Setting up Eduphoria for Technology Department

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		Piano 150
SHOW All V Show optic	nal software TYPE PUBLISHER	AVAILABLE AFTER STATUS	SEARCH P
_		_	_

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	- 1
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	- 1
Graphics Tools	ConnectEd Install		English	No	_
History	ConnerEarlyChildhoodScoring Install			No	- 1
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.

Administrative Tools	No	
Classroom Tools	No	
	INSTAL	
	Administrative Tools Classroom Tools	Administrative Tools No Classroom Tools No INSTAL

Once that has been installed: Open **PISD Apps** folder on your desktop. Open Administrative Tools. Click on Eduphoria to open the program.

Login with your network login and password.

-	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 department. You will pick one only if you are not an evaluator.

<u>Technology – Operations</u> <u>Technology – Security and Help Desk</u> <u>Technology – TEAMS</u> <u>Technology – Telecommunication and Special Projects</u> Technology – Infrastructure Support Services

	myprolile	
Please veri	fy that the information below is correc	t.
First Name:		
Mary		
Last Name:		
Kathryn		
Email:		
Mary.Hewett	@pisd.edu	
Campus:		
Technology	- Infrastructure Support Services	
Technology	- Operations	
Technology	- Security and Help Desk	
Technology	- TEAMS	- 1
Technology Projects	- Telecommunications and Special	

Click Next

Choose your role and click **Next**.

Please verify t	hat the information below is correct.
What is your prin	mary role in the district?
Teacher	
Paraprofession	nal
Principal/Vice F	Principal
Superintender	t/Assistant Superintendent
Other	
	A 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 correc	t
Select a securi electronic sign case senstive.	ty question and response for ing of documents. The answer i	5
What was your o	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!	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 ic	con until your appraiser	has been assigned.
-------------------------------------	--------------------------	--------------------

	eduphoria! Myapplications	
Manage inventor calendars	Sevents ory, 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.

	Ž		
edu	myappl	ica	ations
Facilities&evel Manage inventory, reserved calendars	nts ations, and public	2	pdas Texas Professional Development and Appraisal System.
	Log Off N	Лу <mark>Prof</mark>	le

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	

Note: There will be various evaluations used for departments. Individualized handouts will be provided if needed.

orobjectspuas						Sameri Abbicanous . A Lieb 😨 1
Appraisals	Staff Evaluation Forms	🛃 Save 💝 😓 Print 📳 Submit Evaluation 🍰				
y 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 E = Exceeds Expectations P = Policieum Employee performs many tasks well; other tasks performed adequately Employee performs many tasks well; other tasks performed adequately Employee performs many tasks below established standards IN = Net Applicable IN = Net Applicable IN = Net Applicable 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 "Profici Should be supported with written comments or objectives. Simolemental documentations supporting the ration should be attached.				
		WORK HARTES AND CARARY TIES	objectives. Supplemental documentation	supporting the rating should be attache		
		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 Demostrates flexibility to assigned tasks				
		Demonstrates recipity to assigned tasks				
		Denoriso ates enecuve organization and planning				
		JOB PERFORMANCE	E. E. Hard E. Hard Barris	0.0.0	·	No Net Barbarble
		Declarge duties in a timely manager	E = Exceeds Expectations	P = Prondent	1 = Needs Improvement	NA = Not Applicable
		Fellows and and written instructions				
		Follows of a faity of idalities				
		Relates well with students/parents/community and				
		others		*		
		Prioritizes work with minimal supervision		~		
		Manages time efficiently		~		
		Accuracy/quality of work		~		
		Annews/quelity of early		~		
		Manages the efficiently		~		
		Population such and serviced sugar-values		~		
				~		

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.

