

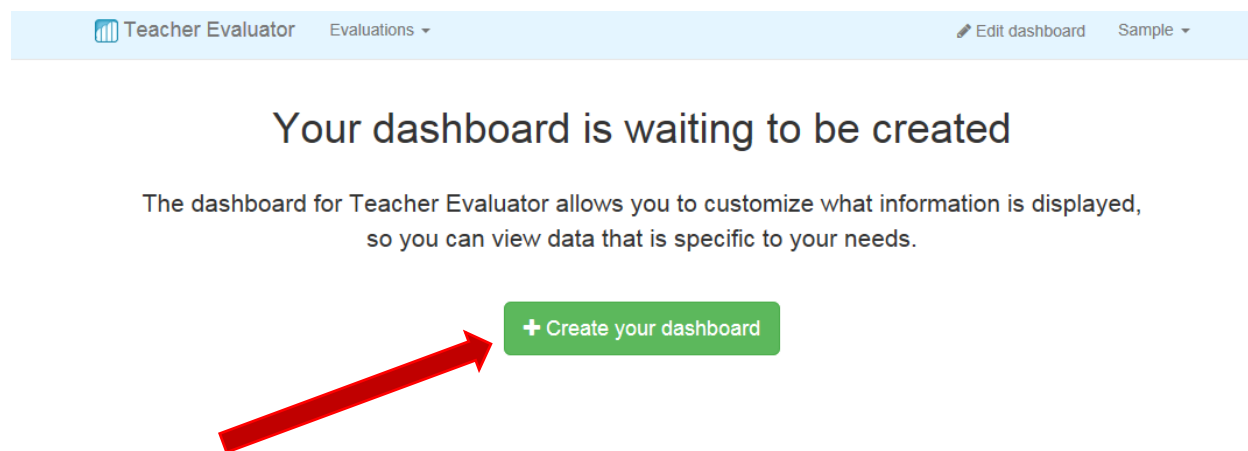
## Rediker Cheat Sheet for Teachers

Login at <https://teacherevaluator.rediker.com/login/>

If you are new to the district or to a school using Rediker, use your welcome email to activate your account.

If you are unable to find the welcome email, or if you are a returning teacher but can't remember your login information, go to <https://teacherevaluator.rediker.com/login/> , click on [Can't access your account?](#) and enter your school district email address. If your address is not recognized (and you've tried the @kpbsd.k12.ak.us address, email or call Krissy Mahan at ext. 8859 for help getting registered with Rediker.

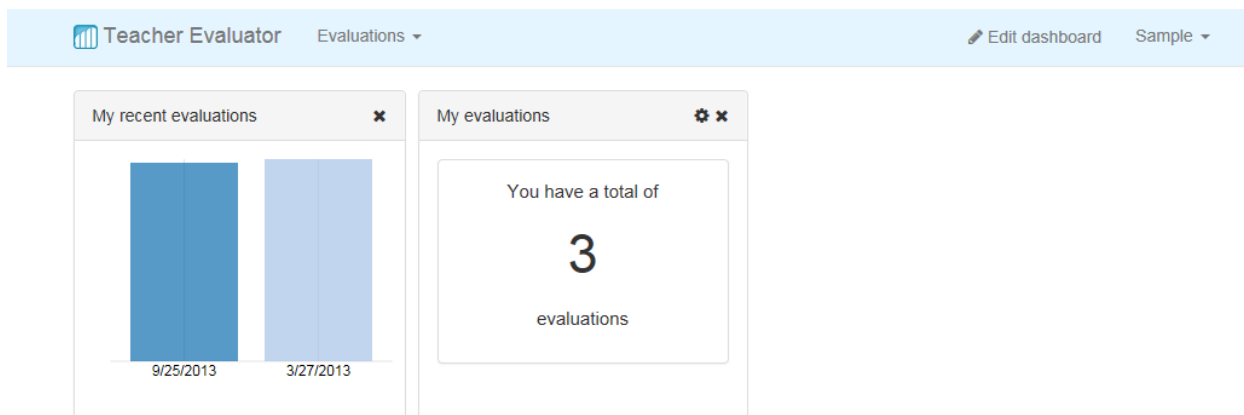
Upon your initial login, you will see the following screen.



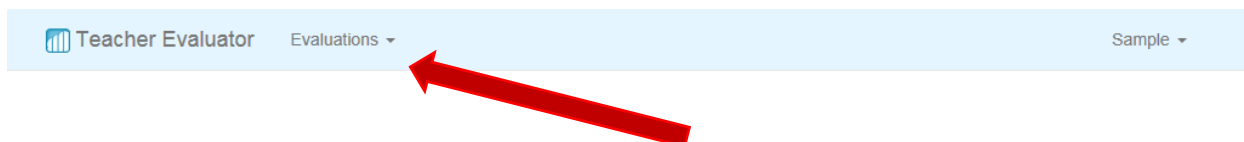
Select +Create your dashboard and add any items you'd like, but be sure to include:

- My recent evaluations
- My evaluation counts

Note that in Rediker, **all observations** (Informal Observations, Walkthroughs, and Formal Observations) will all **show up under 'recent evaluations'** but the forms themselves are named differently so they should not become confused with the Standard Evaluation Summary.



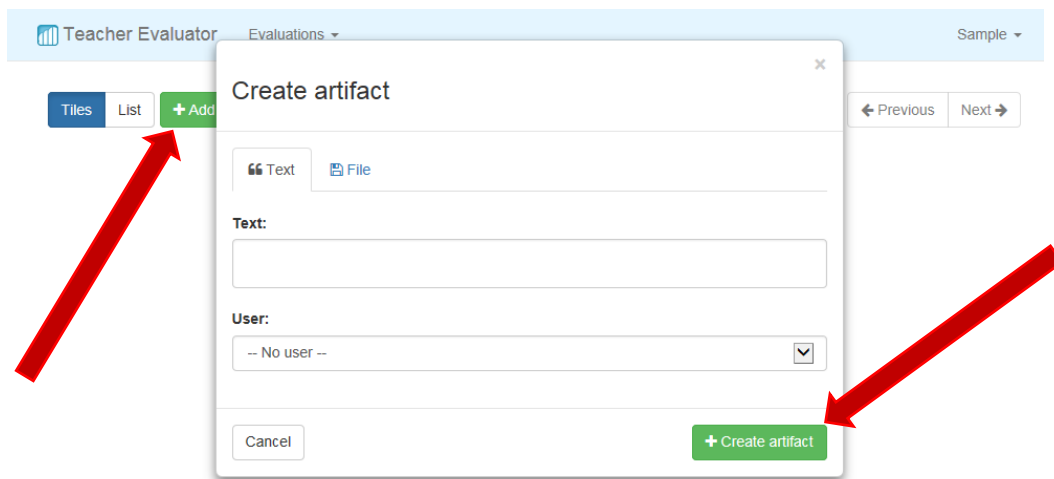
Teachers can also view observational notes by selecting 'Evaluations' and choosing from the list.



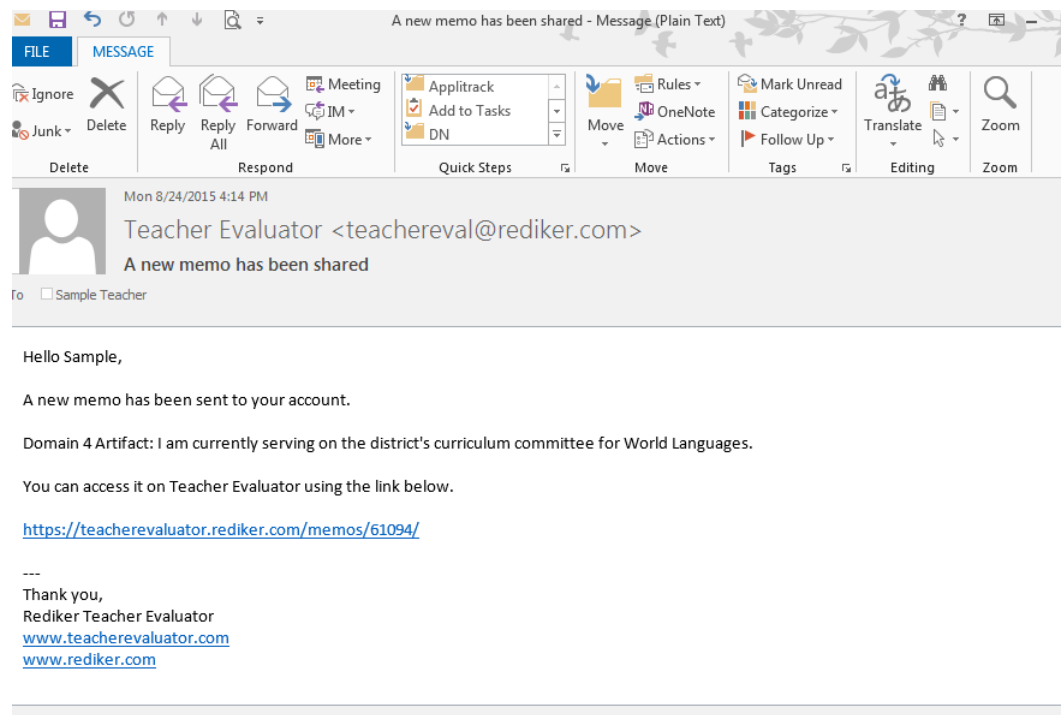
## View Evaluations

Search evaluations							Previous	Next	Settings
Modified	Teacher	Evaluation form	Evaluator	Submitted	View	Delete			
2 years ago	Sample Teacher	Walkthrough	Alan Fields	✓	<a href="#">View</a>				
2 years ago	Sample Teacher	Observation Notes	Alan Fields	✓	<a href="#">View</a>				
2 years ago	Sample Teacher	KPBSD Regular Education Teacher	John Pothast	✓	<a href="#">View</a>				

Teachers can upload artifacts and notes related to their evaluation by using the 'Create artifact' options.



After uploading an artifact or memo, the teacher receives a confirmation email.



When your evaluator shares observational notes with you, you will receive an email just like the one above. Use the link in the email to review the notes, provide your own comments, **and then digitally sign the document, indicating you received it.** If you wish to upload any artifacts, you must do so from your dashboard.

To enter remarks, type your comments into the 'Add a remark to this evaluation...' box and then click on 'Add remark.'

To digitally sign the document to record that you reviewed it, simply click 'Sign this evaluation.'

Remember that walkthroughs, informal observations, and formal observations are **NOT** the summative evaluation document but evidence collected in these observations can be included in the summative evaluation.

The screenshot displays the 'Teacher Evaluator' interface. At the top, there's a header with 'Teacher Evaluator', 'Evaluations', and a 'Sample' dropdown. Below this, there are tabs for 'Full Report' and 'Summary'. The main content area shows evaluation details: 'Teacher: Sample Teacher', 'Evaluator: Alan Fields', 'Time Submitted: 9/25/2013 8:50:14 AM', and 'Evaluation Score: Overall Proficient'. The 'Observations' section is currently empty, showing 'No observations noted.' The 'Remarks & Signatures' section has 'Compose' and 'Preview' tabs. A text box labeled 'Add a remark to this evaluation...' is highlighted with a red arrow. Below it, there's a green '+ Add remark' button. The 'Signatures' section shows a signature 'Sample Teacher' and a timestamp '9/29/2014 1:37:20 PM'. A red arrow points to the 'Sign this evaluation' button. At the bottom, a note states: 'Anyone who has signed the evaluation will be notified of your signature and any remarks that were added.'

When your administrator shares your summative evaluation with you, you should review it in preparation for your summative evaluation conference. After your summative evaluation conference, you must electronically sign the evaluation indicating your evaluation conference has been completed.