



# Teacher Guide Updated Summer 2012

## Logging on to eduphoria!

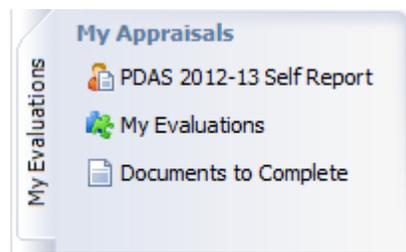
1. Open an internet browser.
2. Type the web address for your district's eduphoria SchoolObjects site.
3. Enter your district email address or username.
4. Enter your password.
5. Click Login.
6. **"Update Your Profile"** if any changes have occurred to your job description or campus location. Complete the wizard.
7. Click on PDAS.

A screenshot of the eduphoria! SchoolObjects login page. It features the logo at the top, followed by the instruction "Enter your email address and password to begin." Below this are two input fields: "Email Address:" and "Password:". At the bottom, there is a green "Login" button and a link for "Forgot Password?".

## PDAS Teacher Self Report and Evaluations

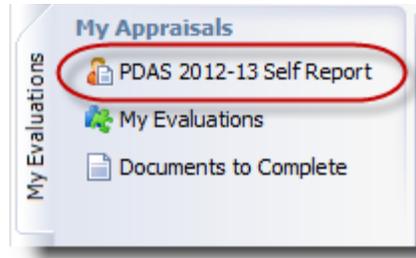
In PDAS, teachers can do the following:

- Complete and Submit PDAS Self Report Sections I, II, & III
- View your evaluations that the principal has enabled for viewing
- Complete any documents (Group Evaluations)



## Submit PDAS Self Report Sections I, II, & III

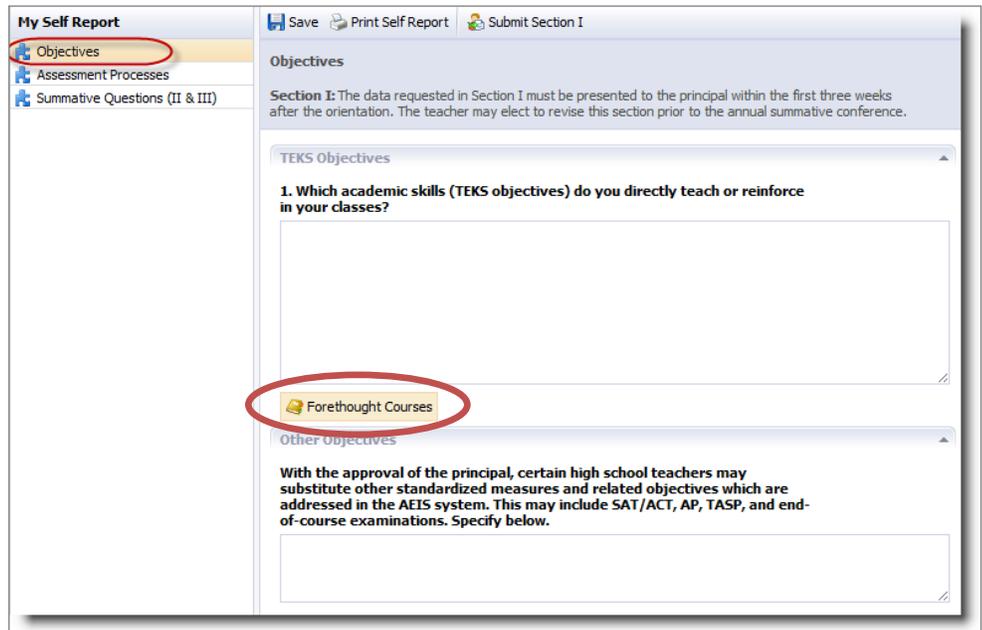
On the My Evaluations Tab, select PDAS Self Report.



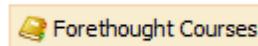
### Self Report Section I - Objectives

Complete PDAS Self Report Section called **Objectives**.

Complete the section **on TEKS Objectives** and **Other Objectives** as appropriate to your position.



If you are using the Lesson Planner in Forethought, you may click on the **Forethought Courses** button to select the TEKS that you teach.



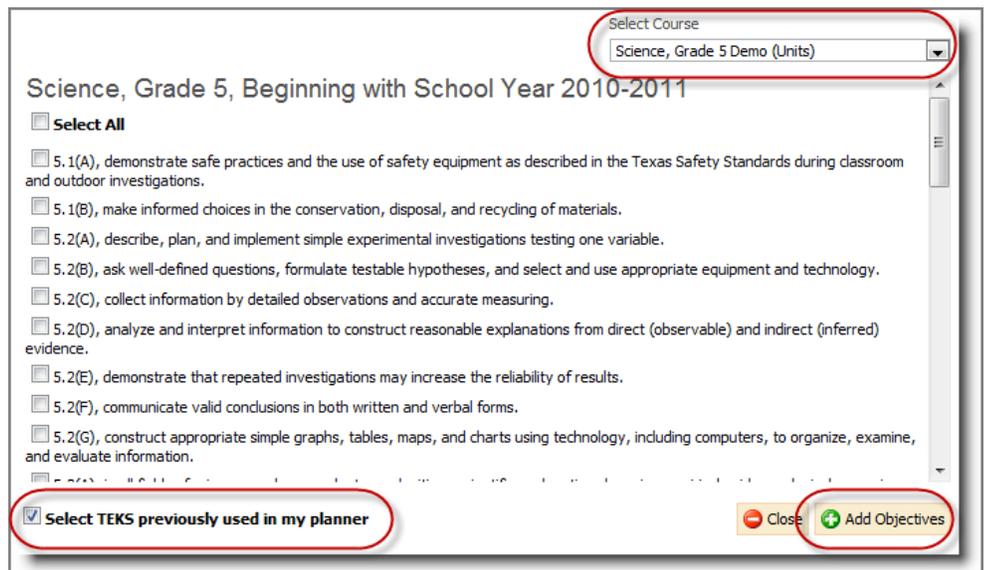
Using the dropdown option, you can switch between all of the courses that are incorporated into your lesson planner schedule. Select the TEKS taught and then click **Add Objectives**.

Switch to a different course (if needed), select TEKS, and click **Add Objectives** again.

When finished, click **Close**.



Save your work.



## Self Report Section I – Assessment Processes

Complete the Assessment Processes Section.



Save your work.

After completing BOTH sections and Saving, click **Submit Section I**.

It will automatically show up for your appraiser and he/she will be able to see your content.

**Assessment Processes**

**Section I:** The data requested in Section I must be presented to the principal within the first three weeks after the orientation. The teacher may elect to revise this section prior to the annual summative conference.

**General Assessments**

**2. What processes do you use to assess the needs of your students with regard to academic skills (TEKS objectives)? Check all that apply.**

- Disaggregated TEKS assessment data
- Curriculum-correlated assessment materials
- Teacher-designed assessment process/materials
- Diagnostic observations
- Other standardized test results
- Cumulative classroom performance data

**Other (Describe)**



*Note: The information in Section I can be updated throughout the year. It will automatically update for the principal without clicking Submit. Simply make the necessary changes and click SAVE.*

## PDAS Self Report II & III – Summative Questions

Select Summative Questions (II & III). Complete the information using the spell-check feature as needed.

**My Self Report**

- Objectives
- Assessment Processes
- Summative Questions (II & III)**

**STOP** Summative Questions

**Section II and III:** The data requested in Sections II and III must be provided to the principal at least two weeks before the annual summative conference. Limit all responses to one-half page per response.

**Section II**

**3. Describe a specific instructional adjustment (e.g., materials, sequencing, etc.) which you have made based on the needs assessment of your students.**

**4. Describe the approaches you have used to monitor classroom performance and to provide feedback to students regarding their progress in academic skills.**

For Question 7, the option to import your professional development portfolio from Workshop exists (if using in your district).

Section III

**7. List or describe, in the space provided below, your professional development activities for the past year related to campus/district goals, assigned subject/content, needs of students, or prior appraisal performance in the following areas: inservice, team planning, mentoring, collaboration with colleagues, self-study, video coursework or distance learning, university-level coursework, professional conferences, and other non-traditional activities.**

Workshop Portfolio

If using Workshop, click on **Workshop Portfolio** to open your portfolio of professional development events. Check any that apply to your school year and click **Add Events**. When complete, click Close.

Workshop Portfolio

Workshop Professional Development Portfolio

Portfolio Entries from June 2012 to May 2013

Portfolio Entries from June 2011 to May 2012

- WOMS - ELA Planning Meeting 5/17/2012, May 17, 2012
- WOMS - College Board ELA Vertical Alignment May 15, 2012, May 17, 2012
- WOMS, Mandatory Staff Meeting, April 23, 2012, April 23, 2012
- WOMS Mandatory Staff Meeting April 19, 2012, April 19, 2012
- WOMS TAP Cluster, April 18, 2012, April 18, 2012
- WOMS - Faculty Meeting, April 16, 2012, April 16, 2012
- WOMS TAP Cluster Meetings - April 11, 2012, April 11, 2012
- WOMS TELPAS Grading April 10, 2012, April 10, 2012
- WOMS - Cluster Meetings April 4, 2012, April 4, 2012
- WOMS TAP Cluster Meetings March 29, 2012, March 29, 2012
- WOMS TELPAS Training, March 22, 2012, March 22, 2012

Close Add Events



Save your work.

To submit Section II & III, click the **"Submit Section II & III"** button on the top toolbar.

Save Print Self Report Submit Sections II & III



**NOTE:** Teachers are allowed to modify their self reports up until two weeks prior to the Summative Conference. PDAS will allow these updates without the need to resubmit. Simply make the necessary changes and click SAVE.

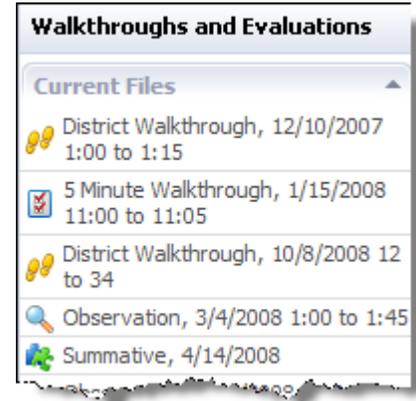
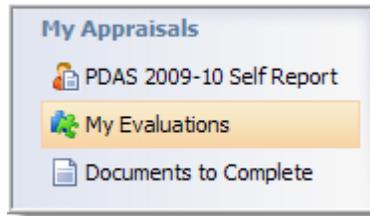
## Viewing Evaluations

### My Evaluations

Select **My Evaluations** to view all available documents. As the principal completes evaluations and makes them available, teachers will receive an email that it is available to view. Selecting an item in the list opens the evaluation and its details.

 Printing the evaluation in PDF format is an option.

If selected as an option by the district administration, posting comments to the evaluator or electronically signing the evaluation can occur. (See options below.)

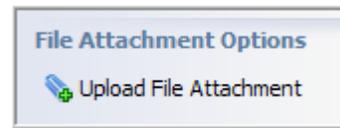


## File Attachment

Teachers have the option of uploading electronic documents for appraisers to view.

Follow the wizard to upload an electronic file (.pdf, .doc, etc.).

**Note: The district must enable this feature for it to appear.**

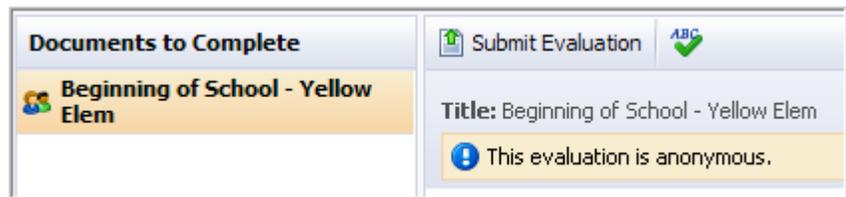


## Documents to Complete

If group evaluations are enabled, teachers will see a document to complete in this section. Teachers will receive an email when an evaluation is required to submit.

Simply complete the document, use the spell-check option as needed, and then click "Submit Evaluation."

Group evaluations are anonymous.



## Adding a Comment

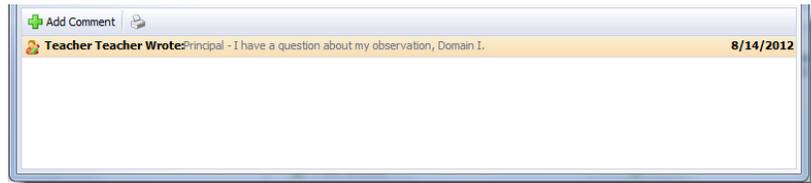


PDAS has the capacity to allow staff members to enter comments about particular evaluations. These could be questions, comments, or rebuttals.

Select the evaluation. Select the staff member/appraiser comments icon to add a comment. Click **Add Comment**. Use the new window to type text. Click **Save**.

*Note: If comments are added, they will be permanently stored with the evaluation. These comments cannot be deleted.*

**Note: The district must enable this feature for it to appear.**



## Electronic Signatures



This icon allows both the evaluator and the teacher to sign the document electronically. Either party can sign the document first. Click on the icon to electronically sign the document.

A pop-up box will appear with the names of the two parties who need to sign the document.

- Click on your name.

Each party needs to provide the following data:

1. SchoolObjects UserName
2. SchoolObjects Password
3. Unique Security Question Answer

Click **Electronically Sign Document** to submit data.

**Note: If you haven't set your Security Question and Answer, then Switch Applications to update your profile.**



Signature for William Administrator:

**SchoolObjects UserName:**

**SchoolObjects Password:**

**What was your childhood nickname?**

