



eduphoria!

Strive

## Professional Development

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# Eduphoria – Strive for Supervisors

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## Step 1: Setup evaluation templates for all employees.

1. Login to Eduphoria (Chrome)
  - <https://tornillo.schoolobjects.com>
  - From the Euphoria! home screen, click on Strive.
2. 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 Para Professional 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**.