Setting up Eduphoria for Special Education

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.)

Plano ISD				Options	Installed Software	Installation Status	Available Software
ළ plication Catalog	SEARCH Find additional applications from the Applica				ional software	▼ Show optic	All
		STATUS	AVAILABLE AFTER	PUBLISHER	ТҮРЕ		IAME
1							

Find **Eduphoria Install** in the list.

All	AdobeDigitalEditions InstallA		Technology Lab		Â.
Administrative Tools	Alice 2.2		Computer Science	No	
Classroom Tools	Atomic Learning Install		Classroom Tools	No	
Computer Science	AudacityplusLame Setup	1.2.6	Multimedia	No	- 1
Drivers	BenQDraw3_13 Shortcut		Classroom Tools	No	- 1
English	BlioEreader Shortcut		Multimedia	No	
ESOL	BoardMaker Install	6	Classroom Tools	No	- 1
Graphics Tools	ConnectEd Install		English	No	
History	ConnerEarlyChildhoodScoring Install			No	- 1
Language Arts	CIO 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 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.

<u> </u>	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. (Special Education and your department) I have added the supervisor's name here to help you.

- Special Education Adult Transition Services (Sandy Knight)
- Special Education APE (Elisa Shepard)
- Special Education ARD Facilitator (Christie Duke)
- Special Education AT (Linda Keesee)
- Special Education Audiology
- Special Education Counseling (Kellie Gray-Smith)
- Special Education Curriculum Specialist (Christie Duke)
- Special Education Deaf Education (Debbie Martin)
- Special Education Diagnosticians (Elisa Shepard)
- Special Education Homebound (Sandy Knight)
- Special Education –ISS (Bethany Rogers)
- Special Education LSSP (Kellie Gray-Smith)
- Special Education Music Therapists (Elisa Shepard)
- Special Education OT (Elisa Shepard)
- Special Education PT (Elisa Shepard)
- Special Education SLP (Linda Keesee)
- Special Education Support Staff (Christie Duke)
- Special Education VI (Linda Keesee)

myprome	9
Please verify that the information below is c	orrect.
First Name:	
Mary	
Last Name:	
Kathryn	
Email:	
Mary.Hewett@pisd.edu	
Campus:	
Special Education - Homebound	^
Special Education - ISS	
Special Education - LSSP	- 1
Special Education - Music Therapists	
Special Education - OT	~

Click Next

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

	myprome
Ple	ase verify that the information below is correct.
What i	s your primary role in the district?
Оте	acher
Par	raprofessional
O Pri	ncipal/Vice Principal
Su	perintendent/Assistant Superintendent
Oot	her
	Next

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

Please verify that the information below is corre	ct.
Select a security question and response for electronic signing of documents. The answer case senstive.	is
What was your childhood nickname?	Ŧ
Answer:	

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

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

You will not see the PDAS icon until your appraiser has been assigne	d.
---	----

	2	
	eduphoria! myapplications	
Manage invent calendars	s&events itory, 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.

eduphoria! Myapplica	ations
facilities&events Manage inventory, reservations, and public calendars	pdas Texas Professional Development and Appraisal System.
Log Off My Profi	le

Click on My Evaluations to see your evaluations.

My Appraisals	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						🕰 amin'i Whingnois 🗸 🙈 Lish 🛛 🧔 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					
	Paraprofessional", 1/22/2014	Evaluation for 140 staff				
		Supervisor Questions				
		Rating Scale: E = Exceeds Expectations T = Exceeds Expectations P = prolicient Employee performs many tasks well; other tas 1 = Needs Improvement Employee consistently performs tasks below en Not required or observed as part of duties or n The criteria below are local performance expec-	sal manner ks performed adequately stabilished standards esponsibilities 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 "Profici
		should be supported with written comments or	r objectives. Supplemental documentation	supporting the rating should be attache	ed.	
		WORK HABITS AND CAPABILITIES	E = Evreeds Evnertations	P = Proficient	I = Needs Improvement	NA = Not Applicable
		Demonstrates a positive attitude	E = Exceeds Expectations		1 = Neeus suprovement	had = 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 effective exercitation and elemine				
		bendiss ares enecure organizatori and planning				
		JOB PERFORMANCE	E - Evrende Evrestations	R - Proficient	I - Needs Improvement	NA - Net Applicable
		Performs duties in a timely manner	E = Exceeds Expectations	P = Plotident	1 = Needs Suprovement	INA - NOT Applicable
		Follows oral and written instructions		2		
		Follows safety quidelines		-		
		Relates well with students/parents/community and				
		others		*		
		Prioritizes work with minimal supervision		~		
		Manages time efficiently		~		
		Accuracy/quality of work		~		
		Accuracy/quality of work		~		
		Hanages 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.

Electronic Signature Staff Evaluation	y a https://pdas.pisc	.nrome I.edu/eduphoria_webcontrols/signatures/signaturepopup.aspx?requestid=2764:	L&var=1
Signature for I 40 saff: School0bjects UserName: School0bjects Password: What was your childhood nickname? Image: Depart of the box, I am indicating a refusal to sign this document.	Electroni Staff Evaluatio	c Signature	erion
D py checking this box, I am indicating a refusal to sign this document.	9 mm Helm C C C C C C C C C C C C C C C C C C C	Signature for 140 staff: SchoolObjects UserName: SchoolObjects Password: What was your childhood nickname? What was your childhood nickname?	= Nee