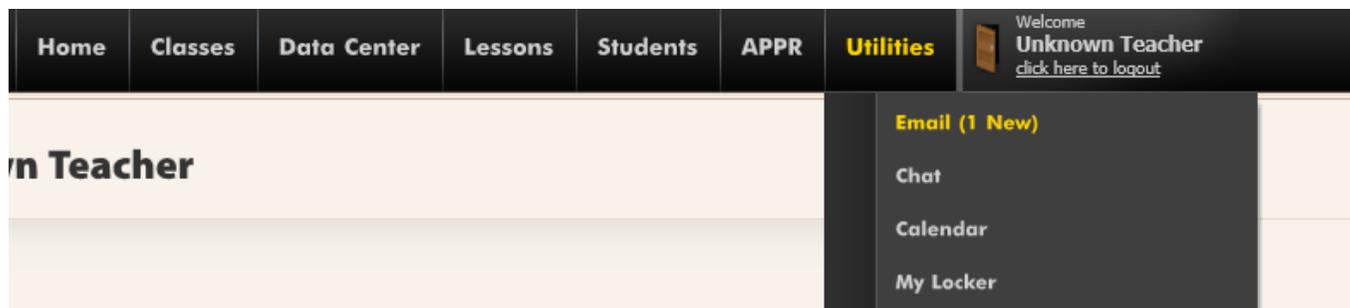


## Acknowledging an Evaluation: Teacher

Modified on: Tue, 17 Mar, 2020 at 10:26 AM

The following steps will outline how a teacher can acknowledge an evaluation.

Login to RightPath and hover over the Utilities Tab on the black menu bar. Click "Email". Notice it will be colored yellow when you have a new email.



Once you are in the RightPath email account, locate the email from your evaluator. Open the email and look near the bottom for the blue hyperlink labeled "here". Click "here" to open the evaluation that needs acknowledgement.

The screenshot shows an email client interface. On the left is a sidebar with folders: Inboxes, Sent Items, and Deleted Items. The main area displays an email from 'District Admin' with the subject 'District Admin has granted you access to an observation.' and received on '12/8/2016 1:51 PM'. Below the email header are navigation buttons: Reply, Reply To All, Forward, Delete, and Move To. The email body contains the text: 'From: District Admin', 'To: Unknown Teacher', and 'District Admin has granted you access to an observation.' Below this, it says 'District Admin has granted you access to an observation located [here](#). This observation can also be found by going to the observation search page.' The word 'here' is highlighted with a red box.

When the screen refreshes, your evaluation is ready for review. Review the evaluation and click the "Acknowledge Observation" button to acknowledge this evaluation.

The screenshot shows the 'Announced Observation View' page. At the top, there is a 'Return to Observation Search' link and a 'PDF' button. Below this is a green button labeled 'Acknowledge Observation' with a checkmark icon, which is highlighted with a red box. To the right of the button is the text: 'I have reviewed this report. My signature does not necessarily mean I agree with the report.' Below the button is a yellow warning banner that says: 'You have not acknowledged this observation.' The main content area is titled 'Unknown Teacher' and contains the following information:

Observation Date	School	Grade Level	Class
11/28/2016 3:30 PM	WSB Brennan Middle School	5th Grade	No Class Associated

Below the table, it says: 'Type: This observation was unannounced.' and 'Type: Principal'.

You will see a message to alert you that the evaluation was successfully acknowledged.

## Announced Observation View

[Return to Observation Search](#)

PDF 

 This observation has been marked as acknowledged.

### Unknown Teacher

Observation Date	School	Grade Level	Class
11/28/2016 3:30 PM	WSB Brennan Middle School	5th Grade	No Class Associated

Type  
This observation was unannounced.

Type  
Principal