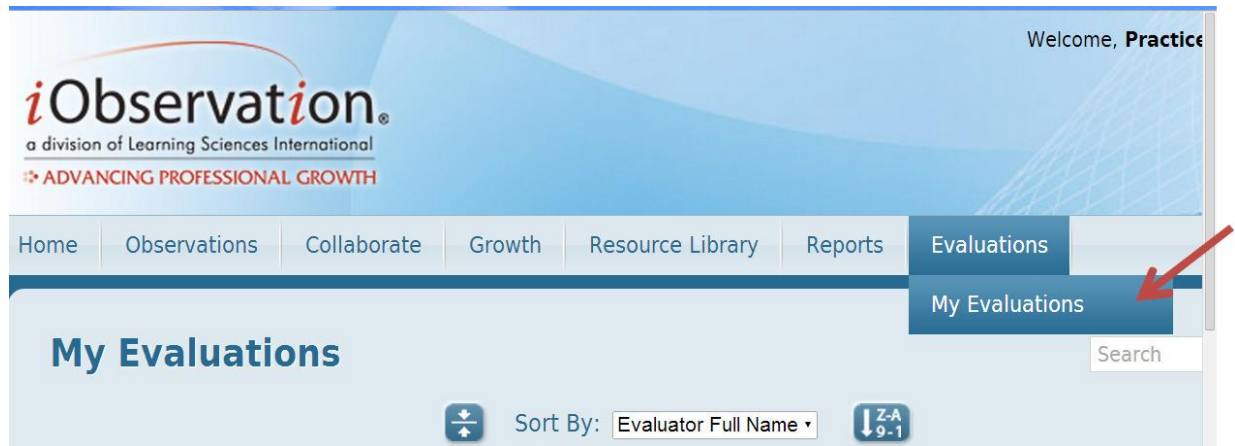
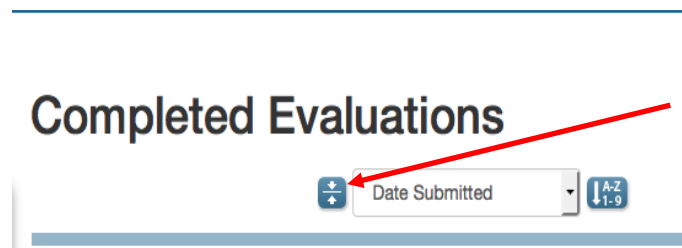


Steps for Teachers to Acknowledge a Final Evaluation in iObservation

Step 1: From the Home screen, select the **Evaluations** menu. Then select **My Evaluations** from the drop-down menu.



Step 2: After selecting **My Evaluations**, you will see a list of previous evaluations (if applicable) and the newest evaluation will be designated by a submission date within the months of August of 2021 when in the expanded view. **HINT:** To get the dates to appear in each of the rows use the double-headed arrow to go into the expanded view.



Step 3: In order to acknowledge the evaluation, click on the **View** button.

Scroll to **Approval and Notifications** section and select the option acknowledging receipt of the **Final Score rating** and then click **Save**

Step 4: Underneath the **Acknowledgement** section, there is also a field to capture any comments you would like to make. Click the **Save** button after you type the comments. This is optional. If you do leave this 'Comments' section blank, the evaluation is still considered to be acknowledged.