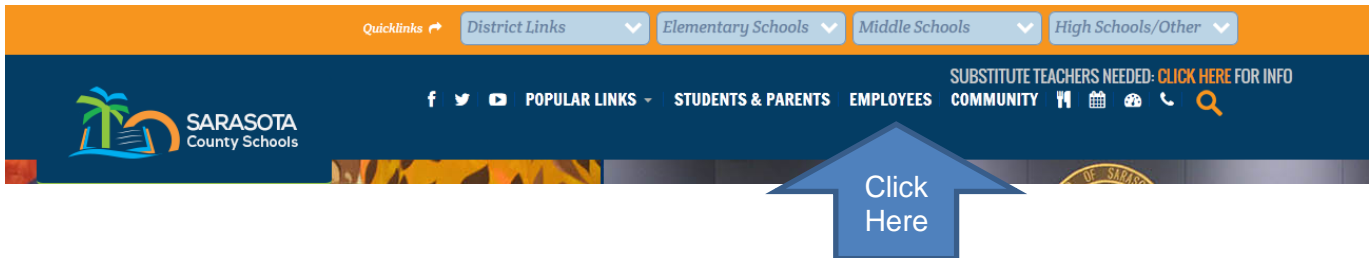



MY Reports - Evaluations

1. Access the Sarasota County Schools website; URL is <http://sarasotacountyschools.net/>
2. Click 'Employees' found at the top of the screen.

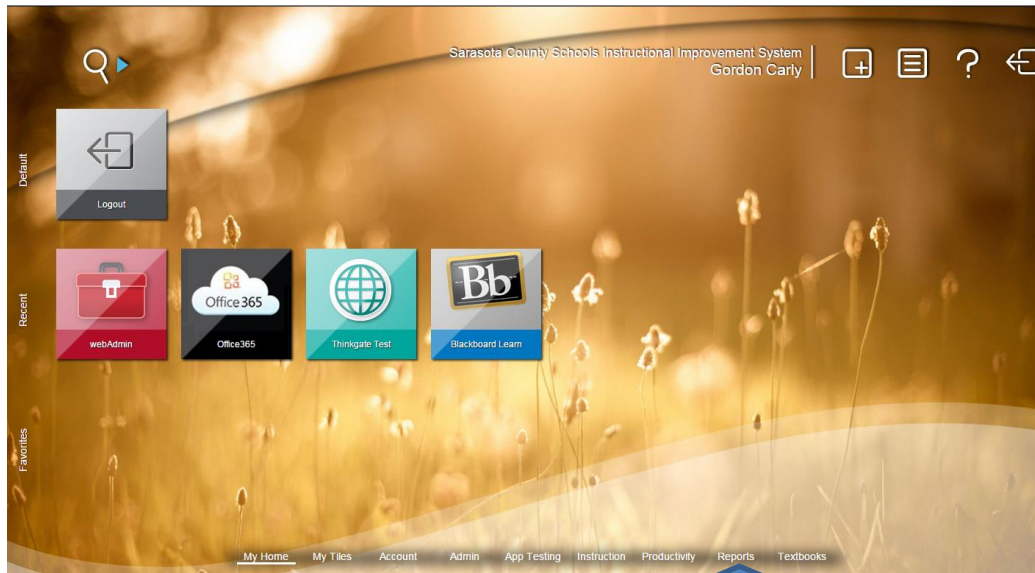


3. Navigate to the first section 'Popular Items' and click the My SCS icon 
4. The following login screen will appear, login using the below credentials
 - a. Username: *your A number*
 - b. Password: *use the password you use to login to your computer*

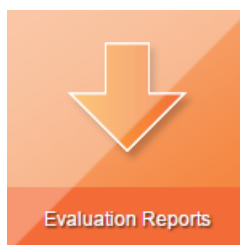


5. Click on the 'Reports' category (your screen – background, number of tiles, categories.... may look slightly different than the image below)

MY Reports - Evaluations



6. Next, click on the 'Evaluation Reports' tile (your screen – background, number of tiles, categories.... may look slightly different than the image below)



7. This screen will display all available Evaluation Reports. Depending on your access level, you may have more or less reports available to you.

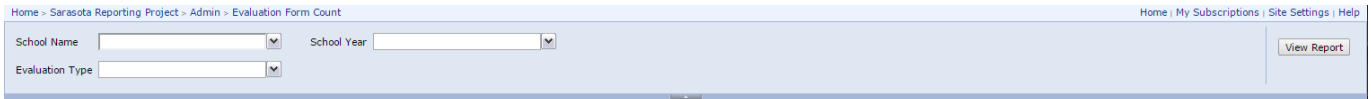


NOTE: There may be a delay as you select the variables on the report due to network connectivity.

MY Reports - Evaluations

- a. **Evaluation Form Count** – This report will give you a count, by teacher, of all their evaluation forms by school year.

i. When you first click on the tile, the following screen will appear.



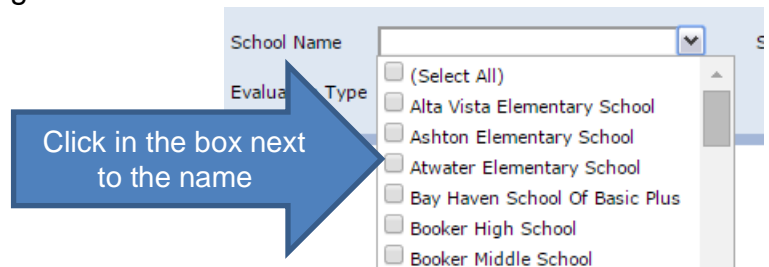
Home > Sarasota Reporting Project > Admin > Evaluation Form Count Home | My Subscriptions | Site Settings | Help

School Name School Year

Evaluation Type

[View Report](#)

- ii. Depending on your security level of access, you may see one or many names listed in the 'School Name' variable. First, select a school or schools by clicking the box next to the school name.



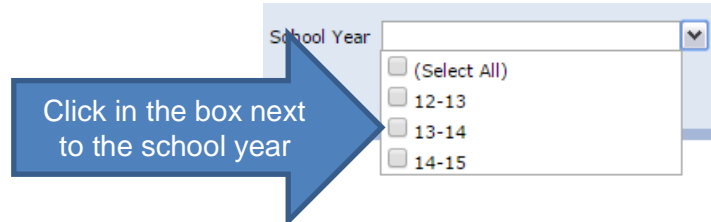
School Name

Evaluation Type

Click in the box next to the name

- (Select All)
- Alta Vista Elementary School
- Ashton Elementary School
- Atwater Elementary School
- Bay Haven School Of Basic Plus
- Booker High School
- Booker Middle School

- iii. Next, select a school year or years.

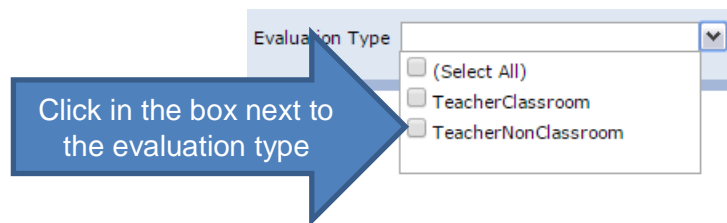


School Year

Click in the box next to the school year

- (Select All)
- 12-13
- 13-14
- 14-15

- iv. Next, select an evaluation type or types.

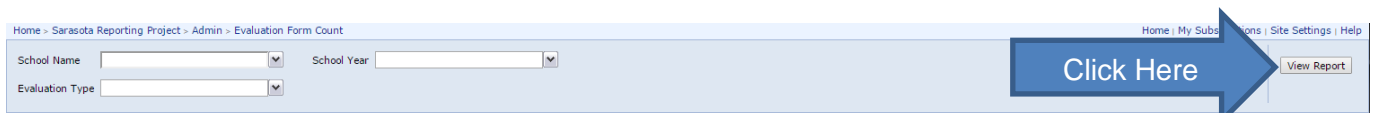


Evaluation Type

Click in the box next to the evaluation type

- (Select All)
- TeacherClassroom
- TeacherNonClassroom

- v. Finally, click 'View Report'



Home > Sarasota Reporting Project > Admin > Evaluation Form Count Home | My Subscriptions | Site Settings | Help

School Name School Year

Evaluation Type

[View Report](#)

Click Here

MY Reports - Evaluations

- vi. The Evaluation Form Count will first appear collapsed. Click the '+' next to the school name to open the report.



Offices of:
Research Assessment & Evaluation
Professional Development & Teacher Evaluation

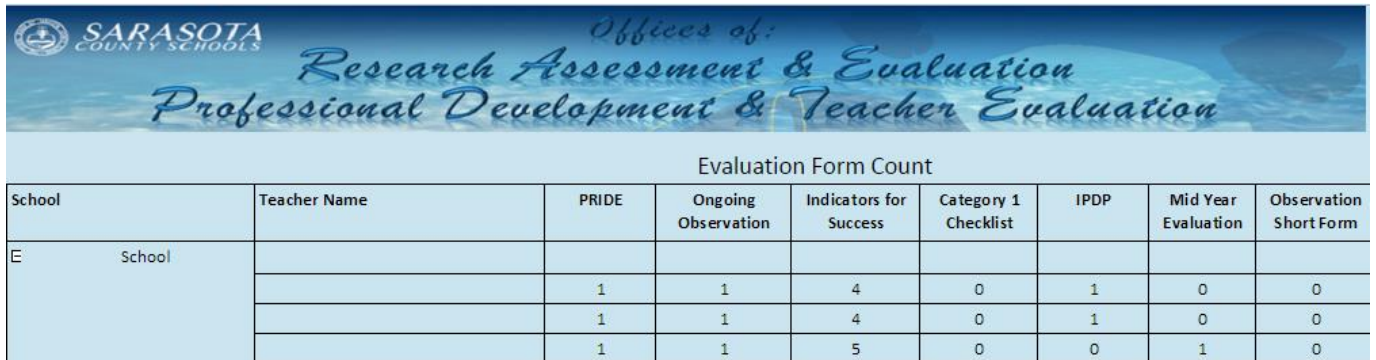
Evaluation Form Count

School	Teacher Name	PRIDE	Ongoing Observation	Indicators for Success	Category 1 Checklist	IPDP	Mid Year Evaluation	Observation Short Form
+ School								

9/7/2015

Click Here

- vii. By clicking the '+' button you are expanding the data for the selected school.



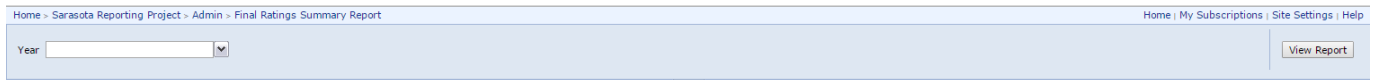
Offices of:
Research Assessment & Evaluation
Professional Development & Teacher Evaluation

Evaluation Form Count

School	Teacher Name	PRIDE	Ongoing Observation	Indicators for Success	Category 1 Checklist	IPDP	Mid Year Evaluation	Observation Short Form
+ School		1	1	4	0	1	0	0
		1	1	4	0	1	0	0
		1	1	5	0	0	1	0

- b. **Final Rating Summary** – This report will give you a count and percent by school and district of each final rating (HE, E, NI, U) by school year.

- i. When you first click on the tile, the following screen will appear.



Home > Sarasota Reporting Project > Admin > Final Ratings Summary Report

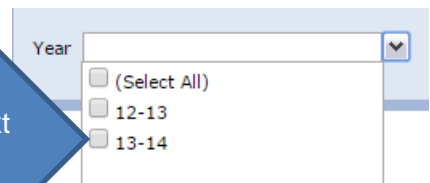
Home | My Subscriptions | Site Settings | Help

Year

View Report

- ii. First, select a school year or years.

Click in the box next to the school year

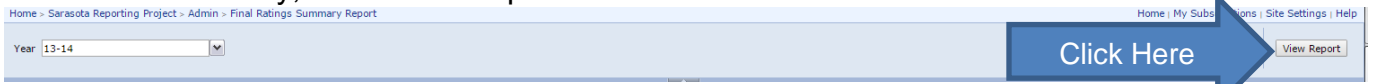


Year

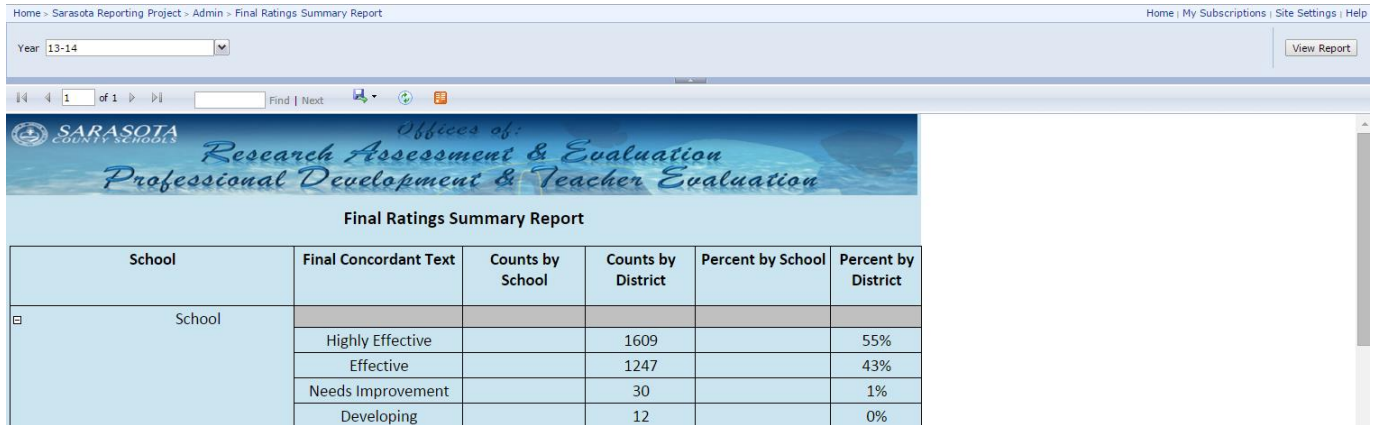
- (Select All)
- 12-13
- 13-14

MY Reports - Evaluations

iii. Finally, click 'View Report'



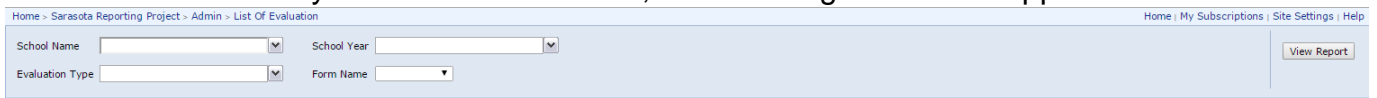
iv. Depending on your security level of access, you may see one or many schools. The Final Ratings Summary Report will first appear collapsed. Click the '+' next to the school name to open the report. By clicking the '+' button you are expanding the data for the selected school.



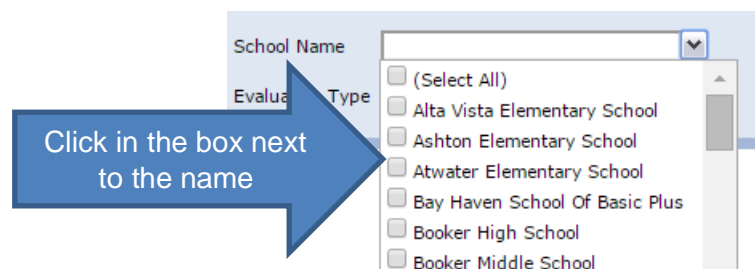
School	Final Concordant Text	Counts by School	Counts by District	Percent by School	Percent by District
+	School				
	Highly Effective		1609		55%
	Effective		1247		43%
	Needs Improvement		30		1%
	Developing		12		0%

c. **List of Evaluations** – This report will give you a count and percent by school and district of each final rating (HE, E, NI, U) by school year.

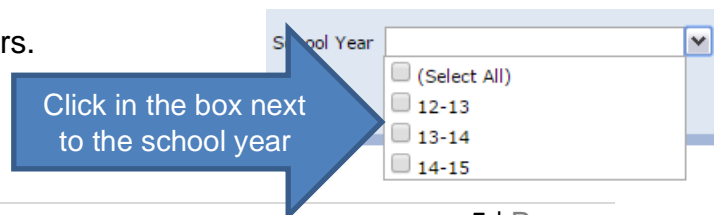
i. When you first click on the tile, the following screen will appear.



i. Depending on your security level of access, you may see one or many names listed in the 'School Name' variable. First, select a school or schools by clicking the box next to the school name.

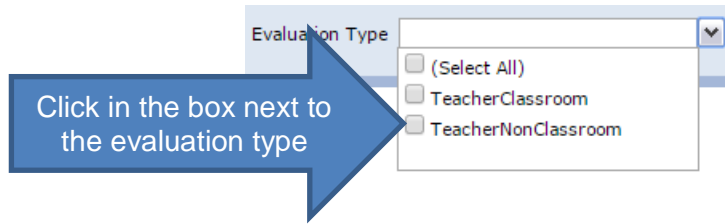


ii. Next, select a school year or years.

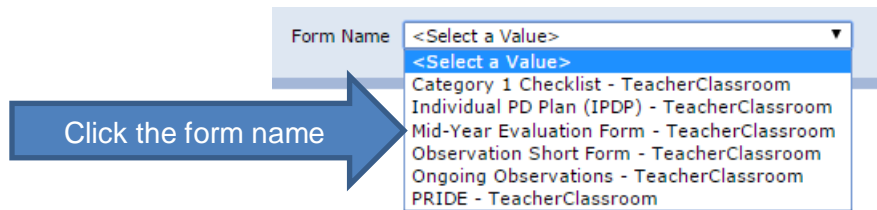


MY Reports - Evaluations

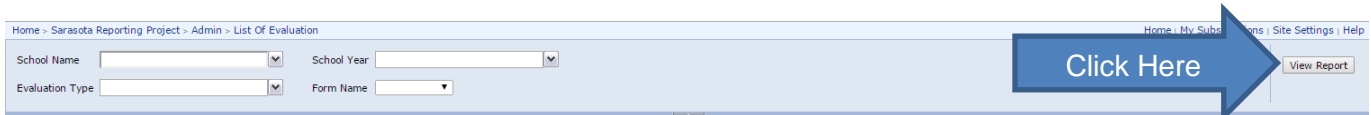
iii. Next, select an evaluation type or types.



iv. Next, select a form name.



v. Finally, click 'View Report'



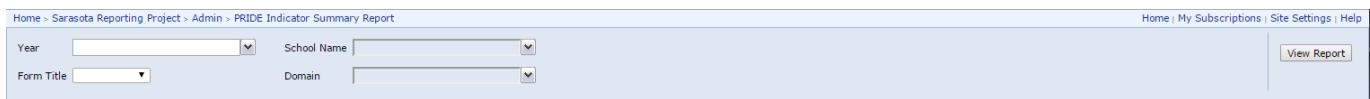
vi. Depending which form name you selected, you will see a summary report of signatures, dates, and scores.

vii. Remember, to click the '+' next to the school name to open the report. By clicking the '+' button you are expanding the data for the selected school.

d. **Need Improvement Report** – Only a select few administrators have access to this report. This report will not be defined in these instructions.

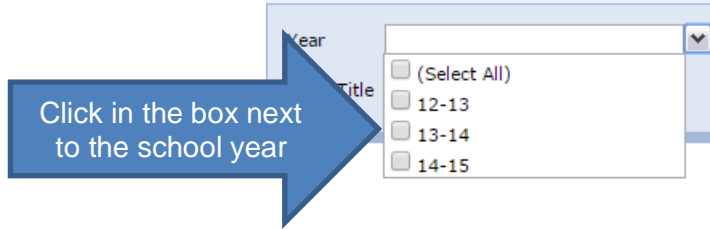
e. **PRIDE Indicator Report** – This report shows both percent and count of teachers by competency within a domain.

i. When you first click on the tile, the following screen will appear.

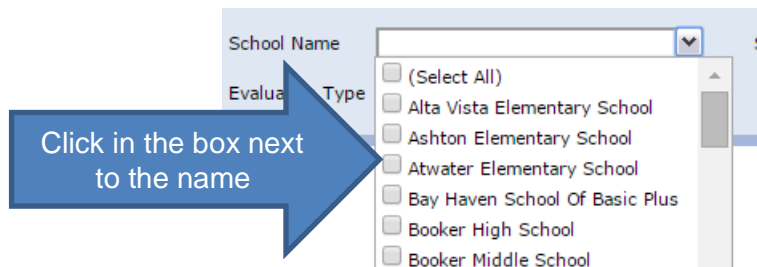


MY Reports - Evaluations

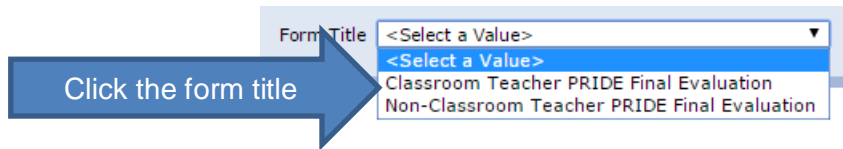
ii. First, select a school year or years.



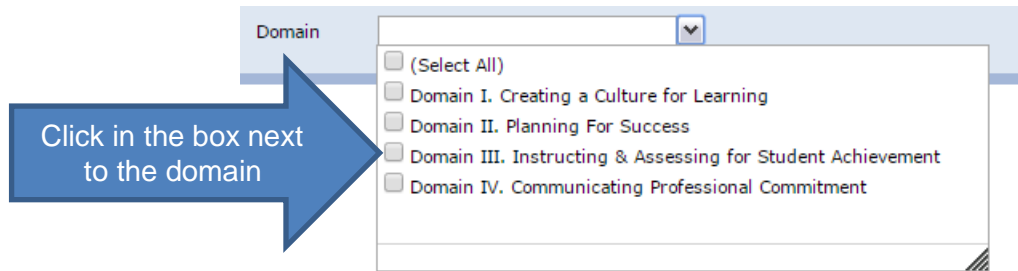
iii. Depending on your security level of access, you may see one or many names listed in the 'School Name' variable. Select a school or schools by clicking the box next to the school name.



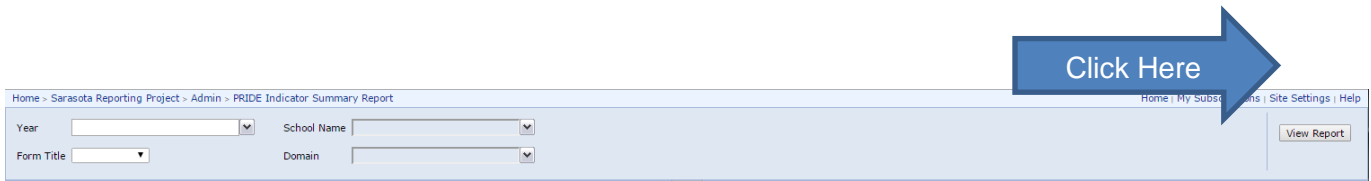
iv. Next, select form title.



v. Next, select the domain or domains



vi. Finally, click 'View Report'



MY Reports - Evaluations

- vii. The PRIDE Indicator Report will appear. The percent of each competency will be displayed. By hovering over the column, the count will become visible.

