

# Reflection and Acknowledgement (Complete My Evaluation)

Last Modified on 12/14/2025 8:45 pm CST

## Tool Search: My Evaluations

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

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

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 rules 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.

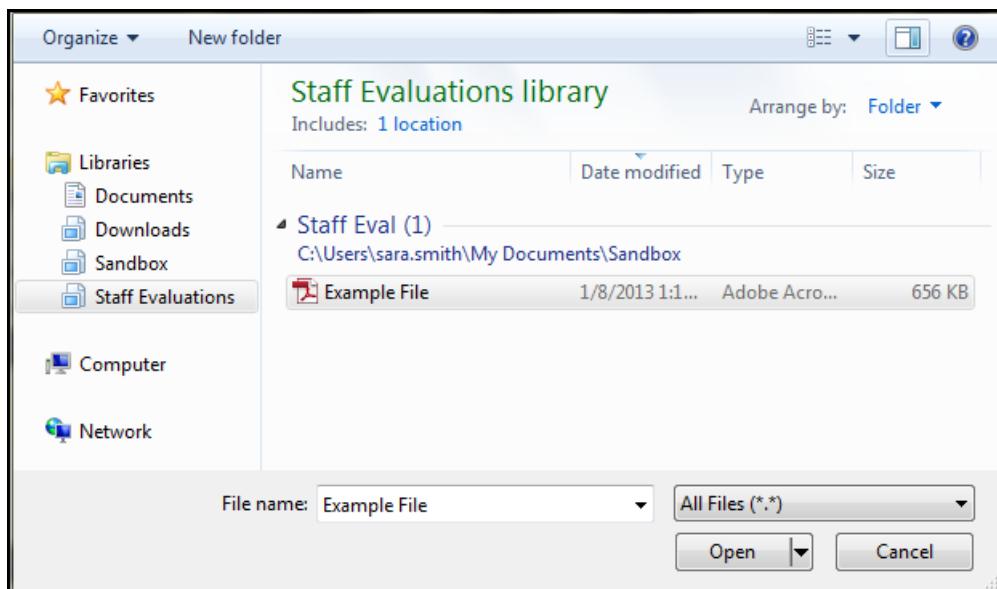
The Terms and Conditions checkbox must be selected or Campus will not allow you to upload.

The screenshot shows a web-based file upload interface. At the top, there are 'File Upload' and 'Hide Details' buttons. Below is a table titled 'Uploaded Files' with columns for Action, Type, Display Name, Upload Date, and Uploaded By. A message 'No Results Found.' is displayed. Underneath, there is a section titled 'Upload Files' with instructions: 'Click "Choose File(s)", check the acknowledgement and click "Upload".' It includes a 'Choose File(s)' button, a checked checkbox for 'I consent to be bound by the Terms and Conditions of the [Acceptable Use Policies](#) of both the District and Infinite Campus.', and an 'Upload' button.

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

**Result**

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



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

### Result

The editor displays.

[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".

Display Name	Comments	Upload Type	Size
Example File	Lesson Plan Example	LP: Lesson Plan	0.64 MB

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

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

Options are determined by the Staff Evaluations administrator.

5. Enter any additional **Comments** about the file.

6. Click the **Upload** button.

### Result

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

7. 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
X	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

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](#)

PLM: Instructional Planning  
[Show Details](#)

File Upload  
[Show Details](#)

[Save and Print Draft PDF](#) [Save and Send to Evaluator](#) [Save](#) [Close](#)

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.

[Save and Print Draft PDF](#) [Save and Acknowledge](#) [Return for Feedback](#) [Save](#) [Close](#)

## 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

**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.**

**LEARN Evaluator Rating**  **LEARN Staff Rating**

**LEARN Evaluator Evidence**  
Rearranged classroom materials and resources to facilitate group and individual activities.

**LEARN Staff Evidence**  
Every morning, I start the day by playing "Jeopardy" with the students. It's a fun way to assess what they have learned.

**LEARN Evaluator Reflection**  
Expectations for classroom rules, routines and procedures are posted and clearly followed. Teacher seldom had to remind anyone of expectations.

**LEARN Staff Reflection**  
My students continue to demonstrate their excitement for learning every day. I am so proud to be their teacher.

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

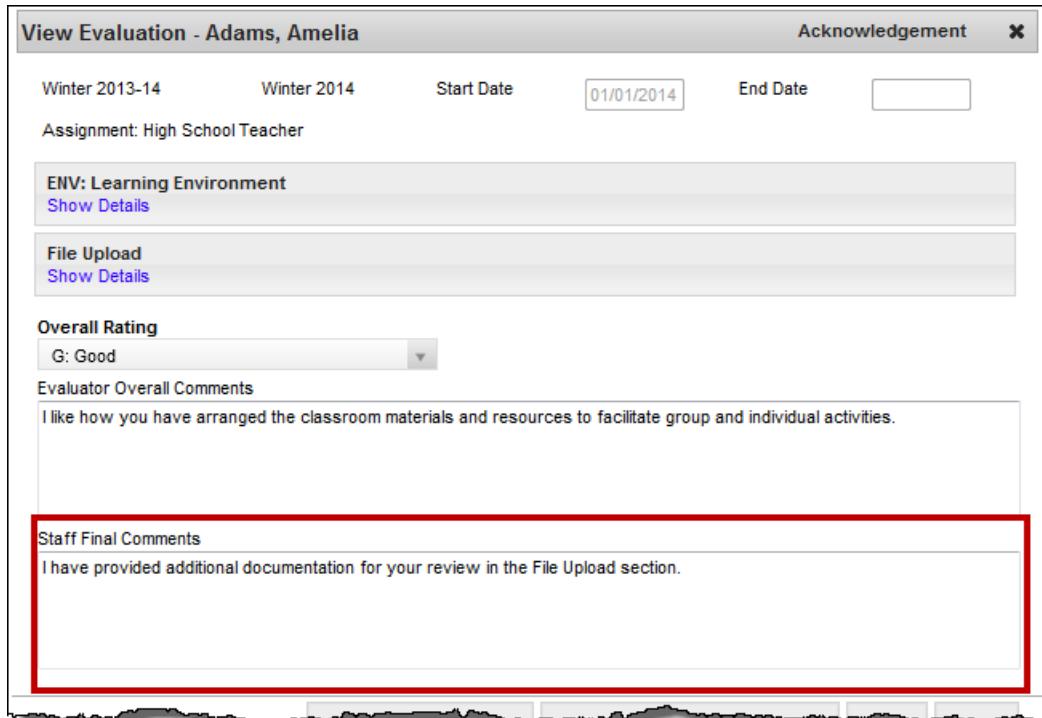
**Staff Final Comments (Optional)**

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 software interface for viewing an evaluation. At the top, it says 'View Evaluation - Adams, Amelia' and 'Acknowledgement' with a close button. Below that, there are sections for 'Assignment: High School Teacher', 'ENV: Learning Environment', 'File Upload', and 'Overall Rating' (set to 'G: Good'). Under 'Evaluator Overall Comments', there is a text area containing the message: 'I like how you have arranged the classroom materials and resources to facilitate group and individual activities.' At the bottom, there is a section titled 'Staff Final Comments' with the message: 'I have provided additional documentation for your review in the File Upload section.' This 'Staff Final Comments' section is highlighted with a thick red border.

## 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	<input type="text" value="01/01/2014"/>	End Date	<input type="text"/>
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Assignment: High School Teacher

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

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

**Overall Rating**  
 

**Evaluator Overall Comments**  
I like how you have arranged the classroom materials and resources to facilitate group and individual activities.

**Staff Final Comments**  
I have provided additional documentation for your review in the File Upload section.