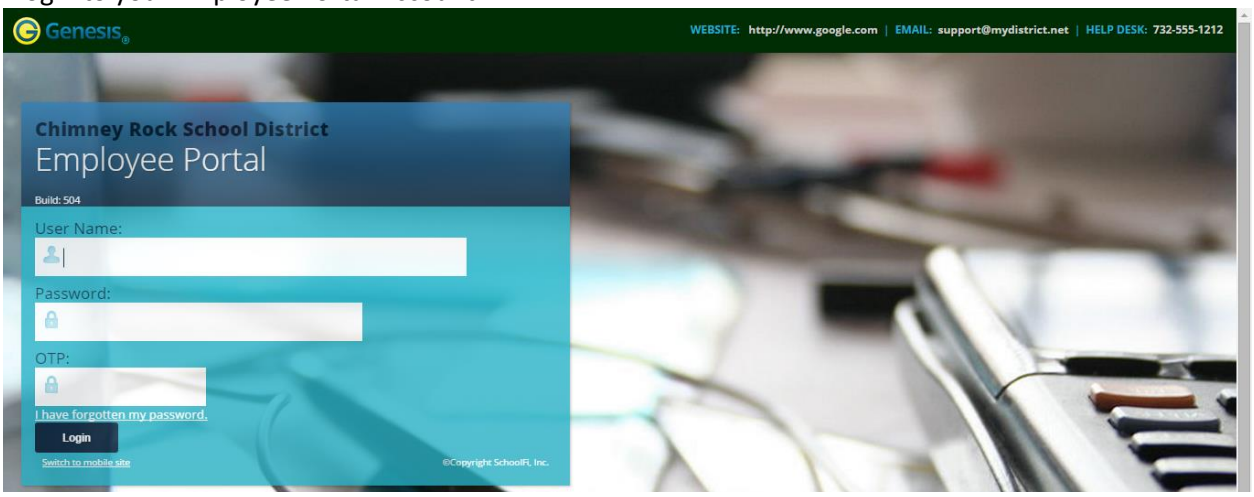
Observee Evaluation Training

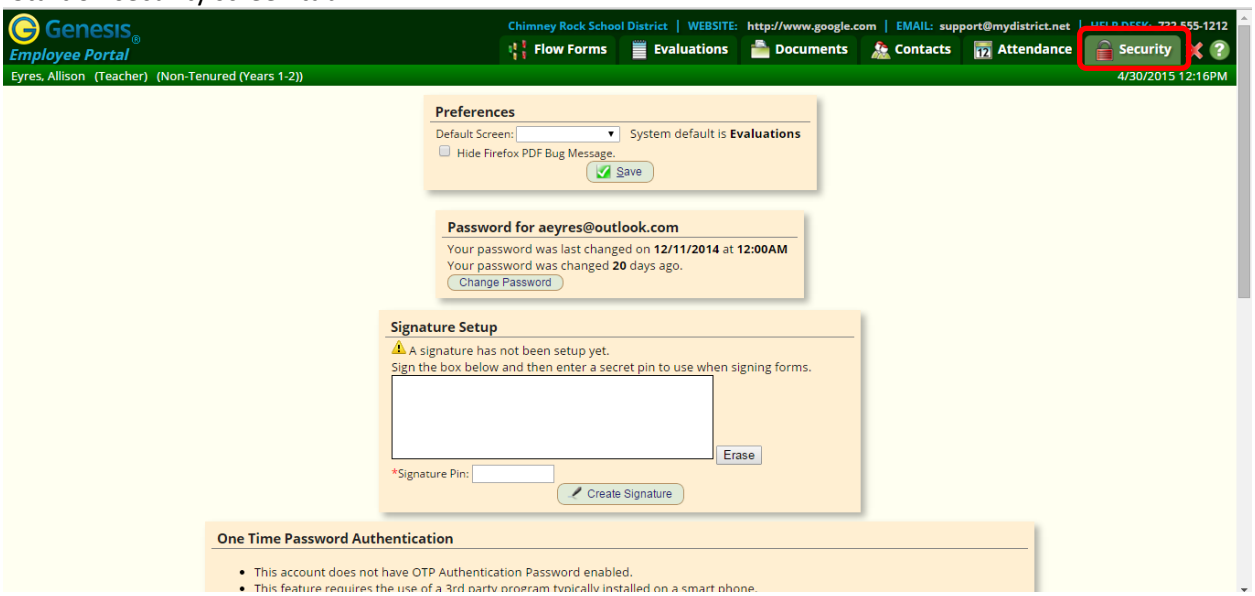
Initial Set Up:

-Log into your Employee Portal Account

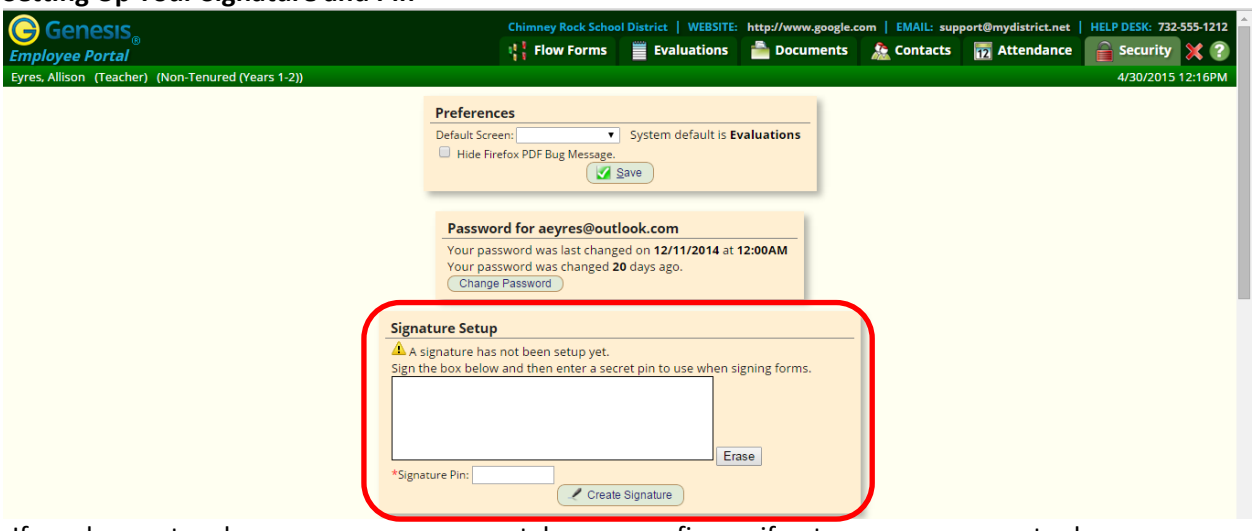


-If this is your first time logging in, you will be prompted to change your password.

-Start on security screen tab



Setting Up Your Signature and Pin

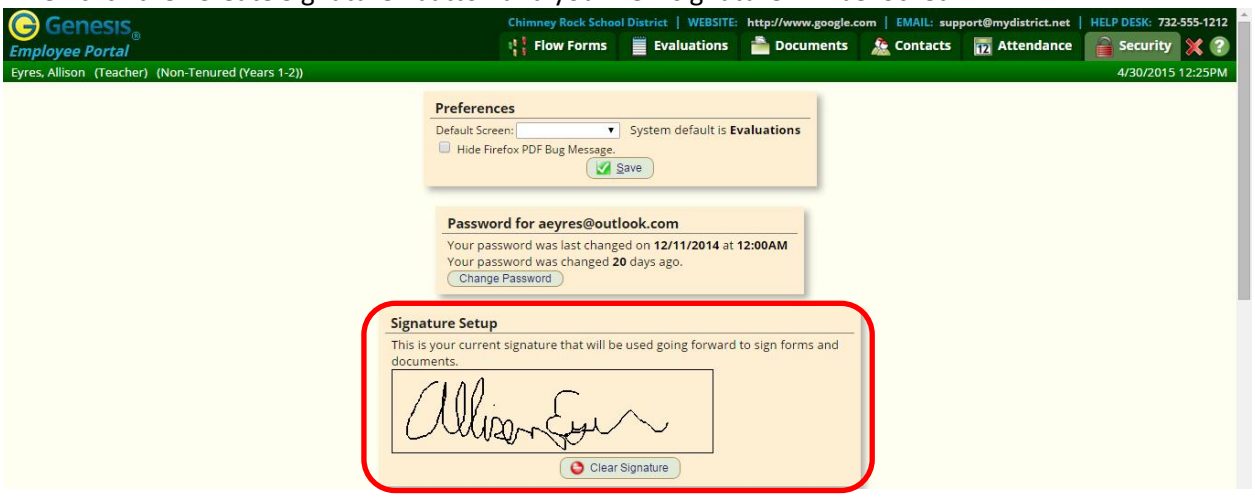


-If you have a touch screen you may use a stylus or your finger, if not, use your mouse to draw your signature.

-Press the “Erase” button to clear your signature if you do not like it. You may create a new signature at any time.

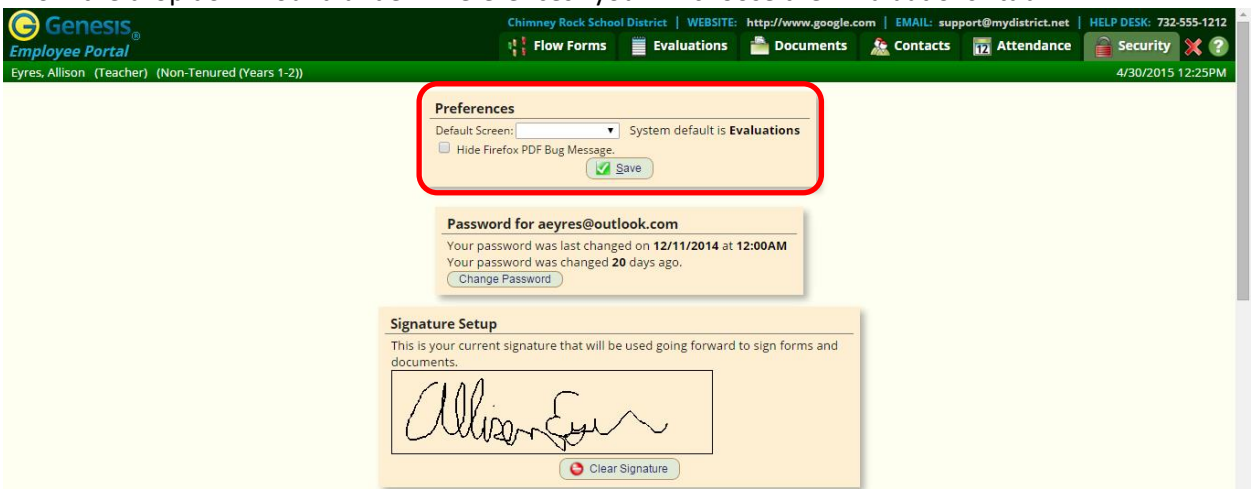
-Once you are happy with a signature, create a four-digit numerical pin that will be easy for you to remember to be associated with your signature. Type this pin into the “Signature Pin” field. You will use this pin to add your signature to any document on the Employee Portal that requires one.

-Then click the “Create Signature” button and your new signature will be locked in.

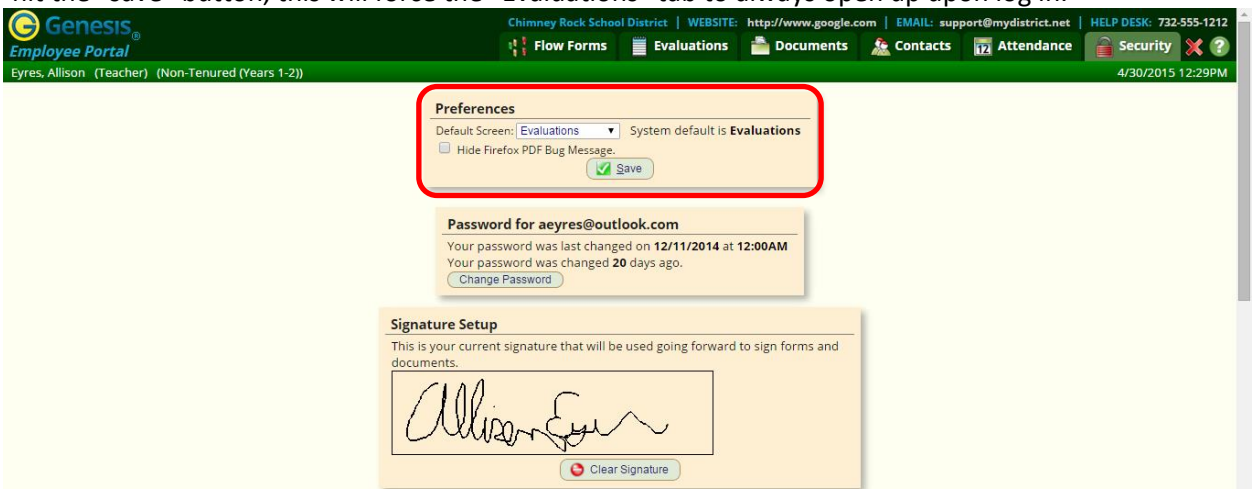


Default Screen Set Up

-From the drop down found under “Preferences” you will choose the “Evaluations” tab

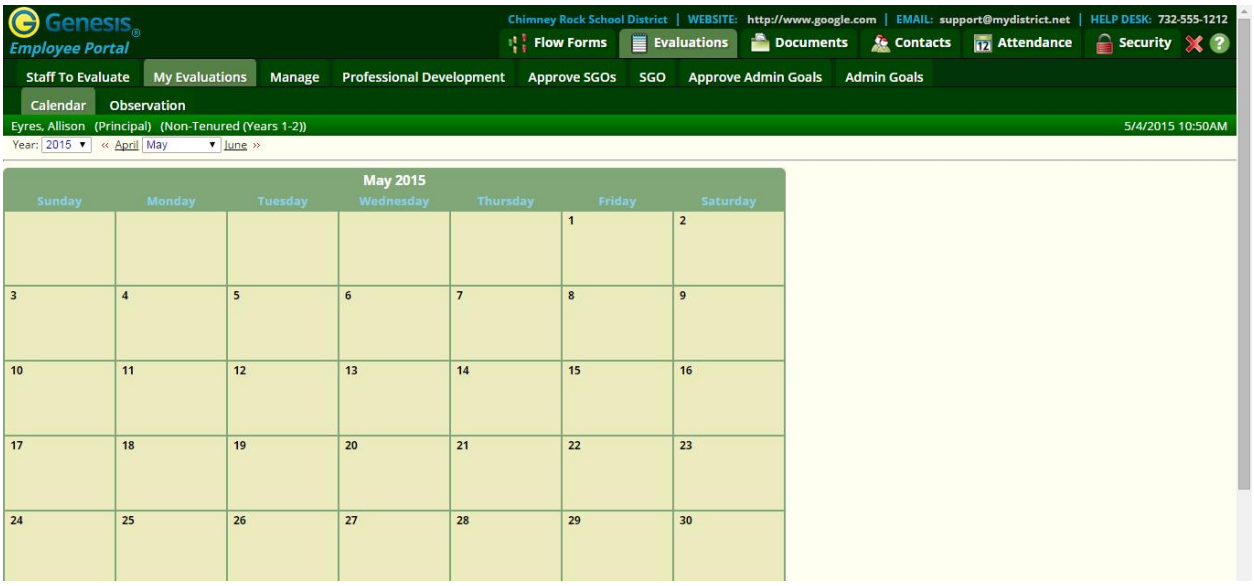


-hit the “save” button, this will force the “Evaluations” tab to always open up upon log in.



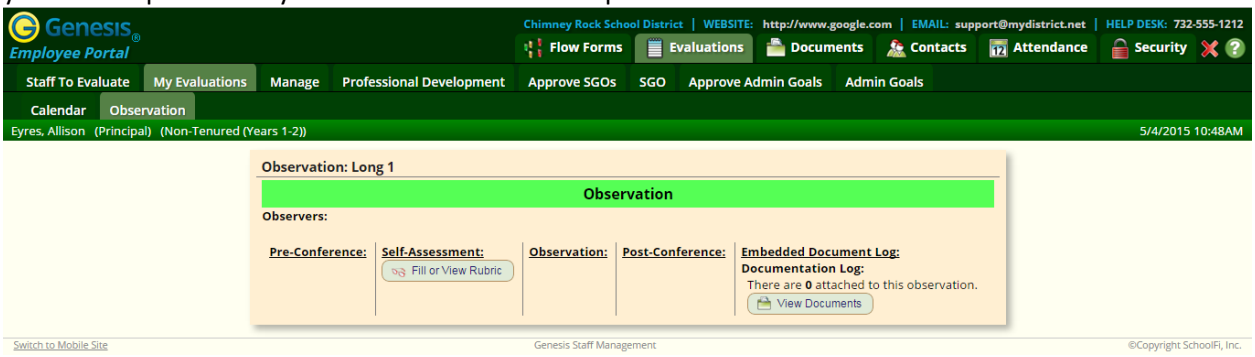
View Your Scheduled Observations

-You can view your scheduled observations on the calendar. Go to the “My Evaluations” tab and then the “Calendar” tab.



Where to View Observations Conducted on You and Complete Forms

-Go to the "My Evaluations" tab and then the "Observation" tab. Here, you will find all of the forms you are scheduled to fill out and submit back. You also have a "Document Log" area where you can input your lesson plans or any other documentations required.



Pre-Conference Form Fill Out

-The pre-conference form will be available when the observer schedules it

-An email will be sent out informing you of when the pre-conference form to fill out is available (when applicable) and when the pre-conference meeting will be held (when applicable).

-The "save" button will just save the work so you can stop and come back to it later, not submit the form to the observer. The "submit" button will submit the form to the observer. It will send an email to the observer that the form is done. The form will then be locked and changed to "read only".

Post-Conference Form Fill Out

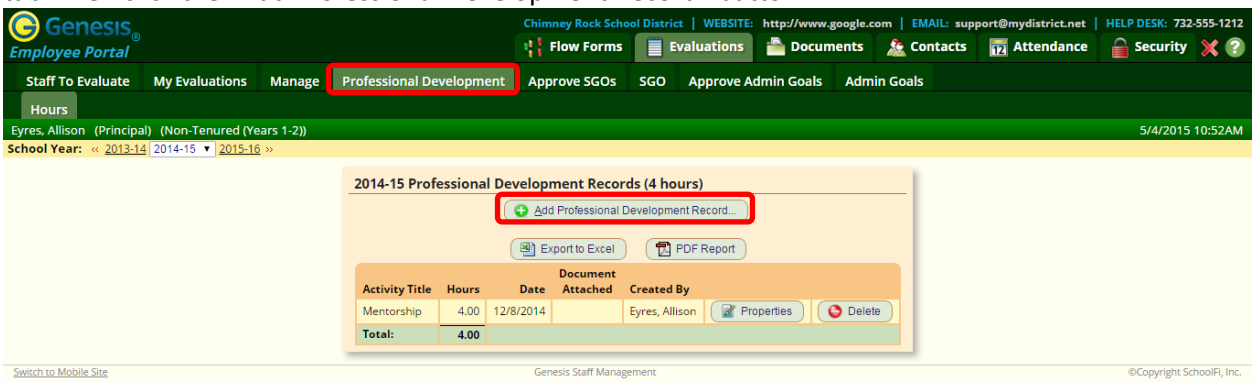
-The post-conference form will be available when the observer schedules it

-An email will be sent out informing you of when the post-conference form to fill out is available (when applicable) and when the post-conference meeting will be held (when applicable).

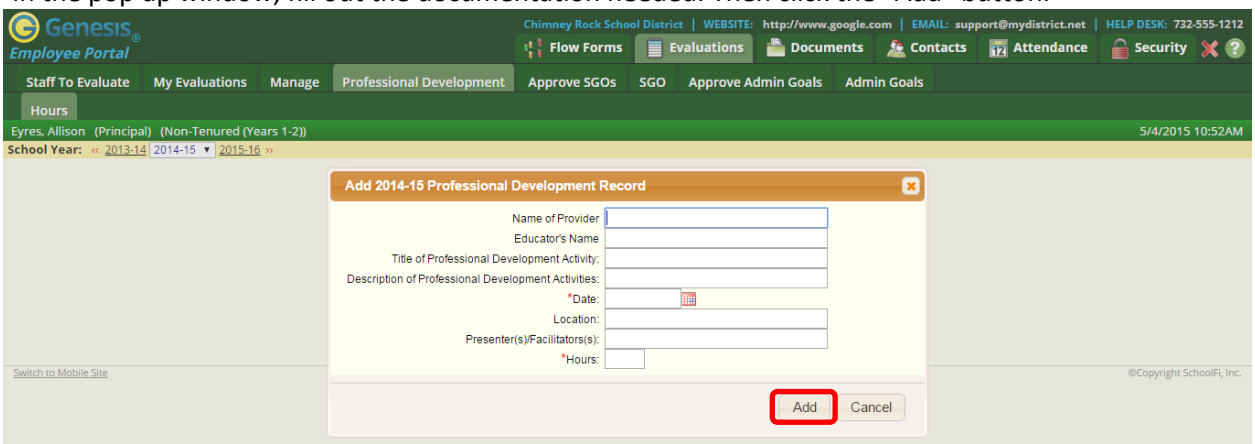
-The "save" button will just save the work so you can stop and come back to it later, not submit the form to the observer. The "submit" button will submit the form to the observer. It will send an email to the observer that the form is done. The form will then be locked and changed to "read only".

Professional Development Hours

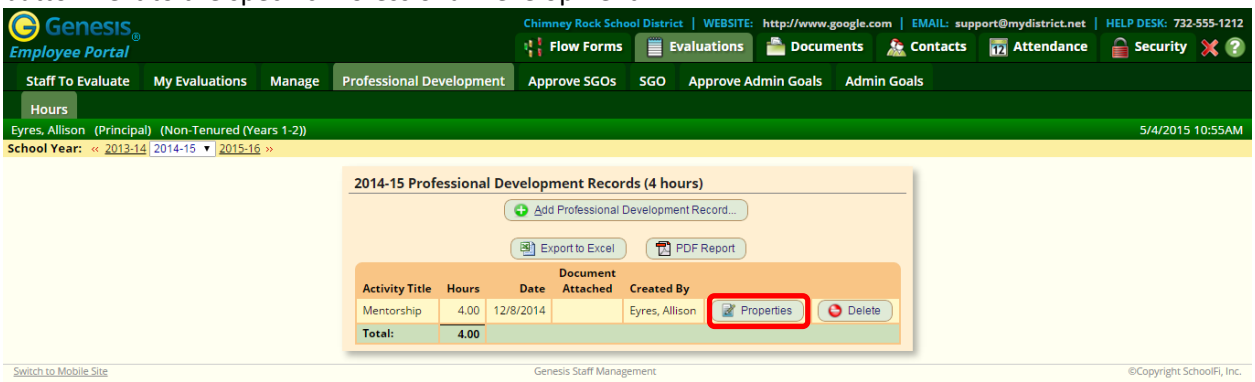
-You can input your Professional Development hours. To do so, go to the "Professional Development" tab. Then click the "Add Professional Development Record" button.



-In the pop up window, fill out the documentation needed. Then click the "Add" button.



-To make any changes or to attach a certificate you received from the program, click the "Properties" button next to the specific Professional Development.



Genesis Employee Portal

Chimney Rock School District | WEBSITE: http://www.google.com | EMAIL: support@mydistrict.net | HELP DESK: 732-555-1212

Flow Forms | Evaluations | Documents | Contacts | Attendance | Security

Staff To Evaluate | My Evaluations | Manage | Professional Development | Approve SGOs | SGO | Approve Admin Goals | Admin Goals

Hours | Modify Hours: Mentorship

Eyres, Allison (Principal) (Non-Tenured (Years 1-2)) 5/4/2015 10:56AM

School Year: « 2013-14 2014-15 2015-16 »

Developments: Mentorship

2014-15 Mentorship

Name of Provider	Big Brother Big Sister
Educator's Name	Big Brother Big Sister
Title of Professional Development Activity:	Mentorship
Description of Professional Development Activities:	Mentoring
*Date:	12/08/2014
Location:	Newark, NJ
Presenter(s)/Facilitators(s):	Boys and Girls Club
Hours:	4
Created By:	Eyres, Allison

Save Changes

Attach Professional Development Document...

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