*Logged in as school ad*

[http://testing.acuere-wa.org/SchoolResourcesSetup.aspx](http://testing.acuere-wa.org/SchoolResourcesSetup.aspx?Data=a4TdxSW8UB%2fd4hl1daSl0Z1%2bSof1fwZo%2fbFsK0o3zSL0%2bu%2bxEtstqMw%7c%7ca)

**School Resources Setup**

You may upload documents or link to web resources for your staff to use. Click on Add New Resource and follow the prompts to add resources.

You may also edit the resource or delete it from this page.

<http://testing.acuere-wa.org/EditResource.aspx>

**Edit Resource**

To add a resource:

* Provide a title for the document or website
* Provide a brief description of the resource
* Choose whether you are uploading a file or linking to a website by clicking the appropriate radio button
* If you are uploading a file, click on the “Select” button to browse to the file, then click the Submit button
* If you are linking to a website, enter the full URL (including the http://), then click Submit.

*Logged in as district da*

<http://testing.acuere-wa.org/PlanCalibrations.aspx>

To create a new practice session, click on the “New Live Practice Session” button or “New Video Library Practice Session” button.

<http://testing.acuere-wa.org/NewEvalSession_AnchorLive.aspx>

To create a live practice session, choose a teacher from the drop-down list, then give the observation a title. Click on Create Session to create a new session and access the configuration options.

<http://testing.acuere-wa.org/EvalSessionEvaluator_MainLiveAnchor.aspx>

**Practice Setup – Main**

The links on the left allow you to configure the live practice session. You can schedule the observation, add participants, choose focus criteria, add questions and notes, and add questions for reflection.

**District Resources**

<http://testing.acuere-wa.org/DistrictResourcesSetup.aspx>

Click the “Add New Resource” button to add resources (files or websites) that will be available to all staff members within the district.

<http://testing.acuere-wa.org/EditResource.aspx>

To add a resource:

* Provide a title for the document or website
* Provide a brief description of the resource
* Choose whether you are uploading a file or linking to a website by clicking the appropriate radio button
* If you are uploading a file, click on the “Select” button to browse to the file, then click the Submit button
* If you are linking to a website, enter the full URL (including the http://), then click Submit.

**Principal Teacher Assignment**

<http://testing.acuere-wa.org/PrincipalTeacherAssignment.aspx>

Use the grid below to assign the principal that will be performing the summative scoring for each teacher. To enable the schools to assign principals to teachers, click the check box.

**Summary**

<http://testing.acuere-wa.org/DistrictAdminSummary.aspx>

Good as is. ☺

**Reports**

Click on the icons below to access reports.

*Logged in as Principal*

<http://testing.acuere-wa.org/PrincipalLanding.aspx>

**Under Begin Self-Evaluation**

This section is for preparing for observations where you are the one being observed.

**Under Teacher Evaluations**

This section is for preparing for teacher evaluations.

<http://testing.acuere-wa.org/PrincipalEvaluateeLanding.aspx>

Under “Plan an Observation”

Follow this link to plan for your observation.

Under “Take a Self Assessment”

Follow this link to perform a self-assessment.

<http://testing.acuere-wa.org/EvaluateeSessions.aspx>?

Ok as is. ☺

<http://testing.acuere-wa.org/SelfAssessments.aspx>

Click the “New Self Assessment” button to begin your self-assessment. You will be asked to give the assessment a title, then click Create Session. Once the session is created, click the “Assess” link to complete the assessment. If you would like to have this self-assessment included in your evaluation, check the “Include in Evaluation?” box. To delete the assessment, click on the Delete link.

Artifacts

<http://testing.acuere-wa.org/Artifacts.aspx>

(Leave the text that is there and add…)

Click on the “Add New Artifact” button to start, then follow the prompts to upload a document or link to a website.

Reflections

<http://testing.acuere-wa.org/Reflections.aspx>

OK as is. ☺

**Evaluation Summary**

Click on the triangles to hide/show the details.

Evaluate Teachers option

<http://testing.acuere-wa.org/PrincipalEvaluatorLanding.aspx>

Under “Plan an Observation”

Follow this link to prepare for a teacher observation.

Under “Review Teachers”

Follow this link to enter a summary score for the teachers you are evaluating.

Pre-Conference

<http://testing.acuere-wa.org/NewEvalSession_Standard.aspx>

New Observation Session

Choose the teacher that you will be observing from the drop-down list. Assign a title to the observation, then click the Create Session button. Under Optional, you can schedule an observation, select focus criteria, add questions to be answered by the teacher, write notes and pose questions for reflections.

**Observe**

<http://testing.acuere-wa.org/StartObservation.aspx>

This form allows you to start an observation session. You may either choose a scheduled observation from the list below or use the “Quick Start Observation” button to start an impromptu observation session.

<http://testing.acuere-wa.org/StateEval/Observe.aspx>

Use the space below to record notes during the observation. Then highlight sections of text and assign a criterion number. The excerpts will appear within the Manage Excerpts tab.

(at the top of the page…carries through to all of the pages in this tab)

Use the gold Summary bar to assign a final score to a teacher.

**Manage Excerpts**

<http://testing.acuere-wa.org/StateEval/Observe.aspx?Data=aLAX0I%2fPsKh%2f2DUzxr3gxkTzcAG108UOdLRKsO4PGox6aP6vE9NsToZRBk0Qk1%2f5wF1aeDhgQmXVUmMwrv2Wt4qv68YZwA9iHDWLN3RtJlFWUr2%2fIjoLbpg||a>

Use the Current View drop-down menu to filter the results shown on this page. Use this page to view excerpts grouped by criteria.

**State Rubrics**

This screen presents the state rubrics. Click on the triangle on the right hand side of the page to show or hide the full rubrics.

http://testing.acuere-wa.org/StateEval/StatusSummary.aspx

**Summary**

To submit final scores for the teachers in your school, check the box for the appropriate score then click the checkbox in front of the teacher’s name then click Submit Selected Teachers. Scores cannot be changed once they are submitted.