

## Summative Comments and Signature – Teacher’s Instructions

On the Teacher Dashboard – click on the summative observation in the Evaluations section.  
(see Figure 1)

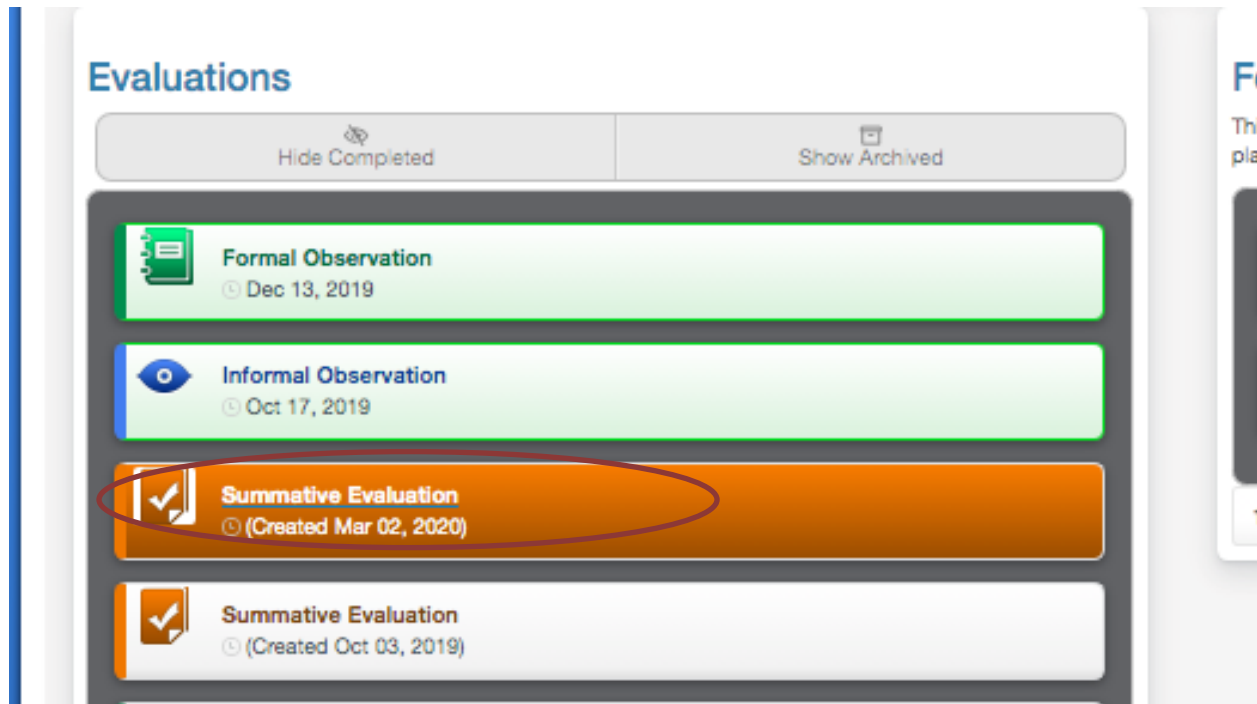


Figure 1

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

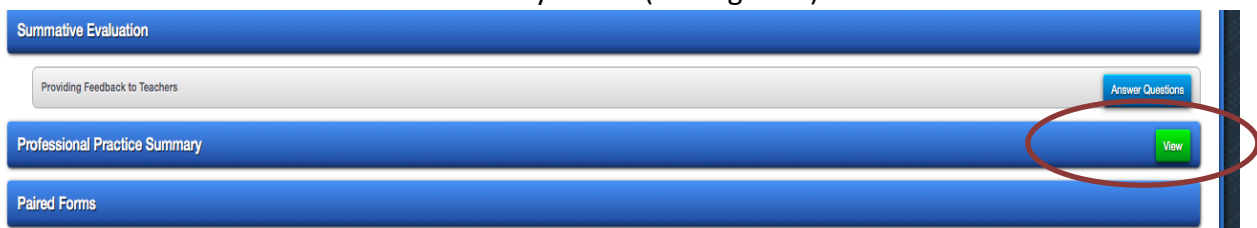


Figure 2



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

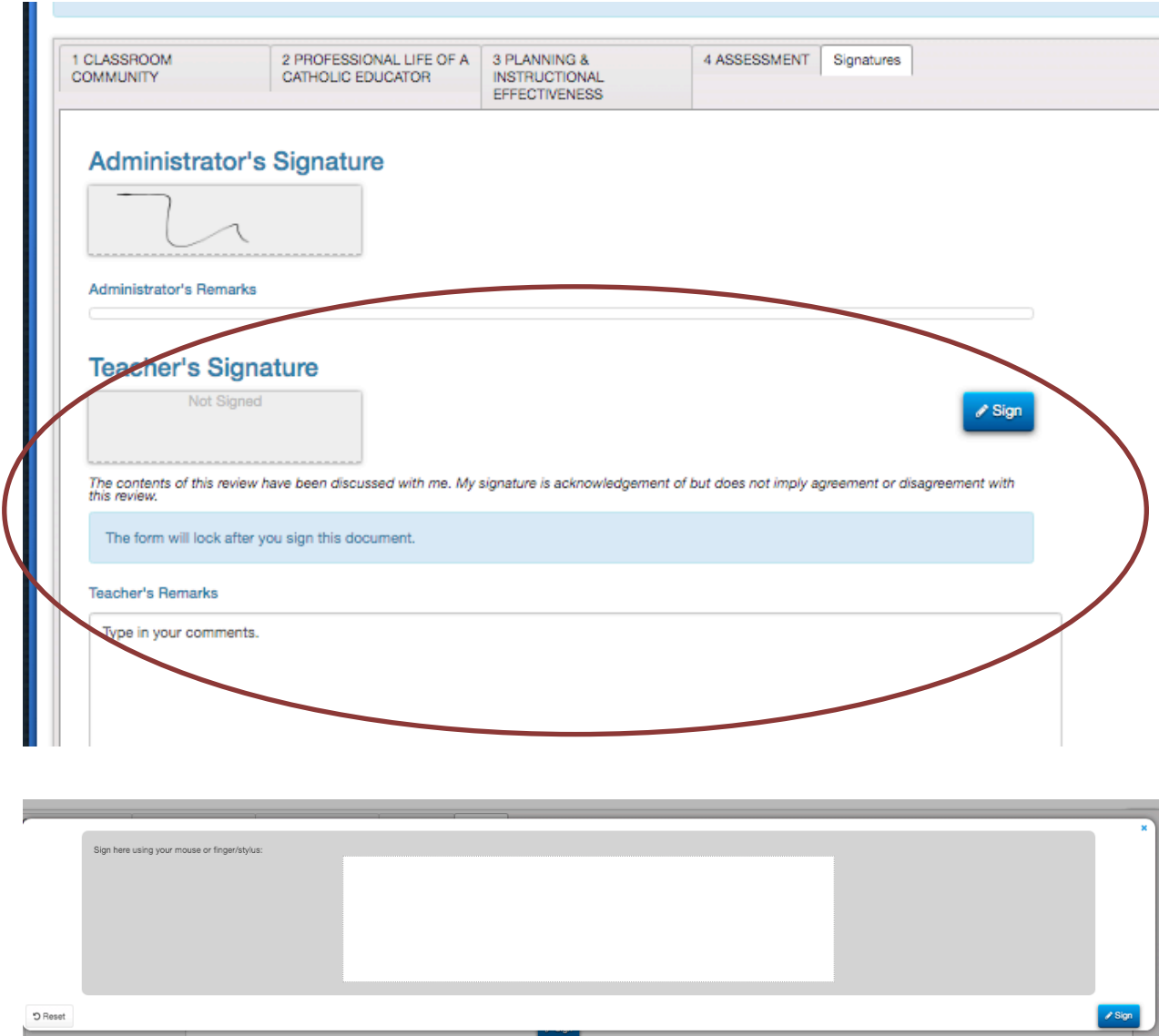


Figure 3

Then click the Save button in the lower right corner of the page. (see Figure 4)

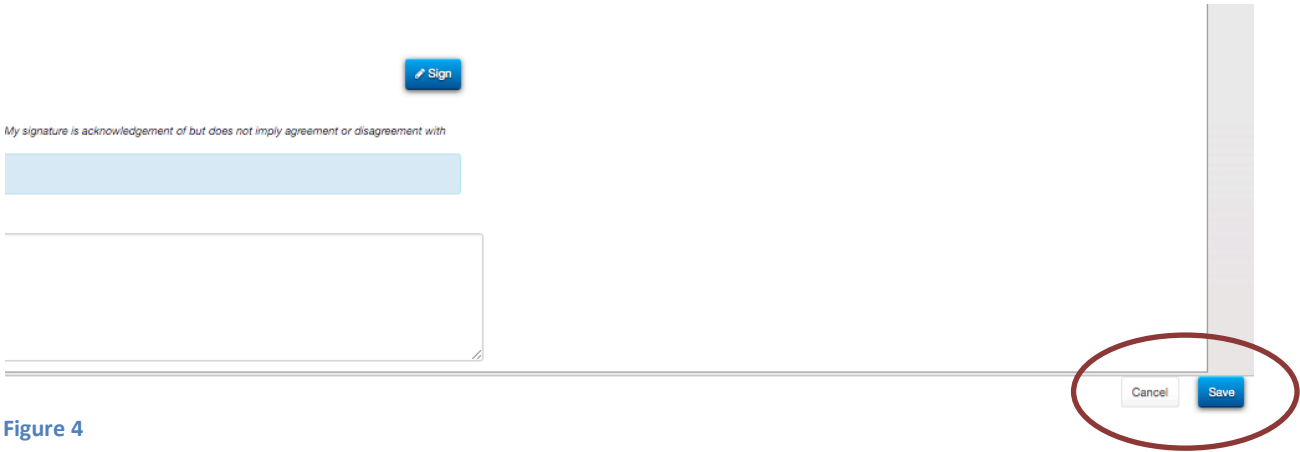


Figure 4

