

Strive Summative for Supervisors

Directions with Screen Prints:

1. In Strive, Select Campus View



2. Select the employee. →



3. Click on the Evaluation Tab



4. Click the + for Summative



5. Click the down arrow and select the correct summative for the individual.
6. Click Create Evaluation.



7. Complete the Summative.
 - a. Select Saved to save and/or if you want to complete at a different time.
 - b. Send New Message can be used by the employee or appraiser.
 - c. Ignore Classroom if not applicable.

8. Select View is Unlocked to lock the view.



9. Select Let Staff View.



- a. When you select Let Staff View, Electronically Sign will appear.
NOTE – Once both parties sign, the document can no longer be edited. It is recommended to let the employee sign first.
- b. When Let Staff View is selected, the employee will receive an email.
- c. After the employee signs, the appraiser will receive an email.

10. To sign the document, Click on the Summative.



11. Select Electronically sign and follow screen directions.



- a. Once both parties sign, the document can no longer be edited.

For Additional Assistance: In Euphoria, select Help found on the upper right hand of the screen when you first log into the program. Select Strive.