



eduphoria!

Strive

Professional Development

School	Tornillo ISD	District No	071908
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Eduphoria – Strive Setup for HR

Step 1: 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”
 - Under Columns, enter scoring matrix. See sample screenshot below.

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:

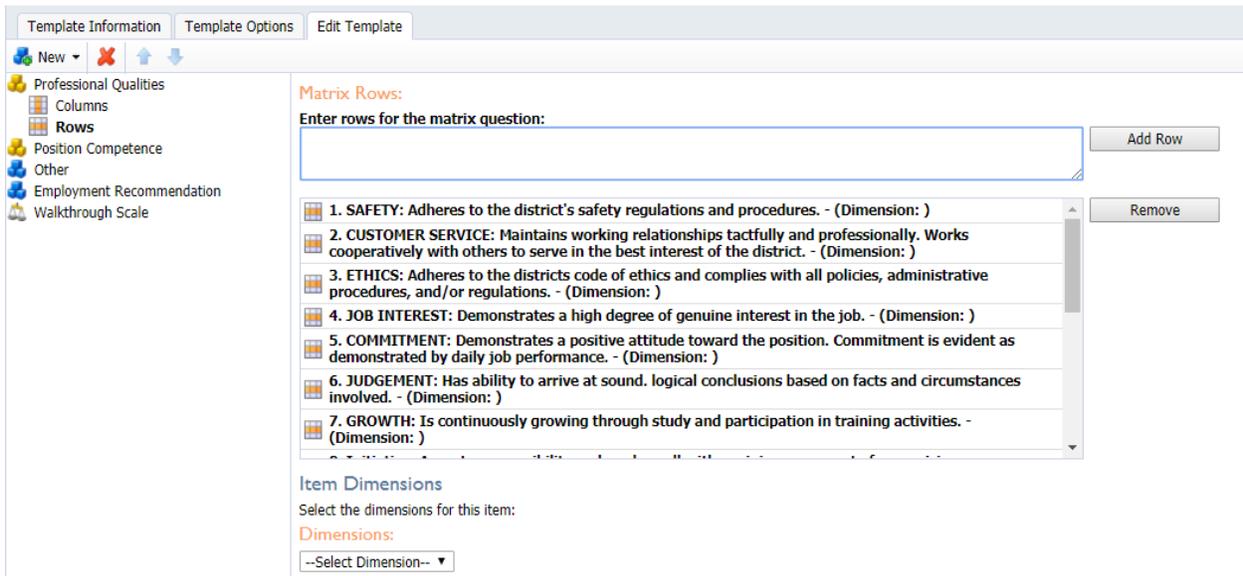
Column Name	Value
Distinguished	3
Proficient	2
Improvement Needed	1
Unsatisfactory	0

Update

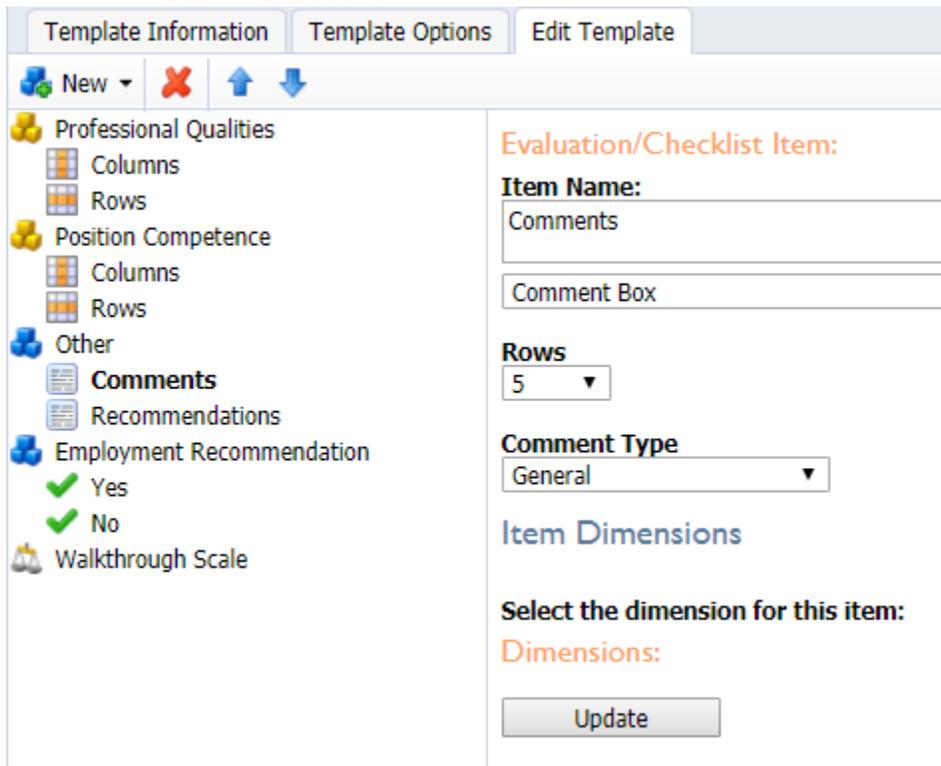
Tornillo ISD

Page 2

- Under Rows, enter your questions. See sample screenshot below.



- Create New Group “Other”
 - Comment Box
 - Recommendations



- Create New Group “Employment Recommendation”
 - Yes
 - No

The screenshot displays the 'Edit Template' window in EDUPHORIA. On the left, a tree view shows the following items under 'Employment Recommendation': 'Yes' (with a green checkmark), 'No' (with a green checkmark), and 'Walkthrough Scale' (with a scale icon). The right pane is titled 'Evaluation/Checklist Item:' and contains the following fields:

- Item Name:** A text input field containing 'Yes'.
- Check Box:** A dropdown menu currently set to 'Check Box'.
- Item Value When Selected:** An empty text input field.
- Item Dimensions:** A section header.
- Select the dimension for this item:** A label above the 'Dimensions:' section.
- Dimensions:** A section header.
- Update:** A button at the bottom of the right pane.

- Click “Save”
- Click “Update Existing Documents”

Step 2: Create Appraiser 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

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 Number of required documents

Select Evaluation Templates

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

<ul style="list-style-type: none">  Reflection Documents  Walkthrough Documents  Observation Documents <li style="background-color: #f0f0f0;"> Evaluation Documents  Summative Documents  Intervention Documents 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Paraprofessional <input type="checkbox"/> Professional <input type="checkbox"/> TISD T-PESS Mid-Year Progress Toward Goal Attainment Form
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- Click Save
- Click “Update Existing Process Instances”