



# STAGES

Supportive Tool for Assessing  
Growth in Educational Systems



**Welcome to STAGES**, a comprehensive on-line tool for evaluating, reporting, and developing high quality educational systems, developed by Saginaw Valley State University.

Current climate, with its emphasis on accountability and scientifically based decision-making, places high demands on today's schools. Meeting these challenges requires that we become forward thinking while still maintaining a solid grasp on where we are now. This revolutionary web-based program provides the link between record keeping, information reporting, and strategy development that has often been missing.

Participating districts may use this screen to log-in and access the program.

If you are not an enrolled participant, [click here to learn more about this valuable tool!](#)

Login Here	
UserName:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login Now !"/>	

**You will receive an automated e-mail notification when it is time to complete your Self-Evaluation that reads:**

**“This notice is to inform you that you are to complete a self evaluation within the next 10 days. Log on to <https://www.svsu.edu/stages> go to My Evaluations. Click on the current evaluation. Notice: DO NOT REPLY to this automatically generated e-mail. Contact your supervisor directly with questions.”**

## Log In

1. Log into STAGES on the internet at <http://www.svsu.edu/stages> in the URL.
2. Enter your Username and Password. Note: *The Password field is case sensitive.*
3. If you do not have a User Name and Password contact Human Resources.



# STAGES

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Welcome, Teacher Sally (00000)



- My Evaluations
- My Profile
- Help
- About

This system uses pop-up windows as a means of navigation through the site. Using the "Back" button of your internet browser window may cause an immediate log-out.

Please select an option from the menu above to start.

Before you begin the evaluation, click [My Profile](#) at the top center of the screen.



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## User Profile

My Profile

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**Name**

First Name: Teacher    Last Name: Sally

**Information**

<p>School District: 00000</p> <p>School: <input type="text" value="SVSU3-- SVSU High School"/></p> <p>School Type: <input type="text" value="Rural"/></p> <p>Gender: <input type="text" value="Female"/></p> <p>Ethnicity: <input type="text" value="Caucasian"/></p> <p>Total Years Teaching: <input type="text" value="13"/></p> <p>Expected Level: <input type="text" value="Proficient"/></p> <p>Assigned Login Name: Teacher Sally</p> <p>Password: <input type="button" value="Change Password"/></p>	<p>Education Level: <input type="text" value="Masters"/></p> <p>Grade(s): <input type="text" value="Secondary"/></p> <p>Years in District: <input type="text" value="4"/></p> <p>Initial Certification University: <input type="text" value="SVSU"/></p> <p>Certification: <input type="text" value="MA Spanish"/></p> <p><input type="checkbox"/> Trained Mentor</p> <p><input checked="" type="checkbox"/> Tenured</p>
---	--

**Access**



Review the information on your individual profile for accuracy. Report any discrepancies to Human Resources via e-mail.

To change your password, click on **Change Password** at the bottom of the profile screen and follow prompts.

To begin the evaluation, click **My Evaluations** at the top right of the screen.



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## My Evaluations

Name	Due Date	Open
Teacher Sally	02/12/2010 (Completed)	Open
Teacher Sally	12/20/2007 (Completed)	Open
Teacher Sally	02/28/2007 (Completed)	Open
Teacher Sally	02/14/2007 (Completed)	Open
Teacher Sally	12/19/2006 (Completed)	Open
Teacher Sally	00/00/0000 (Completed)	Open

Other reports	
Review your rubric master descriptions and ratings.	<input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Open New Window"/>

Click the **Open** tab next to the most current date. (*STAGES maintains a history file for all evaluations completed.*)

Note: the **Open New Window** tab at the bottom of the screen allows the user to view their rubric in its entirety.



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EVALUATION INFO			
	Personnel Info: Teacher Sally	Date	Action
	Date Evaluation Due:	02/14/2007	
OBSERVATIONS			
	Observation	01/30/2007	<a href="#">View</a>
	Observation		Not Completed
	Observation		Not Completed
SELF EVALUATION			
	Self-Evaluation		<a href="#">Record</a>
EVALUATION			
	Individual Performance Evaluation	01/30/2007	<a href="#">View</a>
	Individual Development Plan	01/30/2007	<a href="#">View</a>
	View Goals	01/30/2007	<a href="#">View</a>
NEXT EVALUATION			
	Next Evaluation Due Date	02/12/2010	



- 1) To view completed observations, click the **View** tab to the right of the observations.
- 2) Click the **Record** tab to complete the Self-Evaluation using the drop down bars.



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## Assessment

Self Evaluation for Sally, Teacher

Expected Level: Proficient

### Planning and Preparation

- |  |                      |  |
|--|----------------------|--|
| <a href="#">1. Knowledge of Content and Pedagogy</a>             | <input type="text"/> |  |
| <a href="#">2. Knowledge of Students' Development and Skills</a> | <input type="text"/> |  |
| <a href="#">3. Knowledge of Students as Individuals</a>          | <input type="text"/> |  |
| <a href="#">4. Selection of Instructional Goals</a>              | <input type="text"/> |  |
| <a href="#">5. Organization of Physical Space</a>                | <input type="text"/> |  |

### Learning Atmosphere

- |   |                      |  |
|---|----------------------|--|
| <a href="#">6. Teacher to Student Interaction</a>               | <input type="text"/> |  |
| <a href="#">7. Student to Student Interaction</a>               | <input type="text"/> |  |
| <a href="#">8. Student Groups</a>                               | <input type="text"/> |  |
| <a href="#">9. Transitions and Pacing</a>                       | <input type="text"/> |  |
| <a href="#">10. Materials and Resources</a>                     | <input type="text"/> |  |
| <a href="#">11. Expectations and Directions</a>                 | <input type="text"/> |  |
| <a href="#">12. Monitoring and Response to Student Behavior</a> | <input type="text"/> |  |

### Instructional Delivery

- |   |                      |  |
|---|----------------------|--|
| <a href="#">13. Oral and Written Communication</a>                    | <input type="text"/> |  |
| <a href="#">14. Use of Resources</a>                                  | <input type="text"/> |  |
| <a href="#">15. Techniques for Questioning and Holding Discussion</a> | <input type="text"/> |  |
| <a href="#">16. Activities and Assignments</a>                        | <input type="text"/> |  |
| <a href="#">17. Flexibility and Responsiveness</a>                    | <input type="text"/> |  |
| <a href="#">18. Feedback to Students</a>                              | <input type="text"/> |  |
| <a href="#">19. Assessment of Student Learning</a>                    | <input type="text"/> |  |

## Professional Service

20. [Service to Students](#)

21. [Service to Families](#)

22. [Service to District](#)

23. [Service to Profession](#)

24. [Service to Self](#)



Save

Reset

Click the **Save** tab at the bottom of the screen when the Self-Evaluation is complete.

Note: You cannot go back and make changes to this document once the **Save** tab is clicked.



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EVALUATION INFO			
	Personnel Info: Teacher Sally	Date	Action
	Date Evaluation Due:	02/28/2007	
OBSERVATIONS			
	Observation	01/30/2007	<a href="#">View</a>
	Observation	01/30/2007	<a href="#">View</a>
	Observation		Not Completed
SELF EVALUATION			
	Self-Evaluation	01/31/2007	<a href="#">View</a>
	Status: Not Released To Evaluator		<a href="#">Release</a>
EVALUATION			
	Individual Performance Evaluation	01/30/2007	<a href="#">View</a>
	Individual Development Plan	01/30/2007	<a href="#">View</a>
	View Goals	01/30/2007	<a href="#">View</a>
NEXT EVALUATION			
	Next Evaluation Due Date	02/14/2007	



- 1) Click the **Release** tab to release your Self-Evaluation to your Supervisor.  
Note: Once you have released the Self-Evaluation, you cannot un-release it.
- 2) Click the **View** Tab to the right of the Individual Performance Evaluation to view the performance evaluation.

# STAGES Assessment Report

## Performance Evaluation for: Teacher Sally

Expected Level: Proficient

### Planning and Preparation

#### Underdeveloped

- Knowledge of Content and Pedagogy
- Organization of Physical Space

Score: 40% of Planning and Preparation -- 8.3% of Total Eval

#### Developing

- Knowledge of Students' Development and Skills

Score: 20% of Planning and Preparation -- 4.2% of Total Eval

#### Proficient

- Knowledge of Students as Individuals

Score: 20% of Planning and Preparation -- 4.2% of Total Eval

#### Exemplary

- Selection of Instructional Goals

Score: 20% of Planning and Preparation -- 4.2% of Total Eval

### Learning Atmosphere

#### Developing

- Teacher to Student Interaction
- Materials and Resources
- Expectations and Directions

Score: 42.9% of Learning Atmosphere -- 12.5% of Total Eval

#### Proficient

- Student to Student Interaction
- Student Groups
- Transitions and Pacing
- Monitoring and Response to Student Behavior

Score: 57.1% of Learning Atmosphere -- 16.7% of Total Eval

### Instructional Delivery

#### Underdeveloped

- Flexibility and Responsiveness
- Feedback to Students

Score: 28.6% of Instructional Delivery -- 8.3% of Total Eval

#### Developing

- Techniques for Questioning and Holding Discussion

Score: 14.3% of Instructional Delivery -- 4.2% of Total Eval

#### Proficient

- Activities and Assignments
- Assessment of Student Learning

Score: 28.6% of Instructional Delivery -- 8.3% of Total Eval

#### Exemplary

- Oral and Written Communication
- Use of Resources

Score: 28.6% of Instructional Delivery -- 8.3% of Total Eval

### Professional Service

#### Underdeveloped

- Service to Families

Score: 20% of Professional Service -- 4.2% of Total Eval

**Developing**

- Service to Self

Score: 20% of Professional Service -- 4.2% of Total Eval

**Proficient**

- Service to District
- Service to Profession

Score: 40% of Professional Service -- 8.3% of Total Eval

**Exemplary**

- Service to Students

Score: 20% of Professional Service -- 4.2% of Total Eval

**Total Score:**

<b>Exemplary:</b>	16.7%
<b>Proficient:</b>	37.5%
<b>Developing:</b>	25%
<b>Underdeveloped:</b>	20.8%

From the Self-Evaluation drop down rating selections, the information is automatically organized in this format for your Performance Evaluation.



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	Personnel Info: Teacher Sally	Date	Action
	Date Evaluation Due:	02/28/2007	
OBSERVATIONS			
	Observation	01/30/2007	<a href="#">View</a>
	Observation	01/30/2007	<a href="#">View</a>
	Observation		Not Completed
SELF EVALUATION			
	Self-Evaluation	01/31/2007	<a href="#">View</a>
	Status: Not Released To Evaluator		<a href="#">Release</a>
EVALUATION			
	Individual Performance Evaluation	01/30/2007	<a href="#">View</a>
	Individual Development Plan	01/30/2007	<a href="#">View</a>
	View Goals	01/30/2007	<a href="#">View</a>
NEXT EVALUATION			
	Next Evaluation Due Date	02/14/2007	



To view/add comments to your Individual Development Plan (IDP), click the **View** tab to the right of Individual Development Plan.

The next page is an example of the IDP. To add comments, click directly on the words **Objectives for Growth/Comments**.

Click the red box in the top-most right corner of THIS screen to get back to the Evaluation Information menu.

# STAGES Assessment Report

## Individual Development Plan

**Report for:** Teacher Sally  
**District:** SVSU Demo District  
**Grade Level(s):** Secondary  
**School Type:** Rural  
**Years in District:** 4

**Assessment Date**  
**Building:** SVSU High School  
**Content Area:** MA Spanish  
**Tenured?:** Yes  
**Expected Level of Proficiency:** Proficient

<b>Planning and Preparation</b> Knowledge of Content and Pedagogy	<b>Current Level:</b> Displays little understanding of important prerequisite knowledge. Makes content errors. Uses poor examples. Conveys a negative attitude. Communicates that the content is not important.	<b>Expected Level:</b> Teacher exhibits understanding of prerequisite relationships among topics and concepts, displays solid content knowledge, connects with other disciplines, and conveys genuine enthusiasm for content.
--	---	---

[Objectives for Growth/Comments](#)  
 The following comments were added/updated by: HSPrincipal on January 30, 2007 11:26 AM  
 This is a test

---

The following comments were added by: Teacher Sally on January 30, 2007 11:27 AM  
 I agree with your assessment

---

The following comments were added by: Teacher Sally on January 31, 2007 11:02 AM

<b>Planning and Preparation</b> Knowledge of Students' Development and Skills	<b>Current Level:</b> Teacher displays general knowledge of developmental characteristics or student skills/knowledge, but only displays this knowledge as it pertains to the whole class.	<b>Expected Level:</b> Teacher displays solid understanding of typical developmental characteristics and the skills/knowledge of groups of students, as well as, exceptions to general patterns, and recognizes the value of this knowledge.
--	--	--

[Objectives for Growth/Comments](#)

Knowledge of Students as Individuals	<b>Meets Expected Level</b>	<b>Expected Level:</b> Teacher displays thorough knowledge of interests and cultural heritage of groups of students, demonstrates solid understanding of different approaches to learning, and recognizes the value of this knowledge.
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[Objectives for Growth/Goals/Comments](#)

Selection of Instructional Goals	<b>Exceeds Expected Level</b>	<b>Expected Level:</b> Goals are clear and suitable for most students, represent valuable expectations, allow for assessment, or reflect several different types of learning with effort at content integration.
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[Objectives for Growth/Goals/Comments](#)

<b>Planning and Preparation</b> Organization of Physical Space	<b>Current Level:</b> Physical arrangement is unsuitable for learning activities or accessibility.	<b>Expected Level:</b> Physical arrangement is adjusted for learning activities and accessibility as needed.
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[Objectives for Growth/Comments](#)

<b>Learning Atmosphere</b> Teacher to Student Interaction	<b>Current Level:</b> Teacher-student interactions are generally appropriate, but may reflect occasional inconsistencies, favoritism or disregard for students' cultures. Students exhibit only minimal respect for teacher.	<b>Expected Level:</b> Teacher-student interactions are friendly and demonstrate general warmth, caring, and respect. Such interactions are appropriate to developmental and cultural norms. Students exhibit respect for teacher.
--	--	--

[Objectives for Growth/Comments](#)



Student to Student Interaction	<b>Meets Expected Level</b>	<b>Expected Level:</b> Student interactions are generally polite and respectful.
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[Objectives for Growth/Goals/Comments](#)

To add comments, click directly on the words **Objectives for Growth/Comments**.



## Objective Editor

Planning and Preparation Knowledge of Content and Pedagogy	
<p>The following comments were added/updated by: HSPincipal on January 30, 2007 11:26 AM This is a test</p> <hr/> <p>The following comments were added by: Teacher Sally on January 30, 2007 11:27 AM I agree with your assessment</p> <hr/> <p><b>You are not allowed to edit the above comments, but may add new comments below.</b></p> <p>1 </p> <div data-bbox="311 718 1071 1327" style="border: 1px solid gray; height: 290px; width: 468px;"></div>	<p>Enter your comments in the text area to the left, then click the "Next" button to proceed.</p> <p><input type="button" value="Reset"/> <input type="button" value="Next &gt;&gt;"/></p> <p>2 </p>

- 1) Enter the comments for this item here.
- 2) Click **Next** when finished with the comments.

Note: It is not necessary to add comments to each objective.



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OBSERVATIONS			
	Observation	01/30/2007	<a href="#">View</a>
	Observation	01/30/2007	<a href="#">View</a>
	Observation		Not Completed
SELF EVALUATION			
	Self-Evaluation	01/31/2007	<a href="#">View</a>
	Status: Not Released To Evaluator		<a href="#">Release</a>
EVALUATION			
	Individual Performance Evaluation	01/30/2007	<a href="#">View</a>
	Individual Development Plan	01/30/2007	<a href="#">View</a>
	View Goals	01/30/2007	<a href="#">View</a>
NEXT EVALUATION			
	Next Evaluation Due Date	02/14/2007	



Click the **View** tab to the right of View Goals to review the goals.



[Search Evaluations](#)   [Start/In Progress](#)   [Exit Evaluations](#)

## Goals

<< BACK

Goal 1			
Projected Activities	Expected Outcomes	Timelines	Progress Indicator
Here is w here	you	set the	goals
			<input type="button" value="Update"/>

Click **Back** tab at top left when finished.