

TalentEd Principal Guide – How To Change Due Dates While Assigning Processes

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



MY STAFF



MY FOLDER



SIGNATURES



Click on the "My Staff" tab

Incomplete Tasks

School Year 2012/2013

#	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](#)

Copyright © 2010-2012
Netchemia, LLC
[Master Subscription Agreement](#)

[Help](#)
Watch Online Videos and
Tutorials.


[Ideas](#)
Submit your ideas on how to
improve TalentEd Perform.

[Product News & Alerts](#)
Read Breaking News about
TalentEd Perform

[Ask HR](#)
Submit a Question to your HR
Department who will respond via
email.

The first screen of the “My Staff” tab shows all of your Direct Reports who have already been assigned an Evaluation Process.

TalentEd Principal Guide – How To Change Due Dates While Assigning Processes



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:

All Job Types

Process:

All

Tenure Level:

All Levels

School Year:

2012/2013

Once you find the Direct Report you want to assign to a process, click the “Start A Process” button next to their name.

	Last	First	Employee ID	Job Type	Start Date	Results 1-4 of 4
<input type="checkbox"/>	MILLER	BRANDY	7719	TEACHER	09/05/2012	<div>START A PROCESS</div> <div>FOLDER</div>
<input type="checkbox"/>	JESSEE	CYNTHIA	6305	INST ASST	07/16/2005	<div>START A PROCESS</div> <div>FOLDER</div>
<input type="checkbox"/>	TRENT	JESSICA	6634	TEACHER	08/10/2009	<div>START A PROCESS</div> <div>FOLDER</div>
<input type="checkbox"/>	HENLEY	ROBIN	7348	TEACHER	08/09/2010	<div>START A PROCESS</div> <div>FOLDER</div>

0 Selected

Select All

Clear Selection



Results Per Page: 15


Bulk Action


Select Action


Go

TalentEd Principal Guide – How To Change Due Dates While Assigning Processes



MY STAFF


MY FOLDER



SIGNATURES


Start a Process

Start a new process for the following users: BRANDY MILLER








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

Process Type *
Process Name *
Job Type *
Due Date *

Evaluation
Probationary
TEACHER
05/17/2013 






















On the “Start a Process” page, begin assigning the process as usual (choose a Process Type and Process Name from the drop-down menus).

After assigning the Process Type and Process Name, the forms will begin automatically populating below, with the Start Dates and Due Dates to the right.

	Type	Title						Due Date (Optional)
1		Professional Development Log						05/17/2013 
2		Goal Setting for Student Progress Form	Direct Report	Yes	No	Sig/Approval - DR/Supervisor		09/14/2012 
3		Goal Setting Meeting	Supervisor	Yes	No			

Find the forms that are past due, and enter the Due Date of your choice by either typing in the date in the MM/DD/YYYY format, or by using the Calendar Icon next to the date.

TalentEd Principal Guide – How To Change Due Dates While Assigning Processes

17		Third Formal Classroom Observation Form	Supervisor	Yes	Yes	Signature - Supervisor/Direct Report	<input type="text"/>		<input type="text"/>	
18		Third Formal Observation Meeting	Supervisor	Yes	Yes		<input type="text"/>		03/01/2013	
19		End-Year Goal Setting for Student Progress Form	Direct Report	Yes	Yes	Signature - Direct Report/Supervisor	<input type="text"/>		02/08/2013	
20		End Year Goal Setting for Student Progress Meeting	Supervisor	Yes	Yes		<input type="text"/>		<input type="text"/>	
21		Teacher Summative Performance Report (Form 1 of 2)	Supervisor	Yes	Yes		<input type="text"/>		<input type="text"/>	
22		Teacher Summative Performance Report (Form 2 of 2)	Supervisor	Yes	Yes	Signature - Supervisor/Direct Report	<input type="text"/>		05/03/2013	
23		Summative Performance Report Meeting	Supervisor	Yes	Yes					
24		August 2012 Communication Log	Direct Report	Yes	No	Sig/Appr DR/Supervisor				
25		September 2012 Communication Log	Direct Report	Yes	Yes	Sig/Appr DR/Supervisor				

Once you have changed all past Due Dates, finish assigning the process by clicking the “Assign Process” button at the bottom of the page.



Cancel

Assign Process

Copyright © 2010-2012
Netchemia, LLC
Master Subscription Agreement

Help
Watch Online Videos and
Tutorials.

Ideas
Submit your ideas on how to
improve TalentEd Perform.

Product News & Alerts
Read Breaking News about
TalentEd Perform

Ask HR
Submit a Question to your HR
Department who will respond via
email.