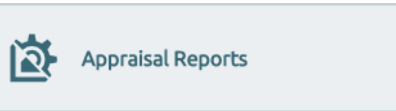


## Creating an Evaluation Status Report in Eduphoria Strive Summary by School

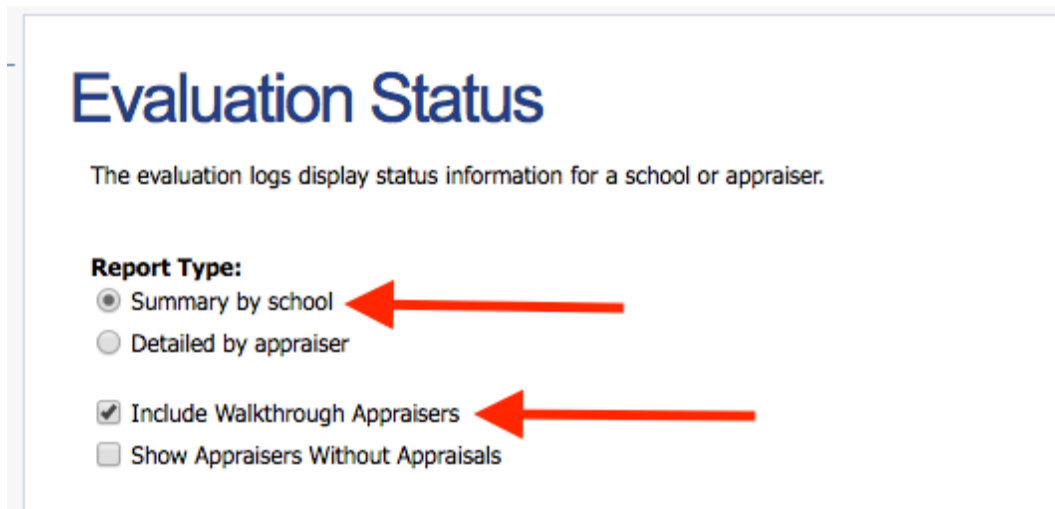
1. Login to eduphoria and click on the *Strive* icon
2. On the far left click the *Appraisal Reports* icon



3. Click on the *Evaluation Status* report



4. Under *Evaluation Status* choose Summary by school, and choose Include Walkthrough Appraisers

 A screenshot of the "Evaluation Status" form. The form has a title "Evaluation Status" and a subtitle "The evaluation logs display status information for a school or appraiser." Below the subtitle, there is a "Report Type:" section with two radio buttons: "Summary by school" (selected) and "Detailed by appraiser". There is also a checkbox section with "Include Walkthrough Appraisers" (checked) and "Show Appraisers Without Appraisals" (unchecked). Red arrows point to the "Summary by school" radio button and the "Include Walkthrough Appraisers" checkbox.



5. Select the *Start Date* and the *End Date*

**Start Date:**

8/28/2016



**End Date:**

6/8/2017



6. Finally click *Submit Report*



7. The system will generate a pdf document for you to save to your computer

If you have any questions please contact Dr. Blanca Lopez, ext. 4054, [blopez@yisd.net](mailto:blopez@yisd.net) or Shelley Smallwood. Ext. 40683, [ssmallwood@yisd.net](mailto:ssmallwood@yisd.net)