Tips and Tricks - EVI Pre and Post Questions and Lesson Plan Template

Teachers should enter their responses for Pre and Posts questions directly into EVI in preparation for their "Announced" observation by following these steps:

Log into your EVI account here: https://apps.edvistas.com/portal/
I spoke to the developers about this problem every year for the last three years, but they have not fixed the issue that "Stafftrac" does not appear as a graphic when you log in. Here is the place that you have to click:

Once you are in there select "Evaluations" and "My Observations"

Once you see your evaluation calendar, you can see your Pre, Observation, and Post listed. Click on either your "Pre" or "Post" meeting dates:
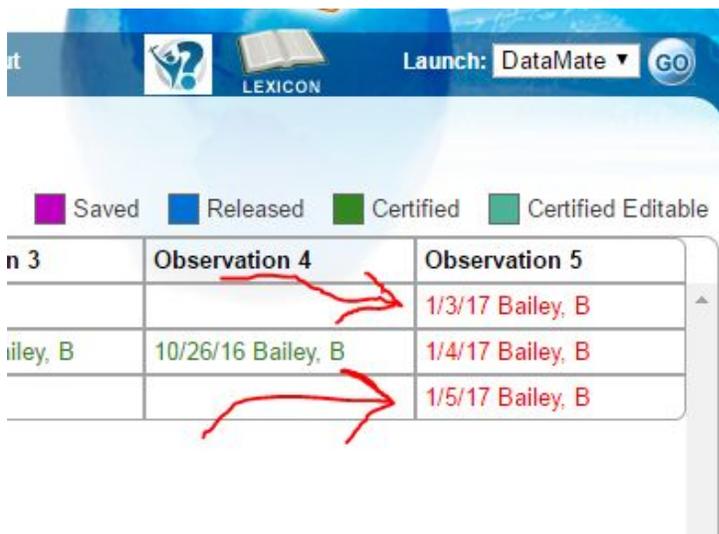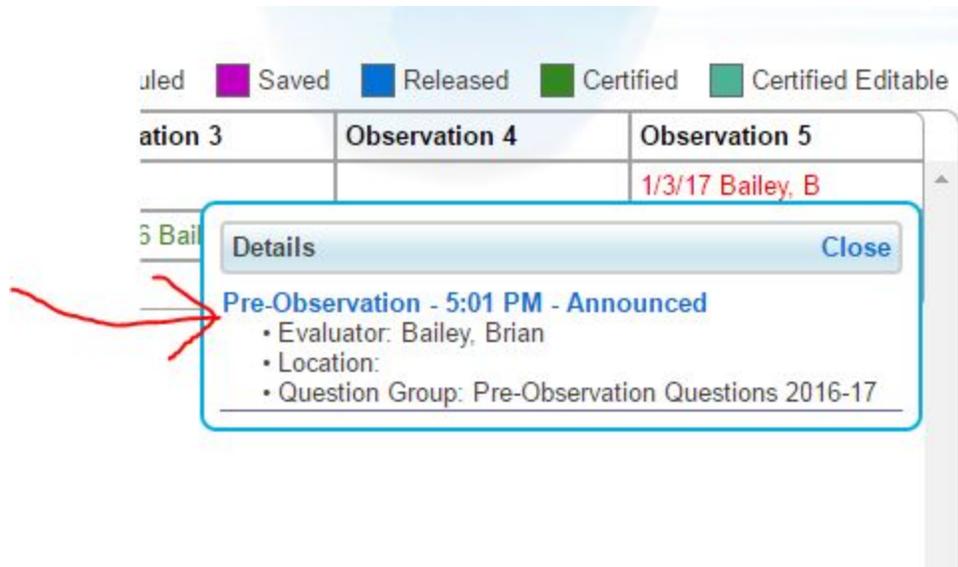

Once the pop-up appears, click on "Pre-Observation - …" and you questions will appear on your screen:

You can type directly into the document under each question:

At the bottom of each of these forms there are a few options such as "Choose File," "Upload," Forms available for Download," and "Save."

Estimated time spent: [0 ▼] hours, [0 ▼] minutes

Forms/Videos
None

Forms available for download
[Select Form to Download ▼]

Upload Form/Video: [Choose File] No file chosen   [Upload]
Max file size is 100MB

Notes:

[X 🗐 📋 | ← → | **B** *I* <u>U</u> S̶ | x₂ x² | I̶ₓ | 1≡ ≡ | ⇥ ⇤ | ≡ Ω | **A**-]

Comments:
Comment(s) not entered

Enter new comments:

[Add Comments]

[Save] [Certify] [Go Back]

☐ I am providing my electronic signature to be used for printing (available when section is complete)

"Choose File" - this is a good means of uploading supporting documents such as your lesson plan or a class hand out. Please DO NOT upload your pre and post question responses. Enter your responses into the application itself.

"Upload" - push this button after you have selected your file for upload.

"Forms available for Download" - this is where you can download the lesson plan template and both the Form A and Form B rubrics in Word format so that you can type into it and "Upload" it to your pre-observation questions. Here is a link to the lesson plan template as a Doc. You know how to share Docs, so that may work well for you as well: Lesson Plan Template

"Save" - DO NOT leave the page until you have clicked "Save." This kind of makes sense :)

Your observer will be able to see your responses to all of the questions and any uploads that you have provided within EVI.