

Teacher Performance Appraisals

Principal Guide



The Summative Report

Key Messages: from the *Teacher Performance Appraisal: Technical Requirements Manual: Queen's Printer for Ontario, 2010*

Section 10.2.5 The Summative Report

The Summative Report Forms for New and for Experienced Teachers are ministry-approved forms that must be used to document each teacher's appraisal.

The completed Summative Report Form for New Teachers must include:

- a record of meeting and classroom observation dates;
- the principal's appraisal of the teacher's performance, including comments on each of the eight competencies for new teachers
- the principal's indication of the induction elements in which the new teacher has participated;
- the principal's overall rating of the teacher's performance;
- growth strategies if the teacher's performance is rated as *Satisfactory*.

The completed Summative Report Form for Experienced Teachers must include:

- a record of meeting and classroom observation dates;
- a record of the competencies that the principal and teacher have discussed as those that were the focus of the classroom observation;
- the principal's comments regarding the competencies identified in discussions with the teacher as most relevant to the teacher's performance appraisal (the principal may also comment on other competencies that he or she assessed as part of the appraisal);
- the principal's overall rating of the teacher's performance;
- recommended professional growth goals and strategies for the teacher to take into consideration in developing his or her ALP if the teacher's performance is rated as *Satisfactory*.

In the case of both new and experienced teachers, the principal must collect evidence to support his or her appraisal of the teacher's performance. This evidence must be either described in the summative report or attached as supporting documentation.

The principal must sign the Summative Report Form and give the teacher a copy

within 20 school days of the classroom observation. The teacher must sign the copy to acknowledge receipt and can add comments if he or she wishes. **(now possible with the electronic signature authorization within the mVal program)**

The principal must send a signed copy to the board through the appropriate supervisory officer. **(now possible with the electronic signature authorization within the mVal program)**

At the request of either party, the principal and teacher must meet to discuss the performance appraisal after the teacher receives a copy of the summative report.

Important Messages About Electronic Signatures/Authorizing Summative Reports

Once you authorized the Summative Report you are no longer able to make any changes to the document. Be certain you are 'done' (all dates, overall rating, comments) before you click your authorization.

1. The same restrictions hold true for teachers. Teachers are able to add comments prior to authorizing the Summative Report, however, once they authorize they are no longer able to add any comments to the document. The authorization locks the document.
2. When teachers authorize their Summative Report they are acknowledging that they have received your Summative Report and now have access to it in order to print it, and save it for their purposes.
3. There is no need for you to print and photocopy for the teacher or the Superintendent, or the HR department. If you still like a paper copy, you can print but all other parties have access to the Summative Report, through mVal.
4. Teachers will not see The Summative Report until you authorize it. When they are able to access it, they will have read-only access, except for one teacher comment box at the bottom of the document. Teachers will not be able to make any changes to the document and can only comment in the teacher comment section.
5. You are able to read: **Teacher's Comments on the Appraisal**. You have read-only access to the teachers section. Comments in this section are optional and can be read by teacher, administrators, Superintendents and HR Staff. Comments in this section are permanent once the teacher authorizes the document.

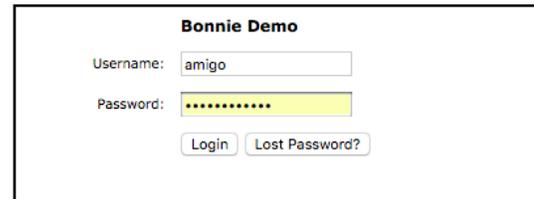
6. Every TPA finishes by doing two things:

Getting Into mVal for the First Time

1. Navigate to the Login page for your district.

2. Enter your **Username** and **Password**

BONNIE HOMEWOOD DEMO DATABASE



The screenshot shows a login form titled "Bonnie Demo". It contains two input fields: "Username:" with the text "amigo" and "Password:" with a masked password of ten asterisks. Below the fields are two buttons: "Login" and "Lost Password?".

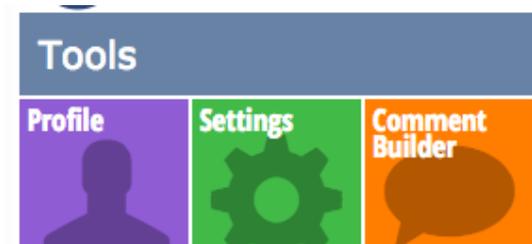


3. Click on the mVal icon.

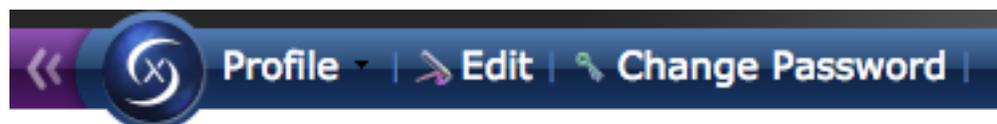
Changing your Password in mVal

1. When first logging in you will notice a group of icons titled **Tools**

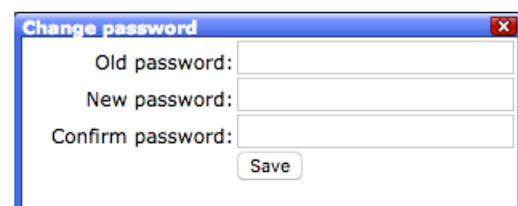
2. Select Profile



3. At the top you will see and select Change Password



4. Enter the **Old Password** , create and confirm your own **New Password**

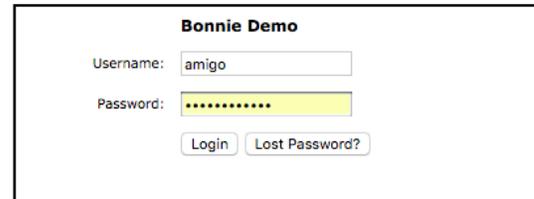


The screenshot shows a "Change password" dialog box with three input fields: "Old password:", "New password:", and "Confirm password:". A "Save" button is located at the bottom right of the dialog.

Accessing your Summative Report

1. Navigate to the Login page for your district.
2. Enter your **Username** and **Password**

BONNIE HOMEWOOD DEMO DATABASE



Bonnie Demo

Username:

Password:



3. Click on the mVal icon.

4. On the Appraise/Report screen, select Appraisals.



New Completion Procedures for TPA Summative Reports

1. Save often. You may wish to share draft copies with the teacher, and have conversations prior to finalizing/locking
2. When you are ready to sign, go to the Authorization section and click in the **Principal's Name** box.
3. NEW: If you have not provided an Overall Rating or have missed some of your observation or meeting dates you will be prompted.
4. Your teacher should now be informed that you have completed the TPA Summative Report and they are now required to authorize. Teachers have been provided with their own materials to access mVal and complete this process. IF you have authorized they will be able to view the Summative Report.

AFTER YOU AUTHORIZE FIRST, THE NEW FEATURE MENTIONED BELOW BECOMES ACTIVE.

5. NEW: To make access for your teachers easier, you may wish to have teachers complete the process with you in attendance. Teachers can use your computer to authorize the Summative Report rather than accessing mVal on their own. Working with the teacher to complete the process would insure the procedures are complete. TEACHERS WOULD NEED TO HAVE BEEN INTO mVal AT LEAST ONCE PRIOR TO WORKING WITH YOU IN ORDER TO HAVE RETRIEVED THEIR PASSWORDS. You do not have any teacher passwords. Teachers have been given instructions on how to receive their passwords.
6. NEW: In the top tool bar there is an icon, **Switch User**. With the Summative Report open on your computer you can select **Switch User** and the teacher can enter their USERNAME and then PASSWORD. This will allow them to authorize the Summative Form without having to enter on another computer.
7. Teachers are able to add comments only in the section: **Teacher's Comments on the Appraisal**. All other sections are read-only. Teachers will authorize by checking the box beside their name.

8. WHEN YOU AND THE TEACHER HAVE COMPLETED AUTHORIZATION, return to the Appraisal Status screen and click, **Approved and Completed by Principal** in order to have the Summative Report transfer to the Superintendent for their approval. It will not be coded complete without this step!!!!

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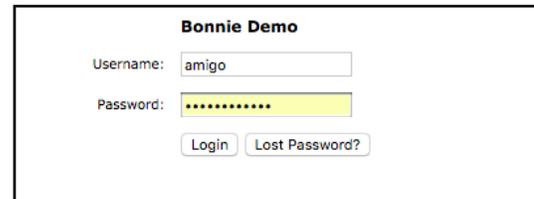
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Accessing mVal and Working with Appraisals

1. Navigate to the Login page for your district.

2. Enter your **Username** and **Password**

BONNIE HOMEWOOD DEMO DATABASE

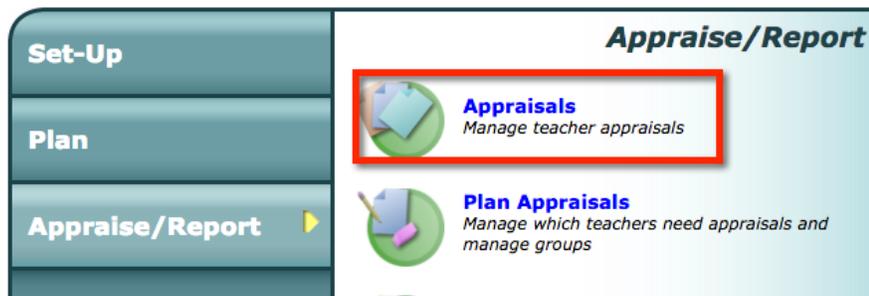


The screenshot shows a login form titled "Bonnie Demo". It contains two input fields: "Username:" with the text "amigo" entered, and "Password:" with a masked password of ten asterisks. Below the fields are two buttons: "Login" and "Lost Password?".

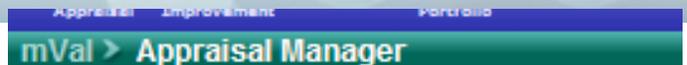


3. Click on the mVal icon

4. On the Appraise/Report screen, select Appraisals



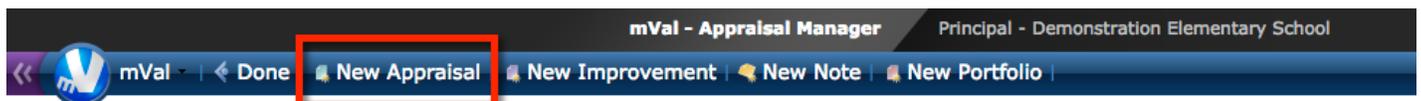
5. You should be on your school screen. Select your school if not shown and view all teachers.



6. From the list of teachers, highlight the Occasional Teacher you wish to evaluate.

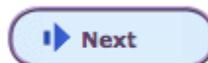
Select School		
Sample School		
Select Group		
View All Teachers		
Select Teacher		
Name	Next AP	# AP

7. Once the teachers name is selected, click New Appraisal in the top menu.



8. You will see the teacher's name in the top section. The Principal's name has to appear on the document, and you will see it here as well. If you are the vice principal and conducting the evaluation, there will be many areas on the evaluation form where you can insert your name, if it does not appear, in order to give ownership to your work.

Teacher Name	Ms. Laura Dern
Assignment/Title	Grade 1 to Grades 8 History
Appraisal Name	Appraisal 31
Copy Appraisal	<New Appraisal>
Principal First Name	Jane
Principal Last Name	Footman
Select Set	Ontario Experienced Teacher TPA 2007
Select Checklist	<none>
Notify by email	<input type="checkbox"/> Yes I want to notify the teacher by email



9. Pay attention to the appraisal set that is selected (Experienced Teacher vs. NTIP) as you will not be able to change this once you have started the appraisal. Click Next to begin.

Teacher Name	Ms. Laura Dern
Assignment/Title	Grade 1 to Grades 8 History
Appraisal Name	Appraisal 31
Copy Appraisal	<New Appraisal>
Principal First Name	Jane
Principal Last Name	Footman
Select Set	Ontario Experienced Teacher TPA 2007
Select Checklist	<none>
Notify by email	<input type="checkbox"/> Yes I want to notify the teacher by email



 Next

10. **IMPORTANT:** This is where you lock the form so the teacher cannot read it until you allow it. In the section titled 'PRI STATUS' (Principal Status) the template defaults to 'Edit Mode', you must change it to LOCK TEACHER, (if you wish) in order for your work to remain private. You will return here when done to allow viewing.

Teacher Name	Ms. Laura Dern	School Name	Demonstration Elementary School
Principal First Name	Jane	Principal Last Name	Footman
Appraisal Name	Appraisal 31	Set Name	Ontario Experienced Teacher TPA 2007
Appraisal created by	Helen Amigos	Date created	Fri Oct 28 2016, 10:57 AM
Appraisal Status	<input type="checkbox"/> Approved by Administrator <input type="checkbox"/> Approved and completed by Principal		
Classroom Observation		Date	Teacher Permission
Classroom Observation		<No dates set>	Lock teacher from viewing classroom observation
Form Name		Date	Adm. Status
Pre-Observation (Ontario)		<No dates set>	Not Approved
Summative Report (Ontario)		<No dates set>	Not Approved
			<input type="checkbox"/> Lock teacher <input type="checkbox"/> Edit Mode

Experienced Teacher TPA - Pre-Observation

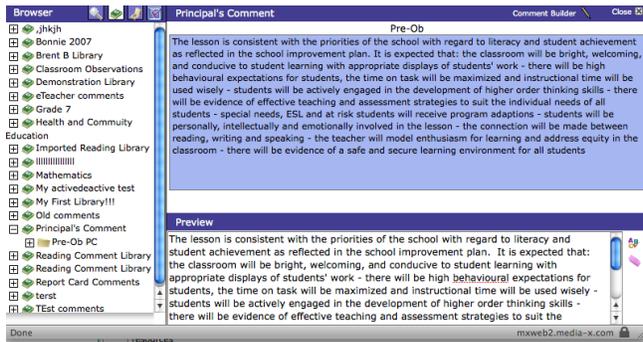
Use the icons at the top of your screen to save the form, perform a spell check, open your comment library or view other sections of your TPA such as the overall observation ratings, evidence logs or self-assessment.

The print icon opens a new window containing the Pre-Observation report for printing.

mVal - Pre-Observation Form for Experience Teachers		Principal - Demonstration Elementary School	
Teacher's Name	Laura Dern	Name of School	Demonstration Elementary School
Principal's Name	Jane Footman	Name of Board	Demonstration District
Date	Fri Oct 28 2016 12:00 AM	Form Status	
PLEASE SELECT THE COMPETENCIES THAT WILL BE FOCUSED ON WITHIN EACH DOMAIN.			
Domain: Commitment to Pupils and Pupil Learning			
<input checked="" type="checkbox"/>	Teachers demonstrate commitment to the well-being and development of all pupils		
<input type="checkbox"/>	Teachers are dedicated in their efforts to teach and support pupil learning and achievement		
<input checked="" type="checkbox"/>	Teachers treat all pupils equitably and with respect		
<input type="checkbox"/>	Teachers provide an environment for learning that encourages pupils to be problem solvers, decision-makers, life-long learners and contributing members of a changing society		
Domain: Professional Knowledge			
<input type="checkbox"/>	Teachers know their subject matter, the Ontario curriculum and education-related legislation		
<input checked="" type="checkbox"/>	Teachers know a variety of effective teaching and assessment practices		
<input type="checkbox"/>	Teachers know a variety of effective classroom management strategies		
<input type="checkbox"/>	Teachers know how pupils learn and factors that influence pupil learning and achievement		
Domain: Professional Practice			
<input checked="" type="checkbox"/>	Teachers use their professional knowledge and understanding of pupils, curriculum, legislation, teaching practices and classroom management strategies to promote the learning and achievement of their pupils		
<input type="checkbox"/>	Teachers communicate effectively with pupils, parents and colleagues		
<input type="checkbox"/>	Teachers conduct ongoing assessment of their pupils' progress, evaluate their achievement and report results to pupils and parents regularly		
<input type="checkbox"/>	Teachers adapt and refine their teaching practices through continuous learning and reflection, using a variety of sources and resources		
<input type="checkbox"/>	Teachers use appropriate technology in their teaching practices and related professional responsibilities		
Domain: Leadership in Learning Communities			
<input checked="" type="checkbox"/>	Teachers collaborate with other teachers and school colleagues to create and sustain learning communities in their classrooms and in their schools		
<input type="checkbox"/>	Teachers work with professionals, parents and members of the community to enhance pupil learning, pupil achievement and school programs		
Domain: Ongoing Professional Learning			
<input checked="" type="checkbox"/>	Teachers engage in ongoing professional learning and apply it to improve their teaching practices		
Principal's Comments			
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>			

Use the checkboxes to indicate the focus of this Experienced Teacher Observation. These will be available in your summative report section for you to complete the TPA summative report.

Enter any comments in the box provided.



When the comment library is open click on the Insert Comment next to any text box to insert the text in the preview window into it.

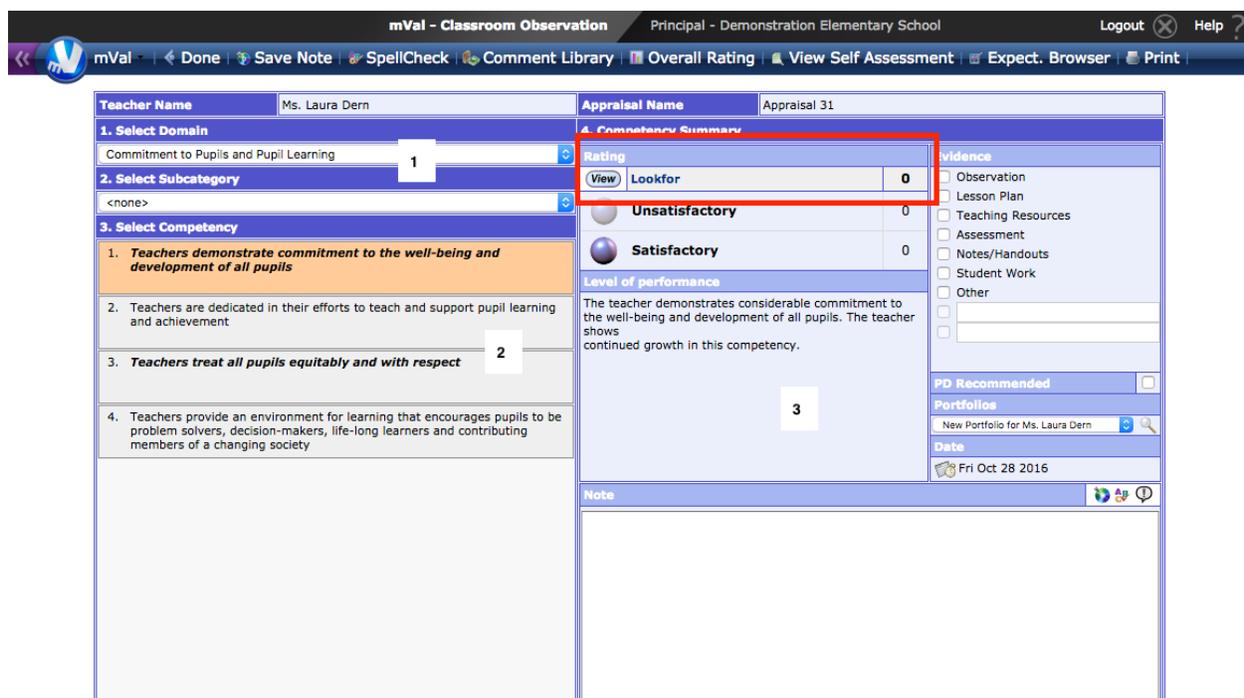
Classroom Observation

Rating the competencies in the Classroom Observation can be done in 3 steps

1. Choose your domain from the drop-down box
2. Click to select the competency desired
3. Click on the desired rating

You also have access to evidence selection, a note field and access to portfolios if any have been created. Click on the Lookfor link to open the lookfor rating section.

When using the Classroom observation with the Experienced Teacher process you will notice that the standards you flagged in the Pre-Observation report are **highlighted** as a reminder for you.



The screenshot shows the mVal Classroom Observation interface. The top navigation bar includes 'mVal - Classroom Observation', 'Principal - Demonstration Elementary School', 'Logout', and 'Help'. Below the navigation bar, there are several utility icons: 'Done', 'Save Note', 'SpellCheck', 'Comment Library', 'Overall Rating', 'View Self Assessment', 'Expect. Browser', and 'Print'.

The main interface is divided into several sections:

- Teacher Name:** Ms. Laura Dern
- Appraisal Name:** Appraisal 31
- 1. Select Domain:** A dropdown menu showing 'Commitment to Pupils and Pupil Learning' with a '1' next to it.
- 2. Select Subcategory:** A dropdown menu showing '<none>' with a '2' next to it.
- 3. Select Competency:** A list of competencies:
 1. **Teachers demonstrate commitment to the well-being and development of all pupils** (highlighted in orange)
 2. Teachers are dedicated in their efforts to teach and support pupil learning and achievement
 3. **Teachers treat all pupils equitably and with respect** (highlighted in orange)
 4. Teachers provide an environment for learning that encourages pupils to be problem solvers, decision-makers, life-long learners and contributing members of a changing society
- 4. Competency Summary:** A table showing the rating for the selected competency:

Rating	Count
View Lookfor	0
Unsatisfactory	0
Satisfactory	0
- Level of performance:** A text box containing the text: 'The teacher demonstrates considerable commitment to the well-being and development of all pupils. The teacher shows continued growth in this competency.' with a '3' next to it.
- Evidence:** A list of evidence types with checkboxes: Observation, Lesson Plan, Teaching Resources, Assessment, Notes/Handouts, Student Work, Other.
- PD Recommended:** A checkbox.
- Portfolios:** A dropdown menu showing 'New Portfolio for Ms. Laura Dern'.
- Date:** 'Fri Oct 28 2016'.
- Note:** A large text area for entering notes.

Select Domain	All Domain	Print	Done
Competency	U	S	
Teachers demonstrate commitment to the well-being and development of all pupils	<input type="radio"/>	<input type="radio"/>	
Teachers are dedicated in their efforts to teach and support pupil learning and achievement	<input type="radio"/>	<input type="radio"/>	
Teachers treat all pupils equitably and with respect	<input type="radio"/>	<input type="radio"/>	
Teachers provide an environment for learning that encourages pupils to be problem solvers, decision-makers, life-long learners and contributing members of a changing society	<input type="radio"/>	<input type="radio"/>	
Teachers know their subject matter, the Ontario curriculum and education-related legislation	<input type="radio"/>	<input type="radio"/>	
Teachers know a variety of effective teaching and assessment practices	<input type="radio"/>	<input type="radio"/>	
Teachers know a variety of effective classroom management strategies	<input type="radio"/>	<input type="radio"/>	
Teachers know how pupils learn and factors that influence pupil learning and achievement	<input type="radio"/>	<input type="radio"/>	
Teachers use their professional knowledge and understanding of pupils, curriculum, legislation, teaching practices and classroom management strategies to promote the learning and achievement of their pupils	<input type="radio"/>	<input type="radio"/>	
Teachers communicate effectively with pupils, parents and colleagues	<input type="radio"/>	<input type="radio"/>	
Teachers conduct ongoing assessment of their pupils' progress, evaluate their achievement and report results to pupils and parents regularly	<input type="radio"/>	<input type="radio"/>	
Teachers adapt and refine their teaching practices through continuous learning and reflection, using a variety of sources and	<input type="radio"/>	<input type="radio"/>	
Total	0	16	
Overall Rating	<input type="radio"/>	<input type="radio"/>	

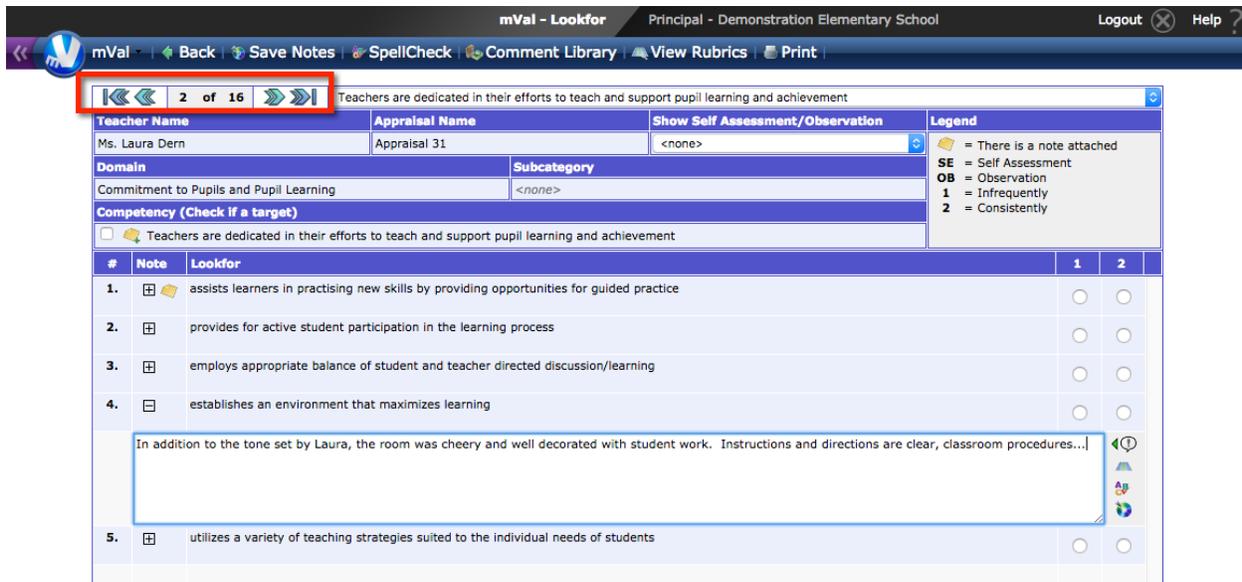
Overall Rating

The Overall Rating button at the top of the Classroom Observation screen will open a window where you can rate all competencies at once.

Tip: If you click on the 'S' at the top of the rating buttons in this screen all competencies will be marked as Satisfactory. If you click on the 'U' at the top of the rating buttons all competencies will be marked as Unsatisfactory.

LookFors in the Classroom Observation

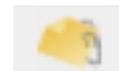
The arrows at the top of the entry screen will take you to the next competency screen or previous one to continue your lookfor ratings.



The screenshot shows the mVal - Lookfor interface. At the top, there are navigation arrows (left and right) and a page indicator '2 of 16'. Below this is a table with columns: Teacher Name, Appraisal Name, Show Self Assessment/Observation, and Legend. The table contains one row for 'Ms. Laura Dern' with 'Appraisal 31' and '<none>'. Below the table is a 'Competency (Check if a target)' section with a checkbox and a text field containing 'Teachers are dedicated in their efforts to teach and support pupil learning and achievement'. At the bottom, there is a table with columns: #, Note, Lookfor, 1, and 2. The table contains five rows of lookfors. The first four rows have a note icon in the 'Note' column. The fifth row has a text field with the note 'In addition to the tone set by Laura, the room was cheery and well decorated with student work. Instructions and directions are clear, classroom procedures...'. The '1' and '2' columns have radio buttons for rating.

There is a note field on each lookfor. Manually type in your comments if any, or paste them in from your comment library.

The note icon indicates that a note is available for a particular lookfor.



The clear icon will clear the contents of the text box that it is located next to.



There is no way to reverse this action.

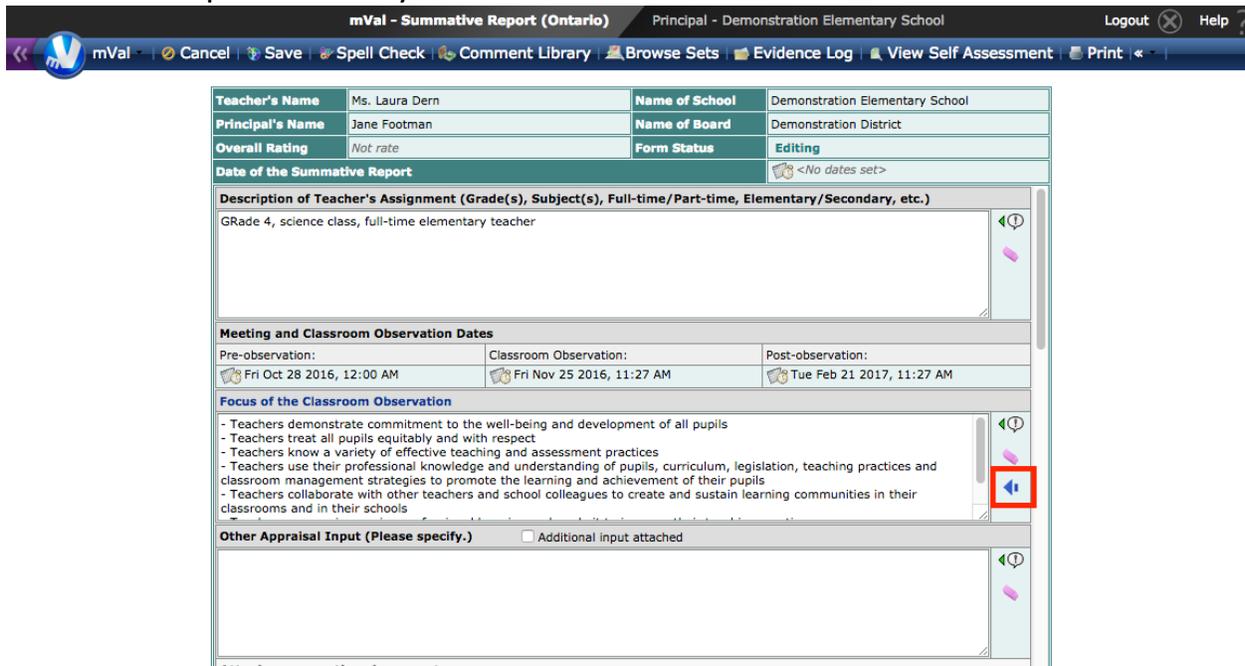
A spell check option is also available next to all text boxes.



Summative Report – Experienced Teacher

There are several features in the Summative Report for Experienced Teachers to help you complete your work as efficiently as possible.

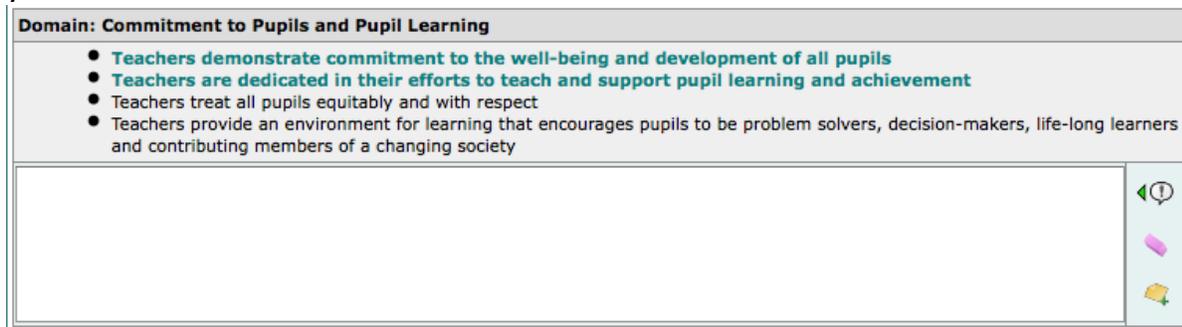
Click on the blue ‘Paste focus competencies’ button to automatically paste all selected competencies in your Pre-Observation form.



Teacher's Name	Ms. Laura Dern	Name of School	Demonstration Elementary School
Principal's Name	Jane Footman	Name of Board	Demonstration District
Overall Rating	Not rate	Form Status	Editing
Date of the Summative Report		<No dates set>	
Description of Teacher's Assignment (Grade(s), Subject(s), Full-time/Part-time, Elementary/Secondary, etc.)			
GRade 4, science class, full-time elementary teacher			
Meeting and Classroom Observation Dates			
Pre-observation:	Classroom Observation:	Post-observation:	
Fri Oct 28 2016, 12:00 AM	Fri Nov 25 2016, 11:27 AM	Tue Feb 21 2017, 11:27 AM	
Focus of the Classroom Observation			
<ul style="list-style-type: none"> - Teachers demonstrate commitment to the well-being and development of all pupils - Teachers treat all pupils equitably and with respect - Teachers know a variety of effective teaching and assessment practices - Teachers use their professional knowledge and understanding of pupils, curriculum, legislation, teaching practices and classroom management strategies to promote the learning and achievement of their pupils - Teachers collaborate with other teachers and school colleagues to create and sustain learning communities in their classrooms and in their schools 			
Other Appraisal Input (Please specify.) <input type="checkbox"/> Additional Input attached			



Next to each Domain comment box is an insert comment button that links with your comment library, the clear button to erase the contents of the box, and a yellow ‘Build Summative Comment’ button. The build summative comments screen allows you to quickly build your summative comments based on your observations and notes.

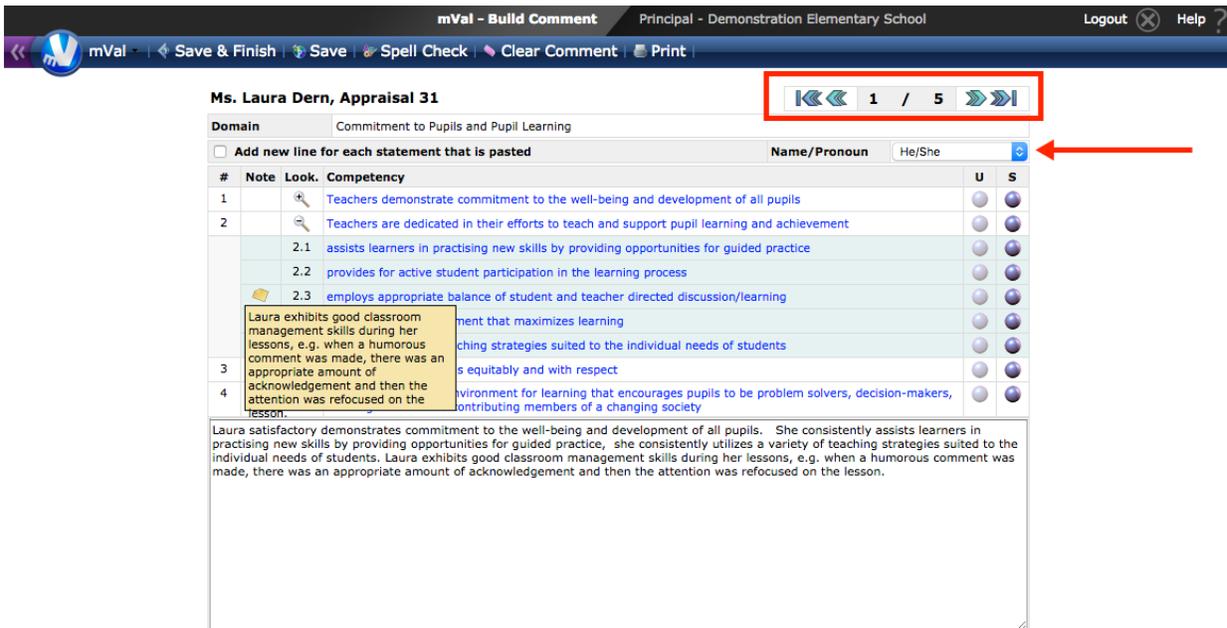


Domain: Commitment to Pupils and Pupil Learning

- **Teachers demonstrate commitment to the well-being and development of all pupils**
- **Teachers are dedicated in their efforts to teach and support pupil learning and achievement**
- Teachers treat all pupils equitably and with respect
- Teachers provide an environment for learning that encourages pupils to be problem solvers, decision-makers, life-long learners and contributing members of a changing society

Experienced Teacher TPA - Building Summative Comments

Click on the arrows at the top of the comment window to advance to the next domain or to go back to the previous one.



Ms. Laura Dern, Appraisal 31

Domain: Commitment to Pupils and Pupil Learning

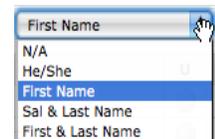
Add new line for each statement that is pasted

#	Note	Look.	Competency	U	S
1			Teachers demonstrate commitment to the well-being and development of all pupils		
2			Teachers are dedicated in their efforts to teach and support pupil learning and achievement		
		2.1	assists learners in practising new skills by providing opportunities for guided practice		
		2.2	provides for active student participation in the learning process		
		2.3	employs appropriate balance of student and teacher directed discussion/learning		
			ment that maximizes learning		
			aching strategies suited to the individual needs of students		
			s equitably and with respect		
			vironment for learning that encourages pupils to be problem solvers, decision-makers,		
			ontributing members of a changing society		

Laura satisfactory demonstrates commitment to the well-being and development of all pupils. She consistently assists learners in practising new skills by providing opportunities for guided practice, she consistently utilizes a variety of teaching strategies suited to the individual needs of students. Laura exhibits good classroom management skills during her lessons, e.g. when a humorous comment was made, there was an appropriate amount of acknowledgement and then the attention was refocused on the lesson.

All competency and lookfor statements can be pasted into the comment box simply by clicking on the blue text.

Use the drop-down box provided to select how you would like the program to preface your comments when building your summative report.



The note icon indicates that a note is present on a particular competency or lookfor. Click on the note icon to paste it into the comment box.



Experienced Teacher TPA - Completing the TPA

At the bottom of the form is the Overall Rating section.

If the overall rating is 'Unsatisfactory' mVal will automatically create an Improvement Plan and attach it to the appraisal record. You cannot change the rating back to Satisfactory at this point. If you wish to change the rating you will have to create a copy of the improperly rated TPA.

Teacher's Name	Ellen Amigo	Name of School	Bluejay Elementary School
Principal's Name	Nancy Grace	Name of Board	mxweb Demo District
Overall Rating	<i>Not rate</i>	Form Status	
Date of the Summative Report (This date is also the Principal's Signature)		Wed Sep 17 2008 10:00 AM	

Overall Rating of Teacher's Performance		Previous Overall Rating		
For a description of the ratings, refer to the Appendix C by clicking here (Check the appropriate button) <input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory If the teacher received a <i>Unsatisfactory</i> rating, an Improvement Plan will also be developed.		<input type="text" value="Ontario Experienced Teacher"/>	<input type="text" value="2008/09/09"/>	<input type="text" value="Not rate"/>
Current Improvement Plan				
<i>No improvement plans</i>				
Attach Annual Learning Plan				
<input type="text" value="<none>"/>				
Comments on the Overall Rating of the Teacher's Performance				
If the teacher received a <i>Satisfactory</i> rating, the principal is encouraged to provide further feedback on strengths and possible areas of growth for the teacher.				
Professional Growth Goals and Strategies for the Teacher (Required, if rating is Satisfactory)				
The following professional growth goals and strategies are recommended for the teacher to take into account in developing his or her Annual Learning Plan (ALP).				

NTIP - Completing the TPA

****There are 2 different rating boxes on the NTIP summative form.****

The first set of rating buttons are for teachers who have *NOT* received an unsatisfactory rating on any previous appraisal.

The second set of rating buttons are for teachers who *HAVE* received an unsatisfactory rating on a previous appraisal.

Teacher's Name	Ellen Amigo	Name of School	Bluejay Elementary School
Principal's Name	Nancy Grace	Name of Board	mxweb Demo District
Overall Rating	<i>Not rate</i>	Form Status	
Date of the Summative Report (This date is also the Principal's Signature)		No date set	

Overall Rating of Teacher's Performance		Previous Overall Rating		
For a description of the ratings, refer to the rubric by clicking here (Check the appropriate button)		Appraisal 5	2008/08/01	Satisfactory
<input type="radio"/> Satisfactory <input type="radio"/> Development Needed				
If the teacher received a <i>Development Needed</i> performance rating in a previous appraisal, use the following rating scale:				
<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory				
Current Growth Plan				
<i>No growth plans</i>				
Attach Individual NTIP Strategy Form				
<input type="text" value="<none>"/> <input type="button" value="New"/>				
Growth Strategies for the Teacher (Check the appropriate box)				
<input type="checkbox"/> No overall rating				
<input type="checkbox"/> The teacher received a Satisfactory performance rating. The following growth strategies have been identified for the teacher's consideration to assist in his or her ongoing development				
Principal's Summary Comments on the Appraisal (optional)				

mVal Software Helpful Hints

- NEVER use the back arrow of the Internet browser...ONLY use the navigation options in the toolbar.
- mVal automatically saves every 5 minutes. Regardless, save regularly and save often!
- mVal will automatically time-out after 20 minutes of inactivity, for security reasons
- Do NOT click on the "X" unless you wish to DELETE the appraisal/plan
- To improve the view on your computer screen, you may:
 - Magnify the print on your screen by pressing Control +
 - Maximize the mVal screen view by pressing F11