Setting up Eduphoria for Academic Services

Installing the program

Go to *AppDepot* (Icon on the desktop) and install Eduphoria. Click on link "*Find additional applications from the Application Catalog*" in the upper right hand corner under **Search**. (**Note:** If Eduphoria has already been installed, it will show up under **Installation Status** tab.)

Available Software Installation Status	Installed Software Options		Plano ISP
HOW All V Show opti	onal software		SEARCH P Find additional applications from the Application Catalog
NAME	TYPE PUBLISHER	AVAILABLE AFTER	STATUS

Find **Eduphoria Install** in the list.

NI	AdobeDigitalEditions InstallA		Technology Lab		î l
Administrative Tools	Alice 2.2		Computer Science	No	
Classroom Tools	Atomic Learning Install		Classroom Tools	No	- 11
Computer Science	AudacityplusLame Setup	1.2.6	Multimedia	No	- 11
Drivers	BenQDraw3_13 Shortcut		Classroom Tools	No	- 11
English	BlioEreader Shortcut		Multimedia	No	- 11
ESOL	BoardMaker Install	6	Classroom Tools	No	
Graphics Tools	ConnectEd Install		English	No	- 11
History	ConnerEarlyChildhoodScoring Install			No	
Language Arts	CPO Science		Science	No	
Vlath	CutePDF Install	2.8	System Tools	No	- 1
Multimedia	Eduphoria Install		Administrative Tools	No	_
Science	Elmo Driver		Administrative Tools	No	

Click on **Eduphoria Install** and then on **INSTALL** in the bottom right corner. It will ask you if you are sure. Click Yes.



Once that has been installed: Open **PISD Apps** folder on your desktop. Open Administrative Tools. Click on *Eduphoria* to open the program.

Â	Name	•	Date modified	Туре	Si
	🔊 Eduphoria		8/15/2011 5:52 PM	Internet Shortcut	
	🚳 eStar Auto login.exe		3/1/2010 9:10 AM	Application	
	ExamView 6 Import Utility		8/29/2011 2:21 PM	Shortcut	
	ExamView 6 Test Generator		8/29/2011 2:21 PM	Shortcut	

Filling out your profile

Add your email address and pick your campuses. You will pick one only. (Academic Services and your department) I have added the supervisor's name here to help you.

Academic Services – Administration (Jim Wussow) Academic Services – Assessment & Accountability (Dash Weerasinghe) Academic Services - Secondary (Lisa Thibodeaux) Academic Services – Fine Arts and Special Academic Programs (Kathy Kuddes) Academic Services – Elementary (Jayne Cantwell) Academic Services – Multilingual/Elementary (Emelia Ahmed) Academic Services – Holifield Science Learning Center (Brian Thomas) Academic Services - CTE (David Hitt)

Click Next

Choose Paraprofessional or Other and click **Next**.

	that the information below is correct.
and a second	imary role in the district?
Teacher	initiary role in the district?
Paraprofessio	onal
Principal/Vice	
6	nt/Assistant Superintendent
Other	
	Next

Choose a security question and answer. This will be used to electronically sign the evaluation. **Remember it. It is case sensitive.**

Please verify th	nat the information below is co	rrect.
	question and response fo 9 of documents. The answ	
What was your chi	dhood nickname?	•
Answer:		
	Next	

Add your employee ID number. If you do not know your ID number, please use **Employee Service Center** in TEAMS. https://teams.pisd.edu/servicecenter

eduphona!	profile
Please verify that the inf	formation below is correct.
Enter your Employee ID n	umber:
123456	
🧭 Save M	y Information

ed.

	eduphoria! myapplications	
Man	cilities&events age inventory, reservations, and public ndars	
	Log Off My Profile	

This is what you will see after your appraiser has been assigned. Click on PDAS icon to enter the program and view your evaluations.

	eduphoria! myapplication	S
D	facilities&events Manage inventory, reservations, and public calendars	nal Development and Appraisal
	Log Off My Profile	

Click on My Evaluations to see your evaluations.

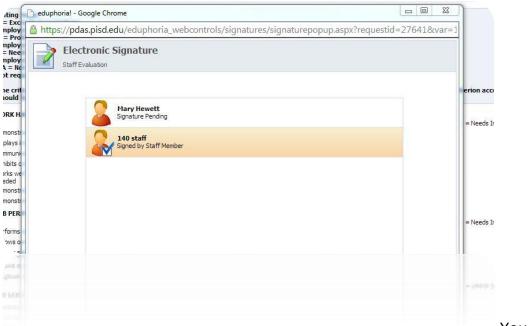
eduptorial SchoolObjects pdas My Appraisals My Evaluations Documents to Complete	Staff Evaluation Forms Current Files Performance Evaluation Form Paraprofessional", 1/22/2014	

Once you have viewed the evaluation click on **<u>submit evaluation</u>**.

Jui Objects pulas						C swirth Whiterous . A Lieb 😨 t.
Appraisals	Staff Evaluation Forms	🛃 Save 🖤 😓 Print 📳 Submit Evaluation 🍰				
My Evaluations	Current Files	Complete the information below for the staff evaluation				
Documents to Complete	Performance Evaluation Form					
	⁴ Paraprofessional", 1/22/2014	Evaluation for 140 staff				
		Supervisor Questions				
		Rating Scale: E troceeds forms must tasks in an exception P = Proficient Employee performs many tasks wells other task 1 = fleeds improvement M = hot Applicable Rol required or observed as part of dutes or The criteria below are local performance expe- should be supported with written comments o should be supported with written comments of the start of the st	ks performed adequately stablished standards esponsibilities tations that may be considered as part of	contract renewal. The supervisor should be attach	d rate each criterion according to the guideline	s above. Any area rated below "Profici
			objectives. Supplemental documentation	supporting the rating should be attach	eu.	
		WORK HABITS AND CAPABILITIES	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
		Demonstrates a positive attitude		~		
		Displays initiative in assuming responsibility		~		
		Communicates effectively and professionally		~		
		Exhibits courteous customer service skills		~		
		Works well with coworkers and seeks help as		~		
		needed				
		Demonstrates flexibility to assigned tasks				
		Demonstrates effective organization and planning		*		
		JOB PERFORMANCE		The second second		
			E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
		Performs duties in a timely manner				
		Follows oral and written instructions		*		
		Follows safety guidelines		~		
		Relates well with students/parents/community and others		~		
		Prioritizes work with minimal supervision		~		
		Manages time efficiently		-		
		Accuracy/quality of work		~		
		Accuracy/quality of work		~		
		Manages time efficiently		~		
		Providees work with minimal supervision		~		

Signing the Evaluation

Click on the pencil icon. Fill in the information. Use your network login and password. Use your security question from the profile page.



You will see a

blue check if your document has been signed.

	hrome	
Electroni Staff Evaluatio	l.edu/eduphoria_webcontrols/signatures/signaturepopup.aspx?requestid=276 c Signature	
	Signature for 140 staff: SchoolObjects UserHame: SchoolObjects Password: What was your childhood nickname? Electronically Sign Document By checking this box, I am indicating a refusal to sign this document.	= Ner