Eduphoria: APPRAISE FOR TEACHERS
Logging in, Updating your Profile, Goals, and FAQ's

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.

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

1. Verify that 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. Teachers will continue to answer questions about what you teach. Click **Next** after each section.
5. Choose a **Security Question** from the list.
6. Type the **Answer** to your security question. Click **Next**.
7. Verify your **Employee ID** number.
8. Click **Save Changes**.

> **NOTE:** The answer is **case-sensitive**. You will need to remember exactly how you typed the answer. It is recommended that you <u>not</u> 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 <u>does not</u> 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**.
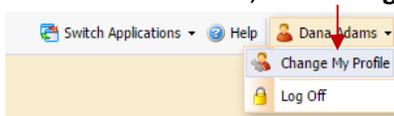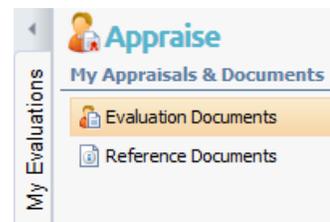

III. SUBMITING YOUR PROFESSIONAL GOAL

GOALS

1. Click **Appraise** from your Eduphoria home menu.

> **NOTE:** You will see Appraise on your home screen after your appraisal Principal has selected you to be appraised. If you don't see Appraise, contact your appraisal Principal.
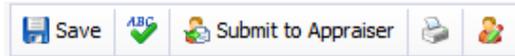

2. On the **My Evaluations** tab (on the far left), click **Evaluation Documents**.

3. Below **Documents to Complete**, click **Teacher Professional Goal 1**.


4. Enter your professional goal. Click **Save** to save your progress.

5. When you are ready to submit the goal to your principal, click **Submit to Appraiser** on the menu bar. (You WILL be able to edit this professional goal throughout the year.)

REFERENCE DOCUMENTS

Reference documents have been added if you need an example of a professional goal.

1. On the **My Evaluations** tab, click **Reference Documents**.

2. Click **Professional Goal/SLO Instruction Document.**
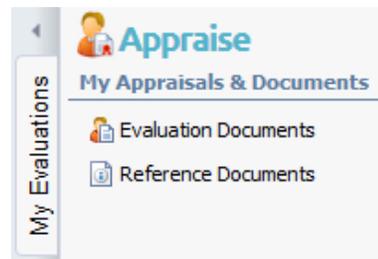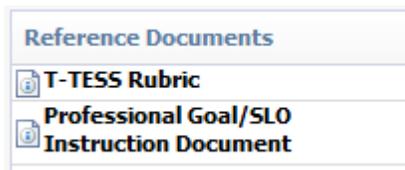
3. Click the **View Document** button to download the PDF example of a Professional Goal.

IV. ELECTRONIC SIGNATURES

Electronic Signatures are required for all evaluations. Signatures are disabled for Teacher Goals.

1. Click the signature button on the menu bar and then select your name to sign.

2. Enter your network username and password and your answer to your secret question.

V. FREQUENTLY ASKED QUESTIONS

1. **I do not see APPRAISE when I log into Eduphoria.**

   First, check your profile to make sure you have selected the correct campus/department. Second, ask your supervisor to select your name in their Appraiser Setup portion of Appraise.

2. **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).

3. **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).

4. **Who do I contact if I still need help?**

   If you still need help using Eduphoria, contact Instructional Technology Specialist, Dana Adams.
   Dana.Adams@pisd.edu (ext. 28092)