# Setting up Eduphoria for FANS School Employee

## 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.)

	Status Installed Software Show optional software	Options			SEARCH P Find additional applications from the Application Catalog
IAME	түре	PUBLISHER	AVAILABLE AFTER	STATUS	······

Find **Eduphoria Install** in the list.

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Administrative Tools	Alice 2.2		Computer Science	No	
Classroom Tools	Atomic Learning Insta	П	Classroom Tools	No	
Computer Science	AudacityplusLame Set	up 1.2.6	Multimedia	No	
Drivers	BenQDraw3_13 Shorte	cut	Classroom Tools	No	
English	BlioEreader Shortcut		Multimedia	No	
ESOL	BoardMaker Install	6	Classroom Tools	No	
Graphics Tools	ConnectEd Install		English	No	- 11
History	ConnerEarlyChildhood	Scoring Install		No	
Language Arts	CPO Science		Science	No	
Math	CutePDF 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.

Elmo Driver	Administrative Tools	No
Evamiliew 6 Dlaver Virtual Install	Claseroom Toole	No
Eduphoria - Install		
No description available		INSTALL
More Details		

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
- 1	🔊 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 one only.</u> (FANS FANSCampusName) Do not pick campus name only! **Example:** FANS - Beverly Elementary **not** Beverly Elementary

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### 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.

	that the information below is correct	
Select a securi	ty question and response for ing of documents. The answer is	
What was your o	hildhood nickname?	Ŧ
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

edupin	<i>myprofile</i>
Please verify th	nat the information below is correct.
Enter your Emplo	yee ID number:
123456	
e	Save My Information

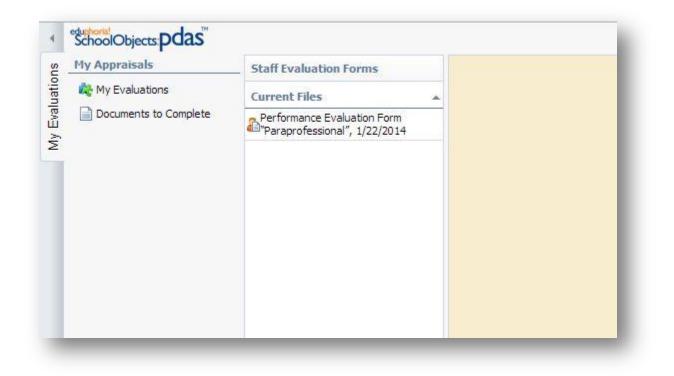
You will not see the PDAS icon until your appraiser has been assigned.



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

	eduphoria! myapplications
7	facilities&events       pdas         Manage inventory, reservations, and public calendars       Facilities
	Log Off My Profile

Click on My Evaluations to see your evaluations.

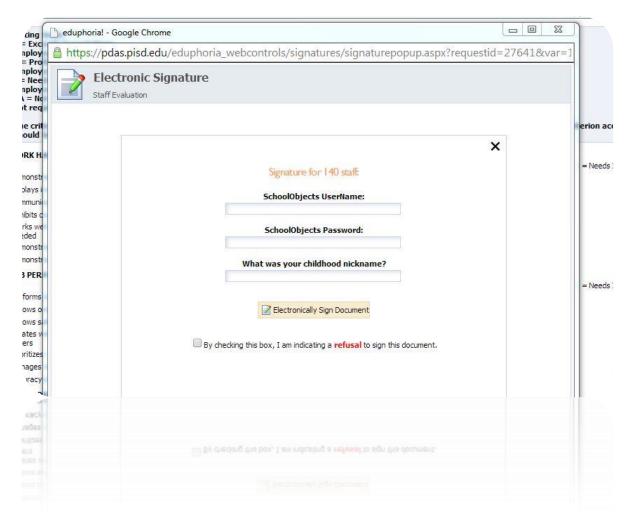


Once you have viewed the evaluation click on submit evaluation.

ppraisals	Staff Evaluation Forms	🛃 Save 🦃 🎯 Print 📳 Submit Evaluation 🍰				
ly Evaluations	Current Files	Complete the information below for the staff evaluation				
ocuments to Complete	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.



🕒 eduphorial - Google Chrome	
https://pdas.pisd.edu/eduphoria_webcontrols/signatures/sig	naturepopup.aspx?requestid=27641&var=1
Electronic Signature Staff Evaluation	
	erio
Mary Hewett Signature Pending	= N
140 staff Signed by Staff Member	
	= N
	- y

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