



# EDUPHORIA

STRIVE FOR NON-CERTIFIED PROFESSIONALS & PARAPROFESSIONALS



[WWW.TISD.US/DEPARTMENTS/IT](http://WWW.TISD.US/DEPARTMENTS/IT)





## ■ Evaluation Timeline

- Evaluation Setup
- Supervisor Instructions
- Evaluations Deadline
- Issue Contracts
- EOY Procedures
- Archiving



## ■ Evaluation Simplified

- Consistency
- Streamlined
- Save Time
- History



## ■ Evaluation Setup

- Create New Template
- Create Appraiser Type
- Supervisor Instructions



## ■ Kahoot



# AGENDA

# EVALUATION TIMELINE

**January**

Evaluation  
Setup

**March**

Evaluation  
Deadline

**MAY**

End of Year  
Procedures

**February**

Supervisor  
Instructions

**April**

Issue  
Contracts

**June**

Evaluations  
Archived



# EVALUATION SIMPLIFIED



## CONSISTENCY

Standardized Evaluation Templates  
All Employees Have Same  
Number of Questions



## STREAMLINED

Process is easy, quick, and  
efficient.



## SAVE TIME

From printing, distributing,  
manual calculations, filing.



## HISTORY

Evaluations are archived.  
Employees can see previous  
years and download all  
evaluations when separated from  
district.





## EVALUATION SETUP

Step 1

Create New Template



Step 2

Create Appraiser Type



Step 3

Send Instructions to Supervisors

# STEP I: CREATE NEW EVALUATION TEMPLATE

- Login to Eduphoria (Chrome)
- From the Euphoria! home screen, click on Strive
- Click on Settings
- Click on Appraisal Settings
- Click on Evaluation Templates
- Setting up Evaluation Templates
- Click New Template
- Give it a Template Title “Paraprofessional”
- Select Evaluation Document.
- Click Next.
- Create blank template or Copy existing template.
- Click Finish.
- Template Information Tab
- Template Options Tab
- Edit Template
  - Create New Matrix Group “Professional Qualities” & “Position Competence”

# ENTER SCORING MATRIX

Template Information | Template Options | Edit Template

New

- Professional Qualities
  - Columns
  - Rows
- Position Competence
  - Columns
  - Rows
- Other
  - Comments
  - Recommendations
- Employment Recommendation
- Walkthrough Scale

**Matrix Columns:**  
Enter up to five column titles and, optionally, their corresponding score values:

Column Name	Value
<input type="text" value="Distinguished"/>	<input type="text" value="3"/>
<input type="text" value="Proficient"/>	<input type="text" value="2"/>
<input type="text" value="Improvement Needed"/>	<input type="text" value="1"/>
<input type="text" value="Unsatisfactory"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>

# ROWS

Template Information | Template Options | Edit Template

New ▾ ✕ ⬆ ⬇

- Professional Qualities
  - Columns
  - Rows**
- Position Competence
- Other
- Employment Recommendation
- Walkthrough Scale

**Matrix Rows:**

Enter rows for the matrix question:

- 1. SAFETY: Adheres to the district's safety regulations and procedures. - (Dimension: )**
- 2. CUSTOMER SERVICE: Maintains working relationships tactfully and professionally. Works cooperatively with others to serve in the best interest of the district. - (Dimension: )**
- 3. ETHICS: Adheres to the districts code of ethics and complies with all policies, administrative procedures, and/or regulations. - (Dimension: )**
- 4. JOB INTEREST: Demonstrates a high degree of genuine interest in the job. - (Dimension: )**
- 5. COMMITMENT: Demonstrates a positive attitude toward the position. Commitment is evident as demonstrated by daily job performance. - (Dimension: )**
- 6. JUDGEMENT: Has ability to arrive at sound. logical conclusions based on facts and circumstances involved. - (Dimension: )**
- 7. GROWTH: Is continuously growing through study and participation in training activities. - (Dimension: )**

**Item Dimensions**

Select the dimensions for this item:

**Dimensions:**

--Select Dimension-- ▾

# CREATE NEW GROUP “OTHER”

## Comments & Recommendations

Template Information | Template Options | Edit Template

New

- Professional Qualities
  - Columns
  - Rows
- Position Competence
  - Columns
  - Rows
- Other
  - Comments**
  - Recommendations
- Employment Recommendation
  - Yes
  - No
- Walkthrough Scale

**Evaluation/Checklist Item:**

**Item Name:**

**Rows**

**Comment Type**

**Item Dimensions**

Select the dimension for this item:  
**Dimensions:**

## Employment Recommendation

Template Information | Template Options | Edit Template

New

- Professional Qualities
- Position Competence
- Other**
- Employment Recommendation
  - Yes
  - No
- Walkthrough Scale

**Evaluation/Checklist Item:**

**Item Name:**

**Item Value When Selected:**

**Item Dimensions**

Select the dimension for this item:  
**Dimensions:**

## STEP 2: CREATE APPRAISEE TYPES

- Click Appraiser Types
- Click New Appraiser Type
- Give it a name:
  - Example: “ISD – Paraprofessional”
- Click Finish
- Select Appraiser Type
- Create New Step “Default Step”
- Create New Task “Default Task”

Appraiser Type Options    Other Options

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**Appraiser Type Details**

**Title:**  
TISD - Paraprofessional

**Icon:**

**Select Framework**  
--Select-- ▼

**Evaluation Process Template**

New ▼

Default Step  
✓ Default Task

**Process Task:**

**Title:**  
Default Task

**Task Type:** Document ▼

**Due Date:**  
4/30/2020

Required    1    Number of required documents

Update

**Select Evaluation Templates**  
Select a type of evaluation template below and associate the appropriate documents.

Reflection Documents	<input checked="" type="checkbox"/> Paraprofessional
Walkthrough Documents	<input type="checkbox"/> Professional
Observation Documents	<input type="checkbox"/> TISD T-PESS Mid-Year Progress Toward Goal Attainment Form
Evaluation Documents	
Summative Documents	
Intervention Documents	

## STEP 3: INSTRUCTIONS FOR SUPERVISORS

- **Step 1: Setup evaluation templates for all employees.**

- Setting up Evaluation Templates
- Click on Not Set link.
- Select TISD – Professional if employee is salaried/exempt/non-certified.
- Select TISD – Paraprofessional if employee is hourly/non-exempt.
- Click Save.

- **Step 2: Fill out Professional or Paraprofessional evaluation.**

- Click on the Evaluations tab.
- Click on the (+) sign next to Default Task.
- From the Template, the appropriate template should already be populated with the corresponding Department – Position.
- Click Create Evaluation.
- Read in instructions provided and select the rating that you feel best describes employee's performance in that area.
- If not finished, click on Saved button and you may come back to this evaluation to complete at later time.
- Once finished, click **Let Staff View**.

# EVALUATION SIMPLIFIED = REDUCED STRESS!



TIME FOR KAHOOT!



**Kahoot!**



- **Tornillo ISD**
  - Carlos Garcia
  - Emily Saucedo

THANK YOU