

# Staff Evaluation Rating Report

This page is best described at the location where all of the reportable teacher effectiveness data comes together in a format that best reflects the requirements set forth by the reporting agency that the district will submit their data to. For NY, the current utility of this tool is to best align with the Level 0 data submission to NYSED.

Local ID	State ID	School	Name	State Reporting Code	Evaluation Rating Points
teach2B	70446145	Siesta Key High School	Edward Blackbeard	REQOB03	2.68
teach2B	70446145	Siesta Key High School	Edward Blackbeard	REQSP03	17
teach2B	70446145	Siesta Key High School	Edward Blackbeard	OCR03	

This page allows for filtering by school, year, user type(s), department code, and model so it is possible to include specific subsets of data in the resulting report. The lines of data will show the:

- **Local ID:** This value is the UID of the user in eDoctrina and usually is the ID that comes directly from the user account in the local student information system.
- **State ID:** This is usually the code that identifies the user with the state certifying agency. Sometimes these values are replaced with de-identifying numbers for data privacy. This value comes from the SSIN field within each user's account and can be imported if necessary.
- **School:** The w\school displayed here will be the school that is linked to each user's primary account.
- **Name:** The name displayed here is often not included on the file export, but is shown for reference.
- **State Reporting Code:** The state reporting code is the value that will accompany the submitted evaluation rating points to define which category the value belongs to. These state reporting codes are defined in the TE Data configuration within the Category Score to Effectiveness page and the Effectiveness Index page.
- **Evaluation Rating Points:** The values shown here will reflect the values shown for each user on the Category Scores page for each user that has been assigned the selected model. When using the Effectiveness Index, there may not be a need for a value in this field as the state reporting code with reflect the categorical data.

## Exporting the Data

The most important consideration before exporting data is to ensure that the filters are selected in accordance with your expected results. Remember to reset your filter before generating each new report. Once this is done, the list will return all lines for all active users that have a model assigned for the selected year. Depending on the time when this report is generated, it may be necessary to also include Inactive users as they may have been active in the reported year but are currently inactive in the district.

Depending on the required format for submission, there is the option to choose which format that the file should be generated in.

### Export to Excel

Staff Evaluation Rating Report (3012D)					
Local ID	State ID	School	Name	Evaluation Code	Evaluation Rating Points
teach28	070446145	Siesta Key High School	Edward Blackbeard	REQOB03	2.68
teach28	070446145	Siesta Key High School	Edward Blackbeard	REQSP03	17
teach28	070446145	Siesta Key High School	Edward Blackbeard	OCR03	

### + Export to CSV

Upon clicking the export to CSV button, there will be a few options to select as a .csv file for convenience as it is not as easily manipulated as an Excel file.

Report Options

Which columns would you like the Staff State ID to go in :

☐ Column 2 (B)

☒ Column 14 (N)

Date Format:

☒ yyyy-mm-dd

☐ mm/dd/yyyy

OK

Cancel

It is important to remember to open the file with a text editor to view the file as it will be formatted as a .csv. Often the default application to open a .csv file is Microsoft Excel.