

Teacher Performance Appraisals

Teacher 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)**

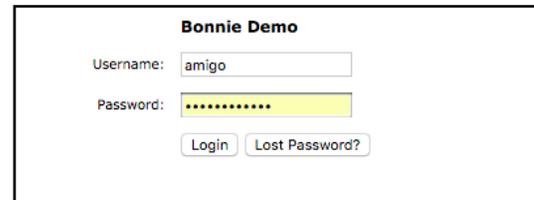
The principal must send a signed copy to the board through the appropriate supervisory officer. **(now possible with the electronic signature authorization within the mVal program)**

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.

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



Bonnie Demo

Username:

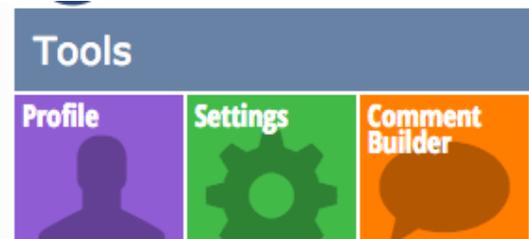
Password:



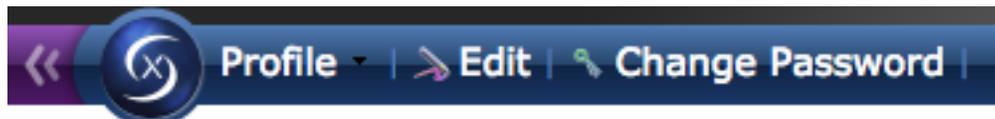
3. Click on the mVal icon.

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**



Change password

Old password:

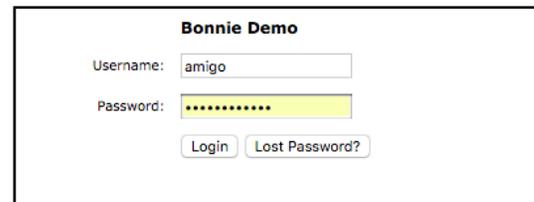
New password:

Confirm password:

Accessing your Summative Report

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 masked characters. Below the fields are two buttons: "Login" and "Lost Password?".



3. Click on the mVal icon.

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



5. There are two 'tabs' at the top of the screen: **Evaluator Task** and **Evaluated Task**. Click on the appropriate tab in order to access the materials in each.

- The **Evaluator Task** area is where you will find appraisals completed by your administrators. Appraisals are only available to you once they are authorized by the administrator. **If** your administrator has finished your Summative Report **and** authorized it for you to read, you will find it by clicking the **Evaluator Task**.

6. Click on the name of your summative report. In our sample below the appraisal name is 'Appraisal 1'. If unable to find your appraisal, speak to your administrator.

NOTE: The **Evaluatee Task** bar is where you will find all the materials you have created. Under the Evaluatee Task tab is where your Annual Learning Plan or NTIP Strategy Form will be located.

Evaluator Task		Evaluatee Task		
Appraisal		View All Appraisals		
	Name	Date	Principal	Status
X	Appraisal 1	08-26-2014	Mathews, Merrill	In progress

7. You will move to the Appraisal status screen and see all of your school information listed at the top of the screen. Forms that are greyed out are not accessible for you to view or edit. Forms that are bolded are accessible for you to view/print and edit. In the example below the Summative Form is available for teacher access.

Teacher Name	Ms. Laura Dern	School Name	Demonstration Elementary School	
Principal First Name	Jane	Principal Last Name	Footman	
Appraisal Name	Appraisal 28	Set Name	New Teacher Induction Program 2006	
Appraisal created by	Helen Amigos	Date created	Thu Sep 29 2016, 12:09 PM	
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	Pri. Status Tea. Status
	Summative Report Form for New Teachers (Ontario)	Thu Feb 23 2017, 2:53 PM	Not Approved	Edit Mode Edit Mode

8. Click on the Form Name to open the Summative Report.

Authorizing Your Summative Report

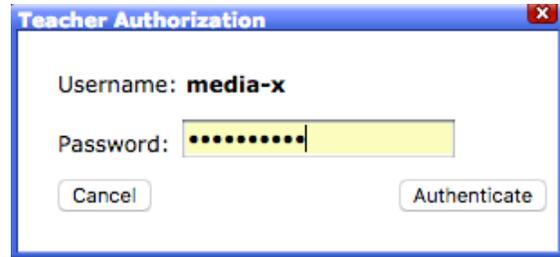
1. Save your work using the Icon in the top message bar. Save often.



2. Once your administrator has authorized the Summative Report they are no longer able to make changes to the document. The same restrictions hold true for teachers. You are able to add comments prior to authorizing the Summative Report, however, once you authorize you are no longer able to add any comments to the document. The authorization locks the document.
3. Authorizing your Summative Report is your acknowledgement that you have received your Summative Report and now have access to it in order to print it, and save it for your purposes.
4. The Summative Report is read-only for teachers, except for one text box at the bottom of the document. As the teacher you have access to a **Teacher's Comments on the Appraisal** section. Comments in this section are optional and can be read by your administrator. Administrators are unable to write in this section.
5. Place any comments in the **Teacher's Comments on the Appraisal** section.
6. Check the box to indicate the receipt of the Summative Report.

Teacher's Comments on Progress to Date (optional)
Authorization
Teacher's Name: Mark Powers
<input type="checkbox"/> Checking this box indicates the receipt of this Summative Report.

7. You will receive a message asking you to verify your intention to sign your summative. Click **OK**
8. Enter your Password for verification
9. Click Authenticate

A screenshot of a "Teacher Authorization" dialog box. The title bar is blue with the text "Teacher Authorization" and a close button (X) in the top right corner. The dialog has a white background. It contains the text "Username: media-x" followed by a text input field. Below that is the text "Password:" followed by a password input field containing several black dots. At the bottom, there are two buttons: "Cancel" on the left and "Authenticate" on the right.

You can return at any time to your Summative Report.

mVal Software Helpful Hints

- NEVER use the back arrow of the Internet browser...ONLY use the green bar of tabs on the mVal page.
- 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**