# **Setting up Eduphoria for FANS Managers**

## 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.)

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Available Software Installation	Status Installed Software	Options			
V All V	Show optional software				SEARCH P Find additional applications from the Application Catalog
AME	ТҮРЕ	PUBLISHER	AVAILABLE AFTER	STATUS	

Find **Eduphoria Install** in the list.

All	 AdobeDigitalEditions InstallA		Technology Lab		Ê.
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	ElioEreader Shortcut		Multimedia	No	- 11
ESOL	BoardMaker Install	6	Classroom Tools	No	- 11
Graphics Tools	ConnectEd Install		English	No	- 11
History	CornerEarlyChildhoodScoring Install			No	- 11
anguage Arts	CPO Science		Science	No	
Math	CuteroF Install	2.8	System Tools	No	
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.

<b>^</b>	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. <u>You will pick two.</u> (FANS Manager and FANSCampusName) Do not pick campus only! **Example:** FANS - Beverly Elementary **not** Beverly Elementary

Please verify that the information be	low is correct.
irst Name:	
1ary	
ast Name:	
lewett	
mail:	
/ary.Hewett@pisd.edu	
ampus:	
FANS - Bethany Elementary	
FANS - Beverly Elementary	
FANS - Bird SPC	
FANS - Boggess Elementary	
FANS - Bowman Middle School	
PANS - Bowman Middle School	

## Click Next

Choose Paraprofessional and click Next.

	<sup>phoria!</sup> myprofile
Please ver	rify that the information below is correct.
What is your	primary role in the district?
Teacher	
Paraprofe	essional
Principal/	/ice Principal
Superinte	ndent/Assistant Superintendent
Other	
	Next

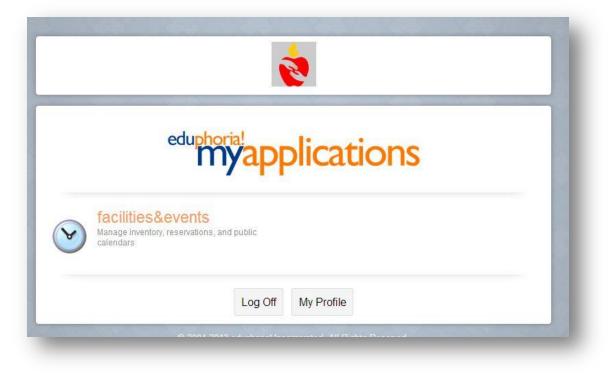
Choose a security question and answer. This will be used to electronically sign the evaluation. Remember it. It is case sensitive.

Please veri	fy that the information below is correc	t.
Select a secu	rity question and response for ning of documents. The answer i	
What was your	childhood nickname?	
Answer:		
	Next	

Add your employee ID number. If you do not know your ID number please use this link: <u>https://is.pisd.edu/PTSWebF/MyEmpID</u>. If this is not available, please **use Employee Service Center** in TEAMS. https://teams.pisd.edu/servicecenter

n	hyprofile
Please verify that	t the information below is correct.
Enter your Employe	ee ID number:
123456	
0	Save My Information

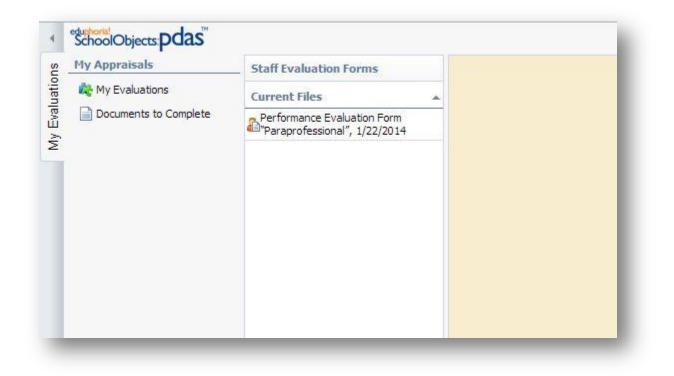
You will not see the PDAS icon until your appraiser has been assigned.



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

	2
	eduphoria! myapplications
0	facilities&events     pdas       Manage inventory, reservations, and public calendars     Facilities and public states and public state
	Log Off My Profile

Click on My Evaluations to see your evaluations.



Once you have viewed the evaluation click on submit evaluation.

ppraisals	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	Performance Evaluation Form					
	Daraprofessional", 1/22/2014	Evaluation for 140 staff				
		Supervisor Questions				
		Rating Scale: If = Locceds Expectations finployee performs most tasks in an exception finployee performs many tasks well; other task finployee consistently performs tasks below e like trequired or observed as part of duties or rr The criteria below are local performance expect	ks performed adequately stablished standards rsponsibilities tations that may be considered as part of	contract renewal. The supervisor shoul	d rate each criterion according to the guideline	s above. Any area rated below "Profic
		should be supported with written comments or	objectives. Supplemental documentation	supporting the rating should be attache	ed.	
		WORK HABITS AND CAPABILITIES	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
		Demonstrates a positive attitude	E = Exceeds Expectations	P = Protoenc	1 = Neeus suprovement	TAK = 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				
		Source	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		~		
		- Asserbcy/quility of view		~		
		Manages this efficiently		~		
		provident many well-social trade-street		~		

#### 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.

eduphoria! - Google https://pdas.pi	d.edu/eduphoria_webcontrols/signatures/signaturepopup.aspx?requestid=27643	1.80000-1
_		TOTAL=]
Electron	ic Signature	
Staff Evaluat	on	
		*e
	×	
	Signature for 140 staff:	
	SchoolObjects UserName:	
	SchoolObjects Password:	
	Schoolodjects Password:	
	What was your childhood nickname?	
	Electronically Sign Document	
	By checking this box, I am indicating a <b>refusal</b> to sign this document.	

🗅 eduphoria! - Google Chrome	
https://pdas.pisd.edu/eduphoria_webcontrols/signatures/signa	aturepopup.aspx?requestid=27641&var=1
Electronic Signature Staff Evaluation	
	erior
Signature Pending	= Ne
140 staff Signed by Staff Member	
	= Ne
	= 1/6

You will see a blue check if your document has been signed.