

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 “Staffrac” does not appear as a graphic when you log in. Here is the place that you have to click:



your secure access to integration and efficiency.

EDUCATION PORTAL.cc

Logged in as: bbailey@rcscsd.org
[Logout](#)

Ravena Coeymans Selkirk CSD Web-Based Applications

DataMate™ null EduTube

Additional EVI Applications

| | | |
|---|--|---|
|  VADIRS Violent and Disruptive Incident Reporting System |  RIMS Results-Based Education Model Instructional Management System |  AIMS Academic Intervention Management System |
|  DataSync |  SEMS Special Education Management System |  ZIS Zone Integration Server |

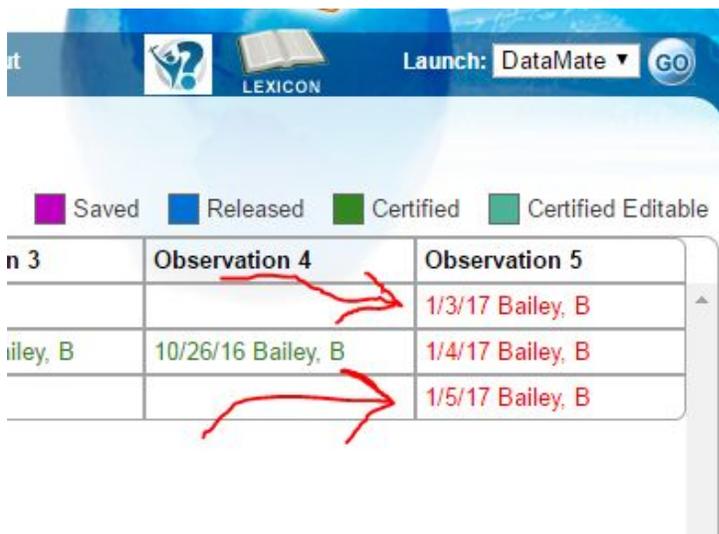
 

 **Questions?**
Interested in one of our products?
Contact us today!
1-888-999-2554

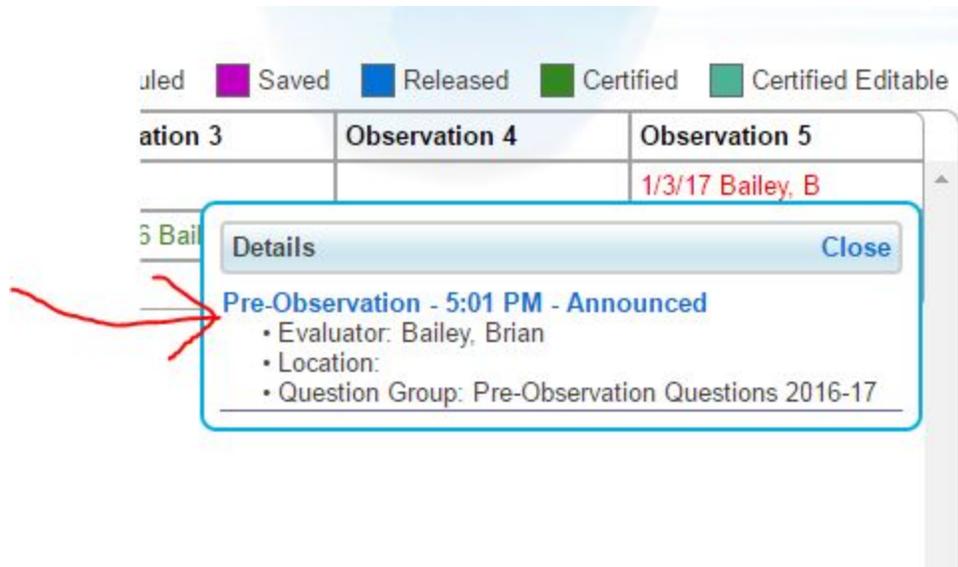
Once you are in there select “Evaluations” and “My Observations”



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 your questions will appear on your screen:



You can type directly into the document under each question:

▼ Pre-Observation by Bailey, Brian - 1/3/2017

Please answer each question.

2016-17

How were the objectives established? What data and sources informed their selection?

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How will the teacher know and how will students demonstrate achievement of the instructional objectives?

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How does the lesson plan connect other learning opportunities?

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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

Upload Form/Video: **Choose File** No file chosen **Upload**

Max file size is 100MB

Forms available for download
Select Form to Download

Notes:

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.