



# Illinois State Board of Education

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www.isbe.net

**James T. Meeks**  
Chairman

**Tony Smith, Ph.D.**  
State Superintendent of Education

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## 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](http://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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ISBE Administrator

Home

**System Listing**

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Hello    you last logged in 1/27/2016 10:34:05 AM.

Messages :

[50 unread Inbox message\(s\)](#)

[0 unread Archived message\(s\)](#)

Require Action :

[0 Sign-ups pending your approval](#)

[0 Documents pending your approval](#)

[0 Feedback messages pending review](#)

We have your email address listed as:  
If this is NOT correct, [click here](#) to update.

**News Items**

**How to Open and Close Public Schools: ISBE Notification Procedure**

Each year some Public School Districts need to open or close schools. Click 'More...' to see the instructions for notifying ISBE about these changes...

More...

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

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My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<b>Reporting</b>	
Data Quality Dashboard	Authorized
<b>Employment Information System (EIS)</b>	Authorized
<b>Monthly</b>	
Student Information System - Statewide	Authorized
<b>Annual</b>	
E-Report Card	Authorized

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IWAS Training Video

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

**Summary Information for School Year 2016**

Summary Information for School Year 2016	Counts
Number of Employees	54
Number of Position Records	55

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

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**Evaluation-Eligible Employees for School Year 2016**

Select	IEIN	Employee	Date of Birth	Gender	Race/Ethnicity	Employment Start Date	Employment End Date	# Positions	# Evaluations
Select	00000	Sample Employee 1	01/01/80	Female	African American	08/15/2006		1	0
Select	00000	Sample Employee 2	01/01/81	Female	White	08/15/2009		1	0
Select	00000	Sample Employee 3	01/01/82	Female	African American	08/13/1990		1	0
Select	00000	Sample Employee 4	01/01/83	Female	African American	11/15/2009		1	1
Select	00000	Sample Employee 5	01/01/84	Female	White	08/11/1997		1	1
Select	00000	Sample Employee 6	01/01/85	Male	White	08/15/2004		1	1

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.

The screenshot shows the 'Employment Summary' page for a sample teacher. The header includes the Illinois State Board of Education logo and the title 'Employment Information System'. Below the header, there are fields for employee information: IEIN (00000), Last Name (Sample Teacher), First Name (Sample Teacher), Middle Name, Date of Birth (12/19/1990), Gender (Male), Race/Ethnicity (White), Retired (No), Employer (Sample School), Employment Start Date (08/15/2004), and Employment End Date/Reason. A section titled 'Employee Evaluations for School Year 2016' contains a table with columns for Evaluation Type, Evaluation Rating, Evaluating District, Evaluator IEIN, Evaluator Name, and Has Tenure. An 'Add' button is highlighted in red next to the 'Educator' evaluation type. A 'BACK' link is visible at the bottom left.

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.

The screenshot shows a pop-up window titled 'Evaluation for School Year 2015'. It contains the following fields and controls:
 

- \*Evaluation Type: A dropdown menu with 'Educator' selected.
- \*Evaluator IEIN: A text input field followed by a 'Find Evaluator' button.
- Evaluator Name: A text input field.
- \*Tenured Position?: Radio buttons for 'Yes' and 'No', with 'No' selected.
- \*Evaluation Rating: A dropdown menu with '-- Select --' selected.

 At the bottom right of the form are 'Cancel' and 'OK' buttons. A 'Close' button with a red X icon is in the top right corner of the window.

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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.

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Employment Information System  
Login: Logout

Employment Summary

IEN: 00000	Last Name: Sample Teacher	First Name: Sample Teacher	Middle Name:
Date of Birth: 12/19/1990	Gender: Male	Race/Ethnicity: White	Retired: No
Employer: Sample School	Employment Start Date: 08/15/2004	Employment End Date:	Employment End Reason:

**Employee Evaluations for School Year 2016**

	Evaluation Type	Evaluation Rating	Evaluating District	Evaluator IEN	Evaluator Name	Has Tenure
Add /	Educator	Excellent	Sample District 1	00000	Sample Evaluator	☑

BACK

### 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](http://isbe.net/eis) and select “Excel Templates” from the left-hand navigation.

CENTER FOR PERFORMANCE  
**Employment Information System (EIS)**

Overview

**Introduction to 2017 Enhancements**  
Employment Information System (EIS) has been improved with new enhancements for SY 2016-2017. This short packet provides a brief overview of all upcoming enhancements, as well as a projected calendar for the new year.

In 2013, ISBE retired the Teacher Service Record (TSR) data collection system, and replaced it with the Employment Information System (EIS) for district use in reporting data for teachers, administrators, and other

**Resources**

- EIS Home Page
- Contact Us
- ISBE EIS:
- Data Elements
- EIS FAQs - *Coming Soon!*
- Excel Templates**
- File Format Layouts
- Validations
- User Manual
- Key Dates
- EIS Basics Training Course
- Archived Webinars and Presentations

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Click “Evaluations.”

CENTER FOR PERFORMANCE  
**Employment Information System (EIS)**  
**Excel Templates for employment data input into EIS**

Directions on the use of Windows or Mac templates are included in the [ISBE EIS File Format Layout](#) document.

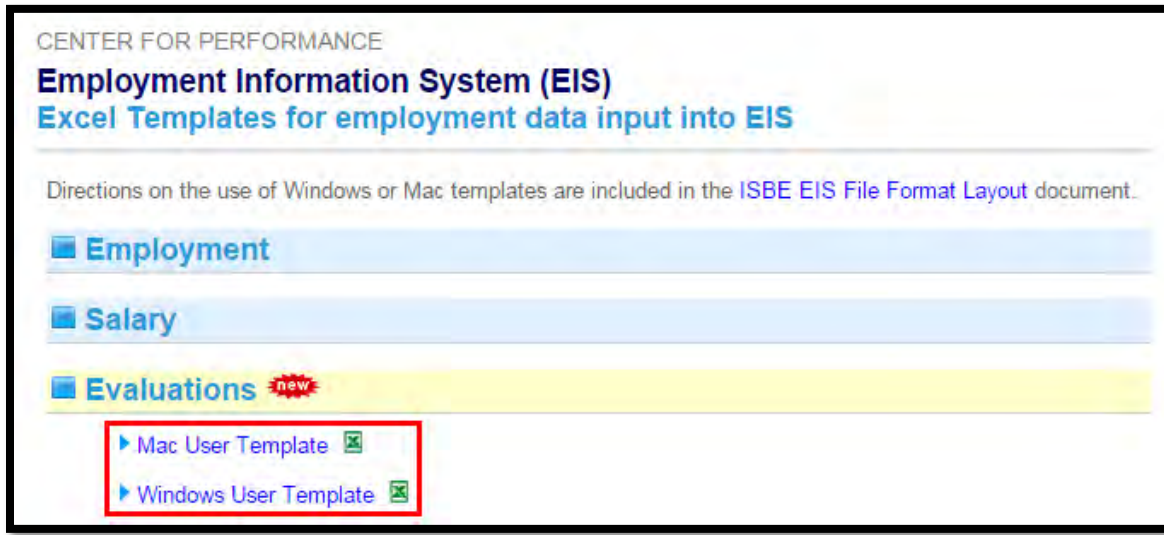
Employment

Salary

**Evaluations new**

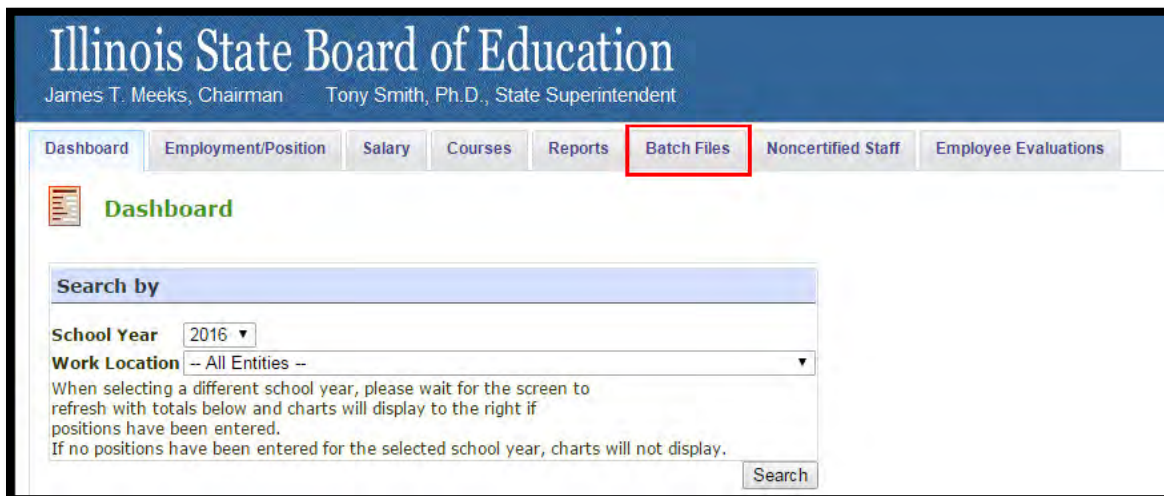
Archive

Download the Evaluations Excel template for Mac or Windows, depending on your operating system, and fill out accordingly.

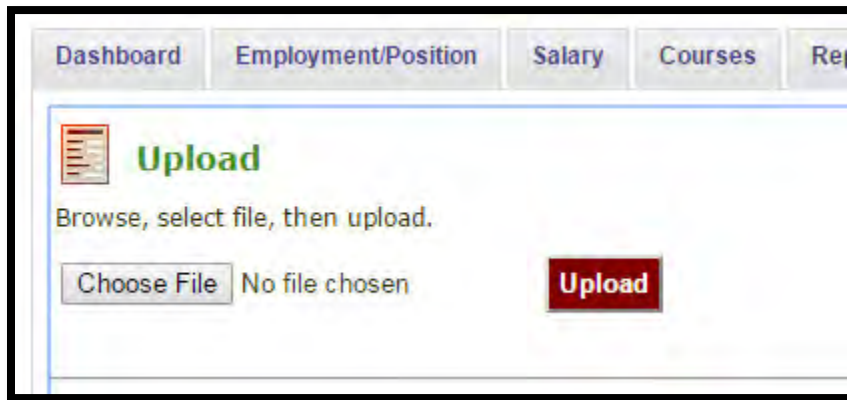


Once the template is filled out, save it as a comma delimited (.csv) file. Then, navigate to the EIS Dashboard (as explained in the previous section) and click the “Batch Files” tab.

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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.

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