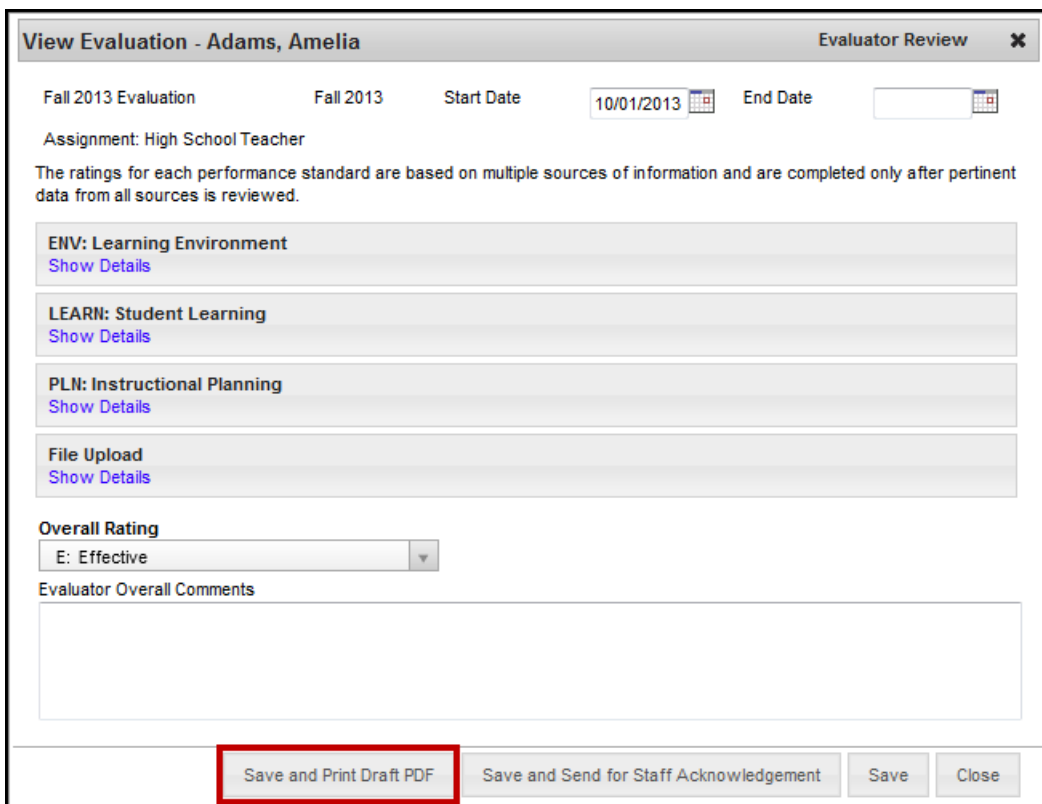# Print a Draft PDF of an Evaluation

Last Modified on 10/21/2024 8:21 am CDT

> **Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ .**

Tool Search: Supervisor

Administrators and supervisors can generate a draft copy of an evaluation until the evaluation is complete.

1. Use the following **Filter Options** to find the evaluations that you need to complete. (*optional*)
   - **Title**. Select an option to filter employees by the specific title on their District Assignment or Work Assignment.
   - **Evaluation Period**
   - **Assignments**. Select *Active Assignments* or *Ended Assignments*.
   - **Action**. Select *Action Required* to display evaluations that require your attention.

2. Click the plus (+) next to the employee and then their title.

3. Click the evaluation.
   Result
   The View Evaluation window displays.

4. Click the **Save and Print Draft PDF** button.

Result

A draft copy of the evaluation displays.

100 Plainview Schools District Generated on 09/11/2013 01:42:00 PM Page 1 of 2	**Staff Evaluation Summary** Employee: Adams, Amelia Assignment: High School Teacher Evaluator: Davis, Nancy Evaluation Period: FALL 13 Evaluation: Fall 2013 Evaluation Type: INTERIM Evaluation Start: 10/01/2013 Evaluation End:

Staff Evaluation Details

The ratings for each performance standard are based on multiple sources of information and are completed only after pertinent data from all sources is reviewed.

ENV: Learning Environment

ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.
ENV 1.2: Establishes clear expectations with student input.

ENV 1.2.1: Classroom rules and procedures established early in the school year.
ENV 1.2.2: Enforces classroom rooms consistently and fairly.

ENV 1.3: Maximizes instructional time and minimizes disruptions.
ENV 1.4: Establishes a climate of trust and teamwork by being fair, caring and respectful.

ENV Evaluator Rating:
Excellent

ENV Staff Rating:
Excellent

ENV Evaluator Reflection:
Great work!

ENV Staff Reflection:
No Staff Reflection submitted.

LEARN: Student Learning

LEARN 1.1: The teacher uses a variety of informal and formal assessments.
LEARN 1.2: Teaches students how to monitor their own academic progress.

LEARN Evaluator Rating:
Excellent

LEARN Staff Rating:
Excellent

LEARN Evaluator Reflection:
No Evaluator Reflection submitted.

LEARN Staff Reflection:
No Staff Reflection submitted.

PLN: Instructional Planning

PLN 1.0: Plans time realistically for pacing, content mastery and transitions.
PLN 2.0: Plans for differentiated instruction.
PLN 3.0: Aligns lesson objectives to the school's curriculum and student learning needs.

PLN Evaluator Rating:
Affective

PLN Staff Rating:
Excellent

PLN Evaluator Reflection:
No Evaluator Reflection submitted.

PLN Staff Reflection:
No Staff Reflection submitted.

Evaluation Summary

Overall Rating: Effective
Evaluator Overall Comments:
No Evaluator Overall Comments submitted.