Reflection and Acknowledgement (Complete My Evaluation)

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Tool Search: My Evaluations

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 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.

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.

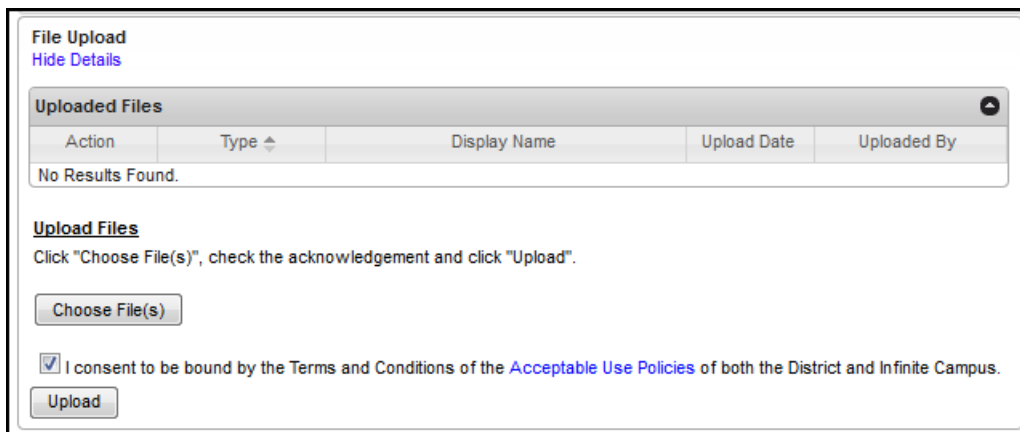> The **File Upload** option is enabled by the Staff Evaluations administrator and may not be available.
>
> Video files cannot be uploaded.

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.

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.

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.

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**.

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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.

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.

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.