




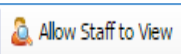

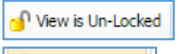
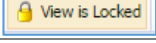


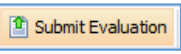

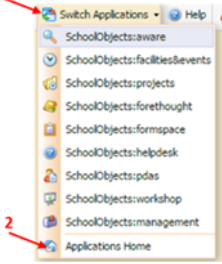



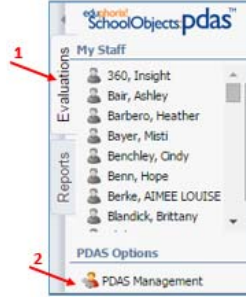
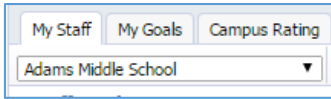
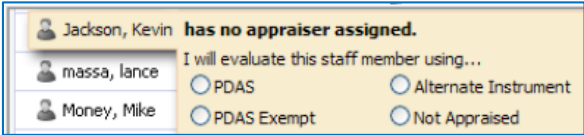


Supervisors & Principals Phase 0: Set Up and Hints

Step	Action
A.	<p>Options available for evaluations:</p> <p> Save Save the document. Do this often.</p> <p> Used to check spelling in the document.</p> <p> Delete Form Delete the current form and start all over. Do this if you selected the incorrect evaluation form.</p> <p> Archive When the evaluation is complete, archive to prevent any future changes.</p> <p> Print Prints the evaluation to a PDF so it can then be printed to hard copy.</p> <p> Allow Staff to View Sets the evaluation so the employee can view. The employee will be notified via email.</p> <p> Changes the date on the evaluation. The date should be the date of the evaluation conference.</p> <p> View is Un-Locked  View is Locked Toggle switches used to limit visibility of the evaluation to only the supervisor and employee.</p> <p> Comment switch used to make and to view supervisor and employee comments.</p> <p> Electronically sign the document. Requires that the profile security question was already set.</p> <p> Submit Evaluation This option notifies the supervisor that the employee has viewed the evaluation and is ready for the conference. (Supervisor must have first clicked on "Allow Staff to View".)</p>
B.	<p>Electronic Signatures: If you get this error message:</p> <div data-bbox="841 1266 1487 1503" style="border: 1px solid black; padding: 5px;"> <p><b>Invalid Profiles for Signatures</b></p> <p>Some of the staff members assigned to sign this document do not have valid profiles. They should setup their SchoolObjects profiles again by selecting 'Change My Profile' from the Switch Applications menu.</p>  </div> <p>you must set up and answer your security question. Do this by clicking on <b>"Switch Applications"</b> <b>"Applications Home"</b></p>  <p><b>"Change My Profile"</b></p>  <p>Click <b>"Next"</b> until the system asks you to select and answer a security question. Once you answer, click <b>"Next"</b> and exit the dialogue box. This answer will be used only by you when asked to electronically sign a document in Eduphoria.</p>


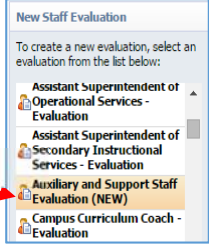
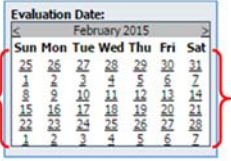
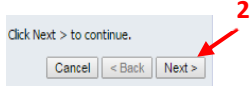
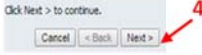
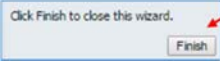
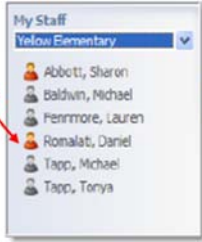


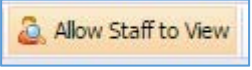


**Supervisors & Principals**  
**Phase 1: Set Up Appraisal Lists and Evaluation Instruments**

Step	Action																								
A.	<p>Set up appraisal list in PDAS</p> <ul style="list-style-type: none"> <li>• Sign in to Eduphoria</li> <li>• PDAS</li> <li>• Evaluations tab</li> <li>• PDAS Management (lower left hand of navigation pane)</li> </ul> 																								
B.	<p>Select your campus/department from the drop down right underneath the "My Staff" tab.</p> 																								
C.	<p>Staff that have been linked to your campus/department appear on the content pane (to the right).</p> <table border="1" data-bbox="818 905 1370 1213"> <thead> <tr> <th>Staff Member</th> <th>Appraiser</th> <th>Instrument</th> <th>T</th> </tr> </thead> <tbody> <tr> <td>360, Insight</td> <td>Not Set</td> <td>Not Set</td> <td></td> </tr> <tr> <td>Bair, Ashley</td> <td>Not Set</td> <td>Not Set</td> <td></td> </tr> <tr> <td>Bakey, Kim</td> <td>Principal, Clint</td> <td>Alternate</td> <td></td> </tr> <tr> <td>Barbero, Heather</td> <td>Principal, Principal</td> <td>PDAS Exempt</td> <td></td> </tr> <tr> <td>Bayer, Misti</td> <td>Principal, Clint</td> <td>PDAS</td> <td></td> </tr> </tbody> </table>	Staff Member	Appraiser	Instrument	T	360, Insight	Not Set	Not Set		Bair, Ashley	Not Set	Not Set		Bakey, Kim	Principal, Clint	Alternate		Barbero, Heather	Principal, Principal	PDAS Exempt		Bayer, Misti	Principal, Clint	PDAS	
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D.	<p>Click on a staff member's name that you supervise. A yellow popup window will appear.</p> 																								
E.	<p>To evaluate a Teacher → click the "PDAS" bubble. To evaluate a non-Teacher → click the "Alternate Instrument" bubble.</p>																								
F.	<p>When you are done look for 2 things:</p> <ol style="list-style-type: none"> <li>1. Your name appears under the Appraiser Column and</li> <li>2. The correct appraisal instrument appears in that column as well.</li> </ol> <table border="1" data-bbox="995 1583 1516 1871"> <thead> <tr> <th>Staff Member</th> <th>Appraiser</th> <th>Instrument</th> </tr> </thead> <tbody> <tr> <td>360, Insight</td> <td>Principal, Clint</td> <td>PDAS</td> </tr> <tr> <td>Bair, Ashley</td> <td>Principal, Clint</td> <td>Alternate</td> </tr> <tr> <td>Bakey, Kim</td> <td>Principal, Clint</td> <td>Alternate</td> </tr> <tr> <td>Barbero, Heather</td> <td>Principal, Principal</td> <td>PDAS Exempt</td> </tr> <tr> <td>Bayer, Misti</td> <td>Principal, Clint</td> <td>PDAS</td> </tr> </tbody> </table>	Staff Member	Appraiser	Instrument	360, Insight	Principal, Clint	PDAS	Bair, Ashley	Principal, Clint	Alternate	Bakey, Kim	Principal, Clint	Alternate	Barbero, Heather	Principal, Principal	PDAS Exempt	Bayer, Misti	Principal, Clint	PDAS						
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G.	<p>If all looks okay in step 5 above, then you are done and ready to evaluate your staff with <b>Phase 2: Evaluating Staff</b>.</p>																								

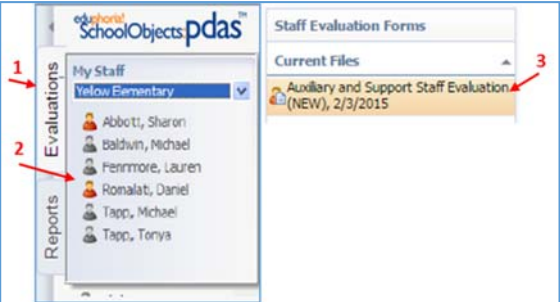

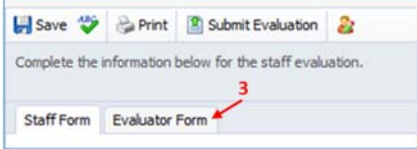





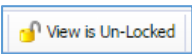



**Supervisors & Principals  
Phase 2: Evaluating Staff**

Step	Action
A.	<p>Begin evaluating employees</p> <ul style="list-style-type: none"> <li>• Sign in to Eduphoria</li> <li>• PDAS</li> </ul>
B.	<ol style="list-style-type: none"> <li>1. Evaluations tab</li> <li>2. Select and employee</li> <li>3. Click on <b>“New Evaluation”</b> (bottom left hand corner)</li> </ol> 
C.	<p>The Evaluations are listed on the right (blue pane).</p> <ol style="list-style-type: none"> <li>1. Select the employee’s appropriate evaluation. <i>Note that Auxiliary and Support staff have one evaluation.</i></li> <li>2. Click <b>“Next”</b> (lower right hand corner)</li> <li>3. Select the date for the evaluation.</li> <li>4. Click <b>“Next”</b></li> </ol>      <ol style="list-style-type: none"> <li>5. Click <b>“Finish”</b></li> </ol>
D.	<p>To fill out the form,</p> <ol style="list-style-type: none"> <li>6. Select the employee again</li> <li>7. Click on the Evaluation Form</li> <li>8. Fill out the form and</li> <li>9. Save (above the evaluation form)</li> </ol>   
E.	<p>When done filling the form, click on <b>“Allow Staff to View”</b>. An email will be sent to the employee that and evaluation is available.</p> 
F.	<p>Set up a conference with the employee and proceed to <b>Phase 3: Evaluation Conference</b>.</p>



**Supervisors, Principals and Employees**  
**Phase 3: Evaluation Conference**

Step	Supervisor Action	Employee Action
A.	Wrap up the Evaluation <ul style="list-style-type: none"> <li>• Sign in to Eduphoria</li> <li>• PDAS</li> </ul>	View the Evaluation <ul style="list-style-type: none"> <li>• Sign in to Eduphoria</li> <li>• PDAS</li> </ul>
B.	1. <b>Evaluations</b> tab 2. Select and employee 3. Click on Evaluation form you just completed.  	1. Click on <b>My Evaluations</b> tab. 2. Click on the Evaluation form    3. Click on the <b>“Evaluator Form”</b> tab.    4. When done viewing the Evaluation, click the <b>“Submit Evaluation”</b>  
C.	Conduct the conference with your employee.	Conference with your supervisor.
D.	When you are done with the conference, electronically sign the form by clicking on 	When you are done with the conference, electronically sign the form by clicking on 
E.	You will be asked to submit your credentials.    Close the dialog box that indicates you signed it.	You will be asked to submit your credentials:    Close the dialog box that indicates you signed it.
F.	When you are completely done, click on the <b>“View is Un-Locked”</b> so that only you and the employee can view the evaluation.  	At this point, you can print the document for you're your own records with the  but there is no need to do so because you can always access it via Eduphoria.
G.	You will receive an email from SchoolObjects.com letting you know when you and your employee have signed the evaluation.	You will receive an email from SchoolObjects.com letting you know when you and your supervisor have signed the evaluation.