

## Illinois State Lab School Teacher Steps for Tenured Teachers

Create Password to Login to Teacher Dashboard – Go to [www.evalwise.org](http://www.evalwise.org) and select Teacher login (See Figure 1)

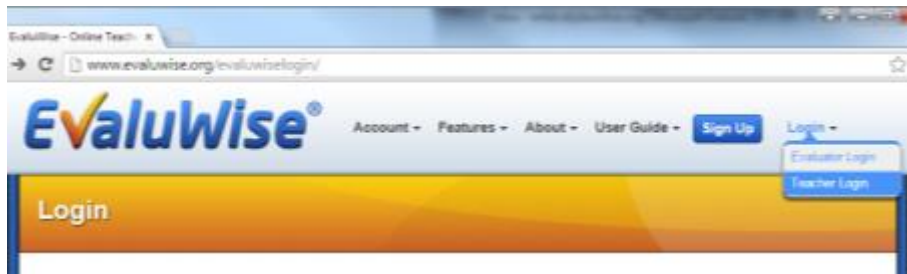


Figure 1

If the teacher does not currently have a login click on Create Password at the bottom of the Teacher Login screen. (see Figure 6)

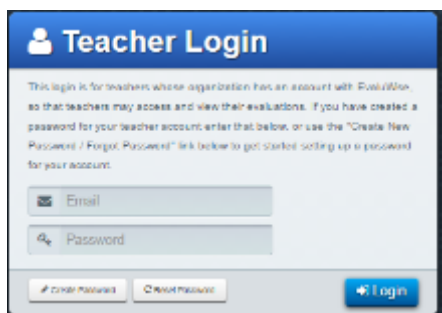


Figure 2

It will ask for the email address and then an email will be sent to that address to set up a password for the teacher login. (See Figure 7)

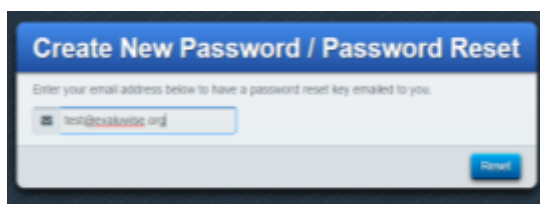


Figure 3

Once you have received your password you are now able to login to the teacher dashboard through [www.evalwise.org](http://www.evalwise.org) – select teacher login and access all of you evaluations past and present as well as complete forms and view or download artifacts.

Once you have logged into the Teacher Dashboard – Click on the forms tab – This is where you will access the Planning Document and Progress Report (See Figure 8)

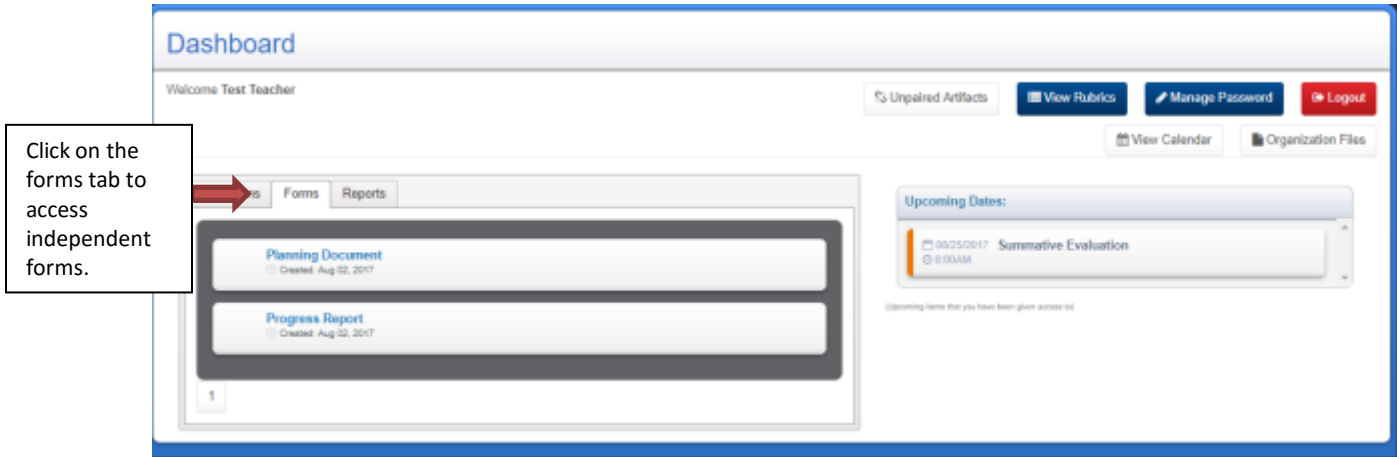


Figure 4

**Planning Document** – Click on the Planning Document to Complete this form – Click save to make it a working document – click Save and Complete to complete the form and give your evaluator access to view. (See Figure 9)

Figure 5

**Progress Report** – Click on the Progress Report to Complete this form – Click save to make it a working document – click “Save and Complete” to complete the form and give your evaluator access to view. (See Figure 10)

Figure 6

**Summative Evaluation:**

Click on the Evaluations Tab on the Teacher Dashboard to Access the Summative Evaluation (See Figure 11)

Figure 7

Once the Evaluator has given you access to the summative you will have the following options to view. (See Figure 12)

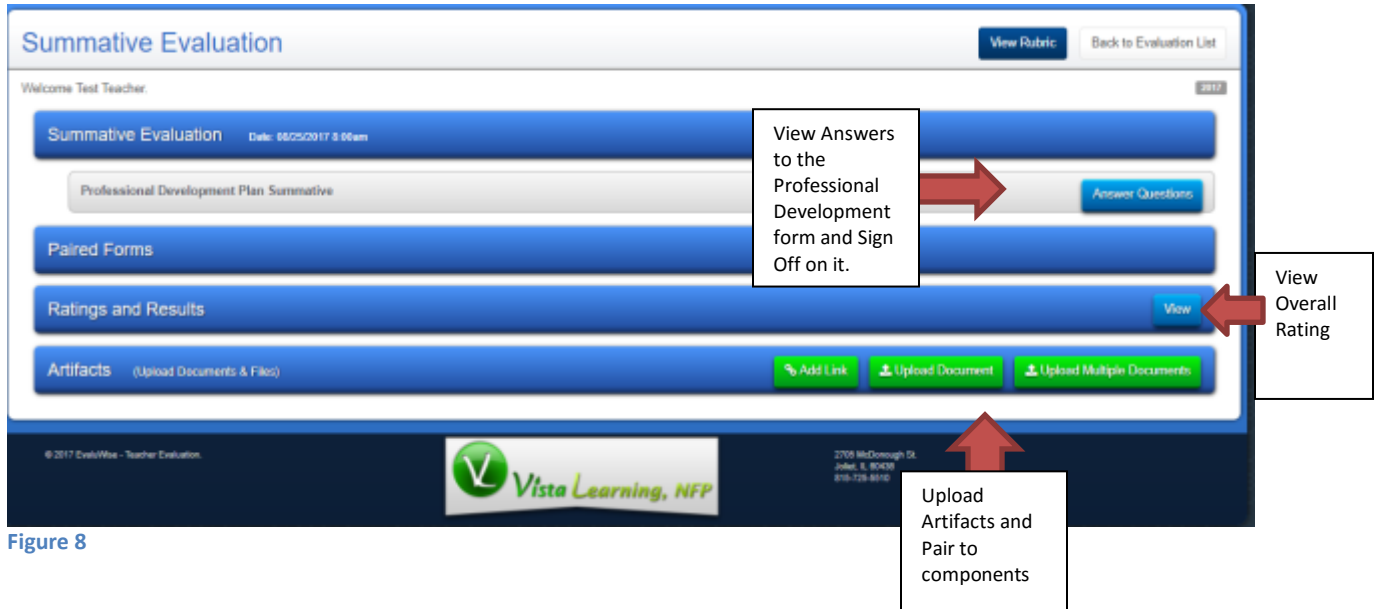


Figure 8

**Upload Artifacts:**

Click “Add link” or click “Upload Document” – Click Select File from your computer enter any notes and then check off if you want the artifact paired to components and click “Submit”. (See Figure 13)

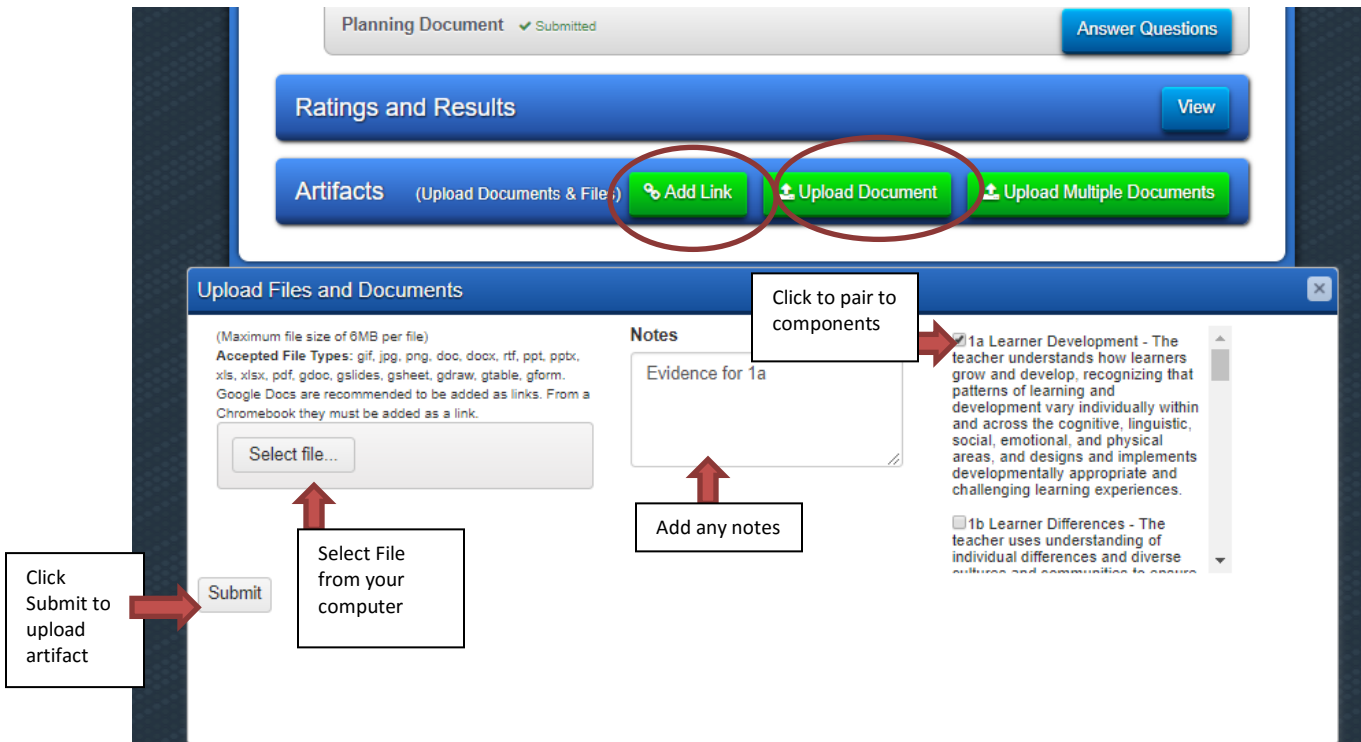


Figure 9