

Using eduphoria! to View LCAP Walkthroughs and Evaluations

Logging In

1. Go to <http://eduphoria> (**on campus only**)
 - a. There is a link to it on the main WRMS website in the bottom middle.
 - b. You can also just type the word eduphoria in your web address bar and you will be directed to the correct site. (Just like you can type the word intranet in this bar to get to the EISD intranet).
2. Log in using your Novell User Name and Password. Click Enter on your keyboard or use your mouse to click the green Login button.



The screenshot shows the login interface for 'eduphoria! SchoolObjects'. At the top, the logo 'eduphoria!' is in orange and 'SchoolObjects:' is in blue. Below the logo, the text 'Enter your username and password to begin.' is displayed. There are two input fields: 'Username:' and 'Password:'. At the bottom center, there is a green circular button with a right-pointing arrow and the text 'Login'.

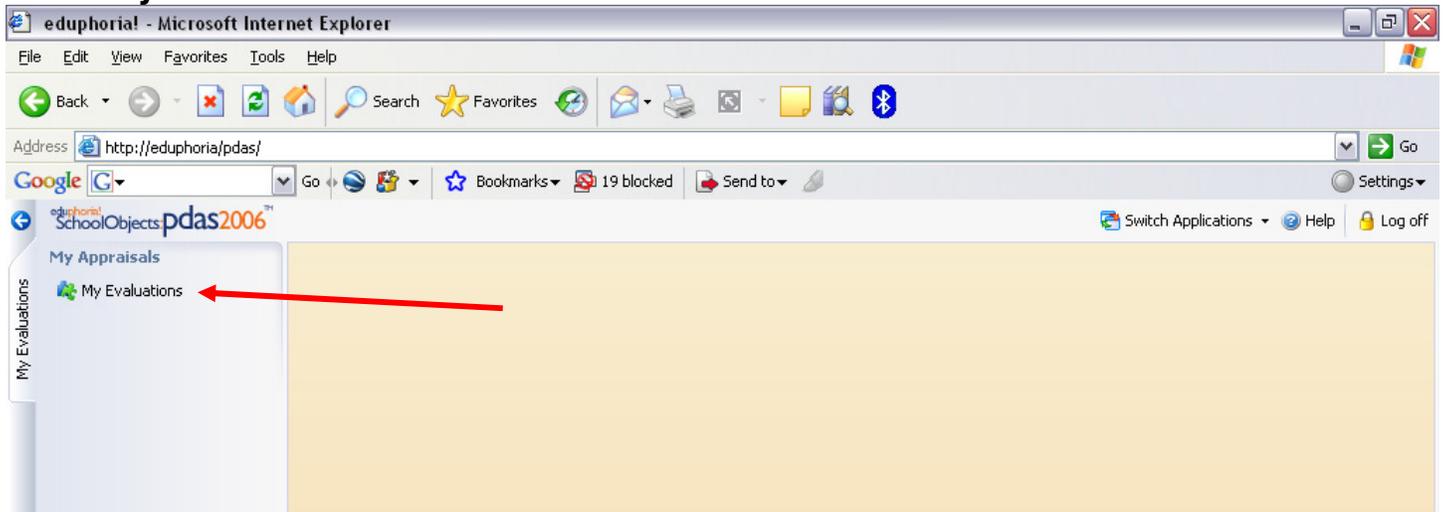
3. Go to the current PDAS (Even though you're on LCAP)



The screenshot shows the 'eduphoria! myapplications' dashboard. The logo 'eduphoria!' is in orange and 'myapplications' is in blue. Below the logo, there are two application tiles. The first tile is titled 'pdas 2006' and describes the 'Texas Professional Development and Appraisal System'. The second tile is titled 'workshop' and describes 'Professional development course registration and portfolio'. At the bottom, there are two links: 'Log Off' with a lock icon and 'My Profile' with a person icon.

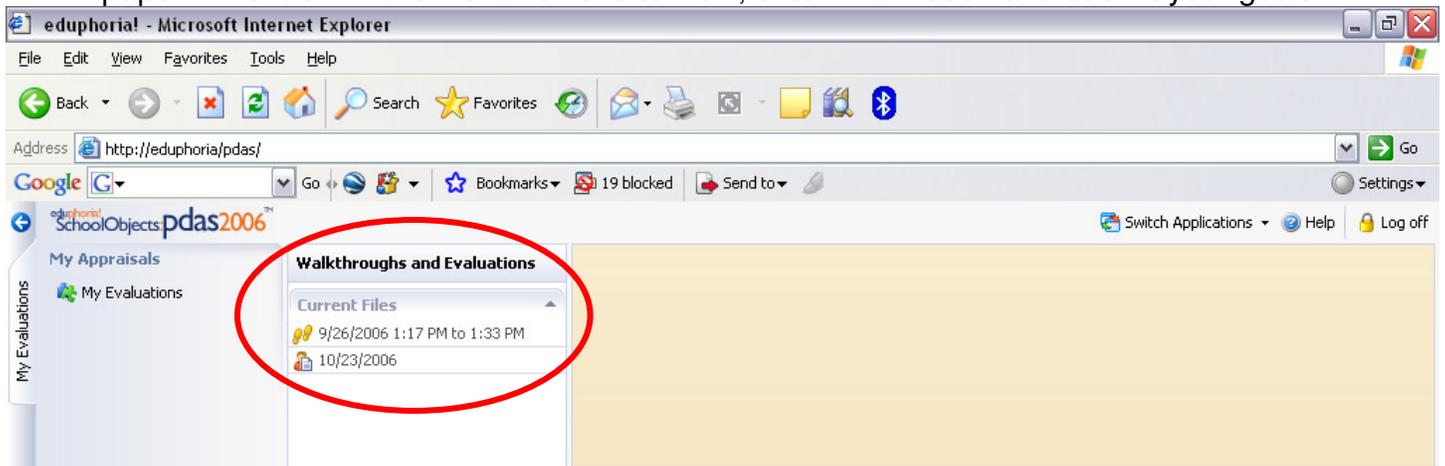
[Viewing Evaluation Forms and Walk-Throughs](#)

Click My Evaluations:



You will see a list of evaluation documents available.

- If an administrator has completed a walk-through, you will see the little yellow footprints and the date of the walk-through. Click the file to view or print this form.
- Once your administrator sends you LCAP Part 1, you will see an icon of a red person with a paper in front of him/her. Click on this to view, enter information and submit your goals.



Completing LCAP Part 1

1. LCAP Part 1 is identified only by the date it was sent to you. Click on the icon of a person dressed in red with a little piece of paper in front of him/her. (If you see two dates in your list, click on the earliest date for LCAP Part 1). The form will appear.
2. Simply click in the boxes to type in your **Goals/Objectives**, **Process/Strategies** and **Criteria for Success**.
3. Scroll down to view and enter your **Goals/Objectives**, **Process/Strategies** and **Criteria for Success** that are at the bottom of the page.
4. Leave the **Evidence** sections blank at this time. They will be completed prior to your Summative Conference at the end of the year.
5. You can run spell check, save or print.
6. When you are ready, click **Submit Evaluation** to send your goals and strategies to your administrator.

The screenshot shows the eduphoria! web application in Microsoft Internet Explorer. The address bar shows <http://eduphoria/pdas/>. The page title is "eduphoria! - Microsoft Internet Explorer". The main content area is titled "Walkthroughs and Evaluations" and contains a list of "Current Files" with dates: "9/26/2006 1:17 PM to 1:33 PM" and "10/23/2006". Below this is a form for "Evaluation for Jamie Berrios" with sections for "Goal/Objective", "Process/Strategies: What strategies will be used to assist students in reaching this performance goal?", "Criteria for Success: What information will be gathered to measure this goal? How will we know when the goal is achieved?", "Evidence: To be completed at summative conference", and "Behavioral/Affective/Professional Development". The "Save", "Print", and "Submit Evaluation" buttons are circled in red. Numbered callouts (1-6) point to specific elements: 1 points to the "My Evaluations" sidebar; 2 points to the "Goal/Objective" and "Process/Strategies" text boxes; 3 points to the "Criteria for Success" text box; 4 points to the "Evidence" section; 5 points to the "Save" button; and 6 points to the "Submit Evaluation" button.

*** If your administrator asks you to edit your goals or strategies, you may do so by logging in, editing your work and clicking the Save button. When you click Save, it updates on the administrator's side as well.