Illinois State Board of Education

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Chairman

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State Superintendent of Education

Entering Employee Evaluations

The Illinois State Board of Education is required to annually collect and publish data by districts and schools on teacher and administrator performance evaluation outcomes. This requirement is outlined in the Illinois School Code, specifically 105 ILCS 5/24A-20, which states that:

"The Illinois State Board of Education is required to annually collect and publish data by district and school on teacher and administrator performance evaluation outcomes. The system must ensure that no teacher or administrator can be personally identified by publicly reported data."

This data is collected confidentially through the Employment Information System (EIS). This guide will explain the technical step-by-step process of accessing EIS and entering the evaluations, both individually and in batches.

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Entering Evaluations Individually

To enter evaluations individually, navigate to isbe.net and select "IWAS" from the top navigation panel.

Enter your IWAS username and password and click "Log In." *If assistance is required to access IWAS, please contact the ISBE Help Desk at (217) 558-3600.*

From the IWAS Homepage, click "System Listing" on the left navigation.

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From the System Listing page, select "Employment Information System (EIS)."

From the EIS Homepage, select "Employee Evaluations" from the top navigation panel.

At the Employee Evaluations screen, search and click "Select" next to the employee to be evaluated.

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This will redirect to the Employment Summary screen where all relevant evaluations are listed for that employee. There are two types of evaluations: **Educator** and **Principal.** *Note there can only be one evaluation type per district per year. Therefore, if a teacher has two 200-level positions in the same district, there can only be one evaluation. However, if a teacher has two 200-level positions in two or more districts, there can be an evaluation for each position per district.* Click "Add" next to the position to be evaluated.

This will trigger a pop-up box where the employee evaluation may be entered. After entering the Evaluator IEIN, click "Find Evaluator" to finish completing the screen. Click "OK" when finished.

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When finished entering the evaluation, click "OK." The evaluation will display under the employment summary, as below. Replicate the same process for all other evaluations.

Entering Evaluations Using Batch Files

Adding Evaluations using batch files is an excellent method if you have many evaluations to add at once and entering them one by one would be too laborious. To do so, first navigate to isbe.net/eis and select "Excel Templates" from the left-hand navigation.

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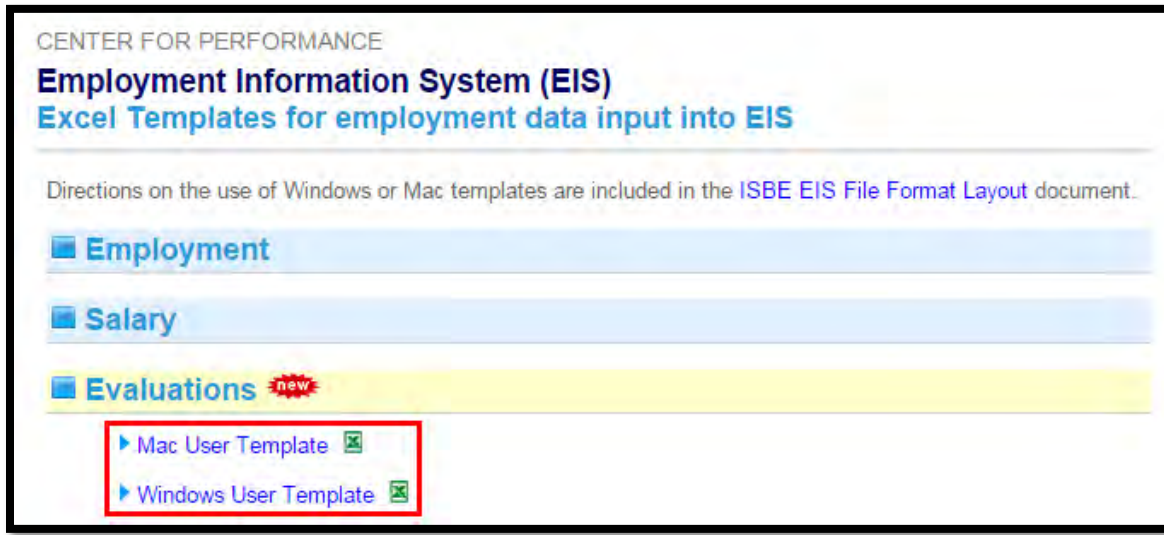Click "Evaluations."
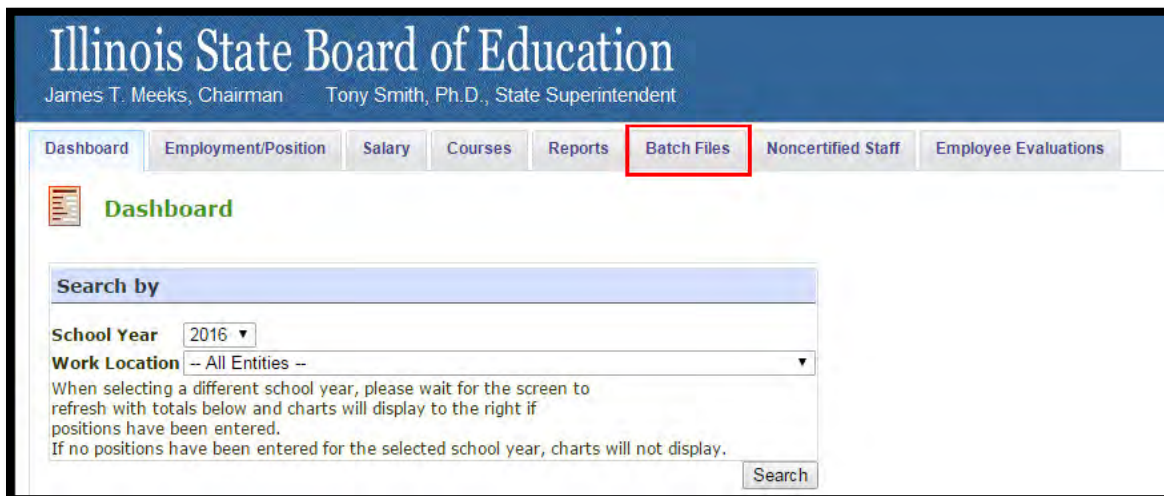
Download the Evaluations Excel template for Mac or Windows, depending on your operating system, and fill out accordingly.
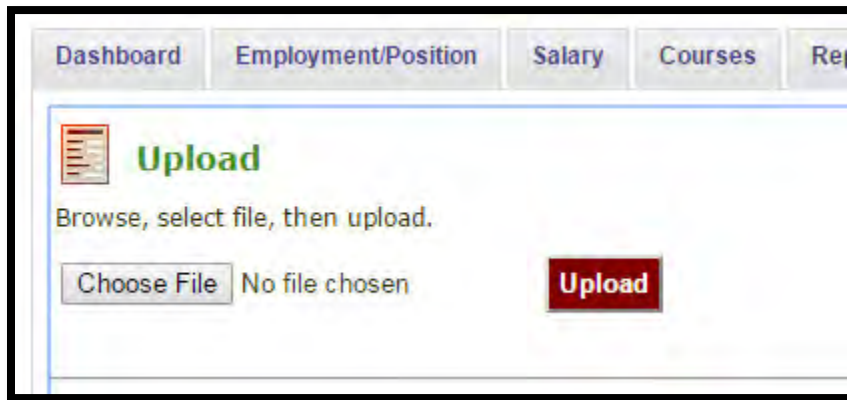
Once the template is filled out, save it as a comma delimited (.csv) file. Then, navigate to the EIS Dashboard (as explained in the previous section) and click the "Batch Files" tab.

Click "Choose File" and select the template you've filled out. Click "Upload" to upload the file.

Resources

For more information on the batch file process, please see Lesson #3 of the EIS Basics Training Course, which explains the batch file process in complete detail.

For questions related to the statute, please call the Educator Licensure division at (217) 557-6763.

For questions related to entering the evaluations in EIS, please call the Data Analysis division at (217) 782-3950.

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For questions related to IWAS, please call the ISBE Help Desk at (217) 558-3600.