

Summative Comments and Signature – Evaluator’s Instructions

On the Evaluator Homescreen – navigate to the summative observation via the recent evaluations, Teacher’s Tab, or Evaluations Tab. (see Figure 1)

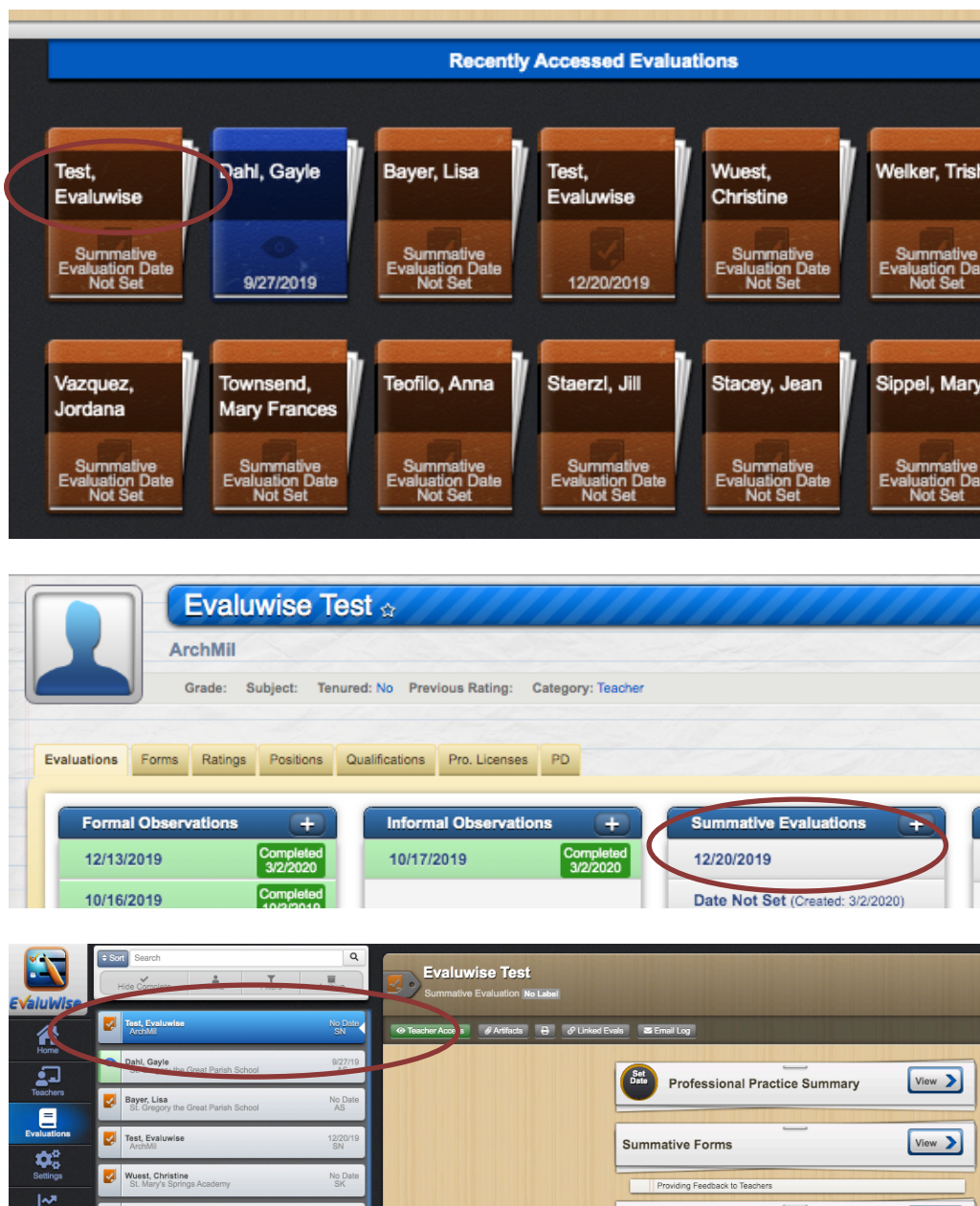


Figure 1

Click on the Professional Practice Summary 'View' (see Figure 2)

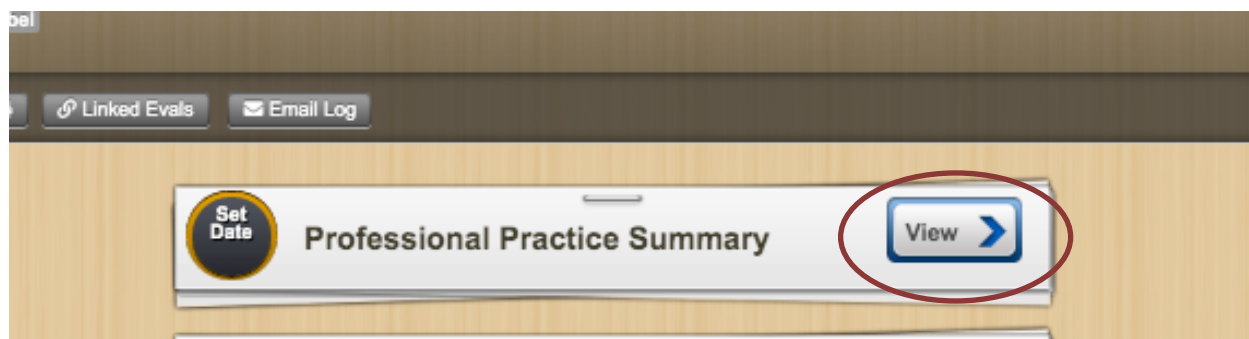


Figure 2

Enter Administrator's Remarks and then click Administrator Signature and sign using the mouse or a touchscreen (Administrator must sign before Teacher can add comments/sign). (see Figure 3)

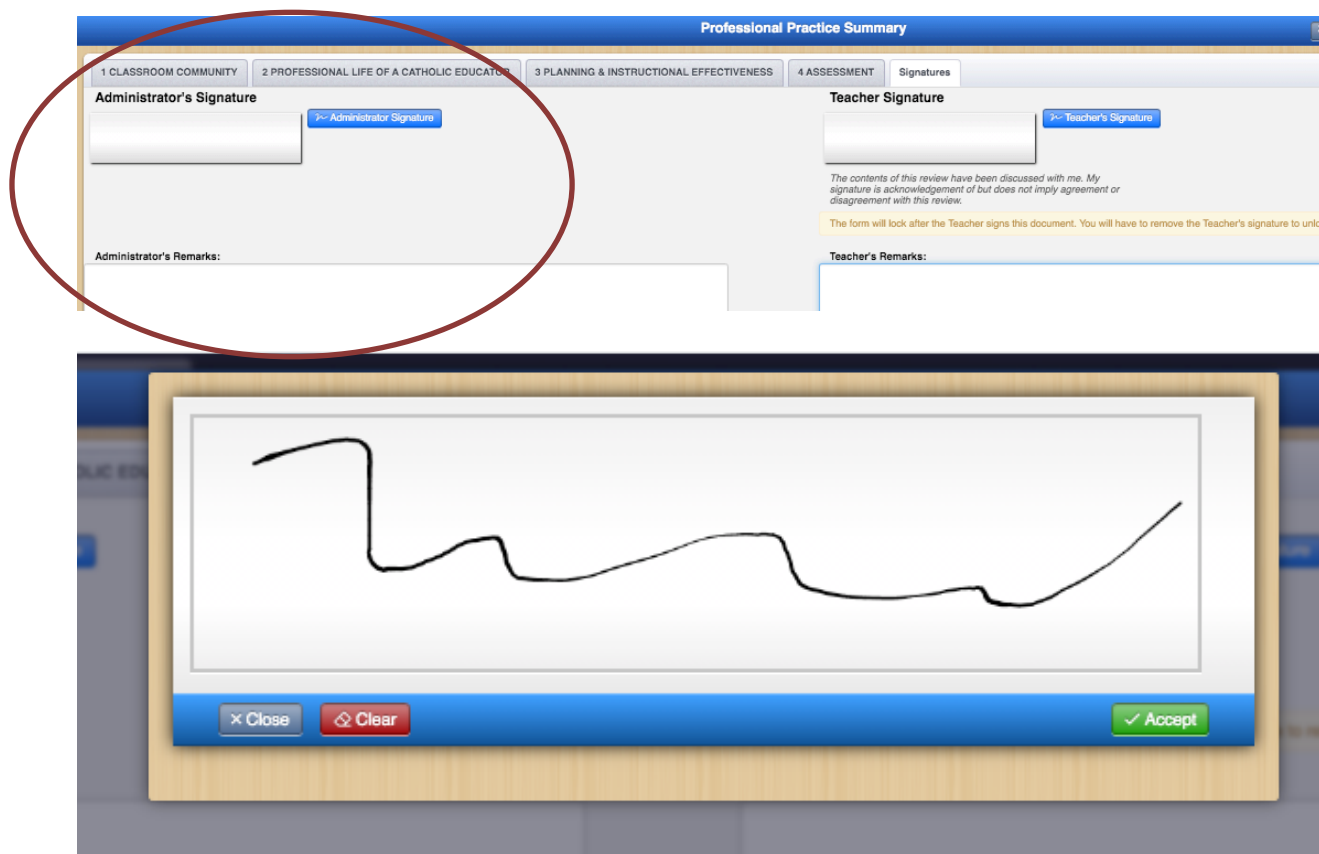


Figure 3

Make sure the Teacher Access Slider is On, View Evidence is On, and Observation Summary is On at minimum so Teachers can access, comment, and sign the summary. (Administrator must sign before Teacher can add comments/sign). (see Figure 4)



Figure 4