

# Eduphoria: APPRAISE FOR ADMINISTRATORS

## Logging in, Updating your Profile, and Managing your Staff Lists

### I. LOGGING INTO EDUPHORIA

1. Open **Chrome** or **Mozilla Firefox** (do not use Internet Explorer).
2. Go to the website <http://appraise.pisd.edu>.
3. Login using your **computer login** and **password**. (**Note:** the username is just your **firstname.lastname**)

### II. CREATING AND UPDATING YOUR PROFILE

**FIRST-TIME** users will be prompted to complete their profile immediately.

**NOTE: Once per year, ALL USERS will be required to update their profile**

1. Verify your **name** and **email address** are correct.
2. Select your **campus/department** in the campus list. Click **Next**.
3. Select your **Role**. Click **Next**.
4. Choose a **Security Question** from the list.
5. Type the **Answer** to your security question. Click **Next**.
6. Verify your **Employee ID** number.
7. Click **Save Changes**.

**NOTE:** SELECTING THE **WRONG CAMPUS** WILL PREVENT YOUR SUPERVISOR FROM EVALUATING YOU.

**NOTE:** The answer is **case-sensitive**. Remember exactly how you typed the answer. It is recommended that you not use dates, street names or anything that could be abbreviated.

**Your profile is now complete. Your supervisor can now add you to the list of staff they evaluate.**

- Your campus/department does not automatically change if you move positions in the district. You must edit your profile to change your campus.

**UPDATING** your profile can be done at any time. Click the **My Profile** button from the Eduphoria home page OR from within PDAS, click **Change My Profile**.

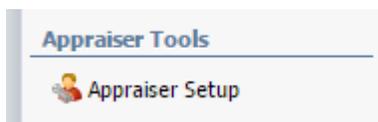


### III. ADDING STAFF TO YOUR LIST OF EMPLOYEES TO EVALUATE

The following **Appraisee Types** are available. Use this as a guide when selecting staff to evaluate.

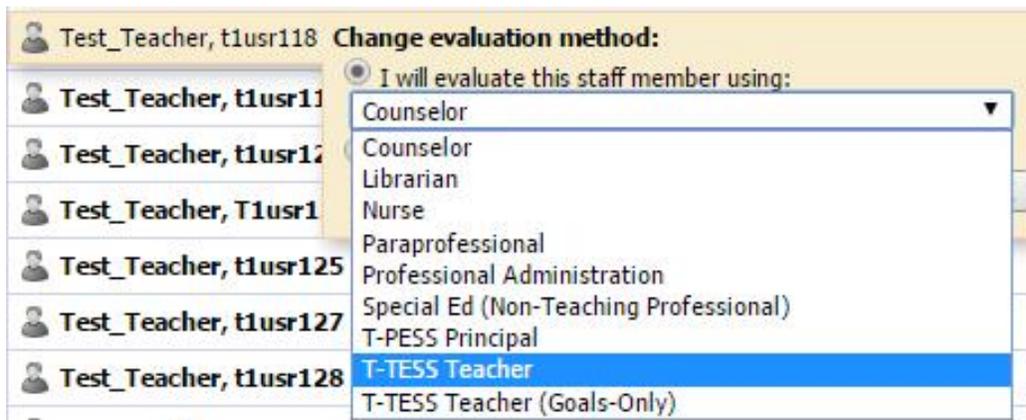
<b>Counselor</b>	<b>Counselor</b>	All counselors and substance abuse specialists
<b>Librarian</b>	<b>Librarian</b>	Campus librarians
<b>Nurse</b>	<b>Nurse</b>	Campus nurses
<b>Paraprofessional</b>	<b>Paraprofessional</b>	All Paraprofessional Staff
<b>Professional Administration</b>	<b>Professional Administration</b>	Professional staff at district admin. buildings
<b>Special Ed (Non-Teaching Professional)</b>	<b>Special Ed (Non-Teaching Professional)</b>	Special Ed Non-Teaching Professionals: (Campus Dept. Heads, Itinerant Staff, SLP's, etc.)
<b>T-PESS Principal</b>	<b>T-PESS Principal</b>	Principals, Asst. Principals, Admin. Interns
<b>T-TESS Teacher</b>	<b>T-TESS Teacher</b>	Teachers on full T-TESS Rotation
<b>T-TESS Teacher (Goals-Only)</b>	<b>T-TESS Teacher (Goals-Only)</b>	Teachers NOT on T-TESS full rotation

1. Open **APPRAISE** and click the **Evaluations** tab on the left menu. Staff currently assigned to you will appear under your My Staff list.
2. Click **Appraiser Setup** at the bottom of the screen to view all staff that selected your campus in their profiles.

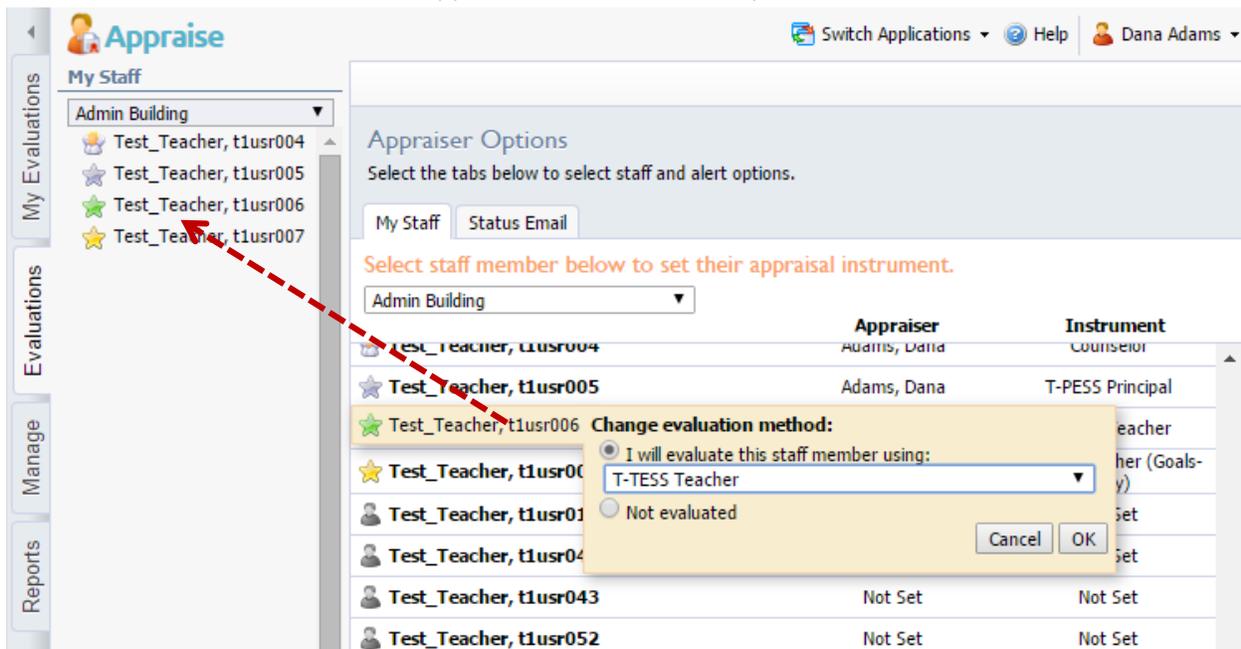


**NOTE:** YOU MAY NEED TO DO THIS STEP MULTIPLE TIMES PER YEAR AS STAFF LOGIN FOR THE FIRST-TIME AND COMPLETE THEIR PROFILES

3. Click on staff member names (as needed) to assign yourself as their appraiser. This will either remove their previous appraiser's name or assign them an appraiser for the first time. Users that you see "Not Set" under the Appraiser column would not be able to see APPRAISE at all when they login to Eduphoria.



4. The staff member's name will now appear on the left in the 'My Staff' section.



## IV. SETTING UP APPRAISER STATUS EMAILS

You can choose to have emails sent to you weekly (Sunday evening) or monthly (first of the month). These emails will update you on the appraisal status of your campus and other items that you specify.

Click **Appraiser Setup** and click the **Status Email** tab.

The screenshot shows the 'Appraiser Options' section with the 'Status Email' tab selected. Below the tabs, there is a section for 'Appraiser Status Emails' with a checked box for 'Send a status email to me each' and a dropdown menu set to 'Week'. Underneath, there is a section titled 'Include the following in the email:' with several checkboxes: 'How many walkthroughs, observations, and summatives I completed.' (unchecked), 'List of staff members requiring an observation.' (checked), 'List of staff members requiring a summative.' (unchecked), 'List of staff members with fewer than [ ] walkthroughs.' (unchecked), and 'List of staff members with sent evaluations that have not been viewed.' (unchecked). An 'Update' button is at the bottom.

## V. CONDUCTING AN EVALUATION

**Remember:** When creating an evaluation, your choice of forms will be dictated by the type of staff that you are evaluating. For instance, nurses, librarians, para-professionals, and teachers may all have different forms that are particular to them. Remember that the type of appraisal for each staff member is selected under **Appraiser Setup** (see Section III above).

1. Click on **Evaluations** tab and select the staff member's name in the **My Staff** list.

The screenshot shows the 'My Staff' list with a dropdown menu open. The dropdown menu is currently set to 'Admin Building' and lists several staff members: 'Test\_Counselor, t1usr004', 'Test\_Librarian, t1usr042', 'Test\_Paraprofessional, t1usr', 'Test\_Principal, t1usr005', 'Test\_Teacher, t1usr006', 'Test\_Teacher, t1usr043', 'Test\_Teacher, t1usr052', 'Test\_Teacher\_Goals, t1usr00', and 'Test\_Teacher\_Goals, t1usr10'. A red arrow points to the 'Test\_Paraprofessional, t1usr' entry.

### NOTE

If staff is missing from this list, click APPRAISER SETUP to assign any missing staff to an appraiser.

If you do not see the employee's name under Appraiser Setup, ask the employee to check their profile to see if they have selected the correct campus/dept.

2. At the bottom of the left-hand window, click **New Evaluation**.

The screenshot shows the 'Staff Options' menu with the 'New Evaluation' button highlighted. Below it are 'New File Attachment', 'Appraiser Tools', and 'Appraiser Setup'.

3. Select the type of evaluation on the right and then click **Next**.

4. Click on the evaluation title and then click **Next**.

5. Complete the evaluation date form and click **Next** and then click **Finish**.
6. The evaluation will appear under the **Current Documents** for the selected staff.

7. Complete the evaluation. Click **Save** to save your progress.
8. When you are ready to let the employee see the evaluation, click **Let Staff View**.

9. If the evaluation requires an electronic signature, the button will appear after you click Let Staff View. Click the signature button and then on your name to sign.

✕

Signature for Dana Adams:

**Eduphoria UserName:**

**Eduphoria Password:**

**In what city did you meet your spouse/significant other?**

By checking this box, I am indicating a **refusal** to sign this document.

## OPTIONAL TOOLS

During an observation or walkthrough, if you would like to take private notes, click the **View Evaluation Comments** button. These notes are not visible to staff members.



## VI. REFERENCE DOCUMENTS

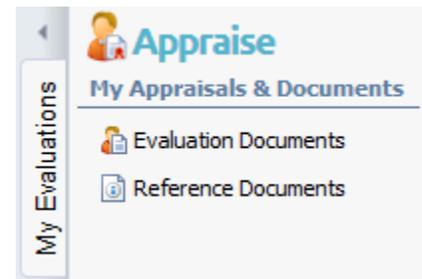
Reference documents have been loaded to offer assistance with questions as you use Appraise. Reference documents are role specific. This means that teachers and administrators will see different documents.

1. Click the **My Evaluations** tab and select **Reference Documents**.
2. Select the title of the reference document.
3. Click **View Document** to download the PDF file.

[View Reference Document](#)

Select the button below to view the document:

View Document



## VII. FREQUENTLY ASKED QUESTIONS

### 1. My staff does not see APPRAISE when they login to Eduphoria.

First, check your Appraiser Setup option and see if you need to assign them an appraiser. Second, ask the employee to check their profile to make sure they have selected the correct campus/department. Tell them the name of the campus/department to select.

### 2. I am missing one of my staff members on my list of employees to evaluate.

First, check your Appraiser Setup and look for their name on the list of employees. Click on their name to assign yourself as their appraiser. If you do not see their name under Appraiser Setup, the staff member did not properly complete their profile. Ask your employee to check their profile and tell them the correct campus/department to select.

### 3. I cannot login to Eduphoria (Appraise).

The URL to access Eduphoria is <https://appraise.pisd.edu> . Do not use Internet Explorer. Your username is just your firstname.lastname (not your email address).

### 4. I cannot electronically sign my evaluation.

Remember, the secret question answer is case-sensitive. Try typing it with/without a capital letter. If you still cannot answer your question, update your profile to select a new question and re-enter the answer. Also, your username is just your computer login firstname.lastname (not your email address).

### 5. My employee accidentally clicked that they refused to sign my evaluation.

As long as both of you have not already signed the evaluation, the employee can go back to their electronic signature option and clear their signature and re-sign. If both of you have already signed the evaluation, you can attach documentation to the evaluation indicating the refusal was in error. A copy of an email from the

employee to you would be sufficient to attach to the evaluation.

## 6. Do I need to install the SchoolObjects:Appraise mobile app?

The Appraise application is currently being updated to be completely responsive on ANY device. Look for this to be fully functional by the end of the summer. With this feature update, there will be no need for the Appraise app on mobile devices.

## VIII. SYMBOL GLOSSARY



**Allow Staff to View:** Click to enable the staff member to view the evaluation. An email will be sent indicating that a new evaluation is available to view. The time/date that you made the evaluation available will also be stored, and the form will inform you when the staff member views the evaluation.



To change the date, time, class information, or assignment area for the evaluation, click the **Change Date and Time** button on the toolbar.



**Scripted comments:** Click the evaluation comments button to script comments or view comments scripted during the evaluation. The comments will not be visible by the teacher.



**Spell Check:** Checked for the text sections of the current domain for spelling errors.



**Staff Comments:** Add a comment for the staff member. The staff member will be able to add a comment as well. *Note: The comment(s) will be permanently attached to the summative. The only way to delete a comment is to delete the evaluation completely.*



**Electronic Signatures:** Click the electronic signature icon to sign the evaluation. You must click “Let Staff View” the evaluation before you will be able to see this icon.