Acknowledgement Only (Complete My Evaluation)

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

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*

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 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.

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 |

Assignment: Elementary School Teacher

D3: Classroom Instruction
Hide Details

I3B - Uses instructional strategies to engage students in learning
I3B Evaluator Rating

E: Effective　　　　　　　　　　　　▾

↪ 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

E: Effective　　　　　　　　　　　　▾

Show Details

D3 Evaluator Reflection

Creates a positive learning environment. Is enthusiastic.

File Upload
Show Details

Overall Rating

E: Effective　　　　　　　　　　　　▾

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.
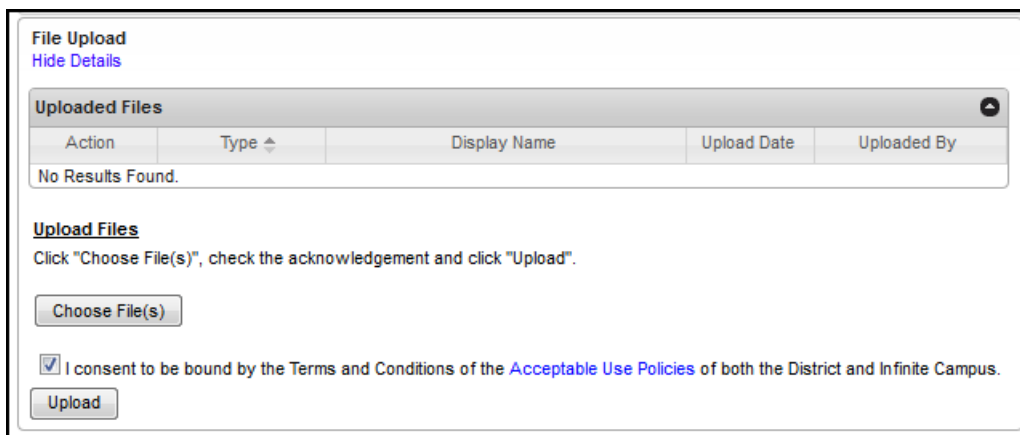>
> Video files cannot be uploaded.

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.

   File Upload
   Hide Details

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

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

   [Choose File(s)]

   ☑ I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus.

   [Upload]

2. Click the **Choose File(s)** button.
   Result
   The **Choose File to Upload** window displays.
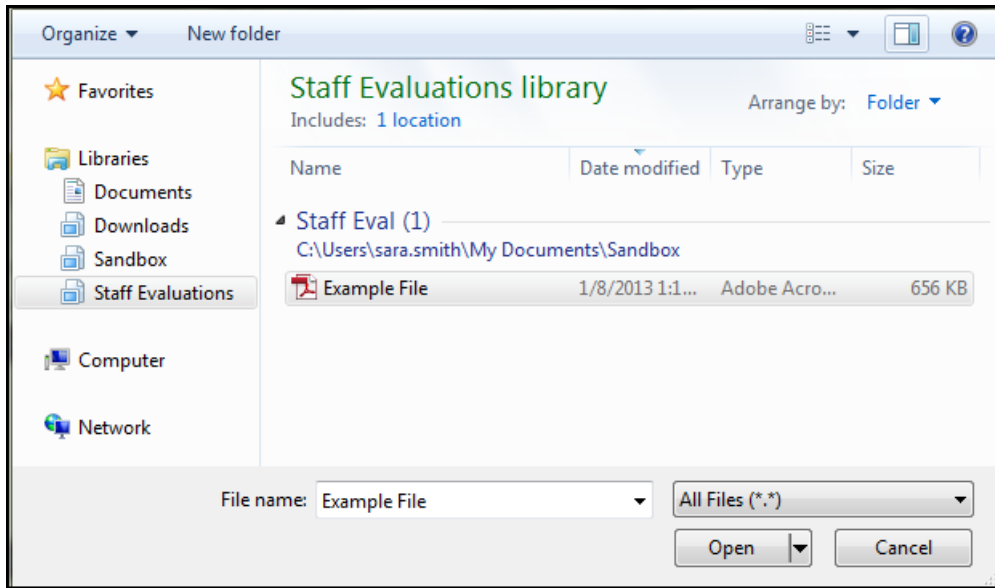
3. Navigate to the file you want to upload, select the file, and click **Open**.
   Result
   The editor displays.

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-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.

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.