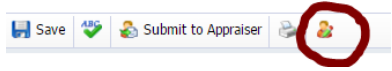


Eduphoria Appraise Quick Sheet for Teachers



<p>How to Create/Update Teacher Accounts and Profiles</p> <ol style="list-style-type: none"> 1. www.killeenisd.org > Staff > eduphoria icon 2. Enter KISD username and password 3. During initial login of each school year, complete profile verification, update with any changes to name, email, campus, grade levels, subjects taught, etc. (ensure you remove previous campus if you are at a new campus) 4. If split between multiple campuses, select <u>all</u> campuses served. 5. Mark if you are new to the campus this school year. 6. Enter employee ID – do not enter leading 0 or e. 7. Profiles can be updated anytime as needed. 	<p>How to Notify Appraiser from within Appraise of updated Goal Setting Document</p> <ol style="list-style-type: none"> 1. Select the Show Comments Icon 2. Click Add Comment.  3. Click in lower window and type comments for appraiser. 4. Click Save <p>The appraiser will receive an email with the comments.</p> <p>*Note – these comments cannot be edited or deleted.</p>
<p>How to Complete Teacher Goal Setting and Professional Development</p> <p><i>Teachers must be assigned an appraiser in Eduphoria Appraise before they can access Appraise to complete the Goal Setting and Professional Development document.</i></p> <ol style="list-style-type: none"> 1. Select Appraise icon 2. Choose My Evaluations tab 3. Choose Evaluation Documents 4. Choose T-TESS Teacher Goal Setting and Professional Development from Documents to Complete section 5. Complete Part I of the document within 6 weeks from the completion of orientation. 6. When finished entering Part I and checking your information, click SAVE 7. Click the Submit to Appraiser button at the top of the page (you can still add information after submitting by just clicking SAVE each time) 8. Complete Part II prior to end of year conference. 9. Click Save <p>*The appraiser will not receive an email notification that the document has been updated. Please see section regarding notifying appraiser of updated document.</p>	<p>How to View a Walkthrough/ Evaluation</p> <p>Select the My Evaluations tab then select Evaluation Documents to view all available documents. As your appraiser completes evaluations and makes them available to you, the documents will appear in your My Evaluations list. You will also receive an email when a new evaluation is available. Click an item to view the details. By default, you will be able to print your evaluation. When printing, Appraise will generate an Adobe Acrobat file which you can save and/or view immediately.</p> <p>Teacher Exemptions</p> <p>Exempt status is determined by last year's PDAS rating, along with other factors, and are identified in Eduphoria by appraiser. Agreement Form should be signed in lieu of formal observation. Teachers who are exempt must still complete a Goal Setting and Professional Development Plan Document, and are required to have walkthroughs as well as an end of year conference.</p> <p>NOTE</p> <p>All teachers should adhere to the KISD Appraisal Guidelines (VI-NN). Go to www.killeenisd.org > Departments > Leadership Development > TTESS</p>