KEEP2 – Two Cycle Evaluations

Option One:

1st Cycle – Follow through with 99% of the Fall evaluation, the only difference being that you DO NOT click the Complete & Archive button. This leaves the digital evaluation "open", so that all can be updated or added to during the next cycle. Everything is time and date stamped and will show a completed 1st cycle evaluation. You MUST download the Evaluation Report Summary PDF for documentation.

Helpful Hint: You can upload the PDF of the 1st cycle evaluation as an Artifact, so that it will be included in the evaluation portfolio when you Complete & Archive after the 2nd cycle evaluation, instead of it being a separate document.

2nd Cycle – Since the digital evaluation is still open, then the bubbles DO NOT clear, and you will still see the 1st Cycle information. To proceed with the 2nd Cycle, you and the evaluatee may un-submit each area allowing you to update or add to them, as needed (this will all be date and time stamped). Then, once you are through the 2nd evaluation cycle, you may click the Complete & Archive button and download the Evaluation Report Summary PDF for documentation. There is also an Evaluation Report Detailed, which will show all the time and date stamped entries for the 1st and 2nd Cycle evaluations (Beware! It will likely be 20-30 pages long).

(Note: The Complete & Archive button merely sends the evaluation to Past Evaluations. The last Submit button on the Final Summative page is the key to showing that the evaluation was completed within the statutory timeline, as everything is time and date stamped.)

Option Two:
(This is still a valid option and can be used)

1st Cycle - Follow through with the entire first semester evaluation, all the way to clicking the Complete & Archive button, <u>as you have done in the past</u>. You can download the Evaluation Report Summary PDF for documentation.

2ⁿᵈ Cycle – Since the 1ˢᵗ Cycle was sent to Past Evaluations, the bubbles will be cleared and there will be a new evaluation waiting in the evaluatee's drop down box. Once you are through the 2ⁿᵈ evaluation cycle, you may click the Complete & Archive button and download the Evaluation Report Summary PDF for documentation.

Evaluator Final Comments

test

○ Renew Contract   ○ Non-renew Contract   ○ Individual Development Plan   ● Not Applicable At This Time

[Unsubmit]

💡

DO NOT click the [Complete & Archive] button for 1st and 2nd year educator evaluations until the Spring semester cycle is completed. Use the **[Evaluation Report Summary]** button for mid-year documentation.

[Complete & Archive Evaluation]   [Evaluation Report Detailed]   [Evaluation Report Summary]