

# Ministerial Growth and Evaluation Process

## Summative Teacher Evaluation

The Ministerial Growth and Evaluation Process summative teacher evaluation form is available online through your secure My WELS Cloud portal. This replaces previous .pdf teacher assessment forms.

This new evaluation tool should be used by administrators who:

1. Have completed all four Ministerial Growth and Evaluation training modules
2. Have gathered objective observational data and evidence throughout the school year
3. Are able to schedule a one-on-one meeting in person or through video chat with your teacher to review the evaluation together.

If all three conditions are true you are eligible to complete the summative teacher evaluation. Please review the instructions below to get started. If not, please consider waiting to begin evaluations. Please note, it is recommended to complete summative teacher evaluations on a three-year cycle.

### To Complete an Evaluation

1. Begin by logging into your [My WELS Cloud Account](#). If you need help logging in, please reference the My WELS Cloud log-in help on page 3.
2. Navigate to the Summative Teacher Evaluation Dashboard link under the School section of your homepage.



#### Profile

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#### Assessment

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#### Church

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#### School

- [School Information](#)
- [Summative Teacher Evaluation Dashboard](#)

3. View your Summative Teacher Evaluation Dashboard and choose the educator you plan to evaluate. Click the + icon to open a new evaluation. You may return to the dashboard at any time to complete the evaluation by pressing the pencil icon.
  - o You also have the option of assigning another evaluator to complete a teacher evaluation for you. Click the Assign Evaluator button to begin the process.

MyWELS Cloud > Summative Teacher Evaluation Dashboard

- Current Called Workers in your school are listed in the grid below, sorted by the Last Evaluation Date column. *Italicized dates* indicate the last evaluation was done using the retired Performance Assessment Tool.
- Use the + icon to begin and the ✎ icon to continue an evaluation. The 👤 icon indicates the evaluation has been assigned to another evaluator.
- Use the 🖨 icon to view past Summative Teacher Evaluations.
- Use the Assign Evaluator button to indicate another person who will be the evaluator of one or more of the Called Workers listed. It should also be used to reassign an evaluation if the assigned evaluator needs to be changed or needs the e-mail access to the evaluation form reset.

**Additional Resources**

- [Frequently Asked Questions](#)
- [Additions or Corrections to listed Called Workers](#) ⓘ
- [Principal and ECM Director evaluations currently unavailable](#) ⓘ
- [Non-Called Worker evaluation](#) ⓘ

**Current Called Workers**

[Assign Evaluator](#)

		First	Last	Evaluation Type	Last Evaluation Date	Current Evaluator
+	🖨			Teacher		
+	🖨			Teacher		
+	🖨	Sarah	Krause	Teacher		
+	🖨	Sarah	Krause	Principal		

4. Set up a meeting with the educator to discuss the form together. Choose the appropriate rankings and examples for each tabbed section.
5. When in agreement, sign and submit the evaluation with the educator.

## To Access Completed Evaluations

- Once an evaluation has been submitted, you may view or print evaluations by visiting the Summative Teacher Evaluation Dashboard and clicking the printer icon next to the desired teacher.
- Educators may also access their completed forms using the Summative Teacher Evaluation link in the Reports section of My WELS Cloud.

## Quick Links

- [My WELS Cloud](#)
- [WELS Teaching Standards](#)
- [WELS Teaching Standards Continuum](#)
- [WELS Ministerial Growth and Evaluation Process Documentation](#)

## My WELS Cloud Log-in Help

**Don't remember your username?**

Visit the WELS Online Yearbook at [yearbook.wels.net](http://yearbook.wels.net). Search for your listing in the People section and open your information record by clicking on your name. On the information record screen, click on your name in the grey header bar, and a pop-up box should display your WELS username. If you are not an active teacher, contact [lutheranschools@wels.net](mailto:lutheranschools@wels.net) to retrieve your username.

**Don't remember your password?**

To reset your password go to [account.wels.net](http://account.wels.net) and click the "Reset Password" button. A one-time password will be sent to the e-mail address we have on file for your account. If your e-mail address has changed or you don't receive the email, contact the WELS Help Desk.

**Need assistance?**

For assistance with accessing the online forms, contact the WELS Help Desk Monday through Friday from 8:00 a.m. to 4:00 p.m. Central Time at 414-259-4357 or [support@wels.net](mailto:support@wels.net). For other questions, contact Lutheran Schools at [lutheranschools@wels.net](mailto:lutheranschools@wels.net) or 414-259-4354.