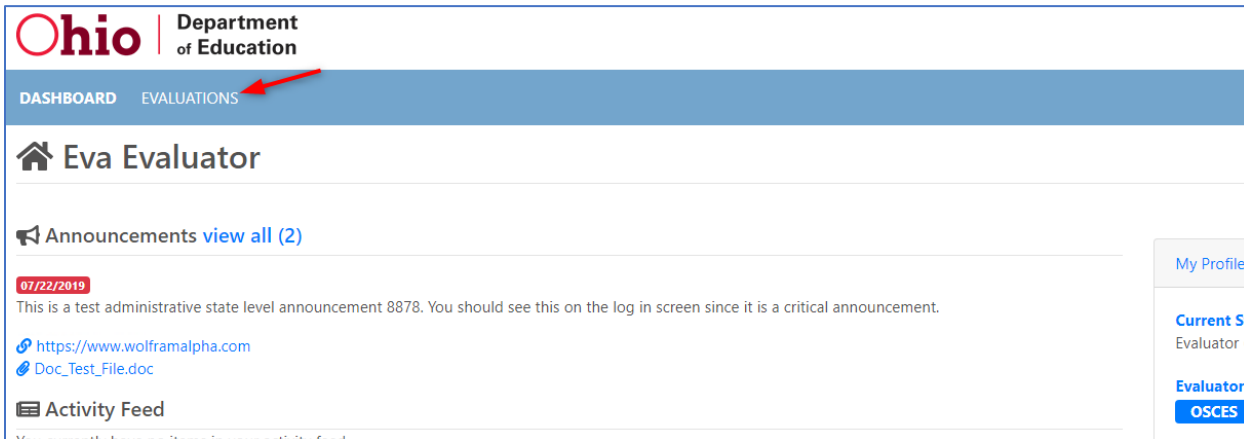


Completing a Form with an Attachment

The district can allow forms in OhioES to be completed with an attachment instead of completing the online form. The district has the flexibility to determine which form(s) are completed with an attachment.

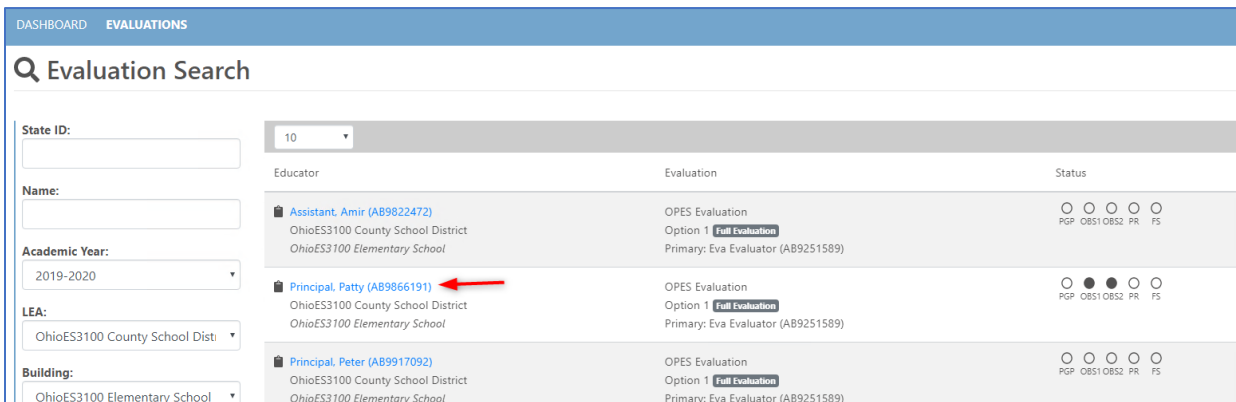
NOTE: The Final Holistic Rating cannot be completed with an attachment.

Step 1: Click on the *Evaluations* tab.



The screenshot shows the Ohio Department of Education dashboard. The 'EVALUATIONS' tab is highlighted in blue and has a red arrow pointing to it. Below the navigation bar, the page title is 'Eva Evaluator'. There is an 'Announcements view all (2)' section with a date '07/22/2019' and a test announcement. A sidebar on the right contains 'My Profile', 'Current St Evaluator @', and 'Evaluator OSCES'.

Step 2: Locate the evaluation and click on the educator's name.



The screenshot shows the 'Evaluation Search' page. On the left, there are search filters for State ID (10), Name, Academic Year (2019-2020), LEA (OhioES3100 County School Dist), and Building (OhioES3100 Elementary School). The main table lists three evaluations:

Educator	Evaluation	Status
Assistant, Amir (AB9822472) OhioES3100 County School District OhioES3100 Elementary School	OPES Evaluation Option 1 Full Evaluation Primary: Eva Evaluator (AB9251589)	PGP OBS1 OBS2 PR FS
Principal, Patty (AB9866191) ←	OPES Evaluation Option 1 Full Evaluation Primary: Eva Evaluator (AB9251589)	PGP OBS1 OBS2 PR FS
Principal, Peter (AB9917092) OhioES3100 County School District OhioES3100 Elementary School	OPES Evaluation Option 1 Full Evaluation Primary: Eva Evaluator (AB9251589)	PGP OBS1 OBS2 PR FS

Step 3: Click on the form to be completed with an attachment. For this example, we'll close an **Assessment**.

DASHBOARD EVALUATIONS

Peter Principal (AB9917092)

2019-2020 OPES Evaluation | OhioES3100 County School District (T91004) | Full Evaluation | Option 1

Overview
Settings
Attachments

EVALUATION
Observations
Assessments
Final Summative

PROFESSIONAL GROWTH
Professional Growth Plan

Evaluation Overview ?

Overall Completion Status: 0

Observations Completed: 0 / 2

Professional Growth: Not Started

Evaluators + Add Evaluator

Evaluator	Role	
Eva Evaluator (AB9251589)	Primary Evaluator	
Evangeline Evaluator (AB9973077)	Secondary Evaluator	

NOTE: When closing an observation or assessment with an attachment, you need to create the record first.

Step 4: Click **Start Evaluator Assessment**.

Amir Assistant (AB9822472)

2019-2020 OPES Evaluation | OhioES3100 County School District (T91004) | Full Evaluation | Option 1

Overview
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EVALUATION
Observations
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Final Summative

PROFESSIONAL GROWTH
Professional Growth Plan

OPES Assessments

Preliminary Evaluation (optional)

The preliminary evaluation is an optional form for an evaluator to gauge the educator's progress against the rubric. Ed choose.

Start Evaluator Assessment

Performance Rating Rubric

The performance rubric assessment is the overall evaluation of the educator against the rubric and will feed into the F

Start Performance Rubric

Step 5: Click **Complete with Attachment** which is located toward the top right of the page.

DASHBOARD EVALUATIONS

Amir Assistant (AB9822472)

2019-2020 OPES Evaluation | OhioE3100 County School District (T91004) | Full Evaluation | Option 1

Complete with Attachment

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Professional Growth Plan

OPES Preliminary Evaluation Assessment

← Back

Choose the rating level that best describes, on balance, the educator's performance for each element. If evidence for an element is not observed, leave that element blank. Complete after further discussion or evidence collection. Ratings at each performance level above "Developing" include behaviors required at all lower rating levels. The OPES Rubric is intended to be scored holistically. This means that evaluators will assess which level of the standard (after looking at the elements within the standard) provides the best overall description of the educator.

Scoring Attachments Signatures

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 1: Continuous Improvement

1.1 Principals facilitate the articulation and realization of a shared vision of continuous improvement.

Show Descriptors

Ineffective Developing Skilled Accomplished

Step 5: Click **Browse** to locate the attachment.

Complete with Attachment

Documentation

The file that provides the details of this form's completion

Browse...

PIN

Your digital signature to confirm action

Show Pin

Cancel Complete with Attachment

Step 6: Enter your **PIN** in the PIN entry box. If you do not know your PIN, click **Show PIN**. Click **Complete with Attachment**.

The screenshot shows a dialog box titled "Complete with Attachment" with a close button (X) in the top right corner. The dialog is divided into two main sections. The first section, "Documentation", includes the text "The file that provides the details of this form's completion" and a file selection area with a blue "Browse..." button and a text field containing "Test File.pdf". The second section, "PIN", includes the text "Your digital signature to confirm action" and a PIN entry area. This area features a key icon on the left, a text input field, a masked PIN "****", and a "Show Pin" button. At the bottom of the dialog are two buttons: a grey "Cancel" button and a blue "Complete with Attachment" button. Three red arrows are overlaid on the image: one points to the key icon, another points to the "Show Pin" button, and a third points to the "Complete with Attachment" button.

A message will display indicating the file has been closed with an attachment. If the form needs to be opened, click **Reopen Form**.

For state policy questions or if any changes are required to the LEA setup, please contact ohioes@education.ohio.gov.

For Technical Support, please contact support@ohioes.com.