Illinois State Lab School
Teacher Steps for Non-Tenured Teachers

Create Password to Login to Teacher Dashboard – Go to www.evaluwise.org and select Teacher login (See Figure 1)
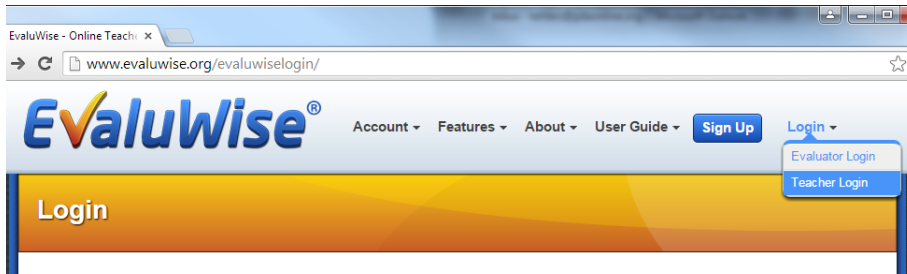
If the teacher does not currently have a login click on Create Password at the bottom of the Teacher Login screen. (See Figure 6)

It will ask for the email address and then an email will be sent to that address to set up a password for the teacher login. (See Figure 7)
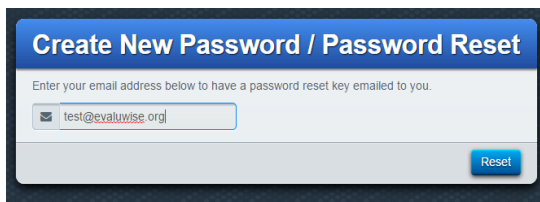
Once you have received your password you are now able to login to the teacher dashboard through www.evaluwise.org – select teacher login and access all of you evaluations past and present as well as complete forms and view or download artifacts.

Once the Evaluator has given you access you are able to view the evaluations from the Teacher Dashboard (See Figure 8)
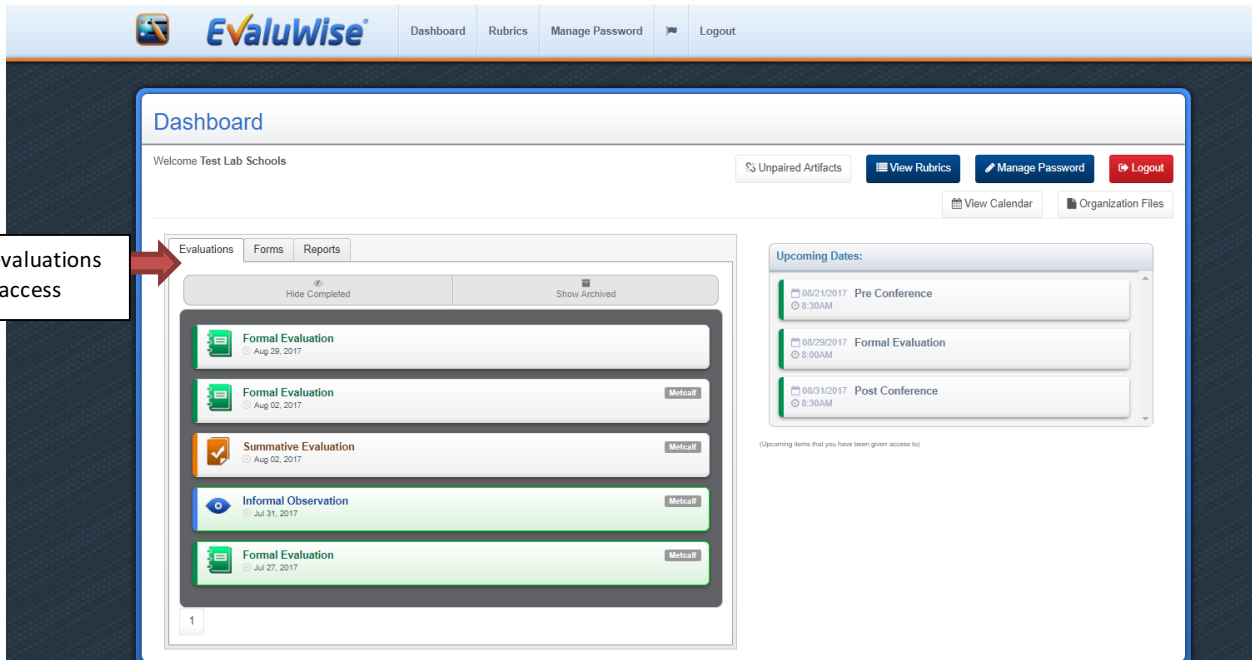

Figure 8

Informal Evaluation

Click on the Informal Evaluation to View Evidence and View Observation Summary, You are also able to upload artifacts as a document or link and pair that up to your rubric. (See Figure 9)
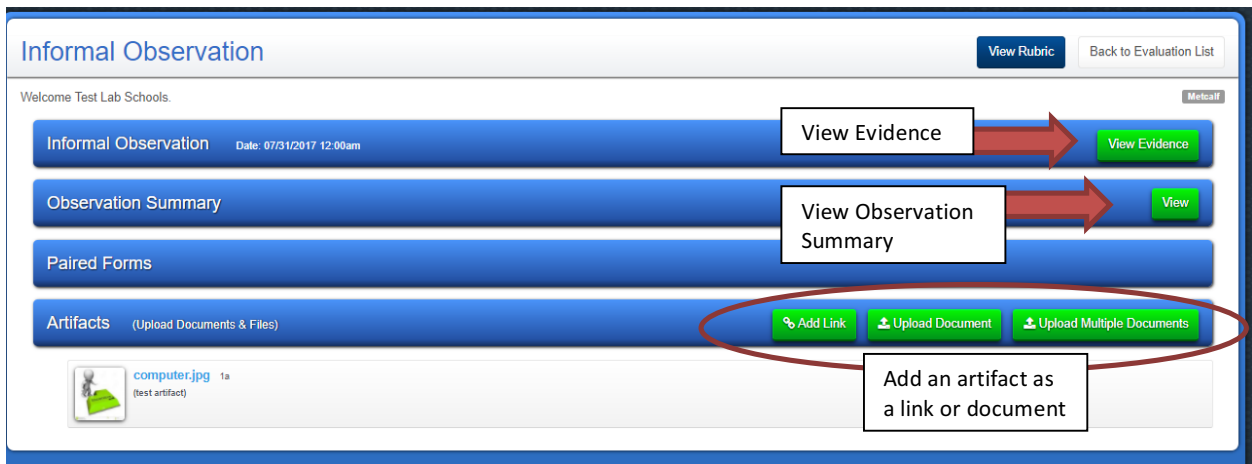

Figure 9

Formal Evaluation

Click on the Formal Evaluation to complete the Teacher Reflection form or any Pre-Conference Forms, View Evidence, View the Observation Summary and Add Artifacts. (See Figure 10)
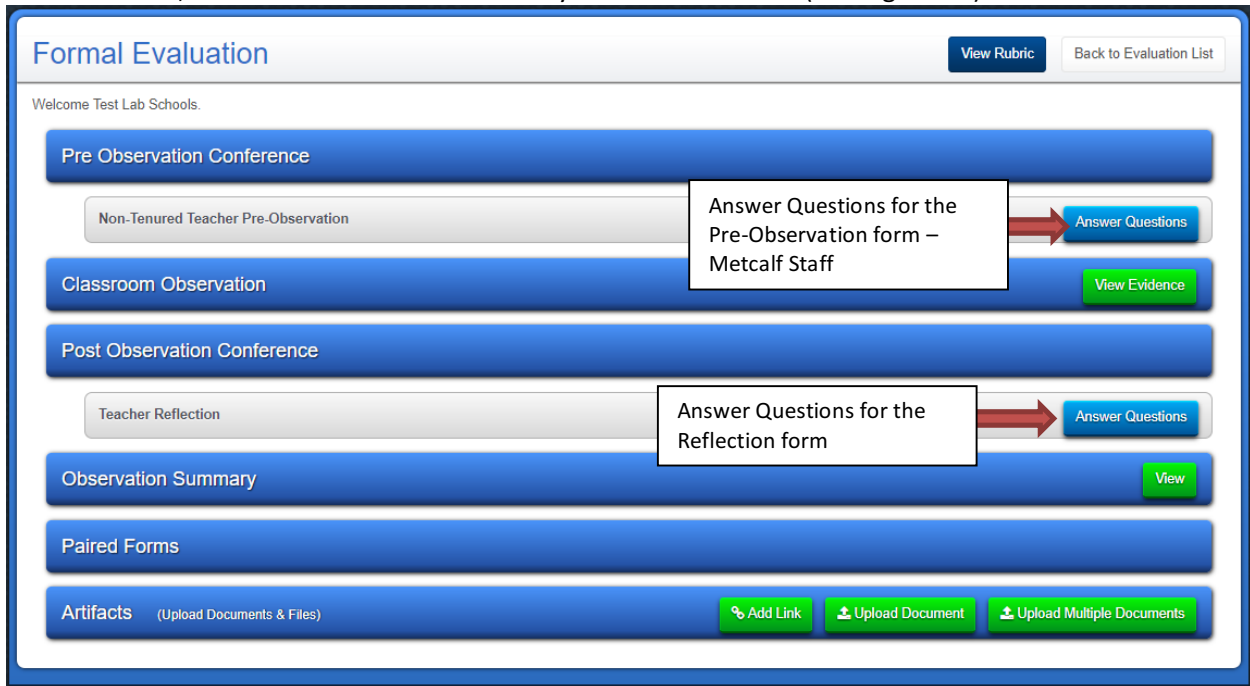
To Complete the Teacher Reflection form or any other form click "Answer Questions" This will bring up the form to complete – Click "Save" to keep on the teacher dashboard – Click "Save and Submit" to Submit for you Evaluator to View. (See Figure 11)
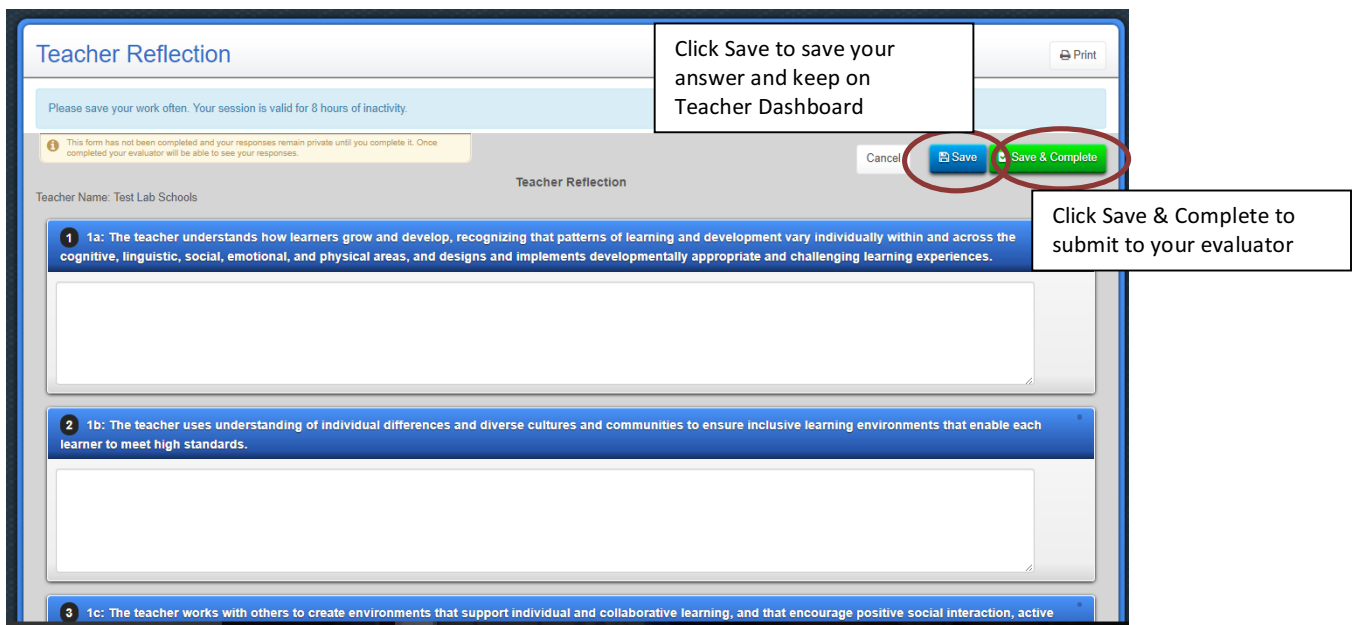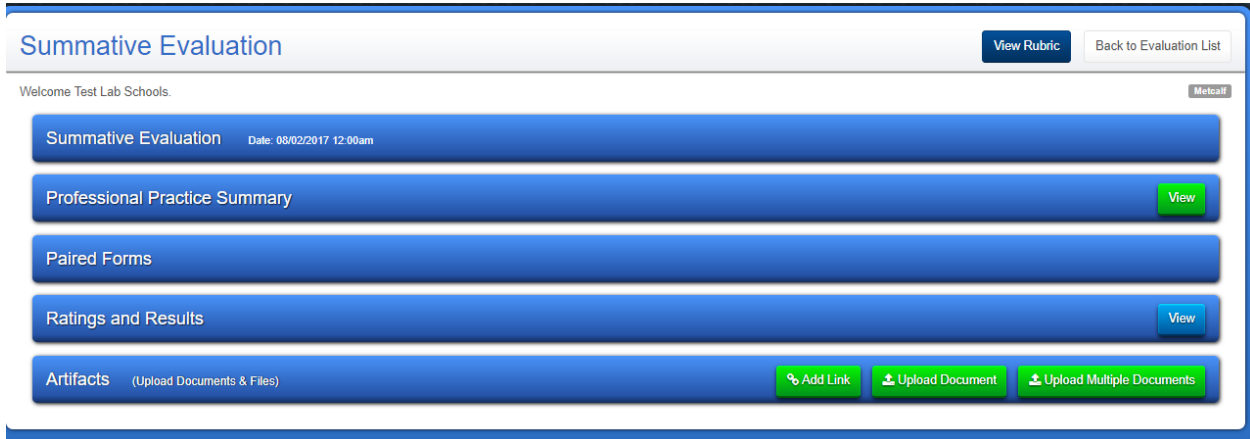
Summative Evaluation

Click on the Summative Evaluation to View Professional Practice and View Ratings and Results, You can also upload artifacts to the summative if needed. (See Figure 12)

Figure 12