



Performance Levels Walkthrough

Before you start adding your teachers and completing evaluations you will want to set your Performance Levels. This can be done in the Rubric section of the app. Once you are in the rubric section you will want to click on the 1.) "Performance Levels" tab shown in Figure 1. To add a new performance level click the 2.) "Add Level" button shown in Figure 1.

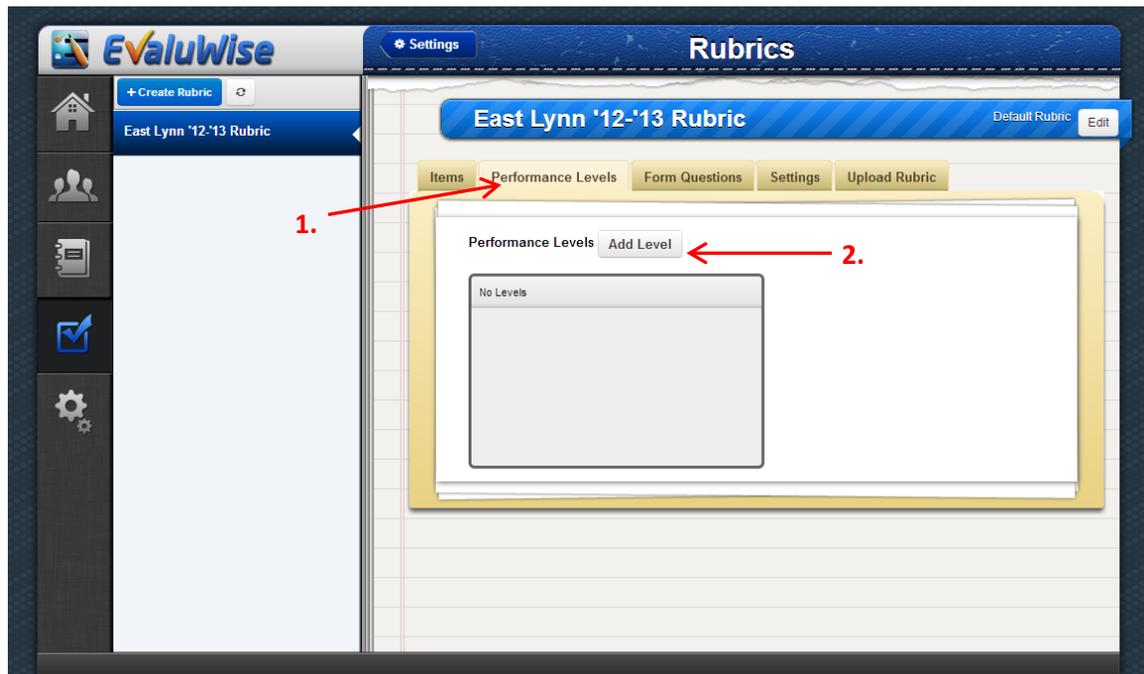


Figure 1

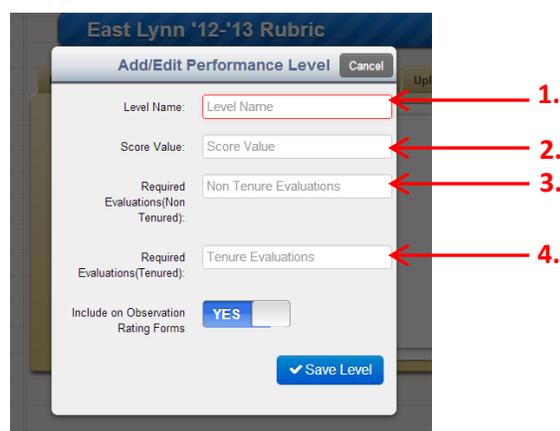


Figure 2

Figure 2 above displays the "Add/Edit Performance Level" screen. In box 1 add one of the Level Names (e.g. Unsatisfactory, Basic, Proficient, etc.) that your rubric uses. In box 2 enter a score value for that

level. The next two boxes are key pieces to be used for the evaluation process. In box 3 enter the number of required observations for this Performance Level if the teacher is Non Tenured. In box 4 enter the number of required observations for this Performance Level if the teacher is tenured. If you don't use a tenured system enter the number required in box 3, Non Tenured, and leave box 4 empty. If you would like the level you are entering to be displayed on the rating form make sure it is marked "Yes".

Figure 3 below shows an example of what your screen may look like after entering your performance levels. You can edit a "Performance Level" by clicking on it if you need to make changes to them in the future.

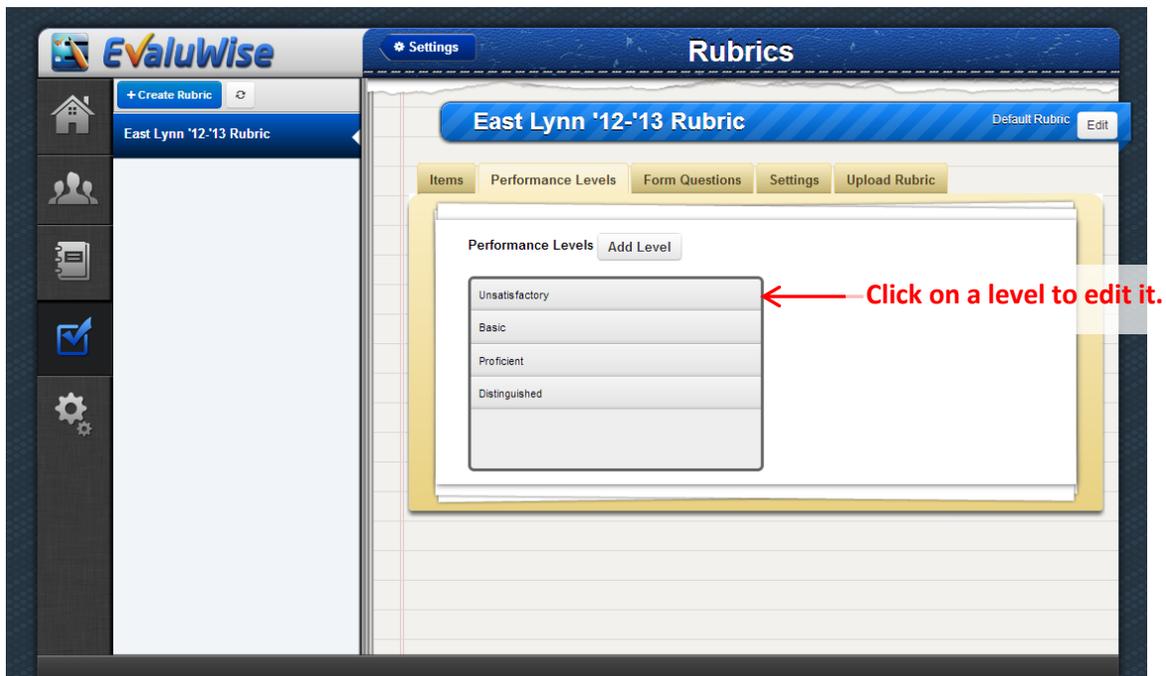


Figure 3