eDoctrina

Sign your evaluation documents

Once an observation or other evaluation document has been completed by the observer, they will mark it as "Complete." An email message will be sent to the teacher informing them about the change in status. This email will contain the pertinent details and information tied to that specific document.

Teacher job: view your evaluation documents, and confirm your approval of their contents with a digital signature. Here's how it's done:

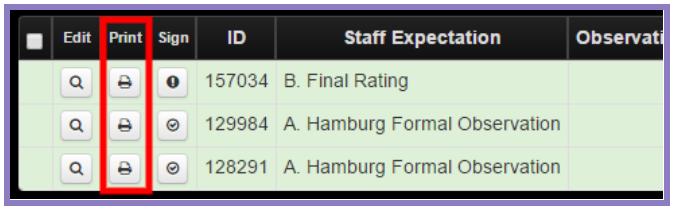
- View, print, or save your observation documents
- Sign your observation documents
- Sign your Teacher Effectiveness report

Check out your observation documents

1. Login to eDoctrina, and from the Home screen, click the **OBSeRVE** button.

2. On the resulting screen, click **Change mode**, highlighted at right.

3. Now you should see your observation documents listed as shown at right:



4. To see your full observation document, with narrative elements and all, click the **Print icon** next to the document you'd like to see. It won't actually print the document; rather, it will open a PDF that you can take a look at.

   Of course, you could print it or save it if you like. Just choose either option (or both) in the **upper right corner** of the document screen.

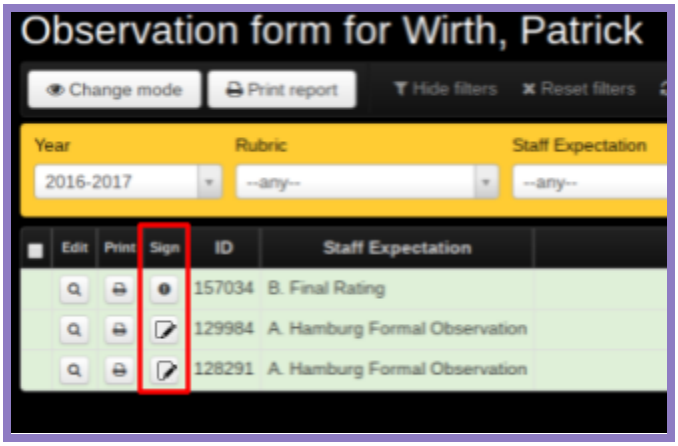
“Sign” your observation documents

1. Login to eDoctrina, and from the Home screen, click the **OBSeRVE** button.

2. On the resulting screen, click **Change mode**, highlighted at right.

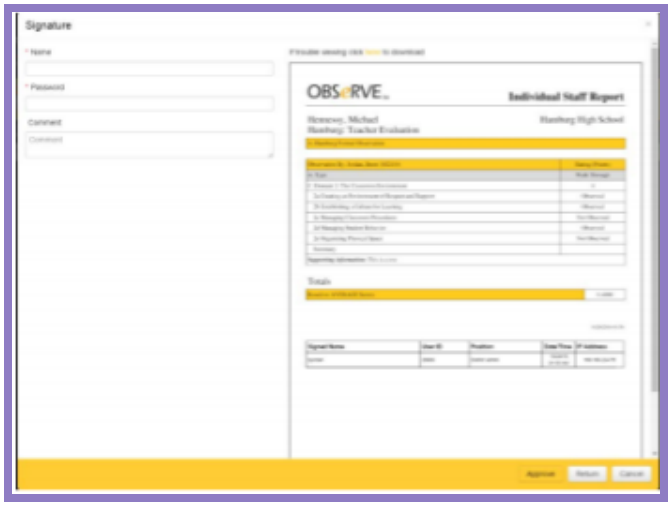
3. To digitally sign your observation documents, click on the **Pencil icon** for the document you need to sign.

   Don’t have a pencil icon there? See a lock instead? That means your documents aren’t yet ready to be signed, and are probably still being finalized by your administrator.



4. On the resulting screen, you can look over the document you’re signing one last time, and then **type your full first and last name**.

   After that, **enter your eDoctrina password** in the password field and **click the yellow Approve button** in the bottom right corner.



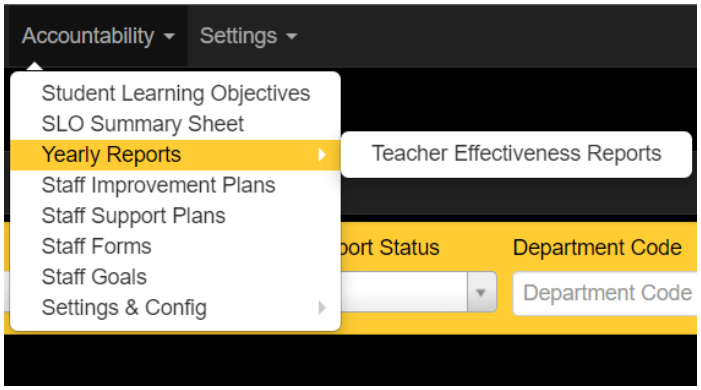
5. After you’re done, you can click on the print icon again if you’d like to view/print the document with signatures.

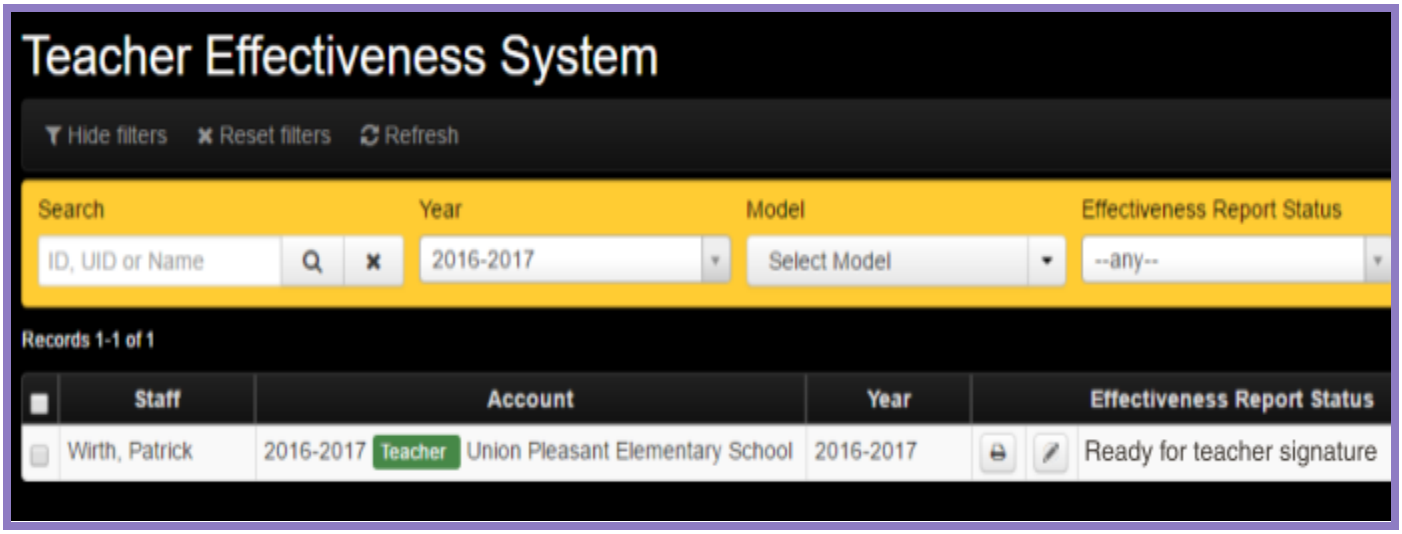
"Sign" your Teacher Effectiveness Report

1. Login to eDoctrina, and from the Home screen, click **Accountability** at the top of the page. From the resulting menu, select **Yearly Reports** then **Teacher Effectiveness Report.**

2. On the resulting screen (shown below), take a look at the **Effectiveness Report Status** column. If it says **Ready for teacher signature**, go ahead and **click the Pencil icon** to view and sign your Teacher Effectiveness Report.

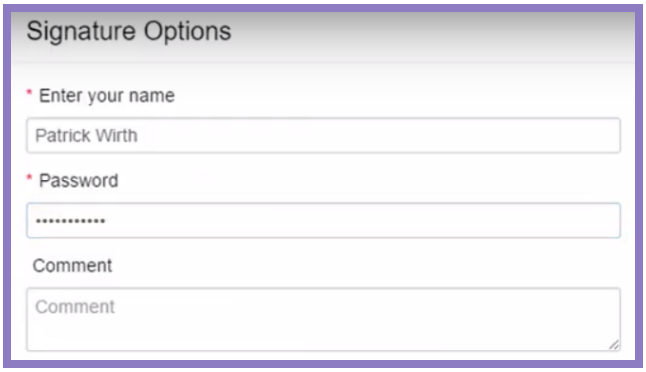
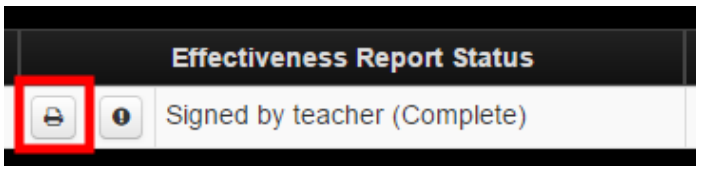
   Don't have a pencil icon there? See a different statement in the Report Status column? That means your documents aren't yet ready to be signed, and are probably still being finalized by your administrator.





3. On the resulting screen, you can look over the document you're signing one last time, and then **type your full first and last name**.

   After that, **enter your eDoctrina password** in the password field and **click the yellow Approve button** in the bottom right corner.

4. You'll be brought back to the Teacher Effectiveness System screen where you should see your report status has changed to **Signed by teacher (Complete)**.

5. At this point, you can click the print icon to print the report or download it for safekeeping.