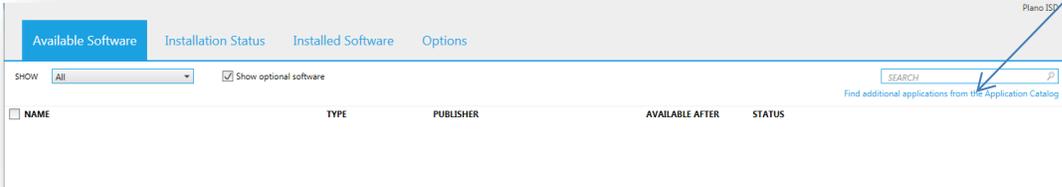


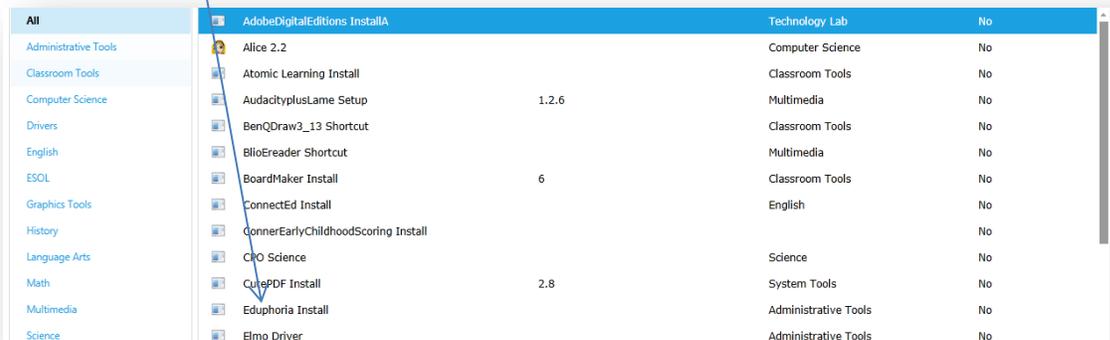
Setting up Eduphoria for Student & Family Services

Installing the program

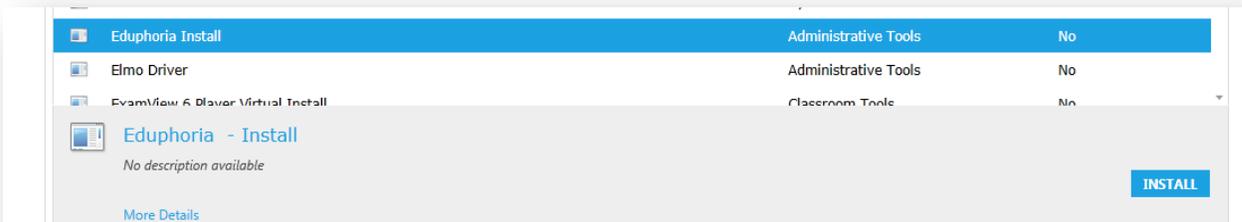
Go to *AppDepot* (Icon on the desktop) and install Eduphoria. Click on link "Find additional applications from the Application Catalog" in the upper right hand corner under **Search**. (**Note:** If Eduphoria has already been installed, it will show up under **Installation Status** tab.)



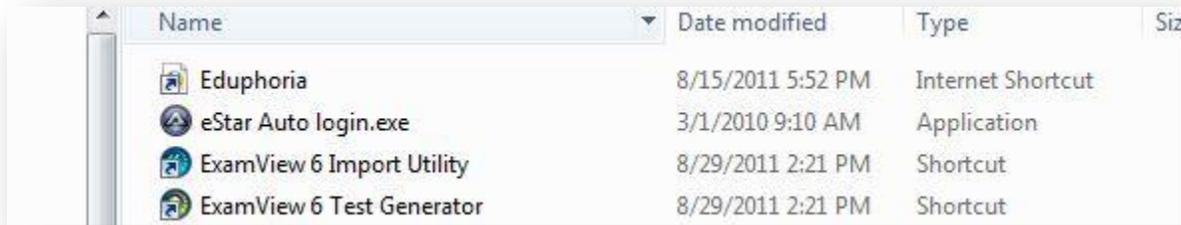
Find **Eduphoria Install** in the list.



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.

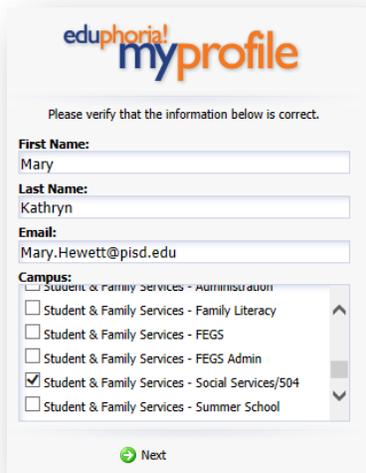


Name	Date modified	Type	Size
Eduphoria	8/15/2011 5:52 PM	Internet Shortcut	
eStar Auto login.exe	3/1/2010 9:10 AM	Application	
ExamView 6 Import Utility	8/29/2011 2:21 PM	Shortcut	
ExamView 6 Test Generator	8/29/2011 2:21 PM	Shortcut	

Filling out your profile

Add your email address and pick your campuses. You will pick one only unless you are an evaluator. (Student & Family 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.

- Student & Family Services - Administration- (Mark Allen)
- Student & Family Services – Social Services/504 (Gary Wilson)
- Student & Family Services – Family Literacy (Jane Lilliston)
- Student & Family Services - FEES (Delynn Brennan)
- Student & Family Services - FEES Admin (Paul Weaver)
- Student & Family Services - Summer School (Mike Landingham)
- Student & Family Services – eSchool (Jean Parmer)



eduphoria!
myprofile

Please verify that the information below is correct.

First Name:
Mary

Last Name:
Kathryn

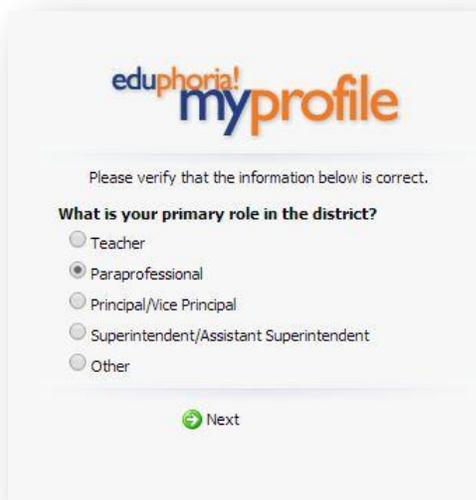
Email:
Mary.Hewett@pisd.edu

Campus:

- Student & Family Services - Administration
- Student & Family Services - Family Literacy
- Student & Family Services - FEES
- Student & Family Services - FEES Admin
- Student & Family Services - Social Services/504
- Student & Family Services - Summer School

Next

Click **Next**



eduphoria!
myprofile

Please verify that the information below is correct.

What is your primary role in the district?

- Teacher
- Paraprofessional
- Principal/Vice Principal
- Superintendent/Assistant Superintendent
- Other

 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.**



eduphoria!
myprofile

Please verify that the information below is correct.

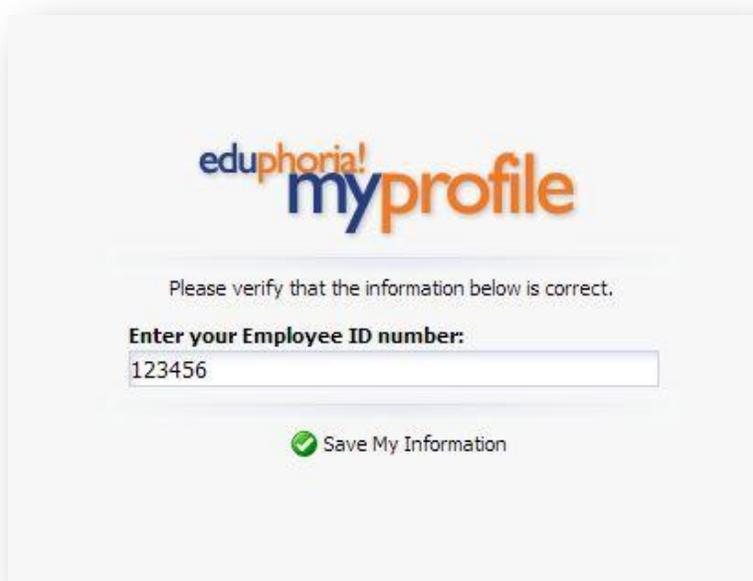
Select a security question and response for electronic signing of documents. The answer is case sensitive.

What was your childhood 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>



eduphoria!
myprofile

Please verify that the information below is correct.

Enter your Employee ID number:

123456

 Save My Information

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



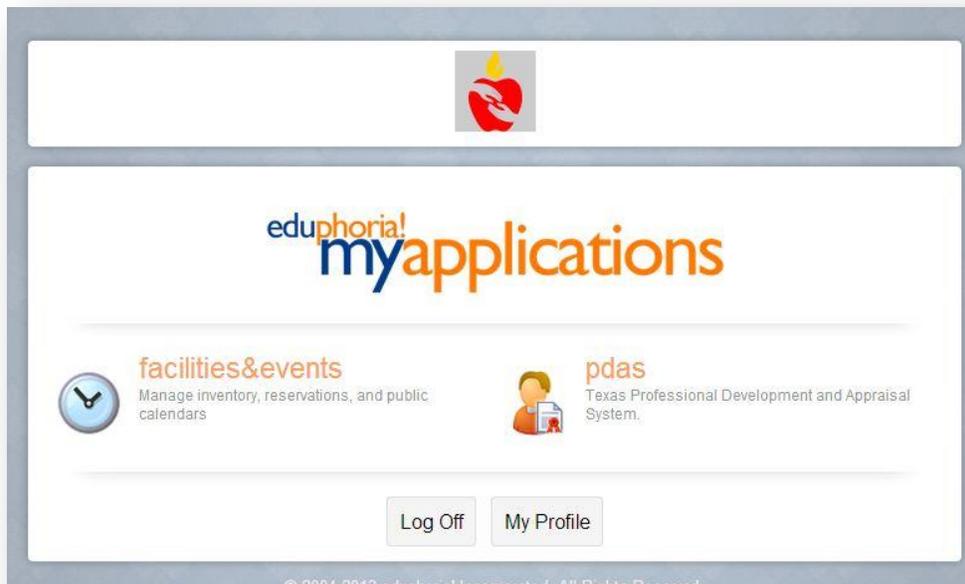


eduphoria!
myapplications

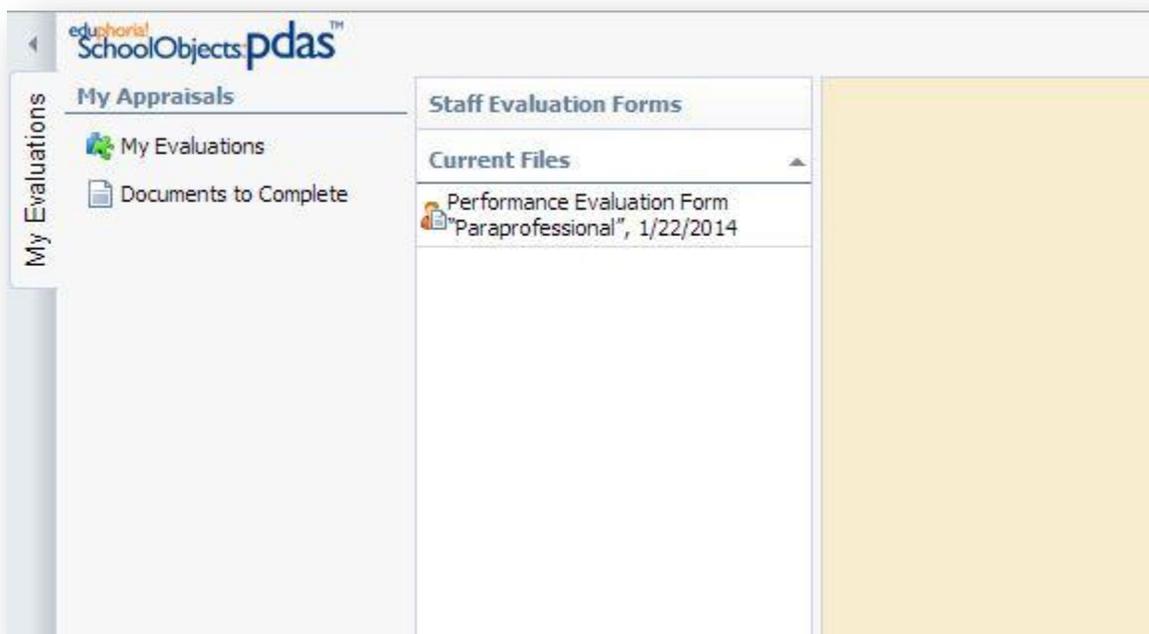
 **facilities&events**
Manage inventory, reservations, and public calendars

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.



Click on My Evaluations to see your evaluations.



Once you have viewed the evaluation click on **submit evaluation**.

Staff Evaluation Forms

Current Files

Performance Evaluation Form
"Paraprofessional", 1/22/2014

Complete the information below for the staff evaluation.

Evaluation for 140 staff

Supervisor Questions

Rating Scale:
E = Exceeds Expectations
Employee performs most tasks in an exceptional manner
P = Proficient
Employee performs many tasks well; other tasks performed adequately
I = Needs Improvement
Employee consistently performs tasks below established standards
NA = Not Applicable
Not required or observed as part of duties or responsibilities

The criteria below are local performance expectations that may be considered as part of contract renewal. The supervisor should rate each criterion according to the guidelines above. Any area rated below "Proficient" should be supported with written comments or objectives. Supplemental documentation supporting the rating should be attached.

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

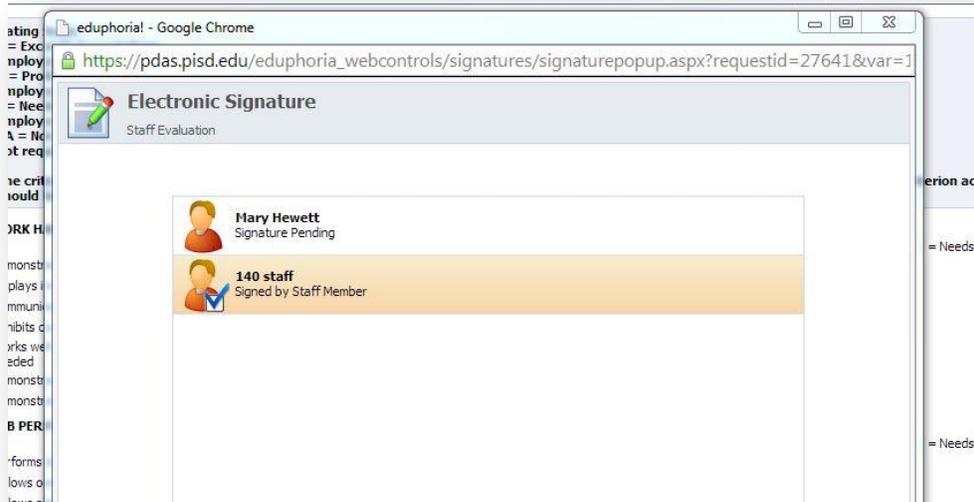
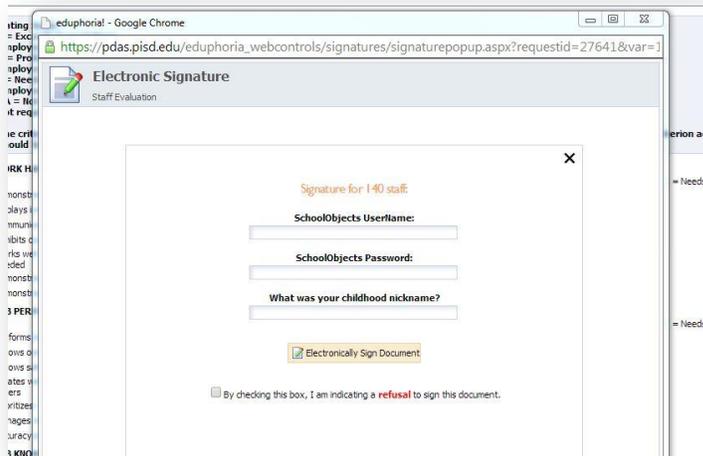
	E = Exceeds Expectations	P = Proficient	I = Needs Improvement	NA = Not Applicable
Performs duties in a timely manner		✓		
Follows oral and written instructions		✓		
Follows safety guidelines		✓		
Relates well with students/parents/community and others		✓		
Prioritizes work with minimal supervision		✓		
Manages time efficiently		✓		
Accuracy/quality of work		✓		

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.