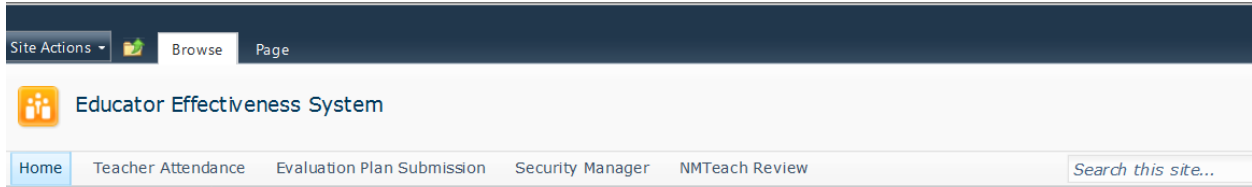


How to Access NMTEACH Summative Reports

1. Log on to NMTEACH Educator Effectiveness System (EES) SharePoint by going here, [NMTEACH EES](#), and logging in with your previously provided credentials. If you have not received credentials, please contact the NMTEACH team at teacher.evaluation@state.nm.us.

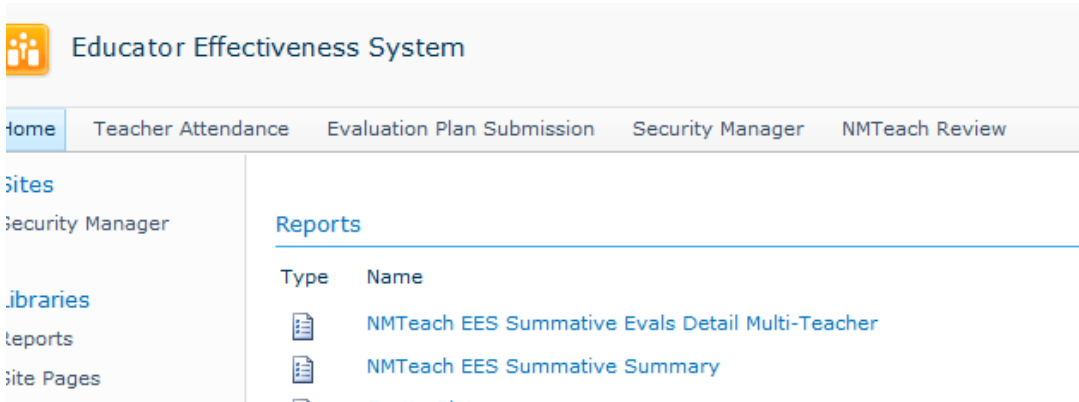
The heading should look like this:



2. Once you have successfully landed on the EES Home Page you will choose NMTEACH Reports.

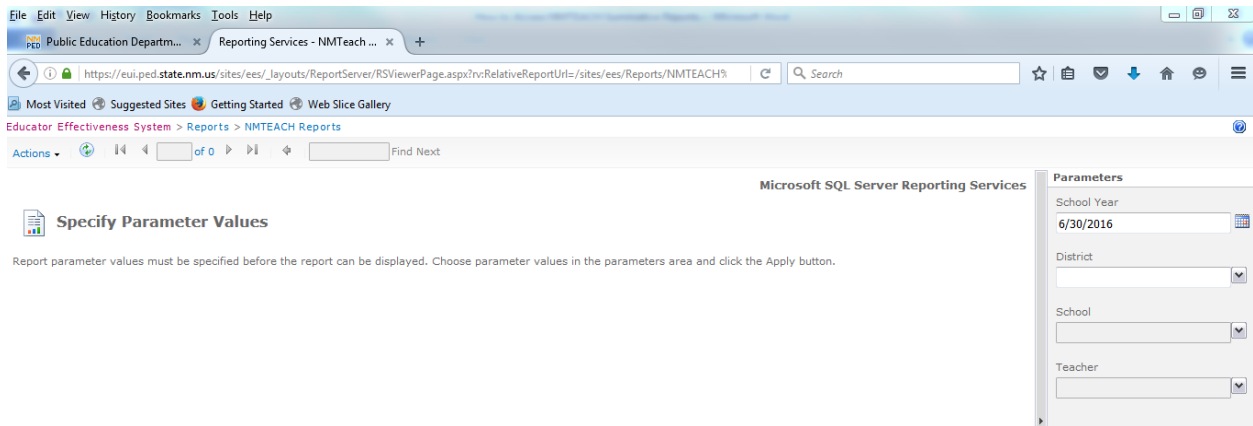


3. On the NMTEACH Reports page you may choose from two different formats of the summative evaluation: [NMTEACH EES Summative Evals Detail Multi-Teacher](#) and [NMTEACH EES Summative Survey](#).



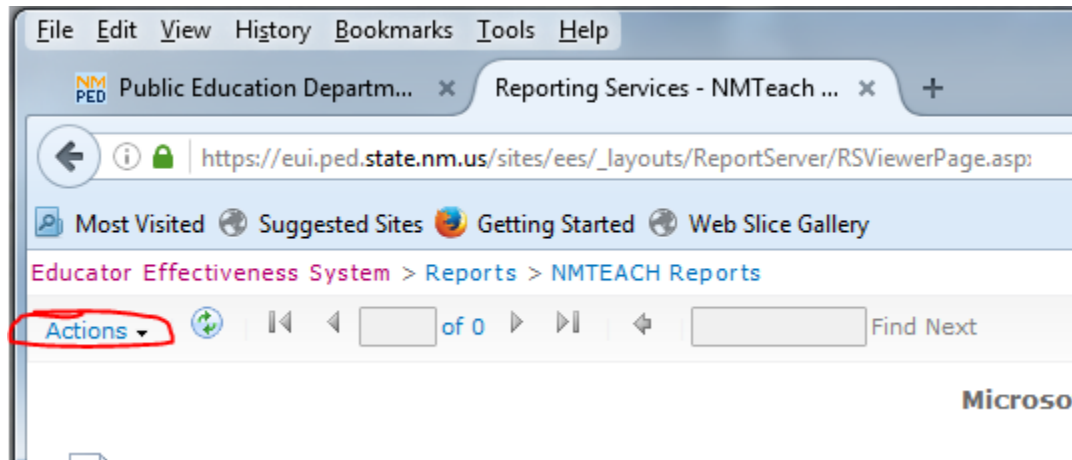
The NMTEACH EES Summative Evals Detail Multi-Teacher will display all pages of each teacher's summative evaluation; the NMTEACH EES Summative Summary will display only the first page of the summative evaluation.

4. Clicking on either report link will take you to a page that looks like this:



On the right side of the page you will see four different drop down menus under the **Parameters** heading. You must make a selection in each drop down menu to generate a report.

5. After you have made viewing selections, click the **Apply** button on the bottom right.
6. To print the summative reports, you will go to the **Actions** drop down button on the top left corner of the screen, select export and then choose PDF. Please note, if you've used the *select all* function, it will create one PDF document with everything that has been selected. To download reports as a data file, go to the **Actions** drop down button on the top left corner of the screen, choose export, and then choose CSV or EXCEL.



7. If you have problems accessing the summative reports, please contact teacher.evaluation@state.nm.us.