



# Evaluator Quick Start Guide

Unified Talent Perform

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This edition applies to Release 19.6.0.0 of the Unified Talent Perform software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Evaluator

## My Staff

The screenshot displays the 'My Staff' page in the Perform Evaluator application. The top navigation bar includes the 'Unified Talent Perform' logo, a notification bell with a red '3', and a user profile for 'Test Principal' with a 'Sign Out' link. The left sidebar contains navigation items: A (My Folder), B (My Staff), C (Signatures), D (Peer Reviews), and E (Walkthrough). The main content area has a sub-menu with F (Staff), G (Reports), and H (Analysis). Below the sub-menu is a table of evaluation processes with columns for checkboxes, Last/First names, Employee ID, Process, Progress, Responsible, and Deadline. Each row has 'View' and 'Folder' buttons. At the bottom, there is a pagination control showing '1' of 3 items, a '15 per page' dropdown, and a 'Bulk Action' section with a dropdown menu and a 'Go' button.

<input type="checkbox"/>	Last	First	Employee ID	Process	Progress	Responsible	Deadline		
<input type="checkbox"/>	Teacher	Band	010003	Ken's Calc Process	0/1	C. Weber + 3	05/28/2050	<a href="#">View</a>	<a href="#">Folder</a>
<input checked="" type="checkbox"/>	Teacher	Misty	001002	UserInterface	0/2	T. Principal + 5	08/30/2030	<a href="#">View</a>	<a href="#">Folder</a>
<input type="checkbox"/>	Teacher	Jane	000004	Test Signature-TED142-2	0/1	T. Principal	04/30/2020	<a href="#">View</a>	<a href="#">Folder</a>

- A. **My Folder:** If you are being evaluated, view your tasks here.
- B. **My Staff:** Work with the staff you are evaluating.
- C. **Signatures:** Electronically sign or approve forms.
- D. **Peer Reviews:** Complete assigned peer feedback forms.
- E. **Walkthrough:** If enabled, perform a walkthrough for any employee in the district.
- F. **Schedule:** Sync your calendar or view meetings scheduled with your staff.
- G. **Reports:** Many ways to review the status and history of your staff's evaluation progress.
- H. **Analysis:** For completed forms, review and compare staff scores.
- I. **View:** Fill out forms, schedule conferences, and view the direct report's entire process.
- J. **Folder:** View a simpler list of the direct report's entire process, including due dates.
- K. **Bulk Actions:** Delegate processes to others.

## Forms

Teacher's TLE Observation Form

Attachment #1  Browse... [Delete](#)

Attachment #2  Browse... [Delete](#)

Attachment #3  Browse... [Delete](#)

If the attachment will not upload properly, [click here](#) to try the alternate version.

**Attached Workflow** DR Signature SV Signature  
Current Status Draft

Workflow Steps

Forthcoming	1	Signature by Direct Report
Forthcoming	2	Signature by Supervisor/Evaluator

AutoSave **SUPPORT** [Back](#) [Save Progress](#) [Form Sharing](#) [Save & Submit](#)

Artifacts

[Add Artifact](#)

Date Added	Added By	Associated With	Type	Title	Content	Actions
7/12/2019	System Administrator		File	Artifact 1	Perform Quick Start...	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

- Rubric/Form Review Tool:** Access a slide-out tool to view any rubric associated with this process, as well as any completed forms in the process.
- Scripting Tool:** Access a slide-out tool to type your observation notes and have them automatically time/date stamped. These notes become part of the Evidence table.
- Attachments:** Add up to three separate attachments.
- Workflow:** View the signature, approval, or review steps that must be completed once the form is submitted.
- Form Sharing:** Send a copy of the form to the direct report for their review prior to locking.
- Save & Submit:** Save the form, lock it from further edits, and begin the workflow defined for the form.
- Artifacts:** Used instead of attachments, add an unlimited number of either files or URLs to the evaluation process. Artifacts become part of the overall evaluation folder and can be accessed via the Evidence table.

## Evidence

Evidence for a direct report is available when viewing their evaluation process or folder.

View all evidence collected throughout the process; see who said it, what they said, and when they said it. You can also organize, manage and share evidence.

### Sam Teacher - 2019-2020 Teacher Evaluation

Show information at time of process completion

Evidence
Folder

#	Task	Sched	Comp	Responsible	Resp Type	5 Tasks
<input type="checkbox"/> 1	"Teacher Plan for Growth Form..."	06/25		T. Principal	Direct Report	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span>
<input type="checkbox"/> 2	Pre Observation Conference	06/26		T. Principal	Supervisor	<span style="border: 1px solid #ccc; padding: 2px 5px;">Unlock</span>
<input type="checkbox"/> 3	Formal Observation	06/25		T. Principal	Supervisor	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span>
<input type="checkbox"/> 4	Post Observation Conference	06/26		T. Principal	Supervisor	<span style="border: 1px solid #ccc; padding: 2px 5px;">Unlock</span>
<input type="checkbox"/> 5	Summative Evaluation Form			T. Principal + 8	Supervisor	<span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Go To Form</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Schedule</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Assign</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Remove</span>

#### View Evidence

### Sam Teacher - 2019-2020 Teacher Evaluation

Search: 
X

Date Added	Task	Added By	Type	Title	Content	
<input type="checkbox"/> 6/6/2019	Formal Observation	Test Principal	Note		Students arrived on time, teacher greeted them at the door. Most turned in homework and went to seats. 2 students did not have homework and talked to teacher about their situation.	
<input type="checkbox"/> 6/6/2019	Formal Observation	Test Principal	Note		Teacher began unit on Math. Introduced subject with example on.....	
<input type="checkbox"/> 6/26/2019	Summative Evaluation Form	Test Principal	Note		test 2	
<input type="checkbox"/> 6/26/2019	Summative Evaluation Form	Test Principal	Note		test	
<input type="checkbox"/> 7/12/2019	Formal Observation	System Administrator	File	Sample Artifact	<a href="#">Perform Quick Start Guide.docx</a>	<span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Remove</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span>

«
<
1
>
»
1-5 of 5

0 Selected | [Select All](#) | [Clear](#)

Bulk Action Select Action
Go

Back
Add Note
Add Artifact

Evaluator

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## Signatures and Approvals

**Approvals**

Documents Awaiting Your Signature **B**

Document	Direct Report	Process	Action Required	<b>C</b>
Summative Evaluation Form	J. Teacher	2019-2020 Teacher Evaluation	Signature by Test Principal or Assigned Evaluator	View and Sign
Summative Evaluation Form	S. Teacher	2019-2020 Teacher Evaluation	Signature by Test Principal or Assigned Evaluator	View and Sign

Awaiting Signature by a Direct Report **D**

Document	Direct Report	Process	Action Required	<b>E</b>
Classroom Observation Summary Sheet	J. Teacher	Teacher: non-tenured	Signature by Jane Teacher	View and Sign
Teacher: Section A: Standard 1: Missouri Teaching Standards	J. Teacher	Teacher: non-tenured	Signature by Jane Teacher	View and Sign

- A. **Signatures:** Review and electronically sign or approve forms.
- B. **Documents Awaiting your Signature:** List of documents that are awaiting your attention.
- C. **View and Sign:** This button name changes depending on whether you are signing, approving, or reviewing a form. Click to view the completed form, then scroll to the bottom to complete the assigned step.
- D. **Awaiting Signature by a Direct Report:** List of documents that are awaiting the direct report's attention. Use this to keep track of your direct report's assignments.
- E. **View and Sign:** Click to review the form awaiting the direct report's attention.