



# Educator Evaluation System

## *User Guide*

*Office of District & Leadership Support*



**West Virginia Board of Education  
2025-2026**

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# Introduction

West Virginia public school teachers, counselors, principals, assistant principals, and superintendents are required to complete an annual evaluation process as defined in West Virginia Board of Education Policy 5310 (*Performance Evaluation of School Personnel*). The West Virginia Department of Education (WVDE) has developed a new user interface for the Educator Evaluation System to improve user experience and enable all users to complete the steps outlined in policy with less effort and greater clarity.

In addition, the new user interface ensures data integrity by preventing educators from entering data that does not align with WVBE Policy 5310. Finally, the system will enable WVDE and district staff to support school personnel in completing each step.

This guide outlines the steps and processes in using the Educator Evaluation Platform to complete the required evaluation components.

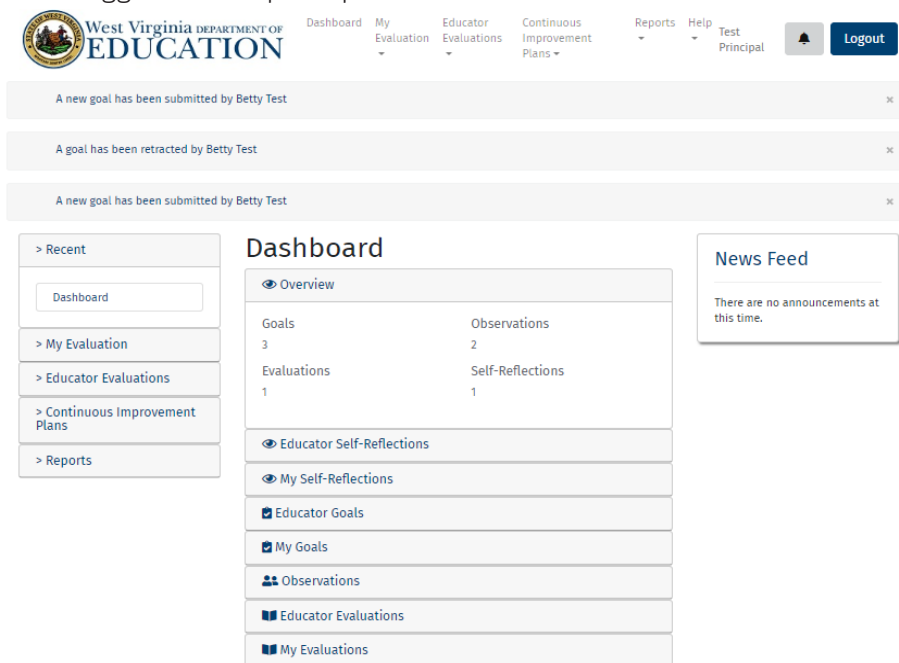
## General Overview

### System Access:

- » To access the System, open a browser. We recommend using up-to-date versions of Microsoft Edge, Google Chrome, or Mozilla Firefox.
- » The web address is <https://wveis.k12.wv.us/eval>
- » Use the same Webtop login information as Office 365 while logging into the system.
- » Upon login, the first screen is the Dashboard.

### Dashboard Navigation:

- » From this central location, access necessary elements for the evaluation process and review relevant information from the current year about each evaluation component. A screenshot of a Dashboard while logged in as a principal is located below.



- » At the top of the Dashboard, the three most recent notifications that have not been marked as read in the notification center will appear upon login. Clicking on a notification will allow the user to manage or delete notifications.
- » To the left, the Recent tab allows the user to easily access the the last five tabs visited.
- » The central panel of the Dashboard contains sections for each evaluation component. Each section expands to show general information about the component, along with a button to go to the main page for the component. The information displayed in the tab will be comprised of details for the current year. **Note: Only one tab can be expanded at a time.**
- » Announcements will appear on the right side of the screen to bring awareness of any additional information about the system, such as updates, or upcoming due dates. Click on these reports to see them in further detail.
- » On the left side panel and at the top navigation panel, a Reports tab and Help tab are available. Users can view an Activity Summary, print Final Evaluations from various years, or locate helpful resources.

### Button Legend:

The new evaluation platform will use pictures to designate actions used in multiple places throughout the entire system.



### Support:



If school or district staff experience any issues or need assistance using the application, WVDE offers a tiered support structure to emphasize local responsibility and problem-solving to ensure timely issue resolution. First-level data collectors, including school staff or district staff responsible for any part of a data collection (including employee evaluation), should address all questions, issues, or concerns about WOW applications with the local WVEIS County Contact. If the WVEIS County Contact cannot answer the question or solve the problem, a WVDE representative in the Office of District & Leadership Support can be contacted at 304-558-3199.

[WVEIS](#) | [Support](#) | [WVDE](#)

# Evaluation Components

## Educator Assignment: (applicable for administrators and superintendents)

- » Use the Educator Assignment tab on the side panel or the top navigation panel under the Educator Evaluations dropdown to determine and make appropriate evaluator assignments.
- » Below is an example of the Educator Assignment screen.

The screenshot shows the 'Educator Assignment' interface. On the left is a sidebar with navigation options: Recent, My Evaluation, Educator Evaluations (selected), Continuous Improvement Plans, and Reports. Under 'Educator Evaluations', there are sub-options: Educator Assignment, Self-Reflections, Goals, Observations, Evidence, and Evaluations. The top navigation bar includes: Dashboard, My Evaluation, Educator Evaluations (selected), Continuous Improvement Plans, Reports, Help, Test Principal, and Logout. The main content area is titled 'Educator Assignment' and features a search field for 'Educator Name'. Below the search field are three dropdown menus for 'Role', 'Progression', and 'Assignment Status'. There are two buttons: 'Filter' (green) and 'Clear' (yellow). A table displays the following data:

|                          | Name         | Role      | Progression | Assigned To  |
|--------------------------|--------------|-----------|-------------|--------------|
| <input type="checkbox"/> | Test, Betty  | Counselor | Counselor   | Test, Minnie |
| <input type="checkbox"/> | Test, Daisy  | Teacher   |             | Test, Minnie |
| <input type="checkbox"/> | Test, Donald | Teacher   | Initial     | Test, Minnie |
| <input type="checkbox"/> | Test, Fred   | Teacher   | Advanced    | Test, Minnie |
| <input type="checkbox"/> | Test, Mickey | Teacher   | Advanced    | Test, Minnie |
| <input type="checkbox"/> | Test, Yogi   | Counselor | Counselor   | Test, Minnie |

At the bottom of the table are two buttons: 'Assign to Evaluator' and 'Assign to Progression'.

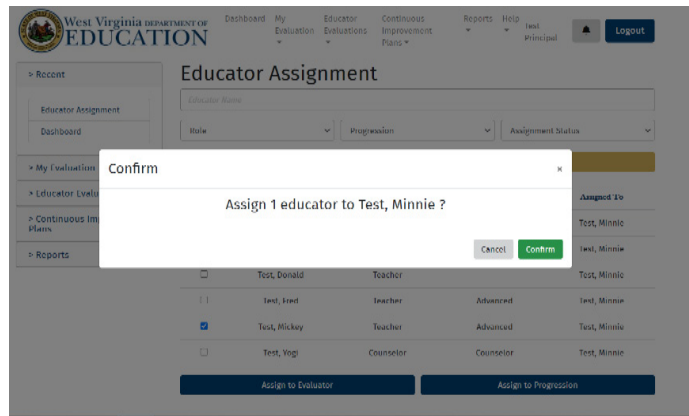
- » Upon entering Educator Assignment, a list of all users within a building or district for the evaluation process is visible.
- » A toolbar gives access to filter and sort Educator Assignment. Clicking on each field's title allows the user to sort by the information listed in the fields below. For example, to sort alphabetically by progression and roles, click on Progression. Type in the text fields above the tiles to filter the data to a single field. Only educators named Betty will be visible when "Betty" is typed in the text field above Educator Name.

This screenshot shows the same 'Educator Assignment' interface, but with the search field containing the text 'Betty'. The table now only displays one row of data:

|                          | Name        | Role      | Progression | Assigned To  |
|--------------------------|-------------|-----------|-------------|--------------|
| <input type="checkbox"/> | Test, Betty | Counselor | Counselor   | Test, Minnie |

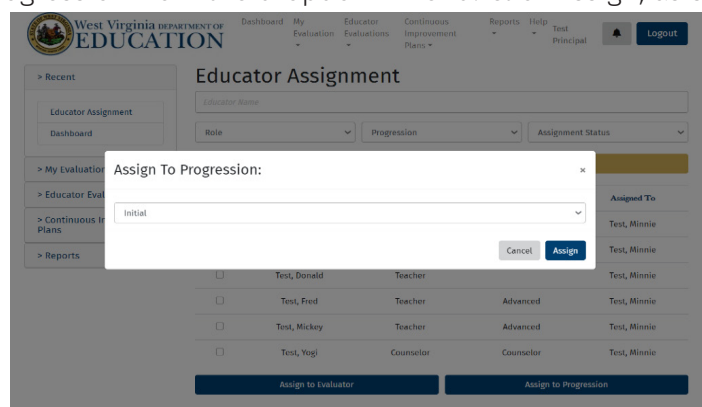
The rest of the interface, including the navigation and toolbar, remains the same.

- » To assign users, select all the users to assign to a specific evaluator by clicking the checkbox next to the desired names. Next, click the Assign to Evaluator button and choose the evaluator. Finally, click Assign to complete the process. **To reassign a user, repeat the Assign feature.**
- » Once the evaluator chooses Assign, the system will ask the evaluator to Confirm as shown.

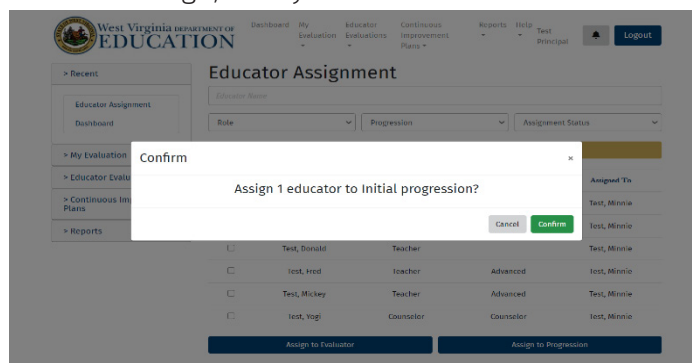


### Designating Progressions: (applicable for administrators)

- » After being assigned to an evaluator, teachers are assigned a progression in order to complete the Self-Reflection requirement.
- » From the Educator Assignment screen, click the checkbox beside the teacher's name and choose the appropriate progression from the dropdown menu. Click Assign, as shown below.



- » Once the evaluator chooses Assign, the system will ask the evaluator to Confirm as shown.



## Completing Self-Reflections: (applicable for teachers, counselors, and administrators)

- » Self-Reflections can be completed from within the center tab of the Dashboard that states My Self-Reflections or from the My Evaluation tab. Click on the Self-Reflections subtab on either the side panel or top navigation panel under the My Evaluation dropdown.
- » Below is an example of a Self-Reflections screen. Click on the Create Self Reflection tab and reflect on each element included in each standard. It is recommended to click Save after reflecting on each element. Save and Exit when the Self-Reflection is complete. **Note: A Self-Reflection cannot be viewed by evaluators until the educator shares the Self-Reflection with the evaluator using the Share button.**

The screenshot shows the 'My Self-Reflections' interface. At the top, there is a navigation bar with the West Virginia Department of Education logo and various menu items: Dashboard, My Evaluation, Educator Evaluations, Continuous Improvement Plans, Reports, Help, and Test Principal. A 'Logout' button is also present. On the left, a sidebar menu includes 'Recent', 'Self Reflections', 'Dashboard', 'My Evaluation', 'Educator Evaluations', 'Continuous Improvement Plans', and 'Reports'. The main content area is titled 'My Self-Reflections' and features a date range selector (2019-2020, 2018-2019, Prior), a 'Filter:' field, and a date input field showing '07/01/2019 - 05/29/2020'. A 'Status' dropdown is also visible. A green 'Create Self-Reflection' button is located at the bottom right of the main content area.

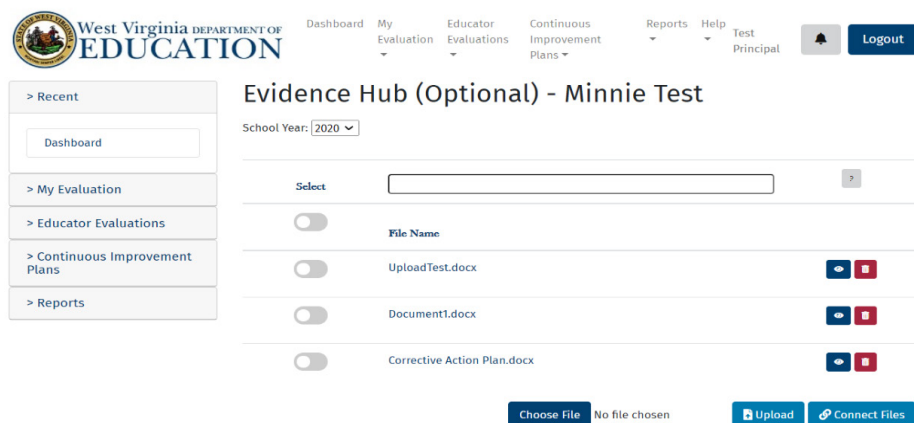
- » Access the rubric by clicking on the plus sign beside Level Descriptors to expand it. Read each descriptor before choosing a rating.

The screenshot shows the 'Create Self-Reflection' interface. At the top, there is a navigation bar with the West Virginia Department of Education logo and various menu items: Dashboard, My Evaluation, Educator Evaluations, Continuous Improvement Plans, Reports, Help, and Test Principal. A 'Logout' button is also present. On the left, a sidebar menu includes 'Recent', 'Self Reflections', 'Dashboard', 'My Evaluation', 'Educator Evaluations', 'Continuous Improvement Plans', and 'Reports'. The main content area is titled 'Create Self-Reflection' and features a list of standards (Standard 1 through Standard 9). Below the standards, there is a section for 'Standard 1: Interpersonal and Collaborative Skills' with a 'Please rate each element:' label and 'Element 1.1: The school leader demonstrates effective and professional interpersonal and collaborative skills.' A rating scale is provided with four options: Distinguished, Accomplished, Emerging, and Unsatisfactory. Below the rating scale is a text area for notes with the placeholder 'Enter your notes here...'. A 'Level Descriptors' button is located at the bottom left of the main content area. At the bottom right, there are three buttons: 'Save', 'Save & Exit', and 'Exit'.

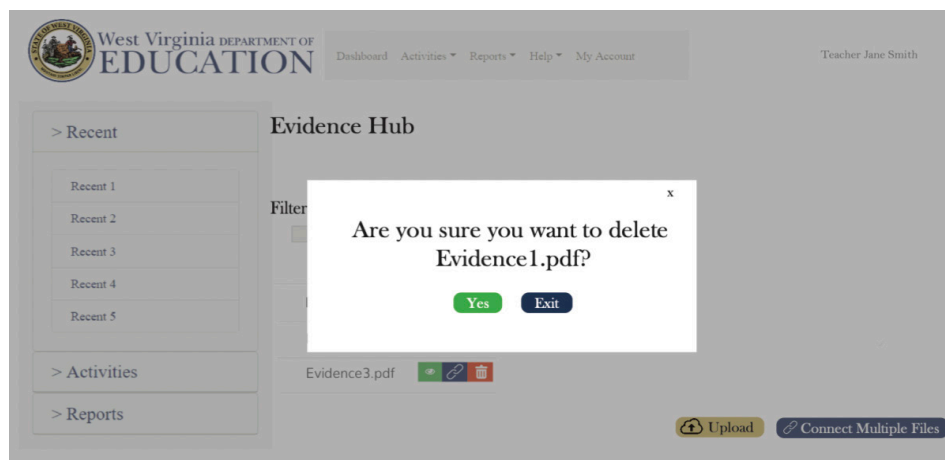
## Attaching Evidence:

- » Attaching evidence is OPTIONAL for teachers. In order to support a Distinguished rating, evidence must be noted by either the educator or the evaluator.
- » Administrators and central office supervisors can collect evidence throughout the year by documenting a time, date, and description of the evidence and utilizing it to complete Summative Evaluations.
- » To attach evidence, navigate to the Evidence Hub (by clicking on the Evidence tab in either the side panel or top navigation panel under the My Educator dropdown), the individual Self-Reflection, or the Summative Evaluation component. Use the Attach Evidence button to attach file types.

- » Administrators have two Evidence Hubs. One is used to store evidence for personal evaluation components (My Evidence Hub), and one is used to store evidence for assigned educators in the Summative Evaluation Component (Educator Evidence Hub).
- » An example of My Evidence Hub is below. From this screen, choose a file and upload it for evidence. Click the button beside one file or multiple files to connect to the appropriate evaluation component(s).



- » Evidence can be deleted from the system by clicking on the Delete button beside the file. This removes all connections made between the evidence listing and evaluation components as shown below.



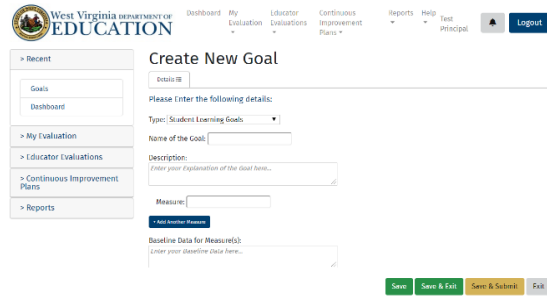
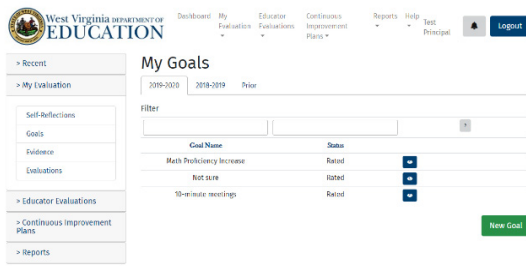
### Reviewing Self-Reflections: (applicable for evaluators)

- » Once Self-Reflections are completed by educators, they can be reviewed from the Self-Reflections subtab under the My Evaluation tab on the Dashboard in either the side panel or the top navigation panel under the Evaluations dropdown. Evaluators can view, suggest edits, or add talking points to the educator's Self-Reflection by clicking on the appropriate buttons in the Self-Reflection section. **Note: Only Self-Reflections that have been shared by the educator using the Share button may be viewed by the evaluator. If an educator believes they have completed their Self-Reflection, but the evaluator cannot view it, please remind them to utilize the Share button.**

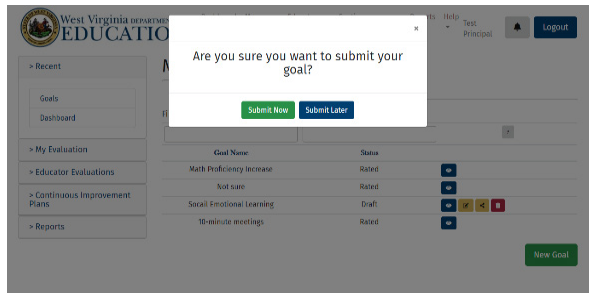
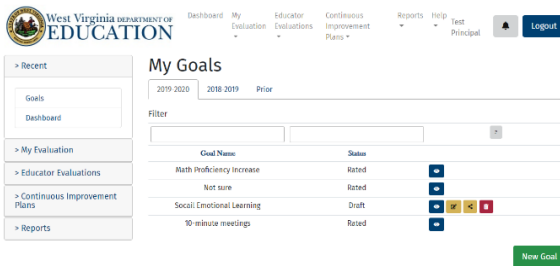
The toolbar below allows Self-Reflections to be filtered and sorted. By clicking on each field’s title, the information can be sorted. For example, educators can be sorted alphabetically by Progression/Role by clicking on Progression. By typing in the text fields above the titles, data can be filtered to a single field. For example, filter for educators named Jacob by typing “Jacob” in the text field above Educator Name.

### Goal-Setting: (applicable for teachers, counselors, and administrators)

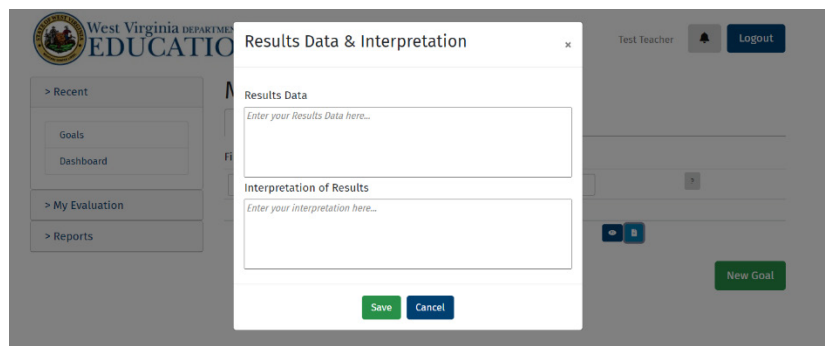
- » Goals can be created within the center tab of the Dashboard under the My Goals tab or from the Goals subtab under the My Evaluation tab on either the side panel or the top navigation panel.
- » Below is a screenshot of the Goals screen. To begin creating a Goal, click on New Goal. Enter the name of the Goal, the description, measures, and baseline data for measures. Choose the option to either Save, Save & Exit, Save & Submit, or Exit.



- » If a user chooses to Save & Exit a Goal before submitting, the new Goal will appear on the Goals screen with buttons that allow the user to View, Edit, Submit, or Delete the Goal. If the user chooses to submit the Goal, a screen will appear asking if the user wishes to submit the Goal now or later. All previous Goals can be viewed from this screen.



- » Once submitted, the Goal can be retracted for editing purposes until it is approved. After editing is complete, the Goal can be re-submitted for approval.
- » Once the Goal is submitted, approved, and implementation of the Goal is complete, Results Data and Interpretation of Results are entered so the evaluator can review the information as shown below.



### Reviewing Goals: (applicable for principals and superintendents)

- » As educators complete the goal-setting process, Goals are either approved or returned to the educator for revision along with a comment on changes needed.
- » Goals can be reviewed in the center tab on the Dashboard that states Educator Goals or from the Goals subtab on either the side panel or top navigation panel under the Educator Evaluations dropdown.
- » Below is an example of the Educator Goals screen. The evaluator can view, approve, or suggest edits to the submitted Goal.

- » In the screen above, one educator has completed and submitted a Goal. If an educator is not present in the list, they have not completed Goal(s) and shared it with the evaluator. From the above screenshot, the Goal has been approved. Goals are designated as Submitted, Approved, Results Reported, or Rated.
- » The toolbar below allows the evaluator to filter and sort Goals. Click on each field’s title to sort by the information listed below. (Ex. By clicking on “Progression”, sort alphabetically by progression and roles.) Type in the text fields above the titles to filter the data to a single field. (Ex. By typing “Jacob” in the text field above Educator Name, only goals completed by educators named Jacob will be visible.)

**Rating Goals: (applicable for administrators and superintendents)**

- » Once results have been reported by an educator, the evaluator rates the Goal when completing the Summative Evaluation, as shown below. **Note: Multiple measures of evidence of student learning can be considered when rating Goals.**

### Entering Observations: (applicable for administrators)

- » Observations can be submitted from the center tab of the Dashboard that states Observations or from the Observations tab on either the side panel or the top navigation panel under the Educator Evaluation dropdown.
- » Below is an example of the Observations screen.

- » From the Observations screen, view all the users that have recorded Observations. Once an Observation is entered, it remains in Draft mode until the evaluator shares it with the educator.
- » While in Draft or Shared mode, the evaluator can view the Observation, edit it, set a conference date, add notes, or share it with the educator.
- » Use the toolbar below to filter and sort Observations. By clicking on each field's title, information can be sorted. (Ex. Click on a status to sort alphabetically by statuses.) By selecting from the fields above the titles, filter the data to a single field. (Ex. Select Draft in the dropdown above Status to see Observations in Draft Status.)

### Completing Summative Evaluations: (applicable for evaluators)

- » Summative Evaluations can be completed for educators from the Evaluations subtab on either the side panel or the top navigation panel under the Educator Evaluations dropdown.
- » Below is an example of the Educator Evaluations screen.

- » In the screenshot above, all educators who have been evaluated are visible. Most evaluations are in Draft mode. In Draft mode, evaluators can edit evaluations and add talking points.
- » Once an evaluation has been completed as shown above, the evaluator has the option to view the evaluation, edit it, finalize it, and add talking points.
- » Evaluators rate each element in each standard and provide evidence/feedback of each rating in the boxes under each element. Additional files can be attached as evidence.
- » Once an evaluation is finalized, the evaluator has the option of viewing the evaluation, adding additional evidence, adding talking points, or adding an additional evaluation (Ex: a Continuous Improvement Plan requires an additional evaluation within one year.)
- » The toolbar below allows a user to filter and sort Educator Evaluations by fields and components. By clicking on each field’s title, the information listed in the fields below can be sorted. (Ex. By clicking on Progressions, the user can sort alphabetically by progression and roles.) By typing in the text fields above the titles, filter the data to a single field. (Ex. By typing “Jacob” in the text field above Educator Name, only evaluations for educators named Jacob will be visible.)

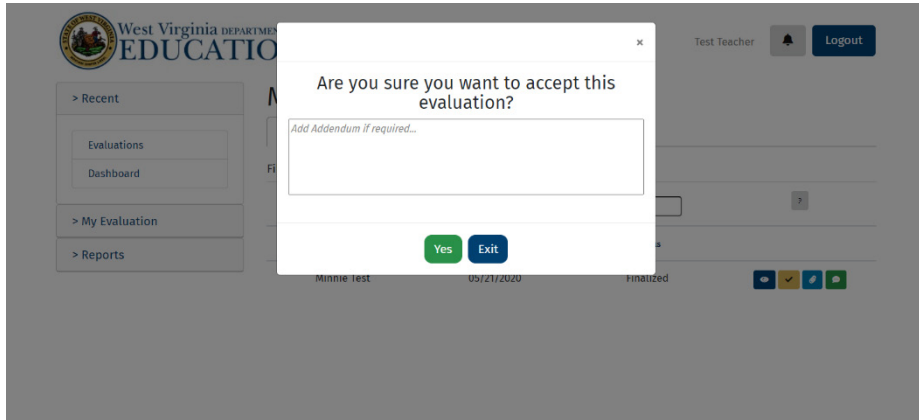


### Reviewing Summative Evaluation(s): (applicable for teachers, counselors, and administrators)

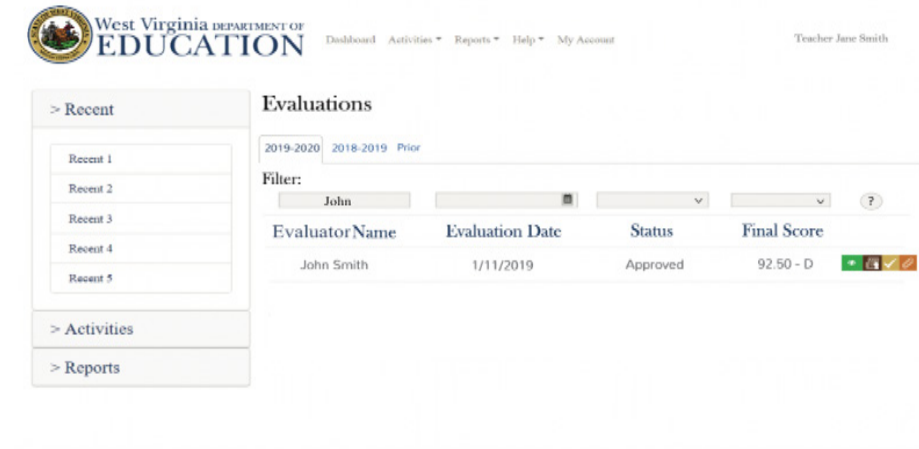
- » Summative Evaluations can be reviewed from the Evaluations subtab on either the side panel or the top navigation panel under the My Evaluation dropdown.
- » Below is an example of the My Evaluations screen.



- » In the screenshot above, the educator has the option to view the evaluation, accept it, add evidence, or add talking points.
- » Once the evaluation is finalized by the evaluator, the educator accepts it indicating a conference was held between the educator and evaluator.
- » Educators can add an addendum to the evaluation if the educator does not agree with the evaluation received from the evaluator.



- » The toolbar below allows filtering and sorting of Evaluations. By clicking on each field's title, sort by the information listed in the fields below. (Ex. By clicking on Status, sort alphabetically by Status.) By typing in the text fields above the titles, filter the data to a single field. (Ex. By typing "John" in the text field above Evaluator Name, only Evaluations completed for educators named John will appear.)





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