



# Eduphoria Appraise Quick Sheet for Appraisers

<p><b>Logging into Eduphoria Appraise</b></p> <ul style="list-style-type: none"> <li>❖ <a href="http://www.killeenisd.org">www.killeenisd.org</a> &gt; Staff &gt; eduphoria icon</li> <li>❖ Enter KISD username and password</li> <li>❖ Select Appraise icon</li> </ul>	<p><b>Evaluation Process</b></p> <ol style="list-style-type: none"> <li>1. Teacher must login and complete profile setup.</li> <li>2. Setting up your Teacher List <ul style="list-style-type: none"> <li>❖ Each appraiser must select teachers for current year appraisal requirements.</li> </ul> </li> </ol>
<p><b>How Appraiser Accounts and Roles Are Created/Maintained</b></p> <ol style="list-style-type: none"> <li>1. Appraisers new to KISD can create their own account by logging into Eduphoria using their KISD username and password.</li> <li>2. Appraisers will contact Leadership Development to have rights and campuses assigned (ext. 1738). <i>Check for rights prior to contacting Leadership Development, as rights may have already been assigned.</i></li> </ol>	<p><u><i>Must be completed before a teacher can complete the Teacher Goals Setting and Professional Development that is due within first 6 weeks of school.</i></u></p> <ol style="list-style-type: none"> <li>3. Conduct Walkthroughs <ol style="list-style-type: none"> <li>a. Select a teacher in the My Staff list</li> <li>b. Click the New Evaluation button</li> <li>c. Select Walkthrough from drop down.</li> <li>d. Wizard will assist with remaining steps</li> <li>e. Complete the walkthrough and click Save</li> </ol> </li> </ol>
<p><b>Setting Appraisal Instrument</b></p> <ol style="list-style-type: none"> <li>1. Login to Eduphoria, select Appraise icon</li> <li>2. Click on the Evaluations Tab on the left hand side</li> <li>3. Click on Appraiser Set Up located at the bottom left of the page.</li> <li>4. A list of staff will appear. Click on the teacher you will appraise. (If a teacher is not listed they will need to login and create a profile or update the campus on their existing profile)</li> <li>5. Click on the radio button located next to “I will evaluate.”</li> <li>6. Click on drop down menu and select T-TESS Appraised or T-TESS Exempt</li> <li>7. Click OK</li> </ol> <p><u>Work Flow:</u> KISD Staff&gt; Eduphoria &gt; Appraise &gt; Evaluations &gt; Appraiser Set Up &gt; Select Teacher &gt; Click Radio Button (“I will evaluate”) &gt; T-TESS Appraised or T-TESS Exempt&gt; OK</p>	<ol style="list-style-type: none"> <li>4. Conducting a Formal Observation or Summative Evaluation <ol style="list-style-type: none"> <li>a. Select a teacher in the My Staff list</li> <li>b. Click the New Evaluation button</li> <li>c. Select either Observation or Summative from drop down.</li> <li>d. Select form, wizard will assist with remaining steps</li> <li>e. Complete the evaluation and click Save</li> </ol> </li> </ol> <p><u><i>Printed, signed copies of evaluations are still required by KISD.</i></u></p> <ol style="list-style-type: none"> <li>5. *Creating a Professional Intervention Plan for teachers who score Improvement Needed in 4 out of 16 Dimensions. <u><i>Must collaborate with teacher on creation of plan.</i></u> <ol style="list-style-type: none"> <li>a. Select a teacher in the My Staff list</li> <li>b. Click the New Evaluation button</li> <li>c. Select Intervention from the drop down.</li> <li>d. Wizard will assist with remaining steps</li> <li>e. Complete plan and click Save</li> </ol> </li> </ol> <p><i>*Should be created as soon as the need arises</i></p>
<p><b>Teacher Exemptions</b></p> <ol style="list-style-type: none"> <li>1. A report is available from KISD Reporting, located on the KISD Staff Page links. Open the TTESS folder and click the report titled “Teacher Appraisal Frequencies”.</li> <li>2. In Eduphoria, mark Teachers as T-TESS Exempt for those who are exempt from a formal observation.</li> <li>3. If a teacher is exempt print the Agreement Form.</li> </ol> <p>Exempt Teachers must still complete a Goal Setting Document, and are required to have walkthroughs as well as an end of year conference.</p>	<p><b>Accessing Help</b></p> <p><b>Technical assistance:</b> Information Systems, Ext 6861 <b>Appraisal roles/rights:</b> Leadership Development, Ext 1738</p> <p><b>NOTE</b> KISD Appraisal Guidelines (VI-NN) should be explained, implemented, and adhered to for all teachers. Go to <a href="http://www.killeenisd.org">www.killeenisd.org</a> &gt; Departments &gt; Leadership Development &gt; TTESS</p>