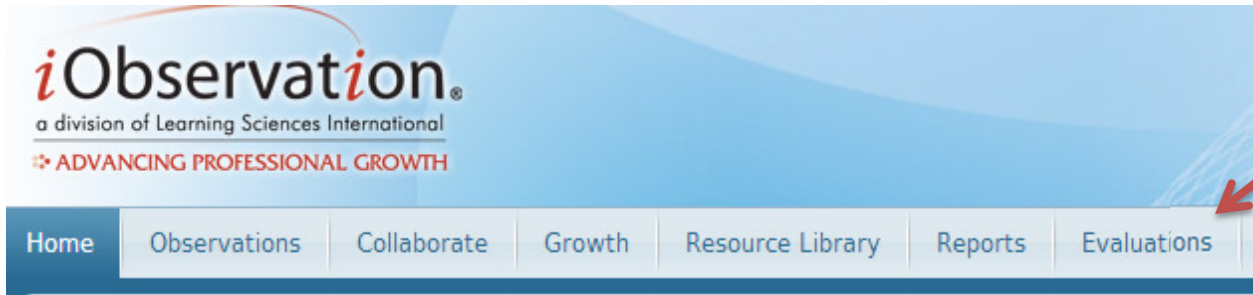


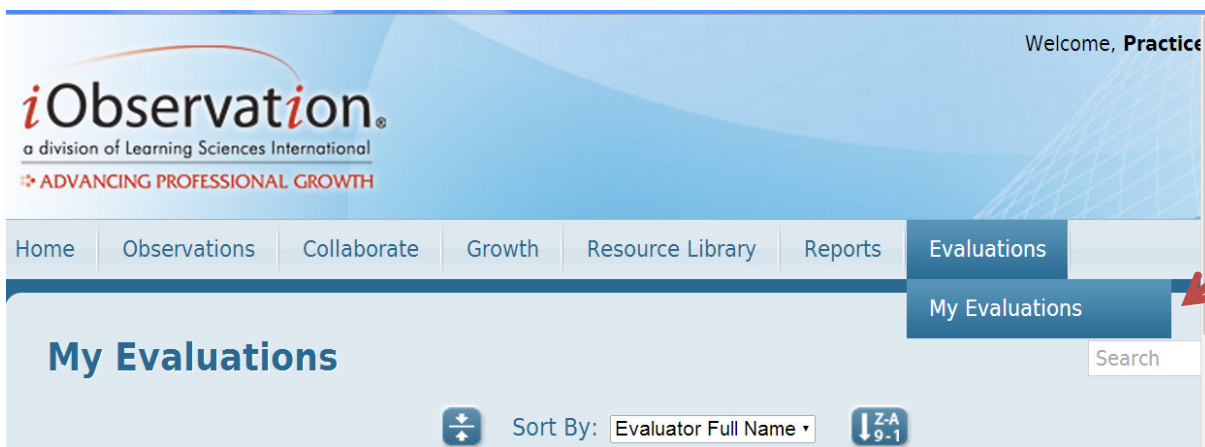
NOTE: Staff will acknowledge each component (i.e. SGO/GOs; SGPs; Instructional Practice) of the Final Evaluation as they become available in the system.

## Proper steps to acknowledge Final Evaluation in iObservation

**Step 1:** From the Home screen, select the **Evaluations** menu.



**Step 2:** Select **My Evaluations** from the Drop-Down Menu



**Step 3:** After selecting **My Evaluations** you will see a list of previous evaluations (if applicable) and the new one that will be designated by the words **Needs Attention New**.



**Step 4:** In order to acknowledge the evaluation click on the **View** button. Scroll to the bottom of the screen to the section titled **Approval and Notifications**.

**Approval and Notifications**

Signatures *Needs Attention*

This evaluation was finished by **Sandy Wright** on **Apr 7, 2014 2:44:55 PM**.

I, Practice Teacher5, acknowledge these evaluation results.

Practice Teacher5's comments:

**Step 5:** Check the box to acknowledge the results. At this time you can also add comments that become part of the permanent record of the evaluation.