

Kermit Independent School District
Online Teacher Appraisal System



Log onto: <https://kermit.schoolobjects.com>. This link is also available under the 'for Staff' link on the district homepage.

You should have an account already established in the KISD Eduphoria System. For a video lesson of the teacher side of Eduphoria PDAS, follow these steps:

HELP→PDAS→PDAS for TEACHERS→TEACHER SELF REPORT AND EVALUATIONS→PLAY VIDEO

As a teacher, you can do the following in PDAS 2010:

- Submit PDAS Sections I, II, & III
- View evaluations that your principal has enabled for viewing
- Complete any documents (group evaluations)



Submit your PDAS Self Report Sections:

Complete PDAS Self Report Section I by repeating the following for Reading, Writing, Mathematics, Science, Social Studies, Other Objectives and Assessment Processes:

1. Click a category
2. Check the appropriate objectives
3. Click Save on each screen

To submit Section I, click the "Submit Section I" button on the top toolbar. You may update the information in Section I throughout the year.

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The screenshot shows the 'My Self Report' interface. On the left is a sidebar with a list of categories: Reading, Writing, Mathematics, Science, Social Studies, Other Objectives, Assessment Processes (highlighted), and Summative Questions (II & III). The main content area is titled 'Assessment Processes'. At the top of this area is a toolbar with four buttons: 'Save' (circled in red), 'Print Self Report', 'Spell Check' (with an ABC icon), and 'Submit Section I' (indicated by a red arrow). Below the toolbar, the text reads: 'Section I: The data in section I must be presented to the principal within the first three weeks after the orientation. The teacher may elect to revise this section prior to the annual summative conference.' This is followed by a question: '2. What processes do you use to assess the needs of your students with regard to academic skills (TEKS/TAKS objectives)? Check all that apply.' Below this is a section titled 'General Assessments' with a list of items and checkboxes: 'Disaggregated TEKS/TAKS data' (checked), 'Curriculum-correlated assessment materials' (checked), 'Teacher-designed assessment process/materials' (unchecked), and 'Diagnostic observations' (checked).

To submit Sections II & III at the end of the year, you must have that section selected in order to click the "Submit Sections II & III" button on the top toolbar.

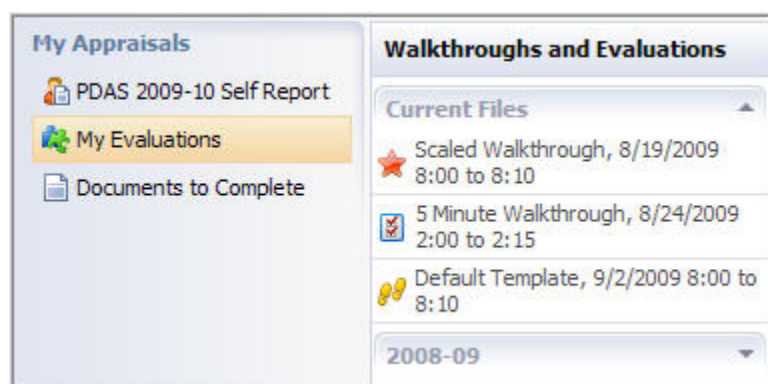
The screenshot shows the 'My Self Report' interface with 'Summative Questions (II & III)' selected in the sidebar. The toolbar at the top now includes a 'Submit Sections II & III' button, indicated by a red arrow. A red octagonal 'STOP' sign is overlaid on the 'Save' button, which remains circled in red. The main content area is titled 'Summative Questions' and contains the text: 'Section II and III: The data requested in Sections II and III must be provided to the principal at least two weeks before the annual summative conference. Limit all responses to one-half page per response.' Below this is a section titled 'Section II' with a question: '3. Describe a specific instructional adjustment (e.g., materials, sequencing, etc.) which you have made based on the needs assessment of your students.' A text input field is visible below the question.

NOTE: Teachers are allowed to modify their self reports up until two weeks prior to the Summative Conference. PDAS will allow these updates without the need to resubmit. Simply make the necessary changes and click SAVE. Teachers also have the ability to check the spelling of and print their self report. The spell check will only check the spelling of the currently displayed screen.

Viewing Evaluations:

Click **My Evaluations** to view all available documents. As your principal completes evaluations and makes them available to you, the documents will appear in your Walkthroughs and Evaluations list. You will also receive an email when a new evaluation is available. Click an item to view the details. By default, you will be able to print your evaluations, but you may also be able to post comments about and electronically sign evaluations we well (see below). When printing, PDAS will generate an Adobe Acrobat file which you can save to file or open right away.

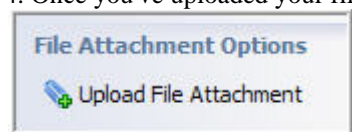
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File Attachment: (only available if enabled by your district)

Teachers have the option of uploading electronic documents for appraisers to view.

1. Click on My Evaluations
2. Click on Upload File Attachment
3. Follow the wizard to upload an electronic file (.pdf, .doc, etc.).
4. Once you've uploaded your file, the principal will be able to view the attached document.

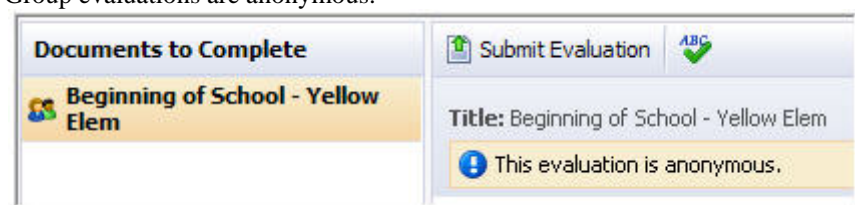


Documents to Complete:

If group evaluations are enabled, teachers will see a document to complete in this section. Teachers will receive an email when an evaluation is required to submit.

1. Click on **Documents to Complete**.
2. Select the document.
3. Complete the document.
4. Use spell-check options as needed.
5. Click **Submit Evaluation**.

Group evaluations are anonymous.

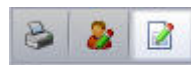


Electronic Signature: (only available if enabled by your district)

PDAS allows you to electronically sign your evaluation to show that you have viewed and understand the evaluation. In order to electronically sign an evaluation, you must have set the security question when setting up your profile in Eduphoria. (Click **My Profile** on the main application screen.)

1. Click on the evaluation.

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2. On the top toolbar, click the signature icon to sign the evaluation.
3. Click on your name and enter your username, password, and the answer to your security question. The password and security question are case sensitive.
4. Click **Electronically Sign Document**.
5. Click the **X** to close the window.

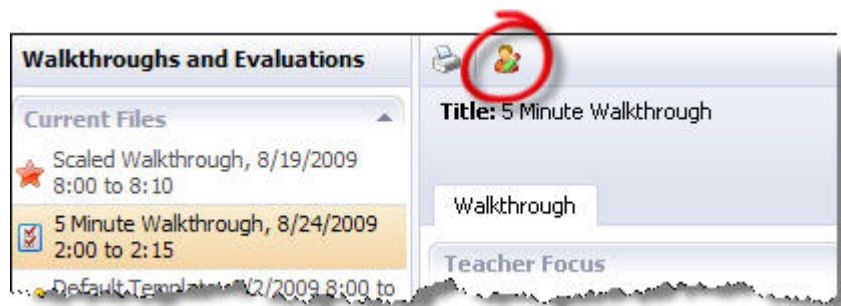
A window titled "Enter your credentials to sign this document:" with a close button (X) in the top right corner. It contains three input fields: "SchoolObjects Username:" with the text "teacher", "SchoolObjects Password:" with a masked password, and "In what city did you meet your spouse/significant other?" with a masked answer. Below the fields is a button labeled "Electronically Sign Document". At the bottom, there is a checkbox with the text "By checking this box, I am indicating a refusal to sign this document."

If you would like to refuse to sign the document, fill in your information and place a check next to 'By checking this box, I am indicating a refusal to sign this document' and then click 'Electronically Sign Document'. You will be confirming that you refuse to actually sign the document.

Adding a Comment: (optional feature)

PDAS has the capacity to allow staff members to enter comments about particular evaluations. These could be questions, comments, or rebuttals. For this option to appear, it must be enabled by your district.

1. Click on the evaluation.
2. Click the staff member/appraiser comments icon to add a comment. *Note: If you add a comment, it will be permanently stored with the evaluation. You cannot delete any comments you add.*



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