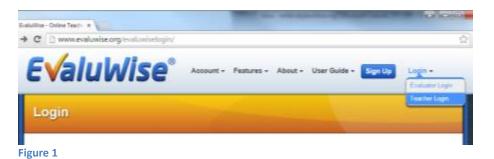


## Illinois State Lab School Teacher Steps for Tenured Teachers

Create Password to Login to Teacher Dashboard – Go to <u>www.evaluwise.org</u> 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)

2	Teacher Login
no the peaks Pesse	agin is for two-theors whose apparization has an account with Evolution, it teachers may access and view their evaluations. If you have created a cord for your teacher account enter that below, or use the "Create New even" / Forget Pusseeel" link below to get started setting up a posseed or account.
$a_{t}$	Password
10	ree Passware Crewel Passware Passware

Figure 2

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)

Create New Password / Password Reset
Enter your email address below to have a password reset key emailed to you.
E test <u>ionatation</u> ord
Read

Figure 3

Once you have received your password you are now able to login to the teacher dashboard through <u>www.evaluwise.org</u> – select teacher login and access all of you evaluations past and present as well as complete forms and view or download artifacts.

Once you have logged into the Teacher Dashboard – Click on the forms tab – This is where you will access the Planning Document and Progress Report (See Figure 8)

	Dashboard					
Click on the	Welcome Test Teacher	S Unpaired Artifacts View Rubrics / Manage Password Cogenization Files				
forms tab to access independent forms.	Forms Reports	Upcoming Dates:				
	Progress Report © Created: Aug 02, 2017	(diproming laws that you have been given access to)				

## Figure 4

**Planning Document** – Click on the Planning Document to Complete this form – Click save to make it a working document – click Save and Complete to complete the form and give your evaluator access to view. (See Figure 9)

Planning Document		a Print
Please save your work often. Your session is valid for 8 hours	of inactivity.	
Faculty Accodates Test Teacher	Planning Document	Cancel Reve & Complete
Date:	[	10
Estimated Begin/End Dates:		
Suggested dates to review progress:		
Professional Development Go	al	
2 How did you arrive at this goal?		
igure 5		

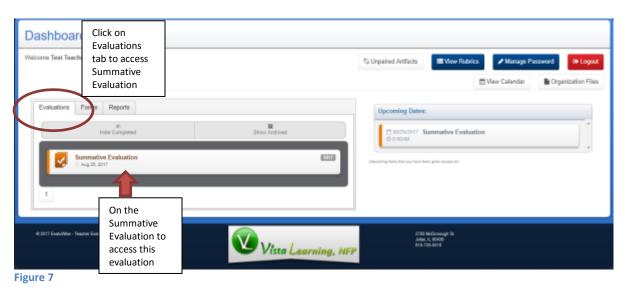


**Progress Report** – Click on the Progress Report to Complete this form – Click save to make it a working document – click "Save and Complete" to complete the form and give your evaluator access to view. (See Figure 10)

Progress	Report					🖶 Print
Please save you	r work aften. Your session is valid for 8 hour	s of inactivity.				
Faculty Associate: Tes	Progress Report			Cancel	ave Save & Complete	
Date:			Begin/End Dates:			
Goal:						1
2 Dates t	o review progress:					1
1 What, i	f any, specific goals did you reach?					1
igure 6						

## Summative Evaluation:

Click on the Evaluations Tab on the Teacher Dashboard to Access the Summative Evaluation (See Figure 11)



Once the Evaluator has given you access to the summative you will have the following options to view. (See Figure 12)

Summative Evaluation		View Rubric	Back to Evaluation List	
Velcome Test Teacher.			3817	
Summative Evaluation Deter 66050017 8 66em	View Answers			
Professional Development Plan Summative	to the Professional Development		Answer Questions	
Paired Forms	form and Sign Off on it.			View
Ratings and Results		-	View	Overall Rating
Artifacts (Upixed Decements & Files)	% Add Link ± Uj	oload Document 📃 土 Uplo	ad Multiple Documents	
e 2517 Ewild Max - Taxober Ewilderon. Vista Learning, NFP	2708 MicDonough Joher, 8, 40438 816-728-8810	Upload Artifacts and		
gure 8		Pair to components		

## **Upload Artifacts:**

Click "Add link" or click "Upload Document" – Click Select File from your computer enter any notes and then check off if you want the artifact paired to components and click "Submit". (See Figure 13)

