# **Setting up Eduphoria for Business 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.
Administrative Tools	Alice 2.2		Computer Science	No	17
Classroom Tools	Atomic Learning Install		Classroom Tools	No	
Computer Science	AudacityplusLame Setup	1.2.6	Multimedia	No	
Drivers	BenQDraw3_13 Shortcut		Classroom Tools	No	
English	BlioEreader Shortcut		Multimedia	No	
ESOL	BoardMaker Install	6	Classroom Tools	No	
Graphics Tools	ConnectEd Install		English	No	
History	ConnerEarlyChildhoodScoring Install			No	
Language Arts	CPO Science		Science	No	
Math	CutePDF Install	2.8	System Tools	No	
Multimedia	Eduphoria Install		Administrative Tools	No	- 1
Science	Elmo Driver		Administrative Tools	No	

Click on **Eduphoria Install** and then click 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	Siz
	🔊 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 unless you are an evaluator. (Business Services and your department) I have added the supervisor's name here to help you. If you are an evaluator: Choose your department and your supervisor's department.

- Business Services Administration (Steve Fortenberry)
- Business Services Finance (Linda Madon)
- Business Services Compliance/System/Travel (Veronica Couzynse)
- Business Services PASAR Finance (Karen Standlee)
- Business Services Accounts Payable (Dede Day)
- Business Services Payroll (Kathy Nichols)
- Business Services Purchasing (Ray Weaver)

	eduphoria! Myprofile	
Plea	ise verify that the information below is correct	1
First Na	me:	
Mary		
Last Nar		
Kathryr	1	
Email:		
Mary.H	ewett@pisd.edu	
Campus	:	
Busir	ness Services - Accounting	
Busir	ness Services - Accounts Payable	
Busir	ness Services - Administration	
Busir	ness Services - Compliance/Systems/Travel	
🖌 Busir	ness Services - Financial Services	~
_	And Convision DACAD	

## Click Next

Please verify that the informa	tion below is correct.
What is your primary role in t	he district?
Teacher	
Paraprofessional	
Principal/Vice Principal	
O Superintendent/Assistant Sup	perintendent
Other	
C Next	

Choose Paraprofessional, Other, etc . Click **Next**. Choose a security question and answer. This will be used to electronically sign the evaluation. **Remember it. It is case sensitive.** 

Please verify t	nat the information below is cor	rect.
	question and response for g of documents. The answe	
What was your chi	ldhood 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

d.

eduphoria! myapplications	
entory, reservations, and public	
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.

	C'	
	eduphoria! Myappli	ications
•	facilities&events Manage inventory, reservations, and public calendars	Pdas Texas Professional Development and Appraisal System.
	Log Off My	y Profile

Click on My Evaluations to see your evaluations.

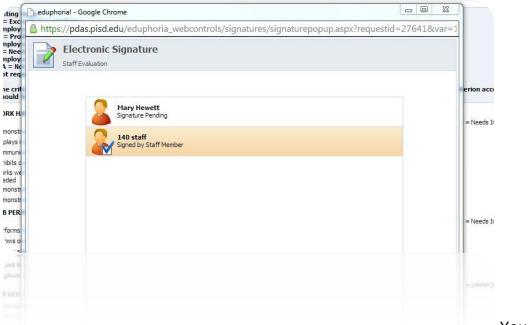
My Appraisals My Evaluations Documents to Complete	Staff Evaluation Forms Current Files Performance Evaluation Form Paraprofessional", 1/22/2014

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

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Appraisals	Staff Evaluation Forms	🛃 Save 💝 😓 Print 📳 Submit Evaluation 🍰				
ly Evaluations	Current Files	Complete the information below for the staff evaluation				
Documents to Complete	Performance Evaluation Form					
	Daraprofessional", 1/22/2014	Evaluation for 140 staff				
		Supervisor Questions				
		Rating Scale: E = Exceeds Expectations Employee performs most tasks in an exception Employee performs many tasks well other tas 1 = fields Improvement Employee consistently performs tasks below in MA = Not Applicable Not required or observed as part of duties or r The criteria below are local performance expecti-	ks performed adequately stablished standards esponsibilities	contract renewal. The sumeroisor should	d a te each criterion according to the audidition	se showe Any area rated holow "Proficial
		should be supported with written comments o	objectives. Supplemental documentation	supporting the rating should be attach	ed.	s above. Ally area raced below Profici
		WORK HABITS AND CAPABILITIES				
		Demonstrates a positive attitude	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
		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				
			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 tine efficiently		~		
		Prioritzes 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.

	d.edu/eduphoria_webcontrols/signatures/signaturepopup.aspx?requestid= ic Signature	=27641&var=1
Staff Evaluatio	xn	
	Signature for 140 staff: SchoolObjects UserName:	= Ne
	SchoolObjects Password: What was your childhood nickname?	
	Electronically Sign Document     By checking this box, I am indicating a <b>refusal</b> to sign this document.	= Ne