Evaluat'd

Santa Clara County Office of Education – User Guide

A. Sign-in Info

Go to **County website**, click on **SCCOE Intranet** and under **Leadership**, click on **Evaluation System**
Login: your SCCOE login
Password: your SCCOE password

B. List of Forms

F1 - Leadership Team Performance Evaluation
F2 - OTBS/OSS/AIDES Performance Evaluation Report
F3 - Head Start Program – Classified Evaluation Form.
F4 - Continuum of Teacher Practice of the California Standards self-assessment chart
F5 - Summary Continuum of Teaching Practice Self-Assessment Worksheet
F6 - Professional Development Plan
F7 - Professional Accountability Options Matrix
F8 - Partner Option - Observation / Consultation Documentation
F9 - Reflection on Portfolio Selection
F10 - Administrative Evaluation Form - Pre-Observation Conference
F11 - Standards Selected for Observation
F12 - Administrative Evaluation Form - Post Observation Conference
F13 - Teacher Reflection Form for Post-Observation
F14 - Final Accountability Summary and Self-Assessment
F15 - Administrative Summative Evaluation Form
F16 - Teacher Assistance Plan

C. 3-Step Evaluation Process

1. <u>START</u>: Evaluator starts an evaluation document and the Evaluatee will be notified.
2. <u>UPDATE</u>: Evaluator updates the evaluation document and when ready chooses to notify Evaluatee of the changes and give access to the document. If required, Evaluatee will update the form and the Evaluator will be notified.
3. <u>E-SIGN</u>: Evaluator and Evaluatee meet in-person, discuss about the evaluation document and input their passwords to e-sign. Evaluation is e-signed and a PDF rendition is emailed to the Evaluator, Evaluatee and HR Department.

D. Things to Remember

1. Capturing your signature is a one-time process. The same signature will be used for all your e-signs with your password. You can update your signature anytime, if you choose to.
2. Every evaluation document is private, by default. Evaluator must give access to Evaluatee.
3. Always remember to click on UPDATE to save your evaluation document.
4. Firefox or Chrome browsers are recommended.
5. Evaluation cannot be modified after it is e-signed. If you want to make changes after it is e-signed, contact your HR department to request a reset.
6. Always look for the success message after every action: start, update or e-sign. If you get an error message, fix those errors before trying again.
7. Always click on sign-out before leaving the application, especially if you are using a public computer.

E. Update Signature

1. Sign-in into *Evaluat'd*
2. In your *dashboard*, click on Signature
3. Click on Update Signature
4. Use your mouse or any touch screen device; draw your signature inside the dotted rectangle. (Click on the *double-arrows* on the lower right corner, to reset and draw again, until you are satisfied.)
5. Click on *Submit.*
6. Your signature will be saved. Click on *Review Signature.*
7. If you are satisfied with the signature displayed on screen, click on the *Return To Dashboard*.
8. If you are not satisfied with the signature, click on *Update Signature Again* and repeat steps from #4 above.

F. Start a new Evaluation

1. Sign-in into *Evaluat'd*
2. In your *dashboard*, click on *Evaluations*
3. For the Evaluatee that you would like to start a new evaluation, click on the *play icon* for the correct form number. (F1, F2 etc.)
4. On the confirmation page, click on *Yes, Start Evaluation.* (Your Evaluatee will receive an email notification about this.)
5. Click on *Update Evaluation*, if you would like to input information into the evaluation

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form. Click on *Return To Evaluations*, if you would to input the information later.

G. Update Evaluation

1. Follow steps #1 and #2 in Section F.
2. For the Evaluatee that you would like to update evaluation, click on the *folder icon* for that employee. (F1, F2 etc.)
3. In the list of current evaluations for this Evaluatee, click on the *pencil icon* for the Evaluation form you want to update.
4. Make needed changes to the evaluation and click on *Update Evaluation*.
   (If you get an error message, fix those errors and try again.)
5. If you get a success message, click on *Return To Dashboard*. (Click on *Update Evaluation Again*, if you want to update the evaluation again or click on *View All Evaluations* to go back to the list of all evaluations page.)

H. Give Access to Evaluatee

1. Follow all the steps from #1 through #3 in Section G.
2. Scroll down to the bottom of the evaluation form and select *Give Access & Notify Employee* for the *Employee Access input*.
3. Click on *Update Evaluation*. (Evaluatee will receive an email notification about this)

I. E-sign Evaluation

1. Follow all the steps from #1 through #3 in Section G.
2. Scroll down to the bottom of the evaluation form and select *Yes; I'm done with Changes for this Evaluation* for the *Process with E-sign* input.
3. Click on *Update Evaluation*. (Evaluatee will receive an email notification about this)
4. Click on *Proceed to E-sign*
5. After the Evaluator and Evaluatee input their Passwords, Click on *E-sign*. (A PDF rendition with signatures will be emailed to Evaluator, Evaluatee and HR Department)

6. Click on *View [Evaluatee Name] Evaluations* to view the list of evaluations for this Evaluatee.
7. Click on the *check-mark icon* to view the PDF rendition of the evaluation.

J. Need Help / Questions?

1. If you have any missing employees in your evaluations dashboard, or notice any discrepancies in the information about you or your employee, contact *HR* department.
2. If you need to reset any evaluations, contact *HR* department.
3. For technical support, email **support@logicloft.com** or call **(510) 323-4770**

K. List of Icons

Start a new Evaluation

Start another Evaluation of the same type

Evaluation is Private

Supervisor Review

Update Evaluation

Supervisor Declined

Evaluation Complete

E-sign Bypass

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