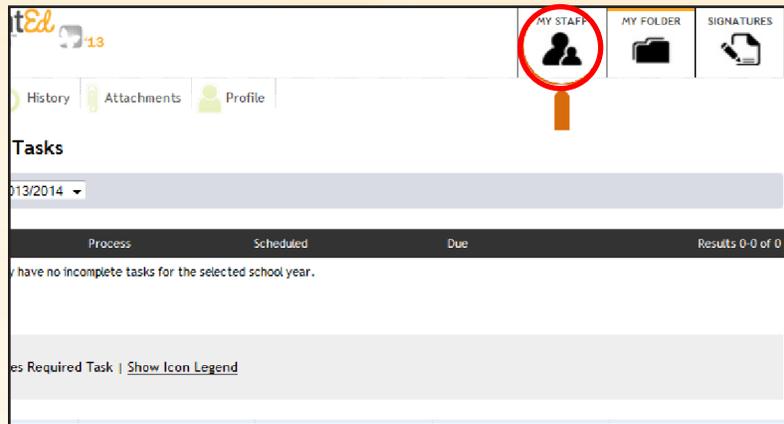


VIEWING YOUR STAFF

When you first log in you will be viewing the “My Folder” menu. Here you can see any incomplete tasks that you have. In order to view your staff click on the “My Staff” menu at the top left. You can see a picture of it to the left with the correct menu circled.



All Staff						
Search: <input type="text"/>						
Job Type: All Job Types Process: All Processes Tenure Level: All Levels						
Last	First	Employee ID	Job	Start Date	Hire Date	Results 1-15 of 29
<input type="checkbox"/>	BALTHAZR	MICHELLE	7326	READING CONSULTANT	05/11/1999	START A PROCESS FOLDER
<input type="checkbox"/>	BELKNAP	BARBARA	7093	GRADE 1 TEACHER	10/02/1995	START A PROCESS FOLDER
<input type="checkbox"/>	CAPPELLO	ELISE	9649	GRADE 3 TEACHER	09/30/2005	START A PROCESS FOLDER
<input type="checkbox"/>	DONOVAN	RITA	7341	SPECIAL EDUCATION	09/05/1984	START A PROCESS FOLDER
<input type="checkbox"/>	FRANKOVITCH	DEANNA	7431	GRADE 2 TEACHER	01/05/2004	START A PROCESS FOLDER
<input type="checkbox"/>	GORDON	CHELSEA	10817	GRADE 5 TEACHER	08/28/2007	START A PROCESS FOLDER
<input type="checkbox"/>	HACKETT	KATHLEEN	7516	GRADE 2 TEACHER	09/03/1986	START A PROCESS FOLDER
<input type="checkbox"/>	JONES	NATALIE	9536	GRADE 2 TEACHER	08/25/2005	START A PROCESS FOLDER
<input type="checkbox"/>	KNIGHT	MELISSA	13929	KINDERGARTEN TEACHER	09/28/2011	START A PROCESS FOLDER
<input type="checkbox"/>	KOVACS	SHARON	7659	KINDERGARTEN TEACHER	08/27/2001	START A PROCESS FOLDER
<input type="checkbox"/>	MARCINIAK	LAUREN	14410	GRADE 2 TEACHER	10/01/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MARTIN	JACQUELYN	7827	GRADE 1 TEACHER	08/21/2002	START A PROCESS FOLDER
<input type="checkbox"/>	MCDONALD	ELIZABETH	14417	CURR COACH NUMERACY K-5	10/22/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MEDYNSKI	ELIZABETH	12338	GRADE 3 TEACHER	06/05/2008	START A PROCESS FOLDER
<input type="checkbox"/>	MILTON	BETH	7845	GRADE 4 TEACHER	09/14/1998	START A PROCESS FOLDER

Once you are in the “My Staff” menu you will see a screen similar to the one on the left. By default the “Evaluation” tab is selected. This will only display employees who currently have a processes assigned to them. In order to see all of your staff members you must click the “All Staff” tab as displayed on the image to the right. This will display all staff members whether they have a process assigned or not.

ASSIGNING A PROCESS

Once you are viewing your entire staff you can begin to assign processes to them. This can be done individually or in bulk. To assign a processes individually select the “Start a Process” button to the right of an administrator’s name. To assign processes in bulk check the box to the left of each administrator to whom you want to assign the process and use the bulk action drop down menu to assign a process to all of them. Please note that you must filter by job type to use the bulk option.

Last	First	Employee ID	Job	Start Date	Hire Date	Results 1-15 of 29
<input checked="" type="checkbox"/>	BALTHAZR	MICHELLE	7326	READING CONSULTANT	05/11/1999	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	BELKNAP	BARBARA	7093	GRADE 1 TEACHER	10/02/1995	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	CAPPELLO	ELISE	9649	GRADE 3 TEACHER	09/30/2005	START A PROCESS FOLDER
<input checked="" type="checkbox"/>	DONOVAN	RITA	7341	SPECIAL EDUCATION	09/05/1984	START A PROCESS FOLDER
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<input type="checkbox"/>	GORDON	CHELSEA	10817	GRADE 5 TEACHER	08/28/2007	START A PROCESS FOLDER
<input type="checkbox"/>	HACKETT	KATHLEEN	7516	GRADE 2 TEACHER	09/03/1986	START A PROCESS FOLDER
<input type="checkbox"/>	JONES	NATALIE	9536	GRADE 2 TEACHER	08/25/2005	START A PROCESS FOLDER
<input type="checkbox"/>	KNIGHT	MELISSA	13929	KINDERGARTEN TEACHER	09/28/2011	START A PROCESS FOLDER
<input type="checkbox"/>	KOVACS	SHARON	7659	KINDERGARTEN TEACHER	08/27/2001	START A PROCESS FOLDER
<input type="checkbox"/>	MARCINIAK	LAUREN	14410	GRADE 2 TEACHER	10/01/2012	START A PROCESS FOLDER
<input type="checkbox"/>	MARTIN	JACQUELYN	7827	GRADE 1 TEACHER	08/21/2002	START A PROCESS FOLDER
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<input type="checkbox"/>	MEDYNSKI	ELIZABETH	12338	GRADE 3 TEACHER	06/05/2008	START A PROCESS FOLDER
<input type="checkbox"/>	MILTON	BETH	7845	GRADE 4 TEACHER	09/14/1998	START A PROCESS FOLDER

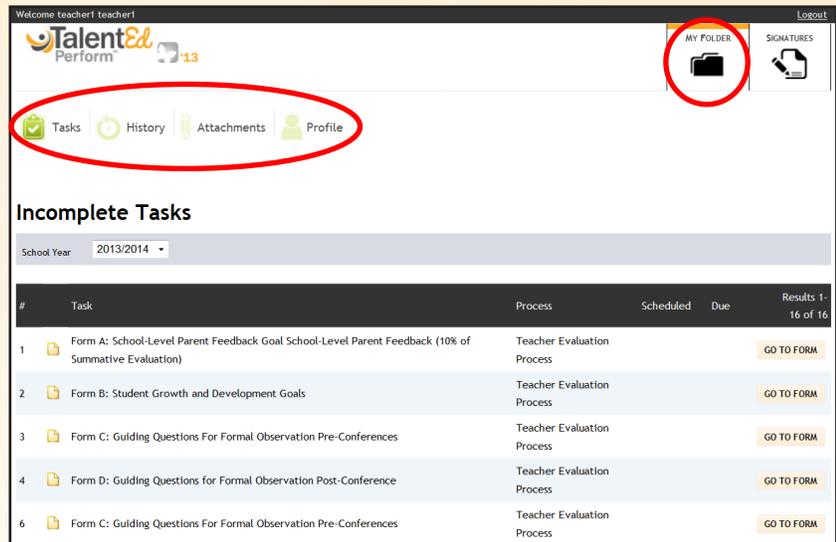
Once you have selected that you want to assign a process you must choose the “Evaluation” process type from the first drop down menu, select the “Administrator Evaluation Process” from the second drop down menu, use the third drop down menu to select the administrator’s job type, and use the final drop down menu to select a due date for the completion of the entire process. Optionally you can also assign a start date and a due date for each individual form within the process. Once you have all of the correct information in place scroll to the bottom of the page and click the “Assign Process” button.

THE MY FOLDER MENU

After logging in you will be taken to the “My Folder” menu. The My Folder Menu is your home screen within TalentEd. From here you can view tasks, go to forms, review your history, view attachments, and view your profile.

Near the top left are four green menus. Each of these serves a different function. The one that is open when first logging into TalentEd is the Tasks Menu. This will display any and all open tasks that you have left to perform. The tasks will be displayed below along with pertinent information such as: the name of the task, the process to which the task belongs to, the date the task is due to be completed, and a link to the task itself.

The History menu allows you to view the history of your account including updates and completion dates. The Attachments menu will allow you to view attachments that have been added to the various forms.



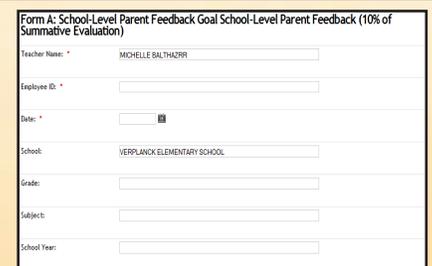
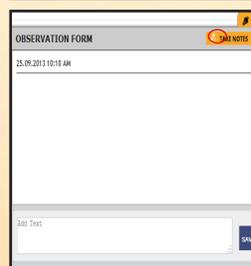
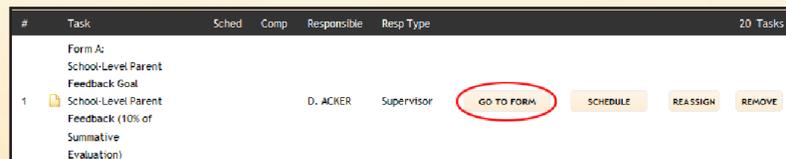
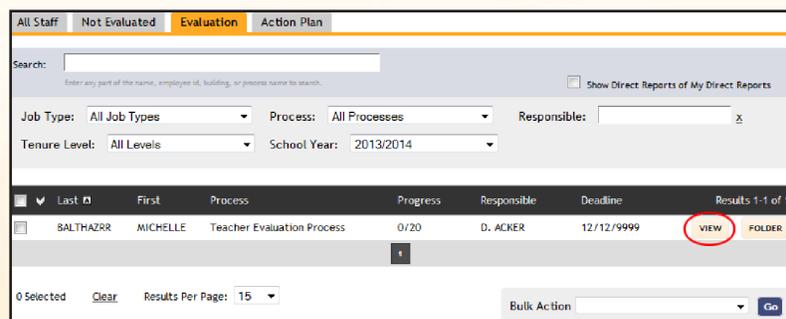
Finally, the Profile menu will allow you to view your profile within TalentEd. Here you will see your full name, user name, email address, job type, and list of supervisors. From this menu you can also change your password by clicking the, “Change My Password” link.

VIEWING AND FILLING OUT FORMS

Once you return to the Staff menu you will see all teachers with assigned processes under the evaluation tab. To begin to fill out a form assigned to that teacher click the view button to the left of their name. This will take you to a menu that lists all the forms available in the process. To go to the form click the “Go to Form” button. At this point you will see the form and be able to fill out the various fields. An example of form A can be viewed to the far right. While filling out any form the evaluator is able to take notes. This can be used for scripting purposes or for any other reason. To open the note taking menu click the pen icon displayed to the right. Once the menu is open you can type your text where it says “Add Text” and click save when you are done. More than one block of text may be saved.

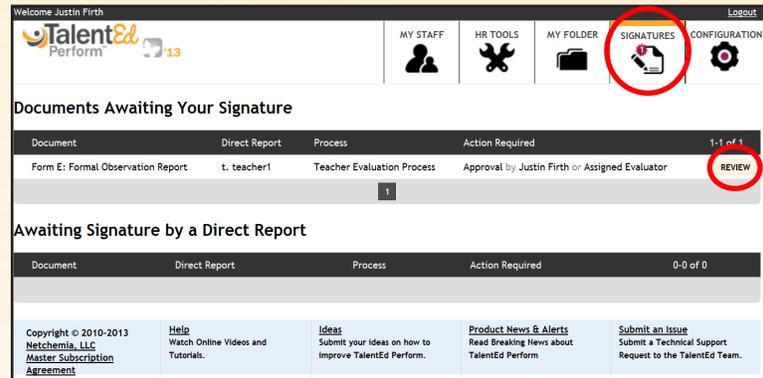
If you have not completed a form and wish to continue working on it later you can click the “Save Progress” button located on the bottom of the screen. This will save your progress and allow you to resume where you left off at a later time.

Once you have completed the whole form you will need to save and submit the form. Please note that this will lock the form and prevent further changes. To save and submit the form click the “Save and Submit” button located on the bottom of the form. This will alert your direct reports that you have completed the form and begin the approval and signature process. Please note that form A must be completed before any subsequent forms can be saved and submitted. However, other forms can be filled out and any progress on them saved until form A is complete.



APPROVAL SIGNATURES

Once a form has been saved and submitted it is ready for review and approval. Once this is complete you will need to digitally sign the form. In the top right hand corner of your screen you will see a menu called signatures. Click on that menu and you will be taken to a screen like the one displayed to the right. Click the "Review" button to be taken to the form so that you may review. Once you are confident that the form has been filled out correctly scroll to the bottom of the page and click the "Approve" button. If errors were made the form may be unlocked by clicking the "Revision Needed" button.



Once the form is approved it will be sent to the direct report for their signature. After they sign the form you will receive an email alert and the form will appear again in your Signature menu. At this point you will need to sign the form. To do this click the review button again to view the form. Now scroll all the way to the bottom, type your full name in the signature, make sure the check box below is checked, add any comments you wish in the comments field, and click the submit button.

The screenshot shows a digital signature form. It includes fields for 'Current User' (teacher1 teacher1), 'Date' (10/4/2013), and 'Signature'. There is a checked checkbox for 'I have read and accept the Electronic Signature Statement.' and a 'Comments' text area. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.

ADDITIONAL ASSISTANCE

For additional assistance please contact your school's technology specialist.

Alternatively please contact Justin Firth via email at jfirth@manchesterct.gov or by phone at 860-645-4812.

Additional resources can be viewed at the Human Resources home page: <http://publicschools.manchesterct.gov/page.cfm?p=543>.

