





TalentEd Principal Guide – How To Assign Processes


Welcome Training Admin [Logout](#)







Once you log in to your account, this is the first screen you will see.


MY STAFF


MY FOLDER


SIGNATURES


 Tasks History Attachments Profile

Click on the “My Staff” tab



Incomplete Tasks

School Year:

#	Task	Process	Scheduled	Due	Results 0-0 of 0
You currently have no incomplete tasks for the selected school year.					

* Denotes Required Task | [Show Icon Legend](#)

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TalentEd Principal Guide – How To Assign Processes

Welcome Training Admin Logout **Impersonate**

TalentEd Perform™ SUMMER 2012

MY STAFF MY FOLDER SIGNATURES

Dashboard Staff **My Staff** Reports Analysis Begin Walkthrough

Staff

All Staff Not Evaluated **Evaluation** Action Plan

Search:
Enter a name, employee id, building, or process name to search.

Job Type: Types
Tenure Level: Levels

Process: All Processes
School Year: 2012/2013

Show Direct Reports of My Direct Reports

Click on the "Not Evaluated" tab to see all Direct Reports who have not been assigned an Evaluation Process.

Progress	Responsible	Deadline	Results 1-15 of 63	
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>
0/25	J. HAWKINS	05/17/2013	<input type="button" value="VIEW"/>	<input type="button" value="FOLDER"/>

0 Selected [Select All](#) [Clear Selection](#) Bulk Action

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MY STAFF MY FOLDER SIGNATURES

Dashboard Staff Schedule Reports Analysis Begin Walkthrough

Staff

All Staff **Not Evaluated** Evaluation Action Plan

Search:
Enter any part of the name, employee id, building, or employee type to search.

Job Type: Process:
Tenure Level: School Year:

<input type="checkbox"/>	Last	First	Employee ID	Job Type	Start Date	Results 1-15 of 17
<input type="checkbox"/>	ROBBINS	ANNA	1223	BUS	03/07/1973	START A PROCESS FOLDER
<input type="checkbox"/>	TOWNSEND	CHRISTY	6510	FS	12/06/2005	START A PROCESS FOLDER
<input type="checkbox"/>	SORAH	DEBORAH	5122	CLER	08/11/2008	START A PROCESS FOLDER
<input type="checkbox"/>	TOLBERT	DONNA	7253	FS	08/18/2009	START A PROCESS FOLDER
<input type="checkbox"/>	BUTLER	EDITH	6212	FS	03/08/2005	START A PROCESS FOLDER
<input type="checkbox"/>	MCCRACKEN	ERNEST	4387	CUST	09/19/1995	START A PROCESS FOLDER
<input type="checkbox"/>	STATZER	HAGA	6303	CUST	01/18/2005	START A PROCESS FOLDER
<input type="checkbox"/>	HOLDREN	JOYCE	1719	FS	08/26/1986	START A PROCESS FOLDER
<input type="checkbox"/>					2/22/2008	START A PROCESS FOLDER
<input type="checkbox"/>					8/11/1980	START A PROCESS FOLDER
<input type="checkbox"/>					8/30/1988	START A PROCESS FOLDER
<input type="checkbox"/>					8/26/1993	START A PROCESS FOLDER
<input type="checkbox"/>	TRIVETT	SANDRA	7274	CUST	07/01/2010	START A PROCESS FOLDER
<input type="checkbox"/>	WRIGHT	TAMARA	7602	INST ASST	08/16/2011	START A PROCESS FOLDER

1 2

0 Selected [Select All](#) [Clear Selection](#) Results Per Page: Bulk Action

Go to the bottom of the "Not Evaluated" screen and click the drop-down arrow next to "Results Per Page:", and select "All".

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MY STAFF MY FOLDER SIGNATURES

Dashboard Staff Schedule Reports Analysis Begin Walkthrough

Staff

All Staff **Not Evaluated** Evaluation Action Plan

Search:
Enter any part of the name, employeeid, building, or employee type to search.

Job Type: All Job Types Process: All Processes
Tenure Level: All Levels School Year: 2012/2013

You can use the yellow Search Bar to search for an employee by name, job type, employee number, etc.

You can also search by Job Type by clicking the drop-down arrow and selecting a job type.

Start Date						Results 1-17 of 17	
<input type="checkbox"/>	SORAH	DEBORAH	5122	CLER	08/11/2008	START A PROCESS	FOLDER
<input type="checkbox"/>	TOLBERT	DONNA	7253	FS	08/18/2009	START A PROCESS	FOLDER
<input type="checkbox"/>	BUTLER	EDITH	6212	FS	03/08/2005	START A PROCESS	FOLDER
<input type="checkbox"/>	MCCRACKEN	ERNEST	4387	CUST	09/19/1995	START A PROCESS	FOLDER
<input type="checkbox"/>	STATZER	HAGA	6303	CUST	01/18/2005	START A PROCESS	FOLDER
<input type="checkbox"/>	HOLDREN	JOYCE	1719	FS	08/26/1986	START A PROCESS	FOLDER
<input type="checkbox"/>	Nine	JSBHS Teacher	JSBHS9	TEACHER		START A PROCESS	FOLDER
<input type="checkbox"/>	SPROLES	KIMBERLEY	7025	CUST	02/22/2008	START A PROCESS	FOLDER
<input type="checkbox"/>	BOOHER	LARRY	712	TEACHER	08/11/1980	START A PROCESS	FOLDER
<input type="checkbox"/>	COLLINS	LOIS	913	CLER	08/30/1988	START A PROCESS	FOLDER
<input type="checkbox"/>	BUCHANAN	PAMELA	2735	CLER	08/26/1993	START A PROCESS	FOLDER
<input type="checkbox"/>	TRIVETT	SANDRA	7274	CUST	07/01/2010	START A PROCESS	FOLDER
<input type="checkbox"/>	WRIGHT	TAMARA	7602	INST ASST	08/16/2011	START A PROCESS	FOLDER
<input type="checkbox"/>	ALTMANN	TRICHA	5766	CLER	08/28/2002	START A PROCESS	FOLDER
<input type="checkbox"/>	POOLE	WILLIAM	5373	PRINCIPAL	08/08/2000	START A PROCESS	FOLDER

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There are two ways to assign processes:

Method #1:
Click the “Start a Process” button next to the individual you would like to assign a process.

Method #2:
Click the check boxes next to all the Direct Reports you would like to assign to one specific process (e.g. all Direct Reports you would like to assign to the Probationary Teacher Process).

We will continue using Method #2...

<input type="checkbox"/>	Last	First	Employee ID	Job Type	Start Date	START A PROCESS	FOLDER
<input type="checkbox"/>				TEACHER	08/07/2006		
<input type="checkbox"/>				TEACHER	08/22/1988		
<input type="checkbox"/>				TEACHER	08/07/2006		
<input type="checkbox"/>				TEACHER	08/09/2004		
<input type="checkbox"/>				TEACHER	08/22/1986		
<input type="checkbox"/>				TEACHER	08/20/1975		
<input type="checkbox"/>				TEACHER	07/16/2005		
<input type="checkbox"/>				TEACHER	09/02/1997		
<input type="checkbox"/>				TEACHER	08/19/1991		
<input type="checkbox"/>				TEACHER	08/08/2011		
<input type="checkbox"/>	SELVAGGI	LESLIE	6468	TEACHER	09/07/2005		
<input type="checkbox"/>	FUGATE	LISA	5945	TEACHER	08/11/2003		
<input type="checkbox"/>	ELAM	LYNETTE	781	TEACHER	08/10/1981		
<input type="checkbox"/>	GIBSON	MELANIE	4286	TEACHER	08/09/2004		
<input type="checkbox"/>	JEFFERS	MISTY	5769	TEACHER	08/09/2004		

0 Selected [Select All](#) [Clear Selection](#) Results Per Page: 15

Bulk Action

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Dashboard Staff Schedule Reports Analysis [Begin Walkthrough](#)

Staff

All Staff **Not Evaluated** Evaluation Action Plan

Search:
Enter any part of the name, employeeid, building, or employee type to search.

Job Type: Process:
Tenure Level: School Year:

Employee ID	Job Type	Start Date	Results
97	TEACHER	08/07/2006	START A PROCESS FOLDER
50	TEACHER	08/22/1988	START A PROCESS FOLDER
32	TEACHER	08/07/2006	START A PROCESS FOLDER
57	TEACHER	08/09/2004	START A PROCESS FOLDER
27	TEACHER	08/22/1986	START A PROCESS FOLDER
96	TEACHER	08/20/1975	START A PROCESS FOLDER
6450	TEACHER	07/16/2005	START A PROCESS FOLDER
4259	TEACHER	09/02/1997	START A PROCESS FOLDER
2957	TEACHER	08/19/1991	START A PROCESS FOLDER
7597	TEACHER	08/08/20	START A PROCESS FOLDER
6468	TEACHER	09/07/20	START A PROCESS FOLDER
5945	TEACHER	08/11/20	START A PROCESS FOLDER
781	TEACHER	08/10/19	START A PROCESS FOLDER
4286	TEACHER	08/09/20	START A PROCESS FOLDER
5769	TEACHER	08/07/20	START A PROCESS FOLDER

8 Selected [Select All](#) [Clear Selection](#) Results Per Page:

Bulk Action

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Once you have clicked the check boxes next to all of the Direct Reports you would like to assign to a specific process...

Click the drop-down menu next to "Bulk Action", and select "Add Process(es)". Then click "Go"

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MY STAFF

MY FOLDER

SIGNATURES

Start a Process

Start a new process for the following users:

MISTY JEFFERS, MELANIE GIBSON, LYNETTE ELAM, LISA FUGATE, LESLIE SELVAGGI, KRISTEN MCDANIEL, JUDY LUTZO, KIMBERLY GIBSON

If Process Name drop-down is blank, edit the process types.

Click the drop-down menu next to "Process Type", and select "Evaluation"

Process Type *

Evaluation
Please select process type
Evaluation
Action Plan

Process Name *

Job Type *

Due Date *

ate job

Type	Title	Responsible	Required	Pre-requisites	Workflow	Start Date (Optional)	Due Date (Optional)
------	-------	-------------	----------	----------------	----------	-----------------------	---------------------

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Impers

MY STAFFMY FOLDERSIGNATURES

Start a Process

Start a new process for the following users: MISTY JEFFERS, MELANIE GIBSON, LYNETTE ELAM, LISA FUGATE, LESLIE SELVAGGI, KRISTEN MCDANIEL, JUDY LUTZO, KIMBERLY GIBSON

If Process Name drop-down is blank, edit the process you wish types.

Process Type * Evaluation

Process Name * Please select process name

Job Type * Please select process name

Due Date * Continuing Contract

Probationary

Click the drop-down menu next to "Process Name", and select which process you would like to assign to the group.

Type	Title	Responsible	Required	Pre-requisites	Workflow	Start Date (Optional)	Due Date (Optional)
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Cancel Assign Process

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10	Meeting	Supervisor	Yes	Yes			
11	Teacher Documentation Log Cover Sheet	Direct Report	Yes	No	Sig/Approval - DR/Supervisor	<input type="text"/>	01/07/2013
12	Communication Log	Supervisor	Yes	No	Sig/Approval - DR/Supervisor	<input type="text"/>	01/07/2013
13	Documentation Log Meeting	Supervisor	Yes	Yes		<input type="text"/>	01/07/2013
14	Second Goal Setting for Student Progress Form - Mi	Direct Report	Yes	Yes	Signature - Direct Report/Supervisor	11/16/2012	12/07/2012
15	Second Goal Setting Meeting - Mid Year Review	Supervisor	Yes	Yes		11/16/2012	01/04/2013
16	Teacher Interim Performance Report	Supervisor	Yes	No	Signature - Supervisor/Direct Report	<input type="text"/>	01/18/2013
17	Interim Performance Report Meeting	Supervisor	Yes	Yes		<input type="text"/>	02/01/2013
18	Third Pre-Observation Conference Record	Direct Report	Yes	Yes	No Workflow	<input type="text"/>	02/08/2013
19	Third Formal Classroom Observation Form	Supervisor	Yes	Yes	No Workflow	<input type="text"/>	<input type="text"/>
20	Third Formal Observation Meeting	Supervisor	Yes	Yes		<input type="text"/>	03/01/2013
21	End-Year Goal Setting for Student Progress Form	Direct Report	Yes	Yes	Signature - Direct Report/Supervisor	<input type="text"/>	02/08/2013
22	End Year Goal Setting for Student Progress Meeting	Supervisor	Yes	Yes		<input type="text"/>	<input type="text"/>
23	Teacher Summative Performance Report (Form 1 of 2)	Supervisor	Yes	Yes		<input type="text"/>	<input type="text"/>
24	Teacher Summative Performance Report (Form 2 of 2)	Supervisor	Yes	Yes		<input type="text"/>	<input type="text"/>
25	Summative Performance Report Meeting	Supervisor	Yes	Yes		<input type="text"/>	<input type="text"/>

Once you have confirmed that this is the process you would like to assign to the group, click the "Assign Process" button.



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