

End Of Year (EOY) Evaluation- WSBOCES specific

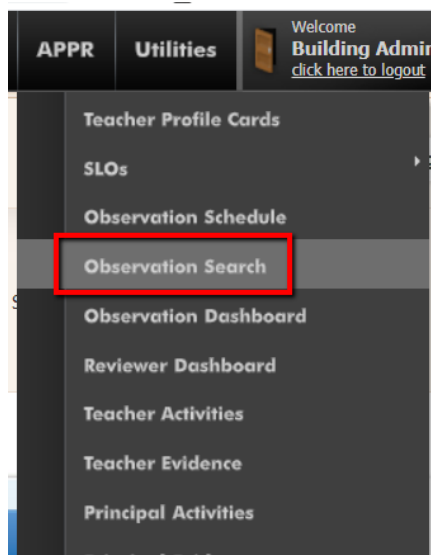
Modified on: Tue, 24 Mar, 2020 at 11:20 AM

This is a quick guide with screen shots to demonstrate how to create and enter an EOY evaluation specifically for WSBOCES.

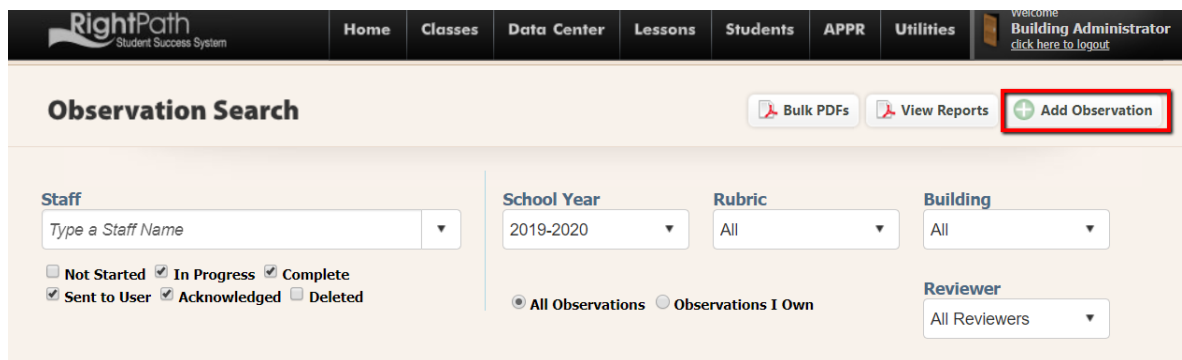
RightPath's™ Observation platform enables users to collaborate and view observations in the classroom. The platform allows administrators to record observations on the customizable protocol adopted by the school district. The Observation platform can be used on tablets, smartphones, and various other electronic mobile devices.

Create an EOY Evaluation

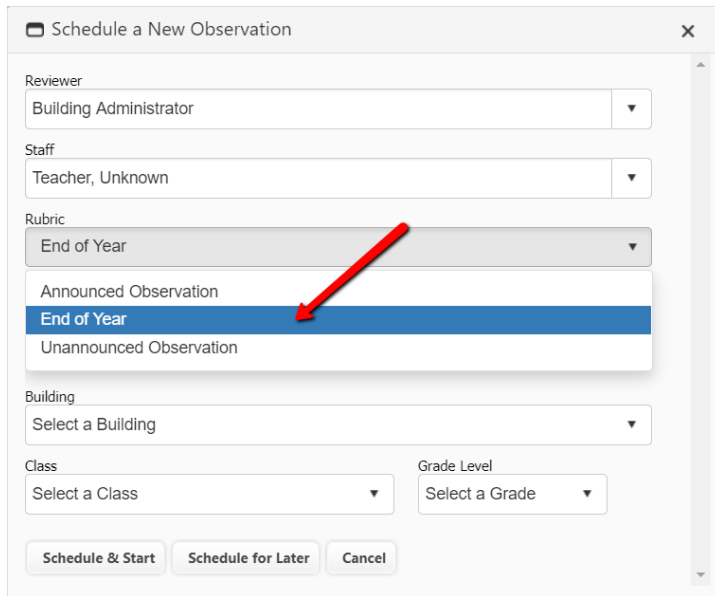
Observations are accessible from the APPR dropdown menu at the top of any page in RightPath™. To access the platform, navigate to the "APPR" menu and select "Observation Search". This process will be similar to when any type of observation is created.



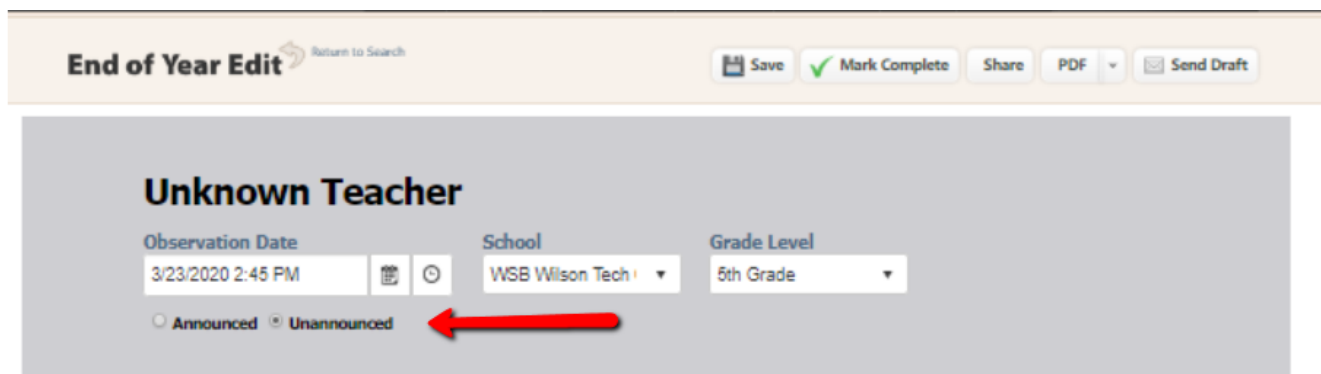
Next, click the "Add Observation" button in the top right corner.



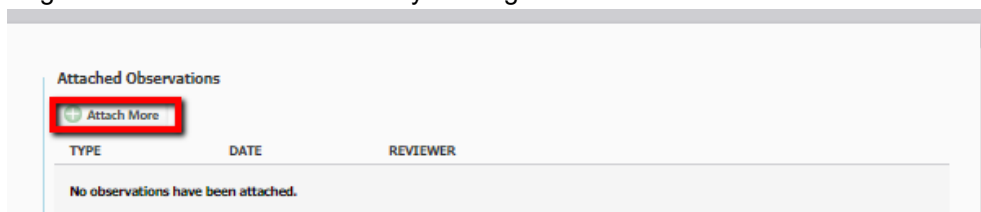
From the pop up, select the teacher's name and select the "End of Year" rubric from the drop down menu. Add the additional information for the building, class and grade level and click "Schedule and Start" or "Schedule for Later".



You will be directed to the End of Year evaluation form. Change any information as needed if you selected the incorrect building, grade level or type.



Begin to attach the observations by clicking the "Attach More" button.



Check off the observations you would like to attach and click the "Attached Selected" button.

Attach Previous Observations

<input type="checkbox"/>	Type	Date	Reviewer	Overall
<input checked="" type="checkbox"/>	Unannounced Observation	03/13/20	District Admin	1.8/4

<input type="checkbox"/>	Type	Date	Reviewer	Overall
<input checked="" type="checkbox"/>	Announced Observation	03/13/20	District Admin	2/4

+ Attach Selected

Once you have added the observations, you will see them listed on the form. Click the "Remove" button if you added the wrong observations.

Next, you have the option to add evidence. Click the "Add Evidence" button.

Attached Observations

+ Attach More

TYPE	DATE	REVIEWER	
Announced Observation	3/13/2020 4:30:00 PM	District Admin	Remove
Unannounced Observation	3/13/2020 4:30:00 PM	District Admin	Remove

Evidence

+ Add Evidence

Check off the evidence you want to attach or upload the evidence you need the same way you added it to the Formal and Walkthrough evaluations earlier in the year. Remember to click the "Add Selected Evidence" button to attach this evidence.

Attach Evidence

<input type="checkbox"/>	Evidence	View Form	Reviewer
<input type="checkbox"/>	WSBOCES Post-Observation 2.0	View Form	Unknown Teacher
<input checked="" type="checkbox"/>	WSBOCES Post-Observation 2.0	View Form	District Admin

+ Add Selected Evidence **Cancel**

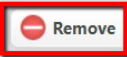
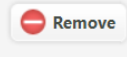
When the screen refreshes, you will see your evidence listed. Click the "Remove" button if you selected the wrong evidence.

Click the "Add Comments" button if you want to add comments.

The screenshot shows the 'End of Year Edit' interface. At the top, there's a header with 'End of Year Edit' and a 'Return to Search' link. Below this are buttons for 'Save', 'Mark Complete', 'Share', 'PDF', and 'Send Draft'. A toggle switch shows 'Unannounced' is selected. The main content area has two sections: 'Attached Observations' and 'Evidence'.

Attached Observations

There is a '+ Attach More' button. Below it is a table with two rows:

TYPE	DATE	REVIEWER	
Announced Observation	3/13/2020 4:30:00 PM	District Admin	
Unannounced Observation	3/13/2020 4:30:00 PM	District Admin	

Evidence

There is a '+ Add Evidence' button. Below it is a row with a link 'WSBOCES Post-Observation 2.0' and an 'Add Comments to Observation' button. To the left of the link is a 'Remove' button (highlighted with a red box). A red arrow points to the 'Add Comments to Observation' button.

Fill out the rest of evaluation and add comments as needed. Click the "Edit" button add Narrative Notes or Concluding Remarks.

End of Year Edit [Return to Search](#)

Save Mark Complete Share PDF Send Draft

Custom Fields

Tenure: ☐ Tenured ☐ Non Tenured

Absences:


FMLA Absences:

Attendance Comments:


Performance may be negatively impacted by poor attendance : ☐

Title:

Narrative Notes

 Edit Please note, you can highlight and right click these notes to push the comments into other sections of the observation.

Concluding Remarks

 Edit

Component Score

Calculated Score **1.98 / 4**

Override Score / 4

Calculate Score

Remember to click the "Save" button. Always click the save button after you have entered large amounts of text. Once the "Save" button has been clicked, it will allow you to view the calculated score at the bottom of the screen. Once you are finished, click the "Mark Complete" button at the top of the screen. You can also click the "PDF" button to make a copy of this evaluation for your files.




Click the "Return to Search" arrow to return to the Observation Search page.

End of Year Edit [Return to Search](#)

Save Mark Complete Share PDF Send Draft

Once the "Mark Complete" button has been clicked, the EOY score is available to be populated to the HEDI sheet. Click the envelope icon in the "Actions" column if you are ready to send this EOY to the teacher.

Observation Search

 Bulk PDFs  View Reports  Add Observation

Staff
 ▼
☐ Not Started ☒ In Progress ☒ Complete
☒ Sent to User ☒ Acknowledged ☐ Deleted

School Year
 ▼

Rubric
 ▼



Building
 ▼

☒ All Observations ☐ Observations I Own

Reviewer
 ▼

 The observation has been marked as complete.

Actions ▼

		Staff Member	Date ▼	Type	Class	Building	Reviewer	Status	Actions
		Unknown Teacher	03/23/20	End of Year	No Class Associated	WSB Wilson Tech Center - Manor Plains	Building Administrator	Complete	