

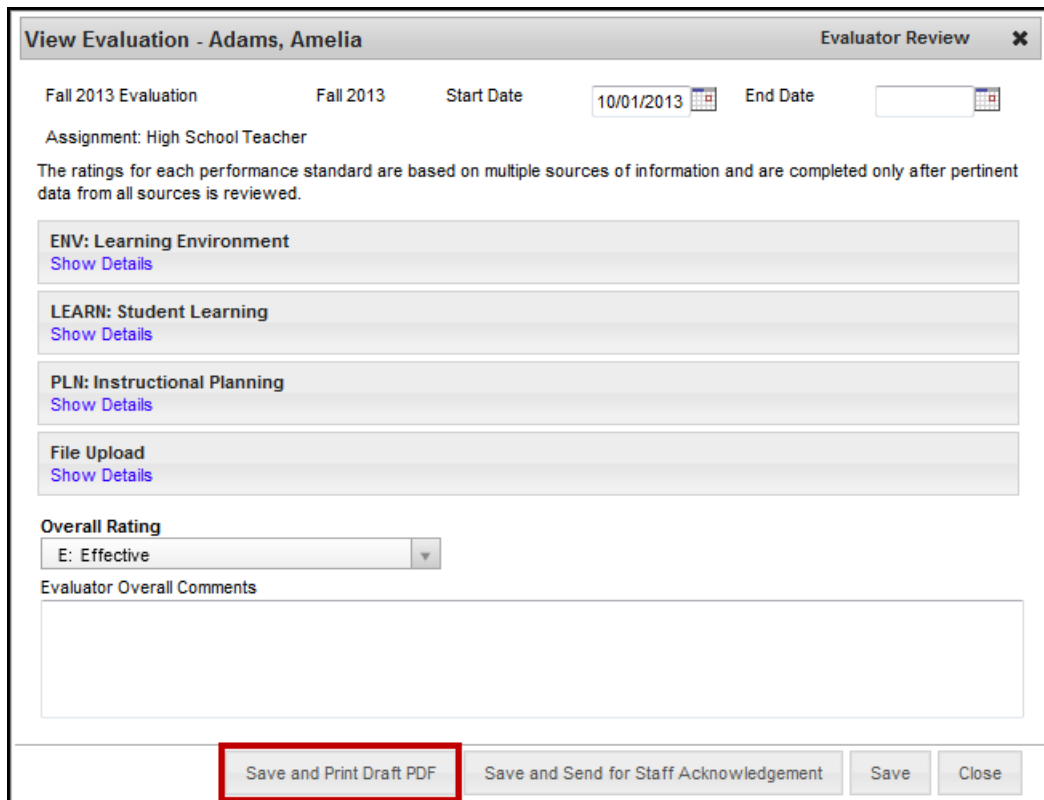
# Print a Draft PDF of an Evaluation

Last Modified on 03/11/2024 8:44 am CDT

**PATH:** *Staff Evaluations > Supervisor*

**PATH:** *Supervisor Self Service > Staff Evaluations (HR-enabled)*

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.

<p><b>100 Plainview Schools District</b> Generated on 09/11/2013 01:42:00 PM Page 1 of 2</p>	<p style="text-align: center;"><b>Staff Evaluation Summary</b></p> <p>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:</p>
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**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.