



eVAL FREQUENTLY ASKED QUESTIONS

October 14, 2012

1. ***When can our district access eVAL?***

Districts that have contacted OSPI and provided their framework selections to the TPEP office can now access the eVAL and their district's sandbox right away (see the question regarding sandbox below).

2. ***What steps does a district need to follow to set up eVAL?***

See the handout entitled **Readiness Checklist** to guide you in preparing for eVAL's use. But in a nutshell, take these four steps:

- a. Contact David Morrill (david.morrill@k12.wa.us) at OSPI regarding the district's choice of instructional framework **and** leadership framework. It takes 24-48 hours for the district's eVAL tool and their sandbox to be set up.
- b. Have the District Security Manager setup users in EDS, and assign roles for all users. See the document entitled **Roles-Positions-Tasks**.
- c. Have all evaluators and evaluatees login to eVAL through EDS so that they can be seen by others in the system. (Even though a user's EDS account may have been created, the eVAL system has no way of knowing that they have registered with EDS until s/he signs in and ends up on eVAL's landing page.)
- d. Have the eVAL District Administrator assign evaluators to "evaluatees" within the eVAL tool.

3. ***How do I login to eVAL?***

You will first need to create an account through EDS. See the attached document entitled **Requesting Access to eVAL** for instructions. Once you have an account, log in at <https://eds.ospi.k12.wa.us>

4. ***What are some suggested initial eVAL activities?***

It may be helpful to have teachers and principals log in to eVAL and complete a self-assessment as one of their first activities. The second activity might be to setup some general goal-setting processes, and have staff develop some initial goals within the goal-setting module.

5. ***How do we get training regarding how to use eVAL?***

[Seventeen videos](#) have been created and are available that will likely meet many users' needs. See the handout entitled **eVAL Video Tutorials**. Informational webinars are also getting scheduled. Look for emails regarding these planned events shortly. Finally, each ESD Educational Technology Support Center(ETSC) will be providing training for those interested in eVAL. Look for information from your regional ETSC soon.

6. ***Can you tell me more about the sandbox?***

We have created a sandbox that mirrors your "live eVAL website" exactly. The sandbox is intended to provide a place for district training and awareness-building. There are some important things to note about the sandbox:

- a. The sandbox can be accessed at <http://sandbox.eval-wa.org>
- b. Before you can access the sandbox, your district must select a framework and inform OSPI of their choice. See above.
- c. The sandbox is restored to a clean state each night around 12:00 AM, so changes are not saved.
- d. Please see handout entitled **Getting Started with Sandbox** for more information.

Link to RCW28A.405.100<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.405.100>

- Minimum criteria for the evaluation of certificated employees
- Revised four-level evaluation systems for classroom teachers and for principals
- Procedures
- Steering committee
- Models
- Implementation
- Reports

Link to OSPI's TPEP Web Site for eVAL.....<http://tpep-wa.org/resources/eval/>

Contact Information for eVAL Customer Service E-mail eval@esd113.org or call 360.464.6708