

# Ten Steps in JET Evaluation

1.	Set up account	Start your free trial	Register—set up an account
2.	Accept End User agreement	Check agree button	Submit
3.	Add a profile for each teacher or principal you will be evaluating	<b>PROFILES</b> Click on ADD PROFILE	First and last name and email address
4.	Add an Evaluation for each teacher	<b>EVALUATIONS</b> Click on ADD EVAL	Create Title, give date Add at least 1 objective to evaluate
5.	Select and ADD some more objectives to evaluate	<b>EVALUATIONS</b> Find the evaluation you want—click on EDIT to add objectives	Check any objectives you wish to add, then click on UPDATE
6.	Collect data by printing out data collecting forms for the objectives chosen	<b>EVALUATIONS</b> Find the evaluation you want—click on QUESTIONS TO ASK, click on POINTS TO LOOK FOR	See pdf created for each. <ul style="list-style-type: none"> <li>• Print out each pdf.</li> <li>• Take QUESTIONS TO ASK to meet with teachers to interview.</li> <li>• Take POINTS TO LOOK FOR into classrooms to observe.</li> </ul>
7.	Score objectives after collecting data	<b>EVALUATIONS</b> Find the evaluation you want—click on ENTER	Ratings on the right <ul style="list-style-type: none"> <li>• Click on the number of the score</li> <li>• Add notes if desired</li> <li>• SAVE SCORE AND NOTES</li> <li>• Click on &gt; of next objective to move on</li> </ul>
Repeat steps 5, 6 and 7 with additional objectives until you have a completed evaluation. <b>When evaluation is done:</b>			
8.	<b>EVALUATIONS</b> Find the evaluation you want—click on REPORT	See summary report of list of objectives and scores Click on PRINT PDF	Print PDF to share with person being evaluated
9.	<b>EVALUATIONS</b> Find the evaluation you want—click on EVALUATION	See PDF with objectives, scores and descriptions	Print PDF to share with person being evaluated—possible to go back into evaluation and change scores after discussion
10.	<b>EVALUATIONS</b> When done: MARK AS COMPLETE	Website stores evaluation permanently—can no longer be modified	
	<b>EVALUATIONS</b> To re-evaluate: Hit RE-EVALUATE button	Give Title to re-evaluation and put in the date	Re-evaluation will show previous scores.
Do Steps 6 -10 with re-evaluation. (Report will now have two columns.)			