

KEEP2
TWO CYCLE
EVALUATIONS

2017

- There are now two options for how to proceed with evaluatees that require two evaluation cycles in a school year.
- We added the first option, as many had stated that starting the entire evaluation process over, just two months after the first evaluation, was overwhelming for the new teachers, as there is usually little change in the Self-assessment and Goals in that amount of time.

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

NEW - 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 can download/print the Evaluation Report Summary for documentation.

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/print the Evaluation Report Summary. 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).

Evaluator Final Comments

test

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Complete & Archive Evaluation

Evaluation Report Detailed

Evaluation Report Summary

OLD - Option Two:

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

1st Cycle - Follow through with entire Fall evaluation, all the way to clicking the Complete & Archive button, as you have done in the past. You can download/print the Evaluation Report Summary for documentation, if needed.

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/print the Evaluation Report Summary.

Evaluator Final Comments

test

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Complete & Archive Evaluation

Evaluation Report Detailed

Evaluation Report Summary

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