



# Eduphoria Strive: The Campus Dashboard

---

## Eduphoria

**STRIVE** redesigns the professional development process, moving beyond T-TESS and T-PESS expectations, and focusing on continuous improvement and growth. It combines our applications of **Appraise** and **Workshop** because goal-setting, professional development, and evaluation should go hand-in-hand.

Currently, **Strive** is a user interface overlay that sits on top of **Appraise** and **Workshop**. Nothing in **Appraise** and **Workshop** will go away until complete parity exists:

**Appraise = Strive** and **Workshop = Strive**.

### Features of Strive:

#### Interactive Dashboard

- View educator progress for goals and evaluations
- Quickly access educator profiles
- Encourages coaching and mentoring of the growth process

### Enhanced Goals

- Professional goal setting tagged with T-TESS & T-PESS framework standards
- Ability to upload and link professional evidence
- Provides reflection and feedback prompts

In the future, **Aware** elements will also integrate with Strive when the Student Learning Objective (SLO) component is fully developed.

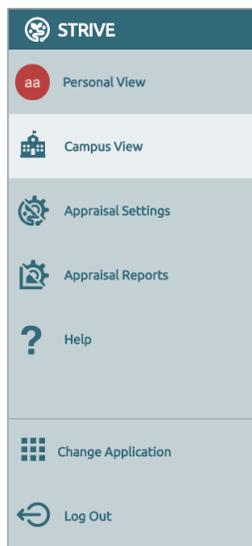
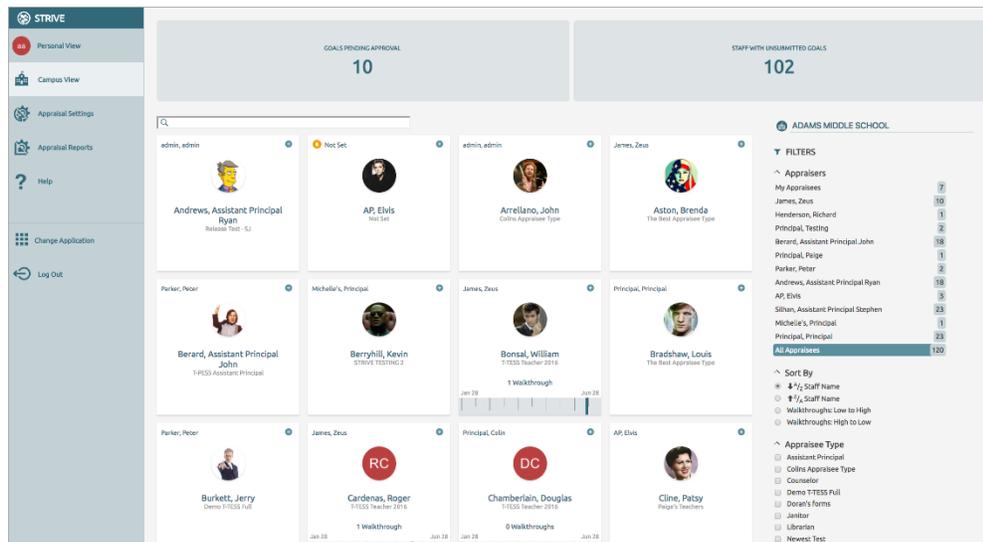


# Eduphoria Strive: The Campus Dashboard

## Eduphoria

When an appraiser logs in to Strive, the first view they will see is the **Campus Dashboard**.

In this view, an administrator can view information about the campus such as their appraisees, notifications about pending tasks, evaluation types and create evaluation documents from the individual staff cards.



The left navigation bar will remain with you as you access the tab elements.

**Personal View** takes you to your personal goal setting, evaluations, and professional development access.

**Campus View** is the main dashboard for viewing appraisal staff assigned to you.

**Appraisal Settings** takes you to settings and documents if assigned rights to manage these/

**Appraisal Reports** provides access to the reports provided in Appraise.

**Help** will link you directly to the Strive training articles provide by Eduphoria.

**Change Applications** takes you to the main Eduphoria login screen to switch to other Eduphoria applications such as HelpDesk, Forethought, Aware, etc.

**Log Out** will log you out of your Eduphoria account.



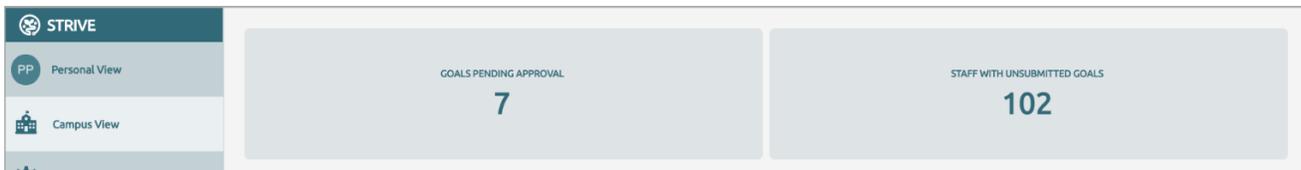
# Eduphoria Strive: The Campus Dashboard

## Eduphoria

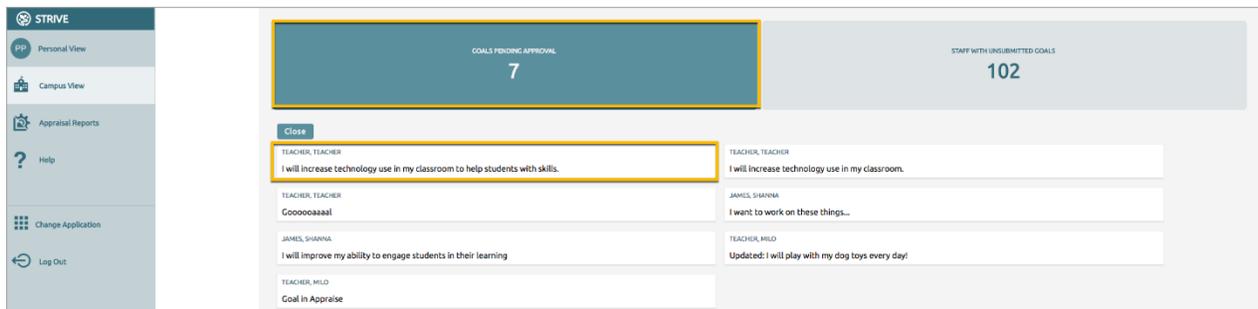
### Notification Toolbar:

Across the top of this window is the Notification Toolbar and it will contain information regarding tasks to be completed for the campus selected. Notification types include:

- Goals pending approval
- Staff with unsubmitted goals
- Walkthroughs completed last week
- Pending credit requests
- Incomplete observations

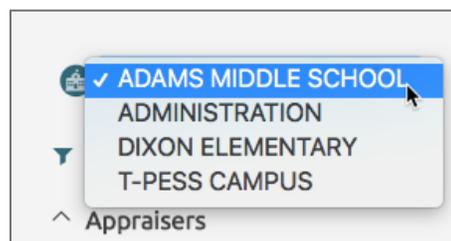
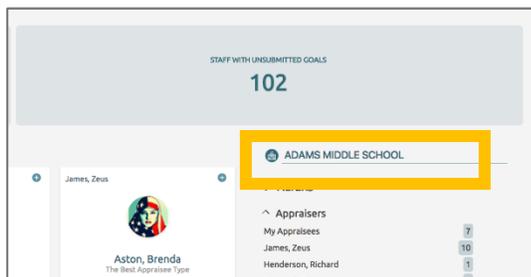


Simply click on any notification box to access the items in the notification group and the menu bars associated with completing the tasks.



### Managing Multiple Campuses

Select the **Campus Selection** menu on the top right of the screen to choose assigned campuses.





# Eduphoria Strive: The Campus Dashboard

## Eduphoria

### Filters & Sorting:

Filtering allows quick views of how many staff are assigned to which appraisers.

Clicking on listed appraisers will show the staff assigned to that appraiser for a view of the individual progress in the evaluation process.

Sorting tools allow for quick filtering to find specific staff by alphabetical, walkthroughs completed low/high and by appraisee type.

### Staff Cards:

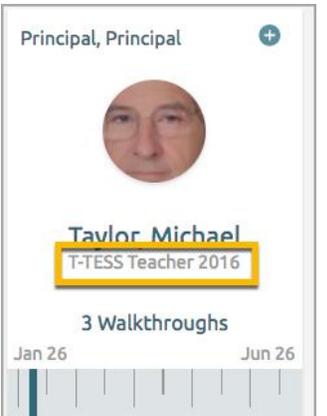
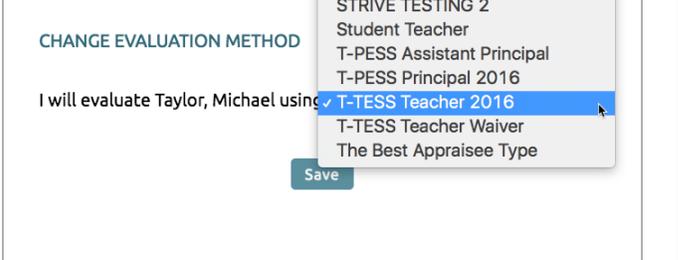
These are the profile views of staff associated with the appraisal process. Each card provides:

- the name of their appraiser
- a photo or initials of the staff member
- their appraisee type
- walkthrough timeline



# Eduphoria Strive: The Campus Dashboard

## Eduphoria

<p>The name in the top left corner indicates the <b>Appraiser Assigned</b> to the staff member.</p>	 <p>Principal, Principal</p> <p>Taylor, Michael T-TESS Teacher 2016</p> <p>3 Walkthroughs</p> <p>Jan 26 Jun 26</p>
<p>The <b>Appraisal Type</b> is indicated below the staff member's name.</p>	 <p>Principal, Principal</p> <p>Taylor, Michael T-TESS Teacher 2016</p> <p>3 Walkthroughs</p> <p>Jan 26 Jun 26</p>
<p><b>Change the Appraisal Type</b> by clicking on the Appraise Type and using the menu options to choose a different appraisal type.</p>	 <p>CHANGE EVALUATION METHOD</p> <p>I will evaluate Taylor, Michael using</p> <ul style="list-style-type: none"><li>STRIVE TESTING 2</li><li>Student Teacher</li><li>T-PESS Assistant Principal</li><li>T-PESS Principal 2016</li><li><b>T-TESS Teacher 2016</b></li><li>T-TESS Teacher Waiver</li><li>The Best Appraisee Type</li></ul> <p>Save</p>



# Eduphoria Strive: The Campus Dashboard

## Eduphoria

The **Walkthrough Timeline** shows information for the past 5 months with dash indicators showing the last documented walkthrough on this view.

Principal, Principal +

**Taylor, Michael**  
T-TESS Teacher 2016

3 Walkthroughs

Jan 26 Jun 26

To start a **New Evaluation**, click the “+” icon on the top right of the staff card.

Principal, Principal +

**Taylor, Michael**  
T-TESS Teacher 2016

3 Walkthroughs

Jan 26 Jun 26

Complete the form to select the evaluation form, title the classroom, select the date, and select the start and end time.

NEW EVALUATION x

Template 2016 T-TESS Pre Conference

Classroom \_\_\_\_\_

Start Date July 6, 2017

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Create Evaluation



# Eduphoria Strive: The Campus Dashboard

---

## Eduphoria

### Eduphoria Strive Q & A

- **Q: I am looking in Strive and still do not see my new staff members. How do I add them?**
  - A: Make sure the missing staff members have logged into Eduphoria at least once. This creates their account in Eduphoria. They also need to make sure they've selected your campus in their profile. If they have transferred from another campus or forgotten to set up their profile correctly, they can modify their profile at any time by clicking on the "Profile" button in the top of the Eduphoria home page.
- **Q: How do I remove staff members who are no longer at my campus?**
  - A: Many should have been removed automatically during the school start-up data sync, however, you can submit an Eduphoria Helpdesk ticket if you are still seeing inactive staff at your campus.
- **Q: I have staff who do not see the Strive icon when they log in. How do I fix this?**
  - A: This is common for staff who **have not yet been set up by their appraiser** with an appraisal type. The manager of that staff member will need to select them to be evaluated and chose the evaluation method. This gives them access to Appraise. Neither HR nor helpdesk can do this step for you since the act of doing this actually marks you as their supervisor, and it goes by your login ID. (See **Selecting Employees to Evaluate** section in this document.)
- **Where can I find additional information about Strive?**
  - A: Many documents and videos are available in Eduphoria. You can select the  button on the Eduphoria Strive Dashboard screen (in navigation menu on left) and then click on Strive.
- **Q: On an evaluation, the signature button is missing. Why?**
  - A: There are two criteria for a signature button: the employee needs to view it AND the evaluator needs to complete it. If you don't see the signature button and the employee has viewed it, verify that the evaluation is complete.
- **Q: There is a signature button but it is not allowing me to sign the document.**
  - A: If you aren't able to sign your Appraise document – Log into Eduphoria and reset your Profile (including your security question). To do so at the top right corner click on your name and then select "Change My Profile" from the dropdown list. Go through the prompts and make sure everything is correct. For the security questions, select any question from the drop down and type in your answer. You then should be able to sign using that question.



# Eduphoria Strive: The Campus Dashboard

---

## Eduphoria

- **Q: I have made a mistake on an evaluation and need to fix it, but I already signed it. Can I unlock it and fix the mistake?**
- A: Once an evaluation is signed by even one person, it is locked and cannot be changed. We can, however, delete the incorrect one. You can contact HR or helpdesk for assistance. You will need to recreate the evaluation on a different date and then tell us the name of the staff member and incorrect evaluation by date. We can't tell the difference if it is the same date in the deleter tool, so try and recreate it on a new date before or after the original one to avoid any confusion.
- **Q: How can I find out how many of my Dept/campus documents remain unsigned?**
- A: You can run the Unsigned Documents report available in **Strive > Appraisal Reports > Unsigned Documents report**. It is important to get documents signed (or indicate refusal to sign) before the archive runs.
- **Q: Can an employee have more than one evaluator?**
- A: In the case of two or more evaluators, the formal evaluator should be the one listed as the Formal Appraiser (by selecting employee in Appraiser Setup). Other evaluators in the same dept/campus can evaluate this staff member, but will not be listed as the formal appraiser. The second appraiser will select the employee's name in the My Staff list and select New Evaluation.

Appraiser Note: If you are set as a Vice Principal/Limited Appraiser, you will only be able to view and appraise those staff you have chosen to formally appraise. However, if you are also set as a Campus Walkthrough Appraiser, you will be able to do walkthroughs on all staff on your campus.

### Using Appraise on your mobile device

*There is NO NEED for a separate app from an app store.*

#### Steps to use Mobile Appraise:

1. Open browser window on a mobile device like Chrome or Safari.
2. Browse to staff page on GISD Website and select the Eduphoria link.
3. Use the same username and password you use to log in to the desktop version.
4. Click on "Show Desktop Applications" and then Select Appraise.
5. Staff list will load.
6. Select a staff member
7. Use the +New Evaluation icon to create a new evaluation.