

Observee Evaluation Training

Initial Set Up:

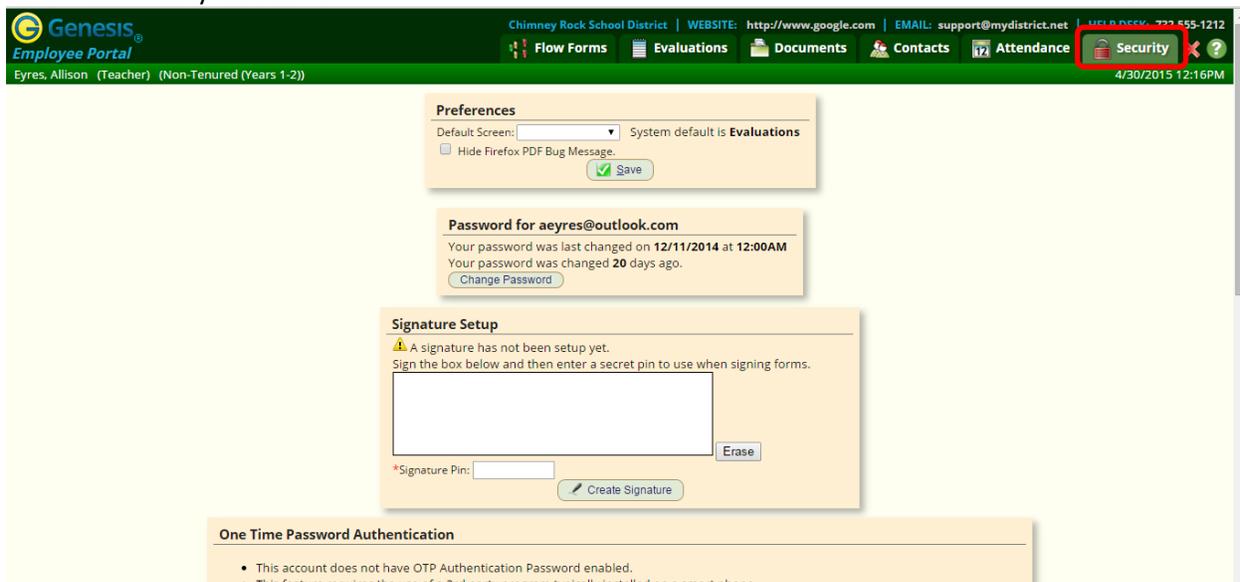
-Log into your Employee Portal Account



The screenshot shows the login interface for the Chimney Rock School District Employee Portal. At the top, there is a green navigation bar with the Genesis logo on the left and links for WEBSITE, EMAIL, and HELP DESK on the right. The main content area has a blue header with the text "Chimney Rock School District Employee Portal" and "Build: 504". Below this, there are three input fields for "User Name:", "Password:", and "OTP:". A "Login" button is positioned below the OTP field. A link "I have forgotten my password." is also present. The background of the login form is a blurred image of a computer keyboard.

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

-Start on security screen tab



The screenshot displays the security screen of the Employee Portal. The top navigation bar is green and includes the Genesis logo, the user's name "Eyes, Allison (Teacher) (Non-Tenured (Years 1-2))", and several menu items: "Flow Forms", "Evaluations", "Documents", "Contacts", "Attendance", and "Security". The "Security" tab is highlighted with a red box. Below the navigation bar, there are three main sections: "Preferences" with a dropdown for "Default Screen" set to "Evaluations" and a "Save" button; "Password for aeyres@outlook.com" showing the last change date as 12/11/2014 and a "Change Password" button; and "Signature Setup" with a warning that a signature has not been setup yet, a text box for the signature, an "Erase" button, and a "Signature Pin" field with a "Create Signature" button. At the bottom, there is a "One Time Password Authentication" section with two bullet points explaining that the account does not have OTP enabled and that it requires a 3rd party program on a smart phone.

Setting Up Your Signature and Pin

The screenshot shows the Genesis Employee Portal interface. At the top, there is a navigation bar with the logo and user information: "Eyres, Allison (Teacher) (Non-Tenured (Years 1-2))". The main content area displays several panels. The "Preferences" panel has a dropdown menu set to "Evaluations" and a "Save" button. The "Password for aeyres@outlook.com" panel shows the last password change on 12/11/2014 at 12:00AM and a "Change Password" button. The "Signature Setup" panel is highlighted with a red border and contains a warning icon and text: "A signature has not been setup yet. Sign the box below and then enter a secret pin to use when signing forms." Below this text is a large empty rectangular box for drawing a signature, an "Erase" button, a "Signature Pin:" input field, and a "Create Signature" button.

-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.

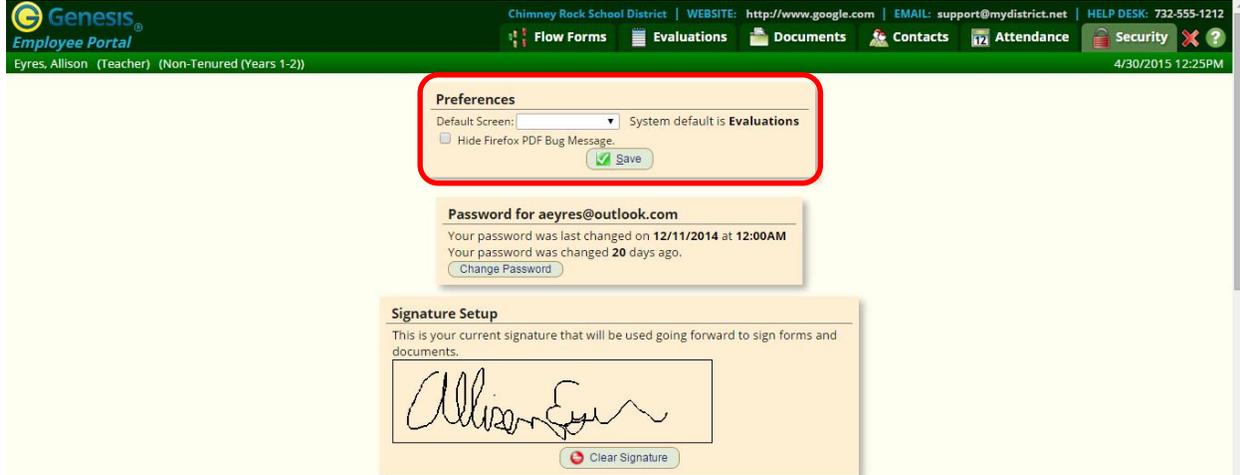
-Once you are happy with a signature, create a four-digit numerical pin that will be easy for you to remember to be associated with your signature. Type this pin into the "Signature Pin" field. You will use this pin to add your signature to any document on the Employee Portal that requires one.

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

This screenshot shows the same Genesis Employee Portal interface as the previous one, but the "Signature Setup" panel is now completed. The text above the signature box reads: "This is your current signature that will be used going forward to sign forms and documents." The signature box now contains a handwritten signature that appears to be "Allison Eyres". Below the signature box is a "Clear Signature" button. The other panels (Preferences and Password) remain the same as in the previous screenshot.

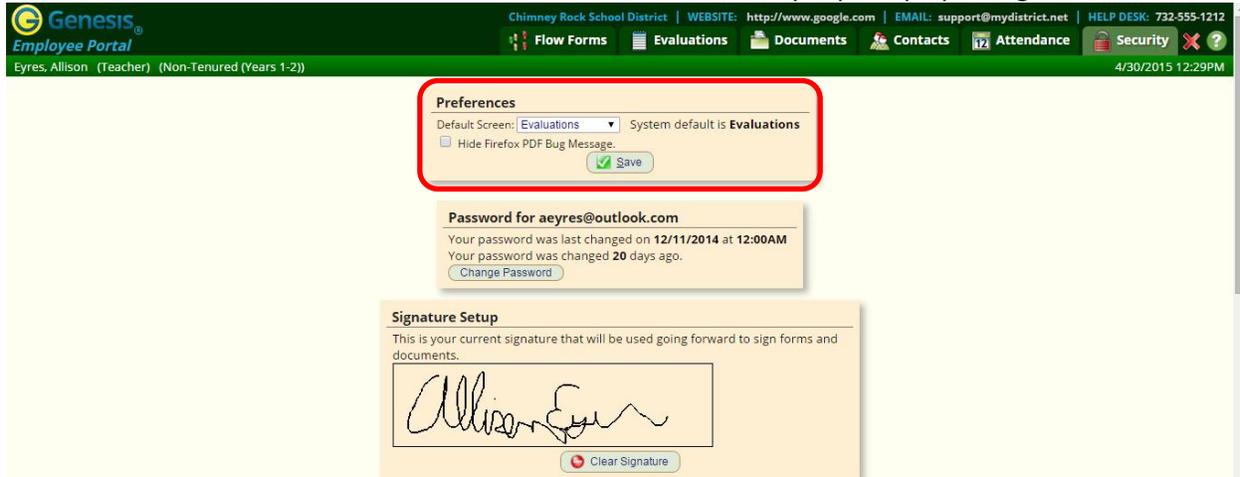
Default Screen Set Up

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



The screenshot shows the Genesis Employee Portal interface. The top navigation bar includes the logo, user name 'Eyes, Allison (Teacher) (Non-Tenured (Years 1-2))', and various menu items: Flow Forms, Evaluations, Documents, Contacts, Attendance, Security, and a Help Desk link. The main content area is titled 'Preferences' and features a dropdown menu for 'Default Screen' currently set to 'Evaluations'. Below this is a checkbox for 'Hide Firefox PDF Bug Message.' and a 'Save' button. A 'Password for aeyres@outlook.com' section shows the last change date as 12/11/2014 at 12:00AM and a 'Change Password' button. A 'Signature Setup' section displays a handwritten signature and a 'Clear Signature' button.

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



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Default Screen' dropdown menu and the 'Save' button. The dropdown menu is now explicitly showing 'Evaluations' as the selected option.

View Your Scheduled Observations

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

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

Calendar Observation
Eyres, Allison (Principal) (Non-Tenured (Years 1-2)) 5/4/2015 10:50AM

Year: 2015 << April May June >>

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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.

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Flow Forms Evaluations Documents Contacts Attendance Security

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Calendar Observation
Eyres, Allison (Principal) (Non-Tenured (Years 1-2)) 5/4/2015 10:48AM

Observation: Long 1

Observation

Observers:

<u>Pre-Conference:</u>	<u>Self-Assessment:</u> Fill or View Rubric	<u>Observation:</u>	<u>Post-Conference:</u>	<u>Embedded Document Log:</u> Documentation Log: There are 0 attached to this observation. View Documents
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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.

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

Eyes, Allison (Principal) (Non-Tenured (Years 1-2)) 5/4/2015 10:52AM

School Year: << 2013-14 | 2014-15 | 2015-16 >>

2014-15 Professional Development Records (4 hours)

+ Add Professional Development Record...

Export to Excel | PDF Report

Activity Title	Hours	Date	Document Attached	Created By	
Mentorship	4.00	12/8/2014		Eyes, Allison	Properties Delete
Total:	4.00				

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

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

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

Hours

Eyes, Allison (Principal) (Non-Tenured (Years 1-2)) 5/4/2015 10:52AM

School Year: << 2013-14 | 2014-15 | 2015-16 >>

Add 2014-15 Professional Development Record

Name of Provider:

Educator's Name:

Title of Professional Development Activity:

Description of Professional Development Activities:

*Date:

Location:

Presenter(s)/Facilitator(s):

*Hours:

Add | Cancel

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

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

Eyes, Allison (Principal) (Non-Tenured (Years 1-2)) 5/4/2015 10:55AM

School Year: << 2013-14 | 2014-15 | 2015-16 >>

2014-15 Professional Development Records (4 hours)

+ Add Professional Development Record...

Export to Excel | PDF Report

Activity Title	Hours	Date	Document Attached	Created By	
Mentorship	4.00	12/8/2014		Eyes, Allison	Properties Delete
Total:	4.00				

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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)/Facilitator(s):	Boys and Girls Club
Hours:	4
Created By:	Eyes, Allison

Save Changes

Attach Professional Development Document...