

Winchester Public Schools



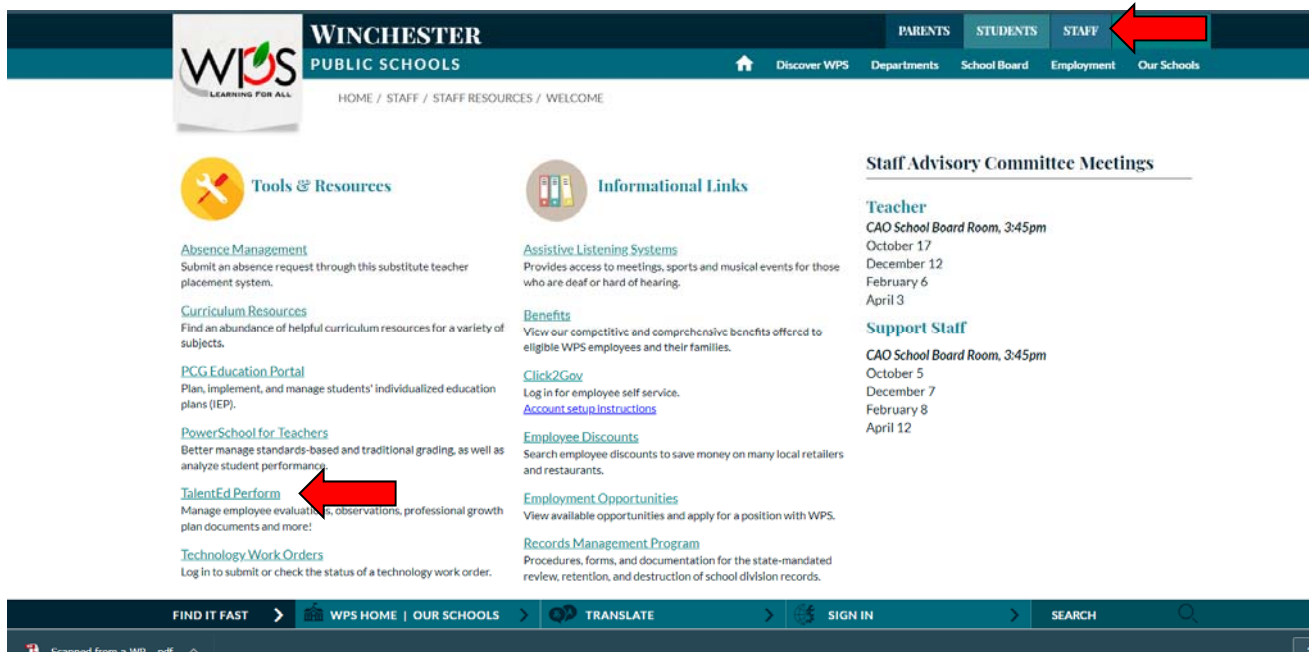
Teacher Evaluation



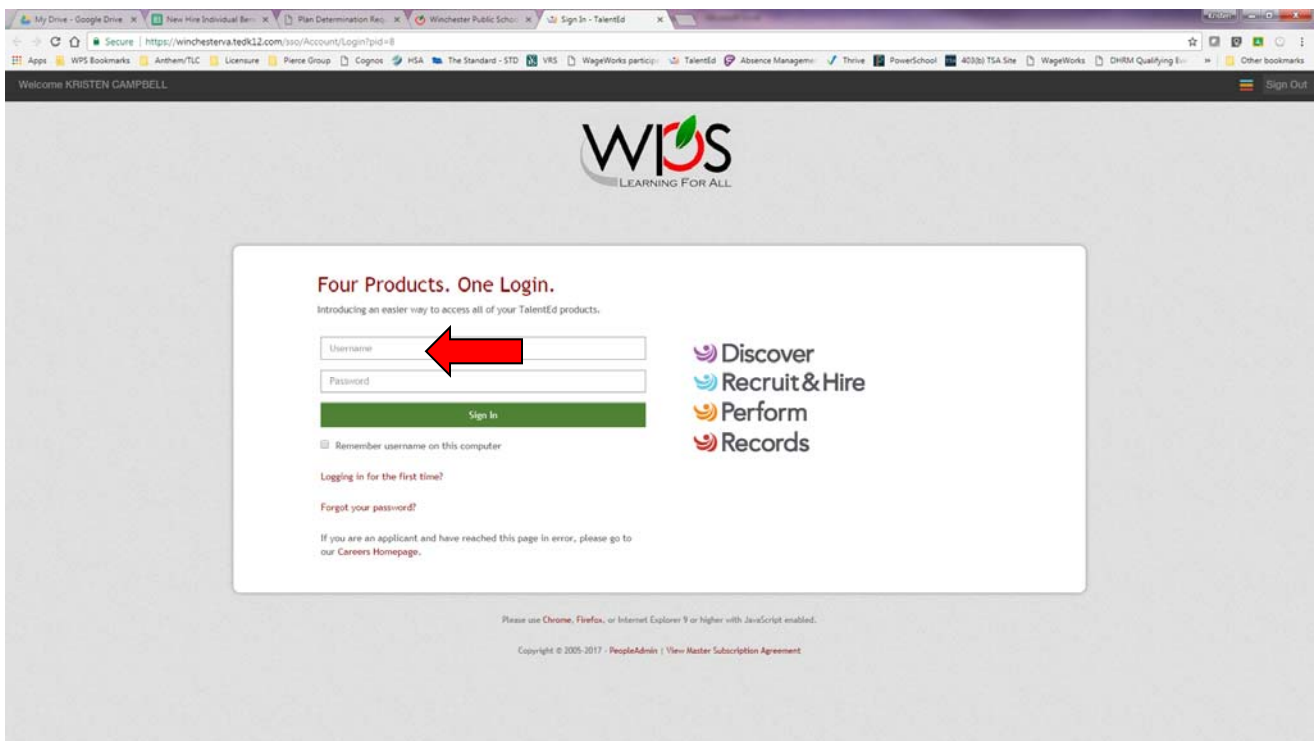
Web Based Performance Management Software

Quick Start Guide

1. Visit the WPS Web Page. Click Staff on top menu, then TalentEd Perform link on next page.



2. You will be directed to the TalentEd Perform Log in page. Your username is your WPS email address and your TalentEd Perform password is the same as the password you set up in TalentEd Records (to sign your contract and complete new hire paperwork). If you forgot your password, click the “Forgot Your Password?” link.



3. Click the black “My Folder” icon at the top right of the screen. Your tasks in your process will appear listing the meetings and forms that you need to complete throughout the year based on the scheduled due dates.
 - Pre-Observation Conferences are optional (at the request of the evaluator or teacher) and therefore do not have a due date.
 - Meetings are scheduled by your evaluator and therefore a due date will not appear until scheduled.
 - Goal Setting for Student Progress will be your first form to complete. To complete your evaluation forms, click “Go to Form.”

The screenshot shows the TalentEd Perform interface. At the top right, there is a 'MY FOLDER' icon (a black folder) and a 'SIGNATURES' icon (a red folder). A red arrow points to the 'MY FOLDER' icon. Below the navigation bar, there is a table titled 'Incomplete Tasks'. The table has columns: #, Task, Process, Scheduled, Due, and Results 1-13 of 13. The first row of the table is highlighted, and a red arrow points to the 'GO TO FORM' link in the 'Results' column.

#	Task	Process	Scheduled	Due	Results 1-13 of 13
1	Goal Setting for Student Progress *	P1 - Probationary Teacher Evaluation	09/30/2014		GO TO FORM
2	Pre-Observation Conference #1	P1 - Probationary Teacher Evaluation	10/15/2014		GO TO FORM
4	Post Observation #1 Meeting *	P1 - Probationary Teacher Evaluation			
5	Pre-Observation Conference #2	P1 - Probationary Teacher Evaluation	12/01/2014		GO TO FORM
7	Post Observation #2 Meeting *	P1 - Probationary Teacher Evaluation			
8	Student Survey Summary	P1 - Probationary Teacher Evaluation	05/01/2015		GO TO FORM
9	Goal Setting for Student Progress - Mid Year *	P1 - Probationary Teacher Evaluation	12/01/2014		GO TO FORM
11	Mid Year Review Meeting *	P1 - Probationary Teacher Evaluation	12/15/2014		
12	Pre-Observation Conference #3	P1 - Probationary Teacher Evaluation			GO TO FORM
14	Post Observation #3 Meeting *	P1 - Probationary Teacher Evaluation			
15	Goal Setting for Student Progress - End Year *	P1 - Probationary Teacher Evaluation	05/01/2015		GO TO FORM
16	Teacher Documentation Log & Self Reflections *	P1 - Probationary Teacher Evaluation	05/01/2015		GO TO FORM
19	Summative Evaluation Meeting *	P1 - Probationary Teacher Evaluation	05/15/2015		

4. Complete each field in the form. All fields denoted with a red star * are required.

The screenshot shows the 'Goal Setting for Student Progress' form in the TalentEd Perform system. The form is titled 'Goal Setting for Student Progress' and includes instructions. It has two main sections: I. Setting - Describe the population and special learning circumstances, and II. Content/Subject/Field Area - The area/topic addressed based on learner achievement, data analysis, or observational data. Both sections have text input areas with rich text editors.

Task: Goal Setting for Student Progress

Goal Setting for Student Progress

Directions: This form is a tool to assist teachers in setting a goal that results in measurable learner progress. NOTE: When applicable, learner achievement/progress should be the focus of the goal. Enter information electronically into the cells (the boxes will expand to fit the text).

I. Setting - Describe the population and special learning circumstances. *

II. Content/Subject/Field Area - The area/topic addressed based on learner achievement, data analysis, or observational data. *

- At the bottom of each form, there are buttons to upload attachments if you so wish (i.e. on a goal setting form you may wish to scan and upload a summary of test data). Attachments are not required. At the bottom of each form, you will see three blue buttons: Back, Save Progress, and Save & Submit. Use the “Save Progress” button to save your work if you plan to come back to it later. Use the “Save & Submit” button when you are completely done and want to move the form along in the process for signature and/or approval by your evaluator.

The screenshot shows a web browser window with the URL <https://winchesterv.tedk12.com/perform/CustomForms/Pages/EvaluationPage.aspx?LocationID=48&AssignedStepID=15842&Type=&O>. The page is titled "Item Three:" and contains three empty boxes for attachments. Below these boxes are three rows, each with a "Choose file" button and a "Delete" button. A red arrow points to the "Delete" button for Attachment #1. Below the attachment section, there is a checkbox labeled "I am Attaching this file in lieu of completing the required fields above." and a section for "Attached Workflow" showing "Approvals - Supervisor" and "Draft" status. At the bottom of the form, there are three blue buttons: "Back", "Save Progress", and "Save & Submit". A red arrow points to the "Save & Submit" button. The footer of the page includes copyright information for 2010-2014 Netchemia, LLC, and links to help, ideas, product news, and HR support.

- Most of the forms require your signature after submitting or after your evaluator has approved the form. You will receive an email that you have a form to sign. Click on the link in the email to sign the form. Alternatively, a red exclamation point will appear in the Signatures icon on the top right of your screen if you have forms to sign. Click the “Signatures” icon and “Sign” to electronically sign the form.

The screenshot shows the "Approvals.aspx" page in the TalentEd Perform system. The page is titled "Documents Awaiting Your Signature" and displays a table of documents that require a signature. A red arrow points to the "SIGN" button in the "Action Required" column for the document "Formal Classroom Observation #1". Another red arrow points to the "SIGNATURES" icon in the top right corner of the page.

Document	Direct Report	Process	Action Required	1-1 of 1
Formal Classroom Observation #1	T. One	P1 - Probationary Teacher Evaluation	Signature by Teacher One	SIGN

The footer of the page includes copyright information for 2010-2014 Netchemia, LLC, and links to help, ideas, product news, and HR support.

- You will be directed to the form that needs your electronic signature. At the bottom of the form, you will see the Signature Box. Type your name in the box. If you desire, you can complete the comments box. Click “Submit”

The screenshot shows a web browser window with the URL <https://winchesterva.tedk12.com/perform/CustomForms/Pages/EvaluationPage.aspx?AssignedStepID=15844&Origin=Approvals>. The page is titled "TalentEd Perform" and shows a workflow for "Signature - DR/Supervisor". The current status is "Pending" and it was submitted by "Principal One". The workflow steps are: 1. Signature by Direct Report: Teacher One (Current) and 2. Signature by Supervisor/Evaluator (Forthcoming). The "Signature" section includes a "Current User" field with "Teacher One", a "Date" field with "7/29/2014", a "Signature" text box, and a checkbox for "I have read and accept the Electronic Signature Statement". A red arrow points to the "Signature" text box. At the bottom right, there are "Cancel" and "Submit" buttons, with another red arrow pointing to the "Submit" button.

- Once a task has been completed, it will no longer appear under the Tasks tab. It will be moved to the “History” tab and you may view the form by clicking the “View” button.

The screenshot shows the "History" tab in the TalentEd Perform system. The page title is "P1 - Probationary Teacher Evaluation" and it is marked as "Not Completed". The "Select Year" dropdown is set to "2014/2015". A table lists the tasks and their completion status. A red arrow points to the "History" tab in the navigation bar.

Task	Date Completed	Completed By	VIEW
Goal Setting for Student Progress	07/29/2014	One, Principal	VIEW
Pre-Observation Conference #1	Not Completed		VIEW
Pre-Observation Conference #2	Not Completed		VIEW
Student Survey Summary	Not Completed		VIEW
Goal Setting for Student Progress - Mid Year	Not Completed		VIEW
Pre-Observation Conference #3	Not Completed		VIEW
Goal Setting for Student Progress - End Year	Not Completed		VIEW
Teacher Documentation Log & Self Reflections	Not Completed		VIEW