

# Reflection and Acknowledgement (Complete My Evaluation)

Last Modified on 03/13/2024 11:18 am CDT

**PATH:** *Staff Evaluations > My Evaluations*

**PATH:** *Employee Self Service > My Evaluations (HR-enabled)*

Use the following steps to complete your evaluation if your evaluation requires ratings and a self-assessment.

Step	Description
1	Select Ratings and Enter Reflections
2	Attach Supporting Documents
3	Submit Your Evaluation for Review
4	Review Evaluator Ratings, Evidence, Reflection, and Overall Comments
5	Enter Final Comments
6	Acknowledge Final Approval of your Evaluation

**My Evaluations**

Title	Supervisors	Start Date	End Date	Action
Elementary School Teacher	Davis, Nancy	08/01/2006		!
Period	Evaluation Code	Status	Start Date	End Date
FALL 13	FO13-B: Fall Observation B	Complete	10/01/2013	
WINT 13	W1314: Winter 2013-14	Acknowledgement	01/01/2014	02/28/2014

**View Evaluation - Miller, Barb** Acknowledgement ✕

Winter 2013-14      Winter 2014      Start Date:       End Date:

Assignment: Elementary School Teacher

**ENV: Learning Environment**  
[Show Details](#)

**File Upload**  
[Show Details](#)

**Overall Rating**

Evaluator Overall Comments (Optional)

Staff Final Comments (Optional)

*My Evaluations tab and Example Evaluation*

## Step 1-Select Ratings and Enter Reflection/Evidence

Staff Rating scales are used to measure your performance in a specific area and display as a dropdown list on the evaluation. Depending on your district's preferences, Staff Ratings may not be included as part of your evaluation. Instead, you may see a checkbox called **Meets Requirements**.

The Staff Reflection and Staff Evidence areas on the evaluation are text boxes where you can document your performance. Depending on your district's preferences, the reflection and evidence areas may not be included as part of your evaluation.

**View Evaluation - King, Brenda**
Reflection ✕

Fall 2013 Evaluation      Fall 2013      Start Date            End Date     

Assignment: Elementary School Teacher

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**  
[Hide Details](#)

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 Staff Rating

ENV Staff Reflection

**LEARN: Student Learning**  
[Show Details](#)

**PLN: Instructional Planning**  
[Show Details](#)

**File Upload**  
[Show Details](#)

**ENV: Learning Environment**  
[Hide Details](#)

1.1 - Arranges the classroom to maximize learning while providing a safe environment.

1.2 - Establishes clear expectations with student input

1.3 - Maximizes instructional time and minimizes disruptions

1.4 - Establishes a climate of trust and teamwork by being fair, caring, and respectful

ENV Staff Rating  
 Meets Requirement

## Step 2-Attach Supporting Documents

You may want to add forms, lesson plans, student assignments, or other documents as supporting

documents to your evaluation. To add supporting documents to your evaluation, complete the following steps.

The **File Upload** option is enabled by the Staff Evaluations administrator and may not be available.

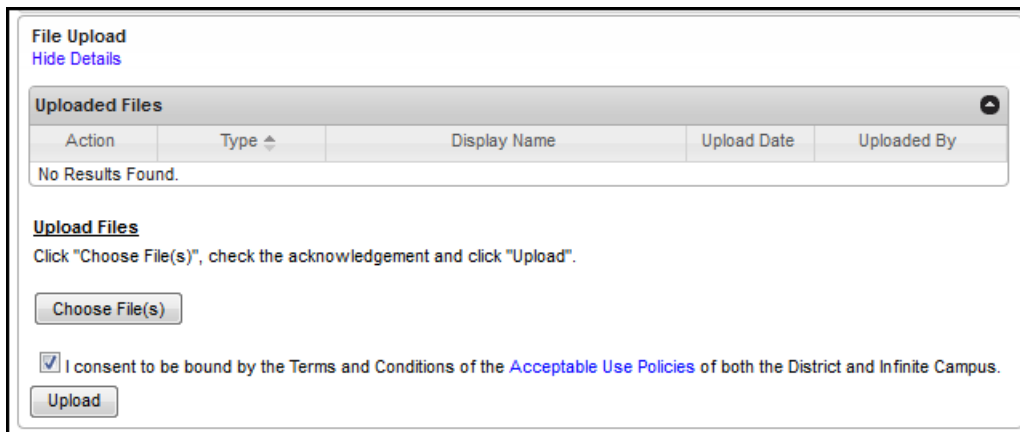
Video files cannot be uploaded.

1. Click the **Show Details** link in the File Upload section.

**Result**

The following screen displays.

The Terms and Conditions checkbox must be selected or Campus will not allow you to upload.



**File Upload**  
[Hide Details](#)

Uploaded Files				
Action	Type	Display Name	Upload Date	Uploaded By
No Results Found.				

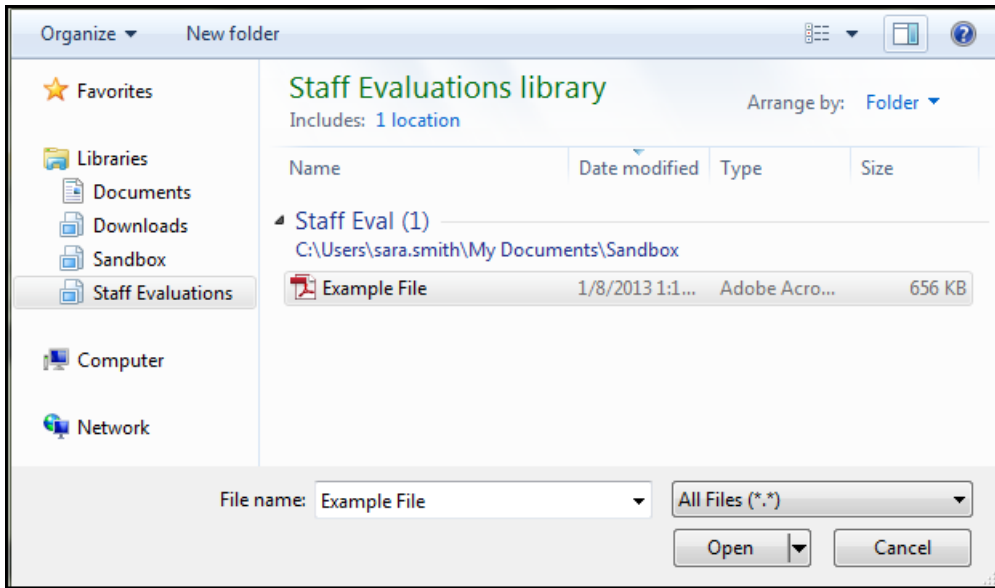
**Upload Files**  
 Click "Choose File(s)", check the acknowledgement and click "Upload".

I consent to be bound by the Terms and Conditions of the [Acceptable Use Policies](#) of both the District and Infinite Campus.

2. Click the **Choose File(s)** button.

**Result**

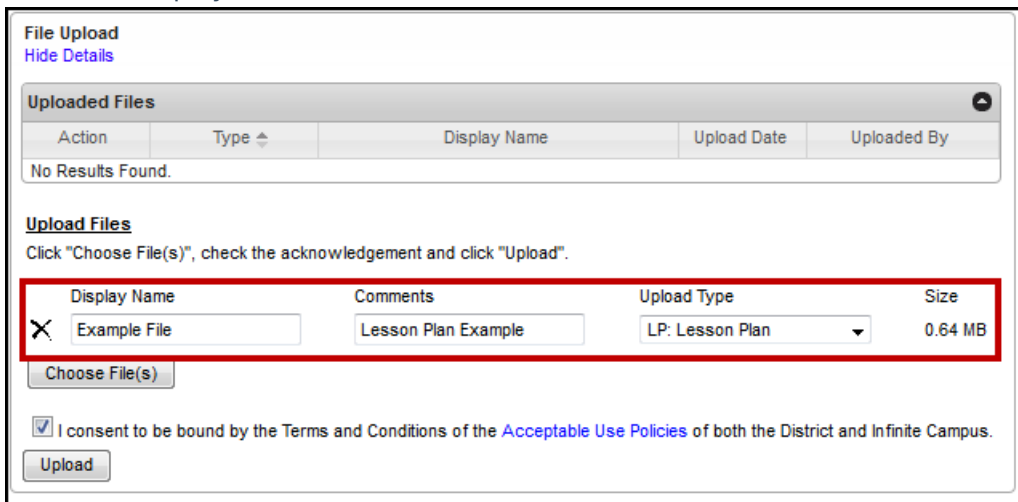
The **Choose File to Upload** window displays.



- Navigate to the file you want to upload, select the file, and click **Open**.

**Result**

The editor displays.



- Select an **Upload Type** to identify the information in the file.

Options are determined by the Staff Evaluations administrator. If your district uses the Human Resources module, options will include the following: Cont. Education, Form, Lesson Plan, and Student Assignment.

- Enter any additional **Comments** about the file.
- Click the **Upload** button.

**Result**

Campus adds the file to the evaluation and a confirmation message displays.

- Click **OK**.

**Result**

The file displays in the Uploaded Files table.

File Upload  
[Hide Details](#)

Uploaded Files				
Action	Type	Display Name	Upload Date	Uploaded By
	Lesson Plan	<a href="#">Example File</a>	01/30/2014	Smith, Karen

## Step 3-Submit for Review

After you have edited your evaluation, return your evaluation to your supervisor for further review. To submit your evaluation for further review, click the **Save and Send to Evaluator** button. The status of your evaluation will change to **Returned**.

View Evaluation - Adams, Amelia Reflection

Fall 2013 Evaluation      Fall 2013      Start Date       End Date

Assignment: High School Teacher

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**  
[Show Details](#)

**LEARN: Student Learning**  
[Show Details](#)

**PLN: Instructional Planning**  
[Show Details](#)

**File Upload**  
[Show Details](#)

If you completed step 4 and this is your second time returning your evaluation for review, the button for returning your evaluation to your supervisor is called **Return for Feedback**.

Staff Final Comments

I have attached additional files for your review.

## Step 4-Review Evaluator Ratings,

# Reflection and Comments

After your supervisor reviews your returned evaluation, they will send you their ratings, evidence and/or reflections. Depending on your district's preferences, the evidence and/or reflection areas may not be part of your evaluation.

A message displays in your Process Alerts when your supervisor sends your evaluation to you.

Process	Name	Posted Date	Due Date
Staff Evaluations	<a href="#">Staff Acknowledgement from Nancy Davis</a>	09/17/2013	

**View Evaluation - King, Brenda** Acknowledgement x

Special Session 1      Fall 2013      Start Date       End Date

Assignment: Elementary School Teacher

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**LEARN: Student Learning**  
[Hide Details](#)

**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.**

<p><b>LEARN Evaluator Rating</b> E: Excellent <input type="text"/></p> <p><b>LEARN Evaluator Evidence</b> Rearranged classroom materials and resources to facilitate group and individual activities.</p> <p><b>LEARN Evaluator Reflection</b> Expectations for classroom rules, routines and procedures are posted and clearly followed. Teacher seldom had to remind anyone of expectations.</p>	<p><b>LEARN Staff Rating</b> E: Excellent <input type="text"/></p> <p><b>LEARN Staff Evidence</b> Every morning, I start the day by playing "Jeopardy" with the students. It's a fun way to assess what they have learned.</p> <p><b>LEARN Staff Reflection</b> My students continue to demonstrate their excitement for learning every day. I am so proud to be their teacher.</p>
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**Overall Rating**  
G: Good

**Evaluator Overall Comments (Optional)**  
Communicates and presents material clearly and checks for understanding.

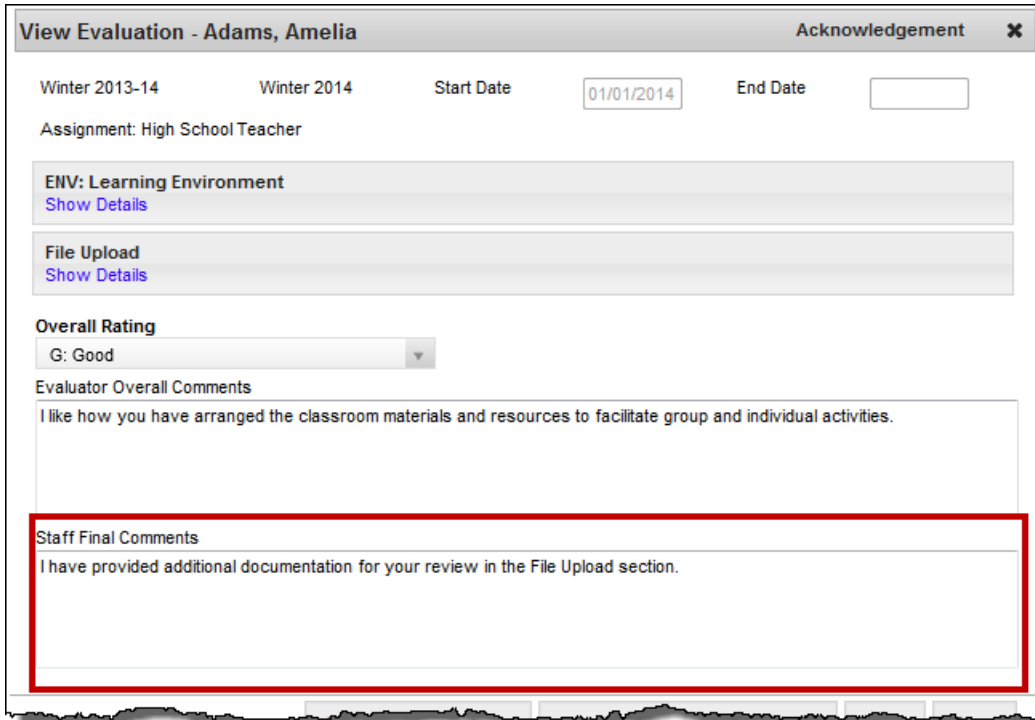
**Staff Final Comments (Optional)**

After you review your evaluation, you can repeat steps 1-3 if you have changes or concerns. Otherwise, continue to [Step 5-Enter Final Comments](#).

## Step 5-Enter Final Comments

You may enter your final comments on the evaluation for your supervisor to review before completing the evaluation process.

The following example demonstrates where the **Staff Final Comments** text box is located.



The screenshot shows a web interface titled "View Evaluation - Adams, Amelia" with a close button "Acknowledgement x". The interface includes several sections:

- Term selection: "Winter 2013-14" and "Winter 2014".
- Date fields: "Start Date" with a value of "01/01/2014" and an empty "End Date" field.
- Assignment: "High School Teacher".
- ENV: Learning Environment section with a "Show Details" link.
- File Upload section with a "Show Details" link.
- Overall Rating dropdown menu set to "G: Good".
- Evaluator Overall Comments text box containing the text: "I like how you have arranged the classroom materials and resources to facilitate group and individual activities."
- Staff Final Comments** text box, highlighted with a red border, containing the text: "I have provided additional documentation for your review in the File Upload section."

## Step 6-Acknowledge Final Approval of your Evaluation

Complete the evaluation process by acknowledging the evaluation and sending it back to your supervisor. To acknowledge final approval of your evaluation, click the **Save and Acknowledge** button. After you perform this step, your supervisor will complete the evaluation process and your evaluation will be available to view as a PDF.



### View Evaluation - Adams, Amelia Acknowledgement ✕

Winter 2013-14      Winter 2014      Start Date       End Date

Assignment: High School Teacher

**ENV: Learning Environment**  
[Show Details](#)

**File Upload**  
[Show Details](#)

**Overall Rating**  
G: Good

**Evaluator Overall Comments**

**Staff Final Comments**