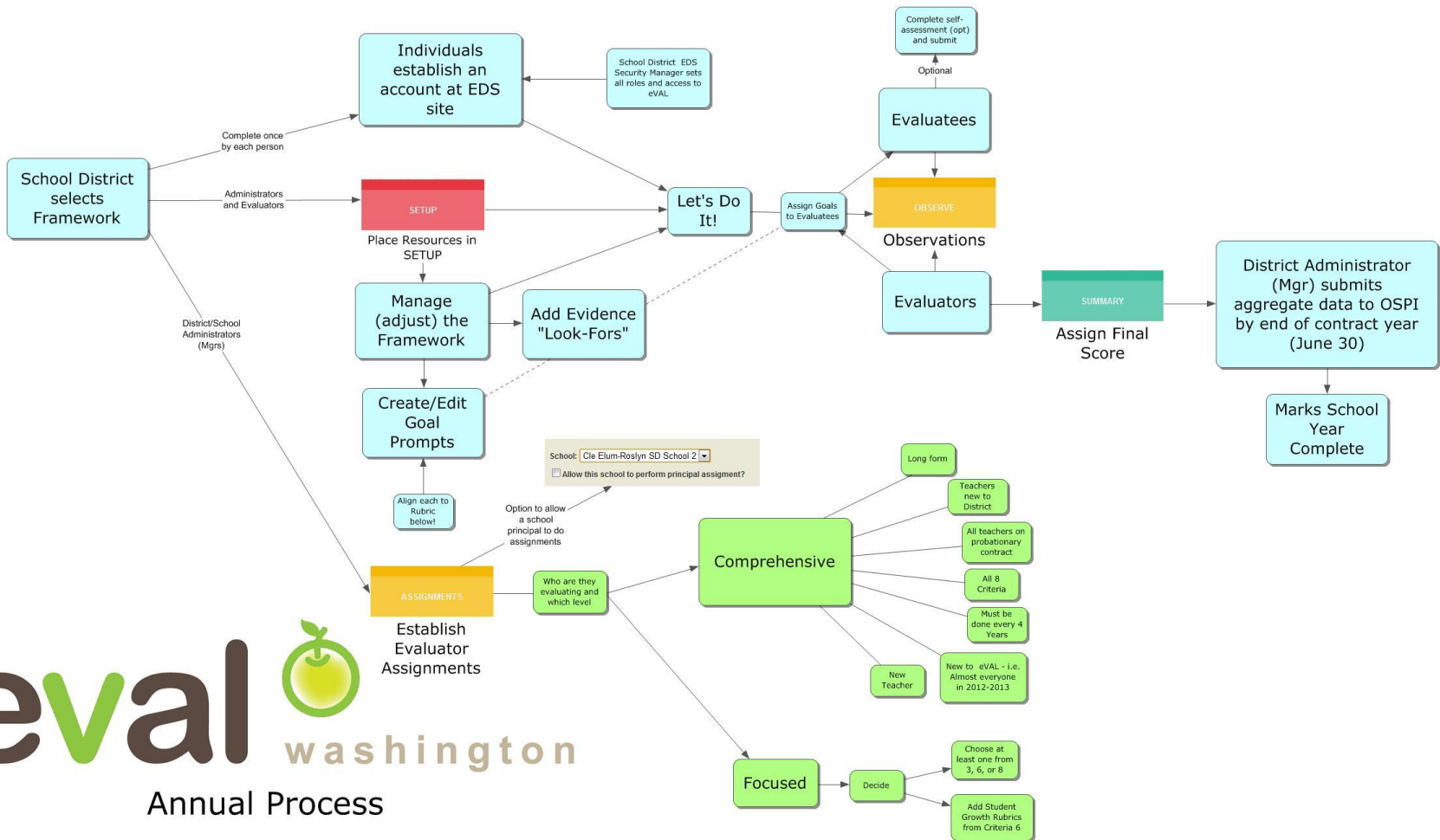
Each role can “impact” only the section of the district assigned

# eVAL Tool - Getting Ready to Go



# eVAL Tool - Getting Ready to Go





# General Guidelines

- Evaluator and Administrator actions have impact within their “realms”
  - Within School or District
  - Within Evaluatees
  - For Reports as well

# Today We Are Playing in the Sandbox

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



Wellcome Images

# Sandbox Password = password




The image shows a login form with a yellow background. On the left, there is a dark grey button labeled "Log In". To its right, there are two input fields: "User Name:" and "Password:". Below the "Password:" field is a checkbox labeled "Remember me next time.". To the right of the "Password:" field is another button labeled "Log In". At the bottom of the form, there is a link that says "Forget your password? Call (360) 464-6708 to reset."

- *User Names for district users looks like this:*
- District Name<space>SD<space>Role Abbreviation (*DE DA*)
- Example (Everett District Administrator): Everett SD DA
- *Usernames for school users look like this:*
- District Name<space>SD<space>School <space>#<space>Role Abbreviation (*PR AD T1-20*)
- Example (Everett District, School 1, AD): Everett SD School 1 AD

# Log In Screen

Resources | Release Notes  
DA Mount Vernon SD | Logout


eVAL  washington

SETUP PRACTICE **ASSIGNMENTS** SUMMARY REPORTS

Welcome District Administrator  
DA Mount Vernon SD!


**PLAN A PRACTICE SESSION** →  
Follow this link to create practice sessions for staff within your district.

**VIEW SUMMARY** →  
Follow this link to view a status summary of the principal and teacher evaluations within your district and to submit the evaluations to OSPI.



# District Administrator Assignments

Resources | Release Notes  
DA Mount Vernon SD | Logout

eVAL  washington

SETUP PRACTICE ASSIGNMENTS SUMMARY REPORTS

### Evaluator Assignments for Principals and Teachers

Use the grids below to assign the district evaluator that will be performing the summative scoring for each principal and the principal that will be performing the summative scoring for each teacher. To allow a school to assign principals to teachers, click the **Allow this school to perform principal assignments** check box.

#### DISTRICT EVALUATOR - PRINCIPAL ASSIGNMENTS

Principals	Plan Type	DE Mount Vernon SD
Pr Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
Pr Mount Vernon SD School 2	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
Pr Mount Vernon SD School 3	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
Pr Mount Vernon SD School 4	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
Pr Mount Vernon SD School 5	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>

#### PRINCIPAL - TEACHER ASSIGNMENTS

School:

Allow this school to perform principal assignment?

Teachers	Plan Type	Pr Mount Vernon SD School 1
T1 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T10 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T11 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>

# School Administrator Assignments



[Resources](#) | [Release Notes](#)

Ad Mount Vernon SD School 1 | [Logout](#)



## Principals Assignments for Teacher Evaluations

Use the grid below to assign the principal that will be performing the summative scoring for each teacher.

### PRINCIPAL - TEACHER ASSIGNMENTS

The district has not delegated authority to the school to perform this function. Please check with your district administrator.

Teachers	Plan Type	Pr Mount Vernon SD School 1
T1 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T10 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T11 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T12 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T13 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>
T14 Mount Vernon SD School 1	<input checked="" type="radio"/> COMPREHENSIVE <input type="radio"/> FOCUSED	<input checked="" type="checkbox"/>

# Setup

The screenshot shows the eVAL Washington dashboard. At the top left is the logo "eVAL washington" with a green apple icon. At the top right are links for "Resources | Release Notes" and "DA Mount Vernon SD | Logout". Below the logo is a navigation bar with five colored buttons: "SETUP" (red), "PRACTICE" (orange), "ASSIGNMENTS" (yellow), "SUMMARY" (teal), and "REPORTS" (dark blue). Below the "ASSIGNMENTS" button is a sub-menu with "MANAGE FRAMEWORK", "MANAGE RE SOURCES", and "QUESTION BANK". A blue arrow points to the "SETUP" button. Below the navigation bar is the "Manage District Resources" section. It has a heading "Manage District Resources" and a sub-heading "DISTRICT RESOURCES". Below the heading is a button "Add New Resource" and a table with columns: "File?", "Type", "Date", "Title", "Description", and three empty columns. The table contains the text "No resources were found.".

Resources | Release Notes  
DA Mount Vernon SD | Logout

SETUP PRACTICE ASSIGNMENTS SUMMARY REPORTS

MANAGE FRAMEWORK MANAGE RE SOURCES QUESTION BANK

**Manage District Resources** | Click the "Add New Resource" button to add resources (files or webpages) that will be available to all staff members within the district.

**DISTRICT RESOURCES**

Add New Resource

File?	Type	Date	Title	Description			
No resources were found.							

Same for School Administrator

# Add New Resources

The screenshot displays the eVAL Washington interface. At the top, the logo 'eVAL washington' is on the left, and navigation links 'Resources | Release Notes' and 'DA Mount Vernon SD | Logout' are on the right. Below the logo is a horizontal menu with five colored buttons: 'SETUP' (red), 'PRACTICE' (orange), 'ASSIGNMENTS' (yellow), 'SUMMARY' (teal), and 'REPORTS' (dark blue). Underneath these buttons are three smaller buttons: 'MANAGE FRAMEWORK' (red), 'MANAGE RESOURCES' (teal), and 'QUESTION BANK' (red). The 'MANAGE RESOURCES' button is highlighted with a red arrow pointing to it.

**Add New Resource**

To add a resource:

- Provide a title for the document or webpage
- Provide a brief description of the resource
- Choose whether you are uploading a file or linking to a webpage by clicking the appropriate radio button
- If you are uploading a file, click on the "Select" button to browse to the file, then click the Submit button
- If you are linking to a webpage, enter the full URL (including the http://), then click Submit.

**RESOURCE SETTINGS**

Submit Cancel

Resource Details:

Title:

Type: GENERAL

Description:

You may enter a FILE to upload

or specify an URL

File:

Same for School Administrator

# Resource Added



Resources | Release Notes  
DA Mount Vernon SD | Logout

A horizontal navigation bar with five colored tabs: SETUP (red), PRACTICE (orange), ASSIGNMENTS (yellow), SUMMARY (teal), and REPORTS (dark blue). Below the tabs are three red buttons: MANAGE FRAMEWORK, MANAGE RESOURCES, and QUESTION BANK. A red arrow points down from the MANAGE RESOURCES button.

## Manage District Resources

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

File?	Type	Date	Title	Description			
Url	GENERAL	09/26/2012	Access Instructions	PDF Document - How to access EDS and eVAL	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Same for School Administrator

# Manage Framework



Evaluation Framework Manager

Click on the pencil icon next to the Evidence Look-fors associated with each rubric element to enter custom evidence look-fors that will appear on the scoring rubric..

## FRAMEWORKS

Teacher/State

Teacher/Instructional

Principal/State

C1 Centering instruction on high expectations for student achievement.

Title	Unsatisfactory	Basic	Proficient	Distinguished
1.1: Providing Clear Learning Goals and Scales (Rubrics) The teacher communicates high expectations for learning by developing, aligning, and communicating clear daily learning targets and/or longer-term learning goals (grade-level standards) with rubrics for the goals.	When the strategy is called for the teacher does not use it or the teacher uses the strategy incorrectly or with parts missing.	The teacher provides a stated learning target (daily) and/or learning goal (longer term) but the learning goal is not accompanied by a scale or rubric that describes levels of performance.	The teacher provides a clearly stated learning target (daily) and/or learning goal (longer term). The learning goal is accompanied by a scale or rubric that describes levels of performance. Additionally, the teacher monitors students' understanding of the learning target/goal and the levels of performance.	The teacher adapts or creates new strategies to meet the specific needs of students for whom the typical application of strategies does not produce the desired effect.

Evidence Look-fors

Learning Targets include a content and language target.

# Question Bank

SETUP
PRACTICE
ASSIGNMENTS
SUMMARY
REPORTS

MANAGE FRAMEWORK
MANAGE RESOURCES
QUESTION BANK

## Question Bank

As a district administrator you can define user prompts that will be available to all the schools in your district. You must finalize the prompts before they can be assigned.

**GOAL PROMPTS**

[Add New Teacher Prompt](#)
[Add New Principal Prompt](#)

Defined By	Title	Prompt	Alignment	Finalized	In Use	Retired	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="checkbox"/>	<input type="text"/>	
<b>▼ Evaluation Type: Teacher Prompts</b>								
District	Identify Component	Based on your self-assessment and any school or district initiatives, what component(s) have you identified as the focus for the year?	C2 C8 D3	09/26/12	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

Same for School Administrator

# Practice



## 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
No sessions found					

Same for School Administrator

# Practice Sessions




Resources | Release Notes  
DA Mount Vernon SD | Logout

SETUP	PRACTICE	ASSIGNMENTS	SUMMARY	REPORTS
	SETTINGS	PARTICIPANTS	OBSERVE/SCORE	REPORT


## Observation Settings

Session: Practice 3  
Type: Video Practice Session  
Status: Unlocked

### SETTINGS


Title:  


Session Type: Video Library Practice Session


Library Video: Practice Observation #1 

Visible to Participants?

Schedule

Day:  

Start Time:  

End Time:  

Location:

Same for School Administrator

# Add Participants to Practice Sessions

The screenshot shows the eVAL Washington interface. At the top left is the logo "eVAL washington" with a green apple icon. At the top right are links for "Resources | Release Notes", "DA Mount Vernon SD | Logout". Below the logo is a navigation bar with five main tabs: "SETUP" (pink), "PRACTICE" (orange), "ASSIGNMENTS" (yellow), "SUMMARY" (teal), and "REPORTS" (dark blue). Underneath these are sub-tabs: "SETTINGS" (under PRACTICE), "PARTICIPANTS" (under ASSIGNMENTS), "OBSERVE/SCORE" (under SUMMARY), and "REPORT" (under REPORTS). The "PARTICIPANTS" sub-tab is active, indicated by a downward arrow. Below the navigation bar is the heading "Add Participants to your Practice Session" followed by a description: "This form allows you to search for and add new participants to your practice session." A "Return to Participants" button is located below the heading. The main content area is titled "SEARCH" and contains a "Search Filters:" section with a text input field for "Search for participants whose last name begins with:" and a "Search through Mount Vernon SD" button. Below this is a "Search Results:" section with an "Add Selected Users" button and a table with columns for Name, District, and School. Each column has a dropdown menu. Below the table, a message states "There are no users that match the search criteria."

Resources | Release Notes  
DA Mount Vernon SD | Logout

SETUP PRACTICE ASSIGNMENTS SUMMARY REPORTS

SETTINGS PARTICIPANTS OBSERVE/SCORE REPORT

**Add Participants to your Practice Session** | This form allows you to search for and add new participants to your practice session.

[Return to Participants](#)

**SEARCH**

Search Filters:

Search for participants whose last name begins with:

[Search through Mount Vernon SD](#)

Search Results:

[Add Selected Users](#)

<input type="checkbox"/>	Name	District	School
<input type="checkbox"/>	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼

There are no users that match the search criteria.

Same for School Administrator

# Participants Added

Resources | Release Notes  
DA Mount Vernon SD | Logout

SETUP PRACTICE ASSIGNMENTS SUMMARY REPORTS

SETTINGS PARTICIPANTS OBSERVE/SCORE REPORT

**Manage Participants**

Session: Practice 3  
Type: Video Practice Session  
Status: Unlocked

**PARTICIPANTS**

Add Participants Send Message to all Participants

Name	District	School	
DE Mount Vernon SD	Mount Vernon SD		<a href="#">Remove</a>
G13 Mount Vernon SD School 1	Mount Vernon SD	Mount Vernon SD School 1	<a href="#">Remove</a>
G14 Mount Vernon SD School 1	Mount Vernon SD	Mount Vernon SD School 1	<a href="#">Remove</a>
G15 Mount Vernon SD School 1	Mount Vernon SD	Mount Vernon SD School 1	<a href="#">Remove</a>
G7 Mount Vernon SD School 1	Mount Vernon SD	Mount Vernon SD School 1	<a href="#">Remove</a>

Same for School Administrator

# Observe/Score Practice

eVAL  washington

Resources | Release Notes  
DA Mount Vernon SD | Logout

SETUP	PRACTICE	ASSIGNMENTS	SUMMARY	REPORTS
	SETTINGS	PARTICIPANTS	OBSERVE/SCORE	REPORT

## Observe/Score


Session: Practice 3  
Type: Video Practice Session  
Status: Unlocked

OBSERVE  Unsatisfactory  Basic  Proficient  Distinguished

Notes Editor | State Rubrics | Instructional Rubrics | Student Growth

Highlight a section of text and assign it a criterion number. The excerpts will appear within the Rubrics tab(s).

Last Saved 17:59:14



This is a test of the notes editor for a practice video session. Learning target includes content and language. Students know target. Students are counting and sorting tiles.

Same for School Administrator

# Practice Report



SETUP	PRACTICE	ASSIGNMENTS	SUMMARY	REPORTS
	SETTINGS	PARTICIPANTS	OBSERVE/SCORE	REPORT

## Practice Session Summary

Session: Practice 3  
Type: Video Practice Session  
Status: Unlocked

Practice Session:

Framework:

### OBSERVATION AND CRITERIA SUMMATIVE SCORE SUMMARY

The data in this table displays the summative scores for the practice session and each of the criteria. The OBSERVATION column displays the summative score for the practice session as a whole. The remaining columns display the summative scores for each of the criteria for the selected framework. Click on the criteria column headings to drill down to view the rubric element data.

SCORE SUMMARY	OBSERVATION	C1	C2	C3	C4	C5	C6	C7	C8	TOTAL
ANCHOR SCORE	No anchor summative scores have been entered yet.									
SCORER		C1	C2	C3	C4	C5	C6	C7	C8	
No participant summative scores have been entered yet.										

### OBSERVATION AND CRITERIA NON ANCHOR SUMMATIVE SCORE DISTRIBUTION

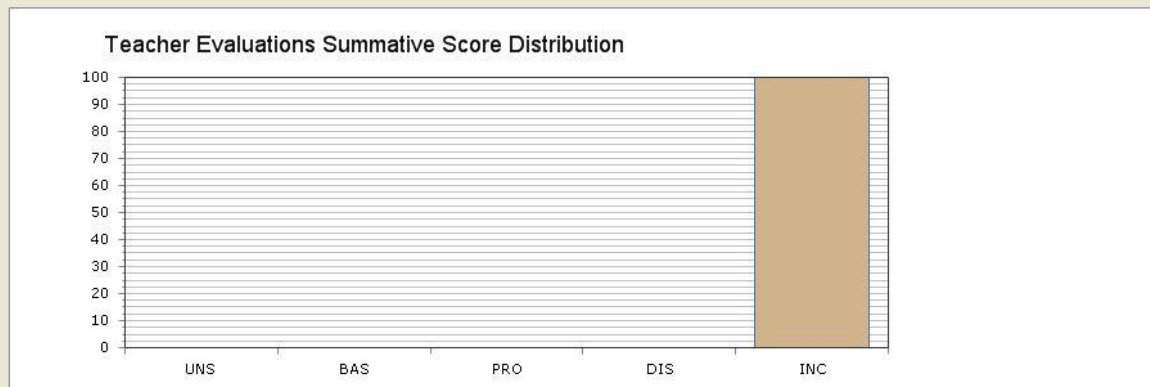
Same for School Administrator

# Summary



## District Submission Status

- SUMMARY ▼
- SCHOOLS THAT HAVE SUBMITTED ALL TEACHER EVALUATIONS TO DISTRICT ▼
- SCHOOLS THAT HAVE NOT SUBMITTED ALL TEACHER EVALUATIONS TO DISTRICT ▼
- SUMMATIVE SCORE DISTRIBUTION ▲



Same for School Administrator – Sees Teachers Only

# Reports

Resources | Release Notes  
DA Mount Vernon SD | Logout

SETUP PRACTICE ASSIGNMENTS SUMMARY REPORTS

Reports | Click on the icons below to access reports

REPORTS

Chart Title  
District Evaluator/Principal Final Score Report

Chart Title  
District Evaluator/Principal Score Alignment

Chart Title  
Practice Session Summary

Same for School Administrator – Sees Principal/Teacher Data

# Resources



**eVAL**  washington

[Resources](#) | [Release Notes](#)  
[DA Mount Vernon SD](#) | [Logout](#)

SETUP | PRACTICE | ASSIGNMENTS | SUMMARY | REPORTS

**District Resources** | This page contains resources available from your district.

District Resources					
File?	Type	Date	Title	Description	
Url	GENERAL	09/26/2012	Access Instructions	PDF Document - How to access EDS and eVAL	<a href="#">View</a>

Same for School Administrator

# Next Steps

- What do you need to do next?
- Who needs to be involved?
- When does it need to happen?
- How can I help?

# Goals

- Understanding of all roles
- Understanding of process
- Fluency and practice with your role
- Planning for next steps

## Self Assessment

- Your familiarity with the eVAL tool 1----5

# Thank You!

Cathey Frederick

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