eVAL Video Tutorials

A CATALOG OF ONLINE VIDEOS TO HELP GET DISTRICTS STARTED WITH THE eVAL TOOL

This catalog was created by the ESD 112 Ed Tech Support Center

Links to eVAL Video Tutorials

These videos are available on
[OSPI's Washington TPEP web page](#)

GLOSSARY OF ROLE TERMS

The eVAL tool utilizes a unique set of terminology that can be confusing, especially as it relates to roles that are assigned within the eVAL tool. Before you watch the videos on the following pages, it is recommended that you review these role terms, and identify the term that describes your role. Doing so will assist you in selecting the videos that you should view.

District Security Manager ....Official title for one or more district personnel – has no eVAL access or related tasks

District Administrator ....Personnel at the district level who are assigned the task of setting up and managing the eVAL tool for their district.

Please note:
The name of this role can be confusing…it does not refer to a person's position in the district, but rather, their role as it relates to the eVAL tool.

School Administrator ....Personnel at the building level who are assigned the task of setting up and managing the eVAL tool for their school.

Please note:
The name of this role can be confusing…it does not refer to a person's position in the building or school, but rather, their role as it relates to the eVAL tool.

District Evaluator..District personnel who evaluate Principals

Head Principal ....Any Principal that evaluates an Assistant Principal or Vice Principal

Principal ....School personnel who evaluate Teachers

District-Wide Teacher Evaluator....................District personnel and Principals who evaluate Teachers who teach in multiple buildings

Teacher ....School or district personnel who work directly with students

GETTING READY TO USE eVAL

An Overview of EVAL
Target audience: All eVAL users (3:51 in length)

> **Overview:**
> This video begins with a review of Senate Bills 6696 and 5896. It continues with an introduction of eVAL, the free web-based tool that enables teachers and principals to engage in an evaluation process that focuses on professional growth and is aligned with a district's adopted instructional framework.
>
> **Background:**
> Senate Bills 6696 and 5896 significantly change the way public school teachers and principals are evaluated. In response to these changes, the Washington Education Association, the Association of Washington School Principals, OSPI and Washington's ESDs have partnered to develop eVAL to support Washington's new teacher and principal evaluation systems.

EDS and eVAL for District Security Managers
Target audience: District Security Managers (4:28 in length)

> **Overview:**
> This video provides step-by-step instructions on accessing the OSPI's EDS system, add users, approve account requests, and give eVAL permissions to new and existing users.
>
> **Background:**
> Creating accounts and assigning permission to use eVAL is one of the first, basic steps that have to be completed in order for the users to be able to login and use eVAL. While new accounts can be created by any user, this video focuses on the tasks required of the District Security Manager when they are creating accounts, assigning permissions and approving requests to access eVAL.

Requesting Access to eVAL
Target audience: All eVAL users (1:36 in length)

> **Overview:**
> This video walks through the steps for creating an EDS account and requesting access to eVAL.
>
> **Background:**
> Before any evaluator or evaluatee can use the eVAL tool, they must (1) have an account within the EDS system, and (2) request access to eVAL. This video covers the step-by-step instructions for both tasks.

Assigning Evaluators in eVAL
Target audience: District Administrators and School Administrators (4:57 in length)

> **Overview:**
> This video provides an overview of the tasks required of the role of an eVAL District Administrator, specifically in regard to the pairing of the evaluators and their evaluatees, and the roles s/he might delegate to the School Administrator within eVAL. It concludes with an overview of the School Administrator role.
>
> **Background:**
> There are two high-level eVAL roles that are potentially responsible for managing the setup and roles of other users within eVAL…the District Administrator and the School Administrator. Individuals are assigned these roles by the District Security Manager within OSPI's EDS. The names of the roles can cause confusion, as the role of *District Administrator* or *School Administrator* within eVAL does not reference an individual's hired position within the school system, but rather, refers to the management of roles and permissions within eVAL.

UNDERSTANDING eVAL ROLES

Exploring Roles in eVAL
Target audience: District Security Manager, and all eVAL users (8:35 in length)

> **Overview:**
> This video provides an overview of the different roles assigned to eVAL users, and identifies the tasks that users in each role can and can't perform in the system.
>
> **Background:**
> The eVAL system includes many roles. The role assigned to a person will determine the actions, tools, and reports that are available. Though the look and feel is similar for everyone who logs in, some parts of the system are only visible to users with particular roles.

The District Administrator Role
Target audience: District Administrators of eVAL (9:46 in length)

> **Overview:**
> This video provides an overview of the activities required of anyone assigned the role of District Administrator (eVAL manager at the district level) within the eVAL system, and will conclude with optional activities. This video also includes a segment on scheduling a practice session and inviting participants.
>
> **Background:**
> The role of *District Administrator* is assigned to an individual by the District Security Manager within OSPI's EDS. The terms used within eVAL can be confusing, and it is important to note that within eVAL, the District Administrator is an individual who will perform the annual setup of eVAL for the district. Additionally the District Administrator can create district-wide practice sessions, and view and submit final summary evaluation data to the state.

The School Administrator Role
Target audience: School Administrators of eVAL (6:50 in length)

> **Overview:**
> This video provides an overview of the activities expected of anyone that is assigned the role of School Administrator within the eVAL system. This video also includes a segment on scheduling a practice session and inviting participants.
>
> **Background:**
> The role of School Administrator is assigned to an individual by the District Administrator within the eVAL system. The School Administrator may be the building principal or another position that has the responsibility of adding resources and building prompts. This role is similar to the District Administrator role, but with a focus on building-level resources and reports.

The District Evaluator Role
Target audience: District Evaluators (10:53 in length)

> **Overview:**
> This video provides an overview of the activities expected of anyone assigned the role of District Evaluator in eVAL.
>
> **Background:**
> The District Evaluator's primary job is to set up and interact in goal-setting with Principal(s) that will s/he will evaluate, and to schedule and participate in observations with those Principals.

The District-Wide Teacher Evaluator Role
Target Audience: District-Wide Teacher Evaluators (3:13 in length)

> **Overview:**
> This video briefly describes the difference between the Principal role in eVAL and the role of a District-Wide Teacher Evaluator who evaluates Teachers in multiple buildings. Requesting privileges to evaluate specific Teachers is also covered.
>
> **Background:**
> Some teachers teach in more than one building, and they will be evaluated by a person assigned the role of District-Wide Teacher Evaluator. This role looks virtually identical to that of the Principal, with one exception…District-Wide Teacher Evaluators must *request permission* to evaluate a teacher from a roster of *all teachers in the district.* (Important note: As of October 15, 2012, anyone who is assigned the role of District-Wide Teacher Evaluations **CAN NOT** also be assigned the role of Principal. This causes a role conflict in eVAL. The goal is to have this resolved by the end of the current school year.)

The Head Principal Role
Target Audience: District Evaluators and Principals who evaluate Assistant/Vice Principals (2:33 in length)

> **Overview:**
> This video covers the meaning of the term Head Principal, as well as the process of assigning Head Principals as evaluators of vice principals.
>
> **Background:**
> A large school often has a Head Principal along with a few Assistant/Vice Principals. For these schools, a District Administrator within eVAL (a manager of eVAL at the district level) can assign the Head Principal (rather than the District Evaluator) as the evaluator of Assistant/Vice Principals. Only the District Administrator can make this assignment.
>
> To learn about the other responsibilities of a Principal or Head Principal, please watch the video entitled *Evaluating Teachers*. To learn more about the Principal as an evaluatee, please watch the video entitled *The Role of the Principal as the Evaluatee.*

The Role of the Principal as the Evaluatee
Target audience: District Evaluators, and staff that hold the *positions* of Principal or Assistant/Vice Principal (3:59 in length)

> **Overview:**
> This video provides an overview of the tasks performed by the school Principal as s/he is being evaluated. (Tasks associated with evaluating the Assistant/Vice Principal and/or Teachers are covered in other videos.)
>
> **Background:**
> In eVAL, a person assigned the role of a Principal is evaluated by a person in the District Evaluator role. There will be a variety of communication tasks and interactions between these two roles as part of the evaluation process, both in person and through the eVAL tool.

The Teacher Role
Target audience: Head Principals, Principals, District-Wide Evaluators of Teachers, and Teachers ((11:31 in length)

> **Overview:**
> This video provides an overview of the activities expected of anyone assigned the role of Teacher within the eVAL system.
>
> **Background:**
> The teacher has three responsibilities in eVAL: self-assessment and goal-setting, interacting with the evaluator in the observation process, and uploading artifacts. eVAL assists with all of those responsibilities.

USING eVAL

Completing a Self-Assessment
Target Audience: District Evaluators, Principals, Vice Principals,
District-Wide Teacher Evaluators, and Teachers (2:29 in length)

> **Overview:**
> This video covers the steps needed to complete a self-assessment within the eVAL system for Teachers, Assistant/Vice Principals, and Principals.
>
> **Background:**
> In the eVAL tool, self-assessments are available to any staff that will be evaluated, including Teachers, Assistant/Vice Principals, and Principals, and they will likely be the first task for an evaluatee to complete when they first login to eVAL. The self-assessment will allow the evaluatee to set a baseline for where they feel they are within the framework or state criteria at the onset of the year.

Understanding the Goal-Setting Process
Target Audience: District Evaluators, Principals, Vice Principals, District-Wide Teacher Evaluators, and Teachers (4:43 in length)

> **Overview:**
> This video provides an overview of the goal-setting process in eVAL completed by Teachers and Principals. It also covers the steps for Evaluators to follow when assigning a goal prompt to a specific evaluatee assigned to them.
>
> **Background:**
> The process of setting goals and responding to goal prompts is one of the first tasks confronting both Principals and Teachers at the beginning of each school year. When and how this process is accomplished is determined by your district evaluation process and policy, but eVAL has will be there to guide you through the process when you are ready.

Introducing the Observation Dashboard
Target audience: District Evaluators, Principals, Vice Principals, District-Wide Teacher Evaluators, and Teachers (2:21 in length)

> **Overview:**
> This video introduces the dashboard that is available in the Observe tab that is displayed when a user is signed in as a Teacher, Principal, or District Evaluator.
>
> **Background:**
> This Observe dashboard allows a Teacher, Principal or District Evaluator to view and track the following:
>
> - the status of the observation phases (pre-conference, observation, post-conference)
> - the number of completed self-assessments
> - self-assigned goals, or goals created in response to your supervisor's prompts that are in progress or are completed
> - the number of uploaded artifacts
> - planned practice sessions
> - a calendar view of all scheduled events

Evaluating Teachers
Target audience: Principals and District-Wide Teacher Evaluators (13:12 in length)

> **Overview:**
> This video provides an overview of the Principal and District-Wide Teacher Evaluator roles within the eVAL tool, and covers the features of eVAL that assist with the steps of conducting Teacher evaluations.
>
> **Background:**
> To carry out their responsibility of evaluating Teachers, Principals and District-Wide Teacher Evaluators assign goal prompts to teachers, schedule pre- and post-observation conferences, and conduct observations. eVAL is a tool that assists these evaluators in carrying out these tasks.

Evaluating Principals
Target audience: District Evaluators who evaluate Principals, and Principals who evaluate Assistant/Vice Principals (9:20 in length)

> **Overview:**
> This video provides an overview of the activities expected of anyone assigned the role of District Evaluator or Head Principal roles. These are the two roles that have the responsibilities of evaluating Principals and Assistant/Vice Principals.
>
> **Background:**
> Only the District Administrator can assign the District Evaluator or Head Principal as the assigned evaluator for Principals or Assistant/Vice Principals in a school. The Head Principal has the same duties as a Principal, with one added responsibility… evaluating Assistant/Vice Principals. To review the additional responsibilities of a Principal, watch the video entitled *Evaluating Teachers.*