

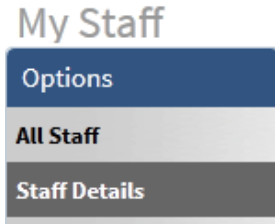


# Starting a Teachers Evaluation Plan

This document explains how to start a teacher's appraisal.

## Accessing your teachers account using Staff Details

1. Select **My Staff** tab and select Staff Details from the options menu.



2. Find your record under administrators' column and select Admin Rights which will activate a pop-up window. See step 3



3. Follow the steps below to select the teacher(s) plans you want to add to Evaluation Participation tab.

**1. Choose Site**  
LAKE FOREST ELEMENTARY

**2. Choose Plan**  
2014-2015 Appraisal I

**3. Choose Members**  

Select All	Name	Position	Demographics
<input type="checkbox"/>	Pink Floyd	Instructional	
<input checked="" type="checkbox"/>	Boy George	Instructional	

**4. Choose Rights**  
Evaluator


**Buttons:** Add, Done

**Select the plans with the current year 2014-2015**  
**Appraisal I:** Teachers and Media Specialists  
**Appraisal II:** BRT, Counselors, CRT, Dean, Psychologists, and Therapists  
**Admin PDP and Appraisal:** AP's

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## Starting Your Teacher's Plan

4. Go back to your options menu and select Staff Details to refresh and select the add symbol  to start the teacher's plans. Once you select start, it will navigate you to the teachers plans.

## My Staff

**Options**

All Staff

Staff Details

SNAPSHOT

Dashboards



Staff Competency Dashboard

Evaluation Status Dashboard

Site/Location:

**All Staff**

	Last Name
Start 2014-2015 Appraisal I	
 	<b>John Doe</b>

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