

# Submitting the PDAS Teacher Self Report in Eduphoria

The PDAS 2007-08 Teacher Self Report is due Monday, September 17, 2007. To submit this report, please follow these steps:

1. Navigate to <http://eduphoria.gpisd.org>
2. Log in, using your Novell username and password.
3. Click on **PDAS 2008**.
4. Click on **PDAS 2007-08 Self Report**.
5. Click on **Reading**. If you are submitting the TSR in Eduphoria PDAS for the first time, check all boxes that apply. If you are updating last year's TSR, make any necessary changes.

eduphoria SchoolObjects pdas2008™

Switch Applications Help Log off

My Appraisals

My Evaluations

PDAS 2007-08 Self Report

My Evaluations

**My Self Report**

Save Print Self Report Spell Check Submit Sections II & III

**Reading** Submitted: August 16 (Revised: Sep-5)

**Section I:** The data in section I must be presented to the principal within the first three weeks after the orientation. The teacher may elect to revise this section prior to the annual summative conference.

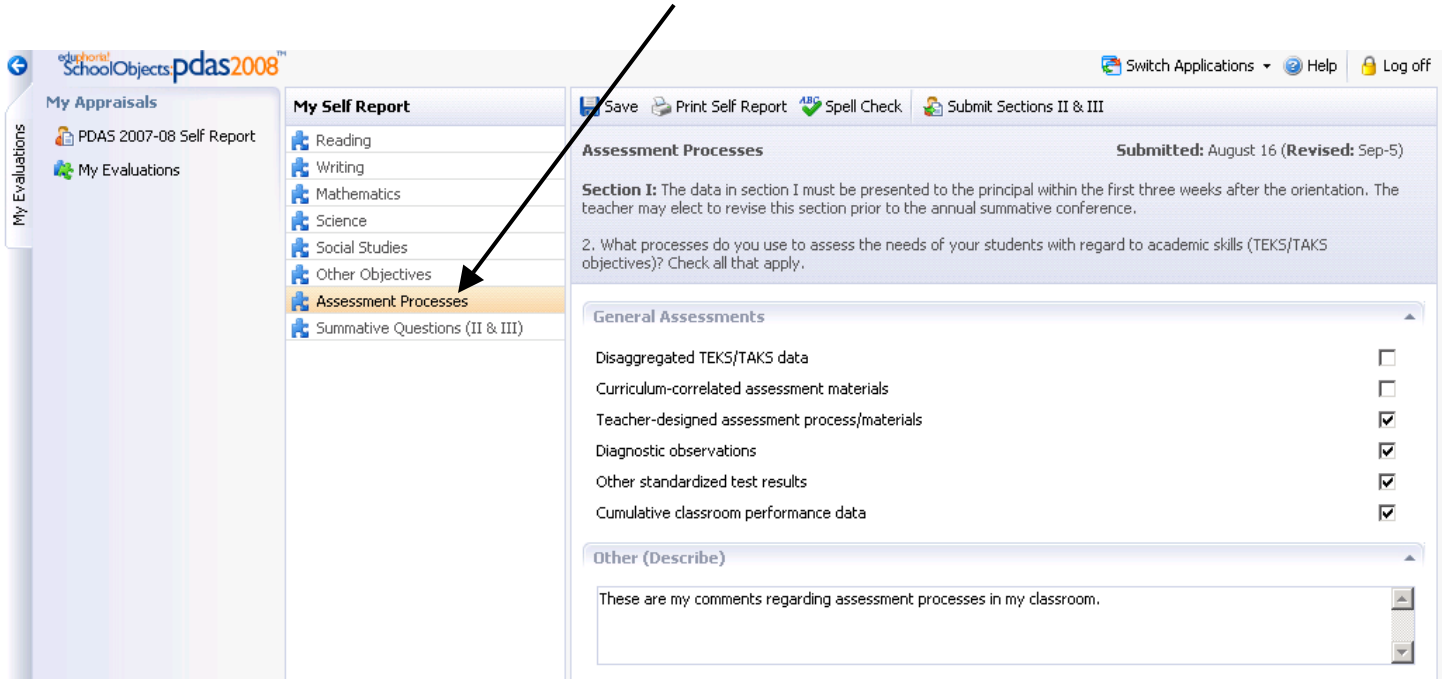
Which academic skills (TEKS/TAKS objectives) do you directly teach or reinforce in your classes?

Grade where tested	TEKS/TAKS Objectives	Check All
1 3,4,5,6,7,8	The student will demonstrate a basic understanding of culturally diverse written texts.	<input checked="" type="checkbox"/>
2 3,4,5,6,7,8	The student will apply knowledge of literary elements to understand culturally diverse written texts.	<input checked="" type="checkbox"/>
3 3,4,5,6,7,8	The student will use a variety of strategies to analyze culturally diverse written texts.	<input checked="" type="checkbox"/>
4 3,4,5,6,7,8	The student will apply critical thinking skills to analyze culturally diverse written texts.	<input checked="" type="checkbox"/>

Grade where tested	TEKS/TAKS Objectives	Check All
1 9,10,11	The student will demonstrate a basic understanding of culturally diverse written texts.	<input checked="" type="checkbox"/>
2 9,10,11	The student will demonstrate an understanding of the effects of literary elements and techniques in culturally diverse written texts.	<input checked="" type="checkbox"/>
3 9,10,11	The student will demonstrate the ability to analyze and critically evaluate culturally diverse written texts and visual representations.	<input checked="" type="checkbox"/>

6. Click on **Writing**. Check all applicable boxes. Continue in this fashion until you have completed all sections down to and including **Assessment Processes**.



7. If you are submitting the TSR within Eduphoria PDAS for the first time, click **Submit Section 1**. If you are updating last year's TSR, simply click **Save**.
8. If you need to make any changes to the Teacher Self Report in the future, simply access the report, make your desired changes, and click **Save**. The report will be automatically updated in both your view and the view of your campus appraisers.

# Troubleshooting PDAS Issues on the Palm

You're starting a classroom observation and your LifeDrive won't cooperate. What can you do to quickly rescue the moment? Are there any scenarios that would necessitate rescheduling the observation? What are the indicators to be aware of in an instant like this?

## Frozen LifeDrive

If your LifeDrive appears to be frozen, use your stylus to quickly press the RESET button. The reset will take a couple of minutes.



## Missing Yellow Feet

Can't see the two yellow feet on your Palm Desktop? Check to be sure that **All** is selected in the upper right corner of the screen.



## Missing Teacher List or Template

Can't see a particular teacher's name or walkthrough template? **STOP. RESCHEDULE THE OBSERVATION.** You'll need to return to your office, make sure the teacher appears on your campus list and that a primary appraiser is selected or, in the case of the template, that you've selected the template as the Default Template. Then sync your Palm to register those changes on your LifeDrive.

## Setting Up The Keyboard

The Palm can rest on its side or vertically on the keyboard. Be sure to click within a text box to place your cursor there. Otherwise your text will not appear.



Press the screen rotation button if you plan to place the LifeDrive device sideways on the keyboard.

## Keyboard Doesn't Work

Can't use the keyboard at all? **STOP. YOU'LL PROBABLY WANT TO RESCHEDULE.** You may have forgotten to install your keyboard software. Possibly you installed it but it's simply no longer functioning and needs to be reinstalled. You can either A) return to your office, install the software (for most of us, an orange CD called Palm Universal Wireless Keyboard), and reschedule the observation, or B) go ahead and conduct the observation by using the internal keyboard to peck out your comments – a pretty time-consuming alternative.

## Noting Your Observations

1. Use the Domain numbers at the top to navigate between the various PDAS domains.
2. Use the arrows to change the rating for a given domain objective.
3. Select the Comments tab to fill in comments, strengths, and areas to address. These are the comments that teachers will view.
4. The title of each comment section will drop down a list of prewritten comments.
5. Click the **Scr** button to script the evaluation (for comments that only you will see.)
6. Click the Finish button on domain 5 to stop and save the evaluation.

Domain II	1	2	3	4	5	Scr
	Objective					Comments
<b>Learner-Centered Instruction</b>						
1. Goals and objectives						▼
2. Learner-centered						▼
3. Critical thinking						▼
4. Motivational Strat						▼
5. Alignment						▼
6. Pacing/sequencing						▼
7. Value and importance						▼
8. Questioning/Inquiry						▼
9. Use of technology						▼

# PDAS Teacher Self Report – Parts II and III

Your principal has requested that all teachers submit Parts II and III of the Teacher Self Report in the Eduphoria PDAS system. How do we access this form to submit it online?

1. Navigate to <http://eduphoria.gpisd.org>.
2. Log in, using your Novell username and current password.
3. Click on **pdas 2006**.
4. Click on **PDAS 2006 Self Report**, then on **Summative Questions (II and III)**.

The screenshot shows the Eduphoria PDAS 2006 Teacher Self Report interface. The navigation menu on the left includes 'My Appraisals' and 'My Evaluations'. Under 'My Appraisals', 'PDAS 2006 Self Report' is selected. Under 'My Evaluations', 'Summative Questions (II & III)' is selected. The main content area displays 'Summative Questions' with a red 'STOP' sign icon. Below the icon, there is a warning message: 'Section II and III: The data requested in Sections II and III must be provided to the principal at least two weeks before the annual summative conference. Limit all responses to one-half page per response.' The main content area also shows 'Section II' with three questions: '3. Describe a specific instructional adjustment (e.g., materials, sequencing, etc.), which you have made based on the needs assessment of your students.', '4. Describe the approaches you have used to monitor classroom performance and to provide feedback to students regarding their progress in academic skills (TEKS/TAKS objectives).', and '5. Describe how you assisted your students who were experiencing serious attendance problems.' Each question has a text input field with a 'Test' button. The top of the interface includes a toolbar with 'Save', 'Print Self Report', 'Spell Check', and 'Submit Sections II & III' buttons. The top right corner has 'Switch Applications', 'Help', and 'Log off' options.

5. Complete the Teacher Self Report questions and click on **Submit Sections II & III**.
6. If you need to make any changes at a later date, you can simply follow these same steps, make your changes, and click **Save**. This action updates your answers automatically for your appraiser.