

Acknowledgement Only (Complete My Evaluation)

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[Step 1-Review Evaluator Ratings, Reflection and Overall Comments](#) | [Step 2-Attach Supporting Documents](#) | [Step 3-Enter Final Comments](#) | [Step 4-Submit Your Evaluation for Feedback or Acknowledge Final Approval](#)

PATH: *Staff Evaluations > My Evaluations*

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

Use the following steps to complete your evaluation if your evaluation only requires your comments and acknowledgement.

If your evaluation requires a self-evaluation that includes entering reflections and ratings, see the [Reflection and Acknowledgement](#) article.

The steps required for completing your evaluation depend on the [evaluation workflow](#) your district or supervisor is using.

Step	Description
1	Review Evaluator Ratings, Reflection and Overall Comments
2	Attach Supporting Documents
3	Enter Final Comments
4	Submit Your Evaluation for Review or 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-Review Evaluator Ratings, Reflection and Overall Comments

A message displays in your [Process Alerts](#) when your supervisor sends your evaluation to you.

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Staff Evaluations	Staff Acknowledgement from Nancy Davis	09/17/2013	

The following example demonstrates where evaluator ratings, reflection, and comments are located.

View Evaluation - King, Brenda
Acknowledgement ✕

Winter Observation (Special Session)	Winter 2014 (Special Session)	Start Date	01/01/2014	End Date	02/14/2014
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Assignment: Elementary School Teacher

D3: Classroom Instruction
[Hide Details](#)

I3B - Uses instructional strategies to engage students in learning

I3B Evaluator Rating

[Hide Details](#)

I3B Evaluator Evidence

Schedules learning time according to guidelines for the subject area(s)
 Begins class work promptly
 Reinforces students who are spending time on task
 Minimizes transition time
 Addresses and encourages off-task students

I3B Evaluator Reflection

Shows awareness of needs and ability to interact with exceptional students
 Shows sensitivity to physical development of students

I3C - Uses varied assessment techniques to advance student learning.

I3C Evaluator Rating

[Show Details](#)

D3 Evaluator Reflection

Creates a positive learning environment. Is enthusiastic.

File Upload
[Show Details](#)

Overall Rating

Evaluator Overall Comments (Optional)

Bases instruction on goals that reflect high expectation for all students and a clear understanding of the curriculum-guided practice is challenging to all students.

Staff Final Comments (Optional)

Save and Print Draft PDF
Save and Acknowledge
Return for Feedback
Save
Close

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.

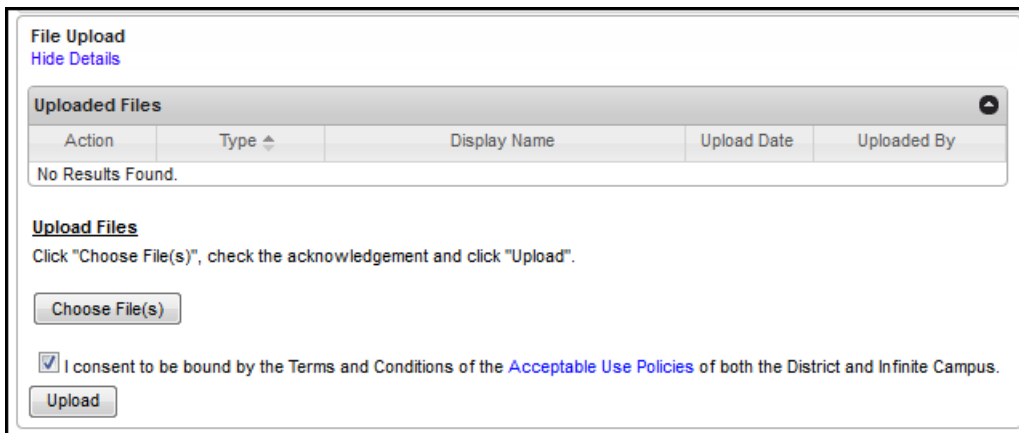
Video files cannot be uploaded.

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.

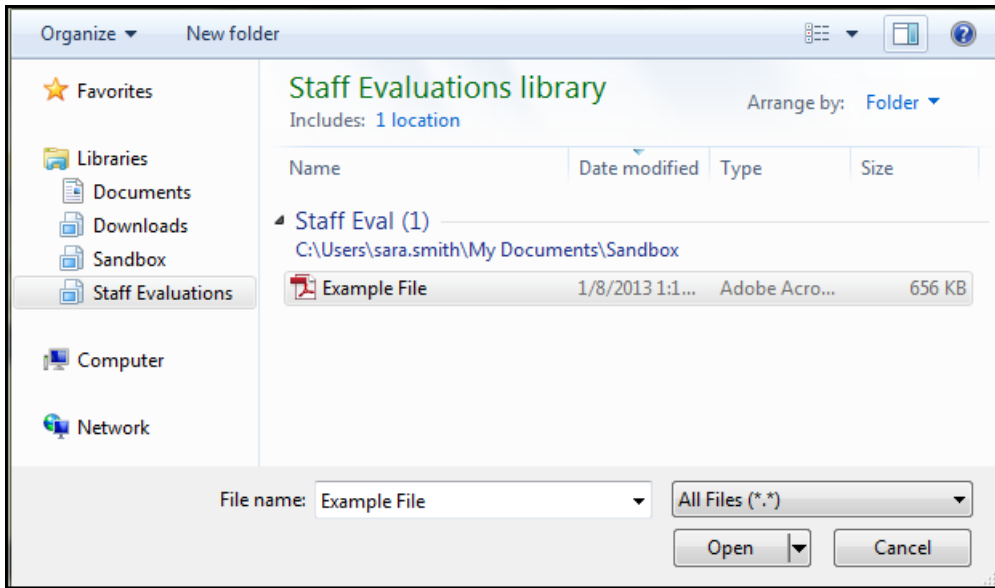


The screenshot shows the 'File Upload' section of a web application. At the top, there is a 'File Upload' heading and a 'Hide Details' link. Below this is a table titled 'Uploaded Files' with columns for 'Action', 'Type', 'Display Name', 'Upload Date', and 'Uploaded By'. The table currently contains the text 'No Results Found.' Below the table, there is an 'Upload Files' section with instructions: 'Click "Choose File(s)", check the acknowledgement and click "Upload".' There is a 'Choose File(s)' button, a checked checkbox with the text '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

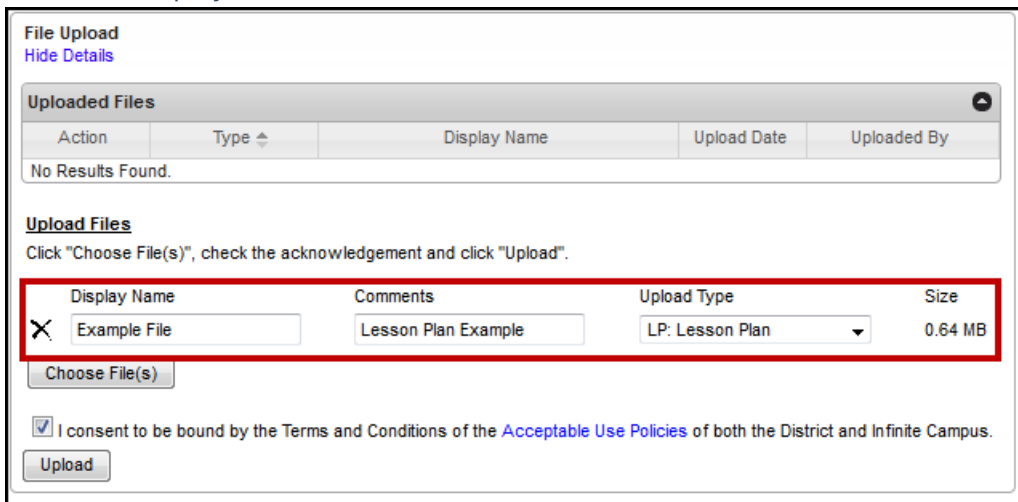
The **Choose File to Upload** window displays.



- 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	Example File	01/30/2014	Smith, Karen

Step 3-Enter Final Comments

You can enter comments on the evaluation before sending it back to your supervisor. Your supervisor will be able to review your comments before completing the evaluation process.

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

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
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.

Step 4-Submit Your Evaluation for Feedback or Acknowledge Final Approval

After you have reviewed your evaluation, you can return your evaluation to your supervisor for further review or complete the evaluation process by acknowledging the evaluation and sending it back to your supervisor.

To...	Click..
acknowledge final approval of your evaluation and complete the evaluation process	the Save and Acknowledge button.
submit your evaluation for further review	the Return for Feedback button. The status of your evaluation will change to Returned . If you choose this option, you will repeat steps 1-4.

