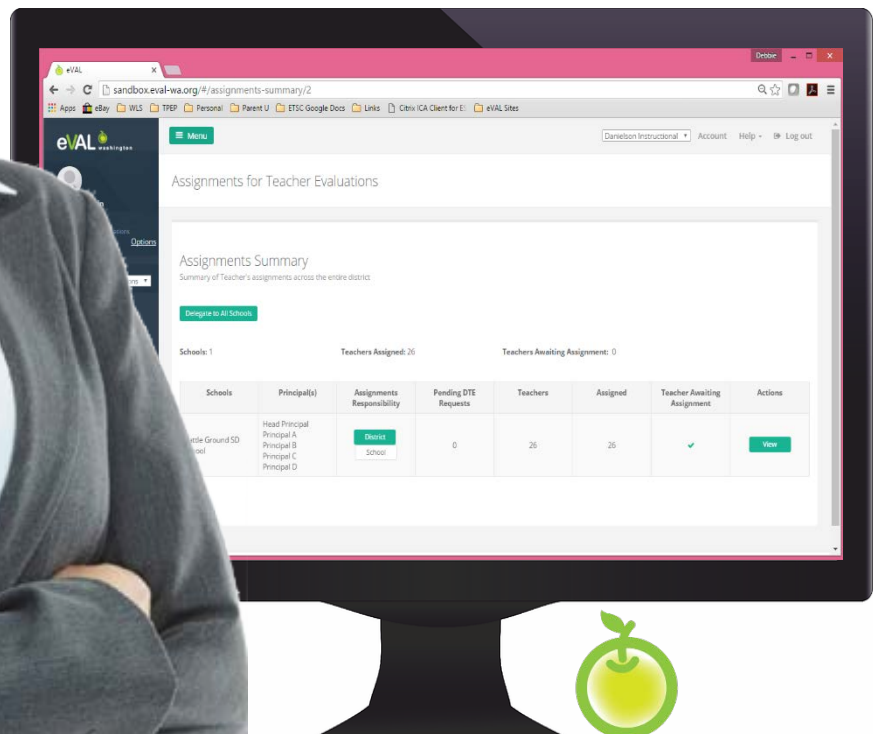




# DISTRICT ADMINISTRATOR SETTINGS THAT AFFECT YOUR eVAL WORK



## Context:

There are some miscellaneous settings that must be configured in order for the eVAL tool to display (or not display) various features. The configurations are made by your district's **District Administrator of eVAL**, and may depend on several factors: the instructional framework your district has chosen, your union negotiations, your district's work flow and calendar, etc.

This document simply displays the settings that the **District Administrator of eVAL** must configure in his/her the **Settings** menu. The screen snaps do not reflect your district settings, or any recommended settings.

## Please note:

As of November 19, 2016, the District Administrator of eVAL can give the School Administrator and the Principals the right to override the district configurations for the various reports.

## Settings in the "General Settings" Tab

### General Settings

#### Optional Modules

Select	Settings	Description
<input checked="" type="checkbox"/>	Enable Self-Assessments	Enable the Self-Assessment module within eVAL. If disabled users will not be able to perform self-assessments within eVAL.

#### Default Framework View

This setting determines the framework that will appear by default in the user's viewing filter within eVAL.

Instructional View  State View

#### Evidence Collection Settings

Select	Settings	Description
<input checked="" type="checkbox"/>	Enable Non-summative Scoring	Enable this setting to display all rubric performance level input throughout the evaluation cycle. If this setting is disabled, all rubric performance level input will only appear on the final Summative Evaluation screen.

# Settings in the "Observation Report" Tab

## District Settings for Official Observation Report

This page allows the District Administrator of eVAL to customize the report by configuring the default title, including additional information about the observations, and selecting the sections of data to include in the report.

### Report Title

eVal Observation Report

### Additional Information to Include in the Report (displayed at the bottom of the report)

Enter Additional Information

### Report Sections/Framework View

Select the sections and framework view that you wish to include in the report

Check this box to allow the schools to over-ride these report settings

Select	Section	Description
<input checked="" type="checkbox"/>	Collected Evidence	Evidence that has been gathered and connected to a component in the district's framework.
<input checked="" type="checkbox"/>	Packaged Evidence	One or more pieces of evidence that has been aligned to the language in the district's rubric.
<input checked="" type="checkbox"/>	Observation Notes	Observation Notes with coding removed
<input checked="" type="checkbox"/>	Signature Block	Signature block at bottom of the report
<input checked="" type="checkbox"/>	Pre-Conference	Prompt Responses, Conference Summary Notes
<input checked="" type="checkbox"/>	Post-Conference	Prompt Responses, Conference Summary Notes
<input checked="" type="checkbox"/>	Instructional View	Data will be displayed in the context of the district's selected instructional framework. Otherwise, the data will be displayed in the context of the state's criteria
<input checked="" type="checkbox"/>	Summative Score Table	Table at the top of the report summarizing rubric component summative scores

## Settings in the “Student Growth Report” Tab

### District Settings for Student Growth Goal-Setting Report

This page allows the District Administrator of eVAL to customize the report by configuring the default title, including additional information about the student growth goals, and selecting the sections of data to include in the report.

#### Report Title

eVal Student Growth Goal Setting Report

#### Additional Information to Include in the Report (displayed at the bottom of the report)

Enter Additional Information

#### Report Sections

Select the sections that you wish to include in the report.

Check this box to allow the schools to over-ride these report settings

Select	Section	Description
<input checked="" type="checkbox"/>	Collected Evidence	Evidence that has been gathered and connected to a component in the district's framework.
<input checked="" type="checkbox"/>	Packaged Evidence	One or more pieces of evidence that has been aligned to the language in the district's rubric.
<input checked="" type="checkbox"/>	Signature Block	Signature block at bottom of the report

## Settings in the “Self-Assessment Report” Tab

### District Settings for Self-Assessment Report

This page allows the District Administrator of eVAL to customize the report by configuring the default title, including additional information about the self-assessments, and selecting the sections of data to include in the report

#### Report Title

eVal Self Assessment Report

#### Additional Information to Include in the Report (displayed at the bottom of the report)

Enter Additional Information

#### Report Sections/Framework View

Select the sections and framework view that you wish to include in the report

Check this box to allow the schools to over-ride these report settings

Select	Section	Description
<input checked="" type="checkbox"/>	Collected Evidence	Evidence that has been gathered and connected to a component in the district's framework.
<input checked="" type="checkbox"/>	Packaged Evidence	One or more pieces of evidence that has been aligned to the language in the district's rubric.
<input checked="" type="checkbox"/>	Signature Block	Signature block at bottom of the report
<input checked="" type="checkbox"/>	Instructional View	Data will be displayed in the context of the district's selected instructional framework. Otherwise, the data will be displayed in the context of the state's criteria
<input checked="" type="checkbox"/>	Summative Score Table	Table at the top of the report summarizing rubric component summative scores

## Settings in the “Mid-Year Report” Tab

### District Settings for the Mid-Year Report

This page allows the District Administrator of eVAL to customize the report by configuring the default title, and selecting the sections of data to include in the report.

#### Report Title

eVAL Mid-year Report

#### Additional Information to Include in the Report (displayed at the bottom of the report)

Enter Additional Information

#### Report Sections

Select the sections that you wish to include in the report.

Check this box to allow the schools to over-ride these report settings.

Select	Section	Description
<input checked="" type="checkbox"/>	Summative Score Table	Table at the top of the report summarizing rubric component summative scores
<input checked="" type="checkbox"/>	Collected Evidence	Evidence that has been gathered and connected to a component in the district's framework.
<input checked="" type="checkbox"/>	Packaged Evidence	One or more pieces of evidence that has been aligned to the language in the district's rubric.
<input checked="" type="checkbox"/>	Signature Block	Signature block at bottom of the report



# Settings in the “Summative Evaluation” Tab

## District Settings for the Summative Evaluation

This page allows the District Administrator of eVAL to customize the report by configuring the general settings and the default title, including additional information about the summative evaluation, and selecting the sections of data to include in the report

### General Settings

Select	Settings	Description
<input type="checkbox"/>	Criteria Statement of Performance Required	Each criteria on the Summative Evaluation screen has an input field for a summative statement of performance. This setting determines whether the field is required before the Summative Report can be generated.
<input type="checkbox"/>	Evaluator Final Recommendation Required	The Summative Evaluation End-of-Year Conference screen provides the evaluator with an opportunity to input final recommendations. This setting determines whether the field is required before the Summative Report can be generated.
<input type="checkbox"/>	Next Year's Suggested Evaluation Cycle Required	The Summative Evaluation screen provides the opportunity for the evaluator to suggest the evaluation cycle for the upcoming year. This setting determines whether the field is required before the Summative Report can be generated.

### Report Title

eVal Final Report

### Additional Information to Include in the Report (displayed at the bottom of the report)

Enter Additional Information

### Report Sections

Select the sections that you wish to include in the report.

Check this box to allow the schools to over-ride these report settings.

Select	Section	Description
<input checked="" type="checkbox"/>	Collected Evidence	Evidence that has been gathered and connected to a component in the district's framework.
<input checked="" type="checkbox"/>	Packaged Evidence	One or more pieces of evidence that has been aligned to the language in the district's rubric.
<input checked="" type="checkbox"/>	Signature Block	Signature block at bottom of the report

To schedule additional professional development on the eVAL tool,  
contact the eVAL trainer at your regional Educational Service District.

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