

Evaluation PIN Completion

This process describes how to add a PIN signature to complete an educator's evaluation for the current academic year.

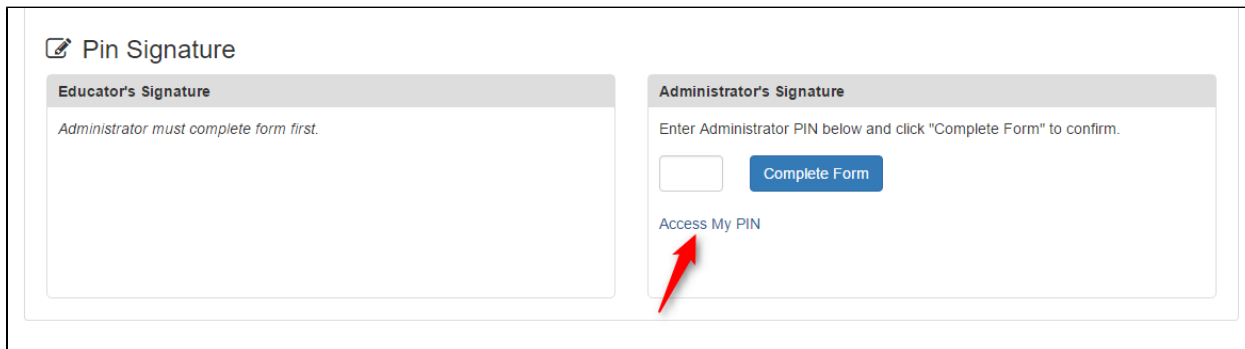
- PINs can only be entered once a level of effectiveness score has been calculated.
- The observer must PIN the evaluation record first.
- The educator can only enter a PIN after the observer has entered his or her PIN.
- District administrators, district supervisors, principals, and assistant principals can PIN the evaluation as an observer.
- PINs are randomly generated by the system.

Observer PIN Entry

- Click the **Educator** tab.
- Select educator's name to open the evaluation record for the educator.
- Scroll to bottom of educator's evaluation page to find the PIN signature section.
- The administrator (observer) will enter his or her PIN in the designated section of the **PIN Signature** section.

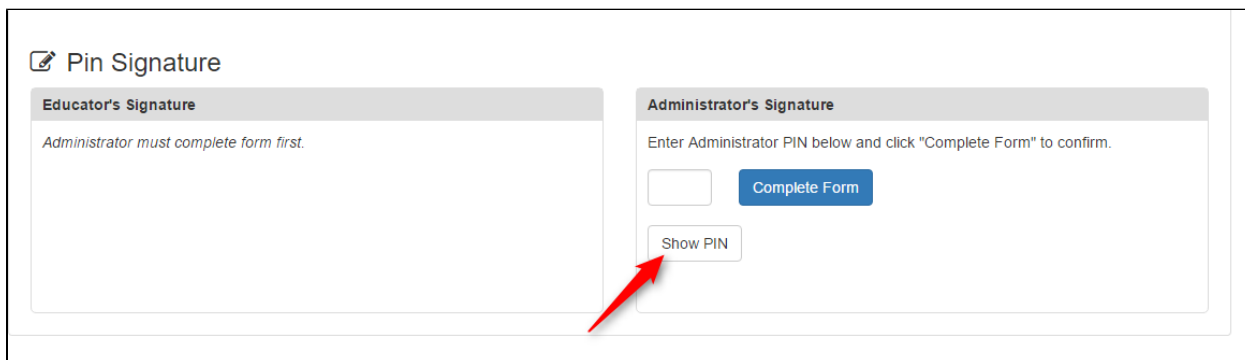
View the PIN

- To view the PIN, click **Access My PIN** located under the PIN signature entry box.



The screenshot shows the 'Pin Signature' section with two main areas: 'Educator's Signature' and 'Administrator's Signature'. The 'Educator's Signature' area contains the text 'Administrator must complete form first.' The 'Administrator's Signature' area contains the text 'Enter Administrator PIN below and click "Complete Form" to confirm.' Below this text is a text input field and a blue 'Complete Form' button. Underneath the input field is a link labeled 'Access My PIN', which is highlighted by a red arrow.


- Next click the **Show PIN** button to display the PIN code on the screen.



This screenshot is identical to the previous one, but the 'Access My PIN' link has been replaced by a button labeled 'Show PIN', which is highlighted by a red arrow.

Hide the PIN

When the PIN is visible, hide the PIN by clicking the **Hide PIN** button.

 Pin Signature

Educator's Signature

Administrator must complete form first.


Administrator's Signature

Enter Administrator PIN below and click "Complete Form" to confirm.

0525

Enter the PIN to Complete the Form

Enter the PIN code into the entry box and click **Complete Form**.

 Pin Signature

Educator's Signature

Administrator must complete form first.

Administrator's Signature

Enter Administrator PIN below and click "Complete Form" to confirm.

0525

The evaluation is now completed by the administrator and the educator can now enter his or her PIN. If the administrator needs to reopen the evaluation, click on **Reopen for Editing**.

 Pin Signature

Educator's Signature

Ready for educator's signature.

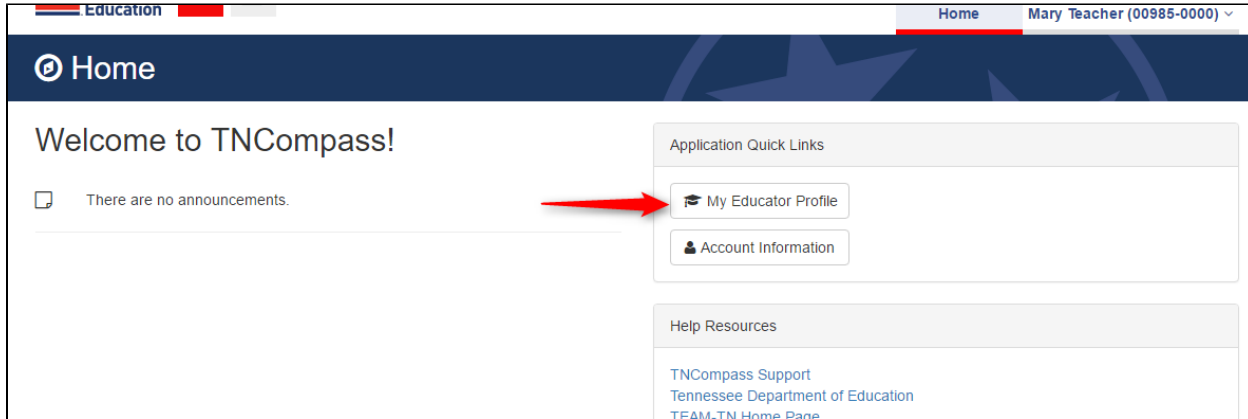
Educator is unavailable to complete form

Administrator's Signature

Paul Principal (00985-0000) completed this form on Sunday, May 15, 2016 12:59 PM.

Educator PIN Entry

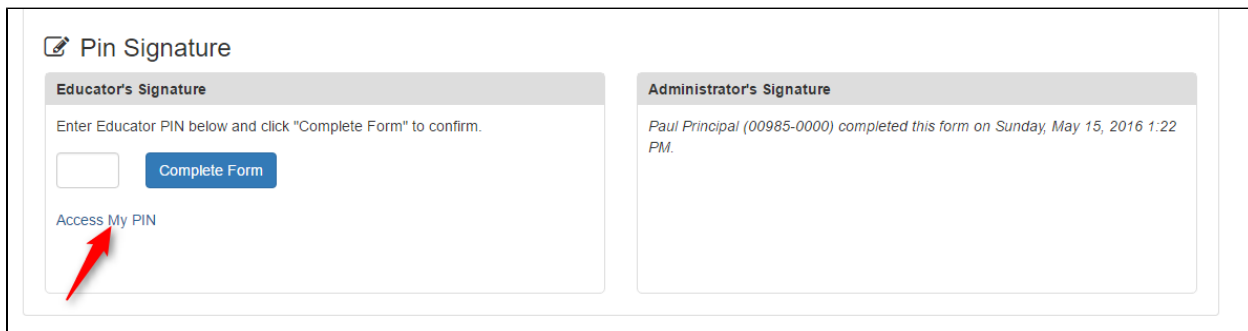
In the application quick links section, click on **My Educator Profile**.



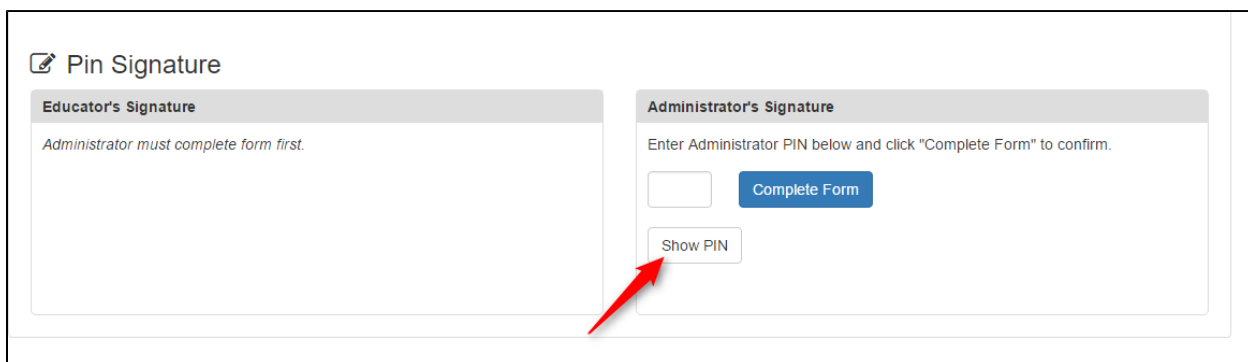
- When the evaluation page displays, scroll to the **PIN Signature** section.
- The educator enters his or her PIN in the left section of the **PIN Signature** section.

View the PIN

To view the PIN, click **Access My PIN** located under the PIN signature entry box.

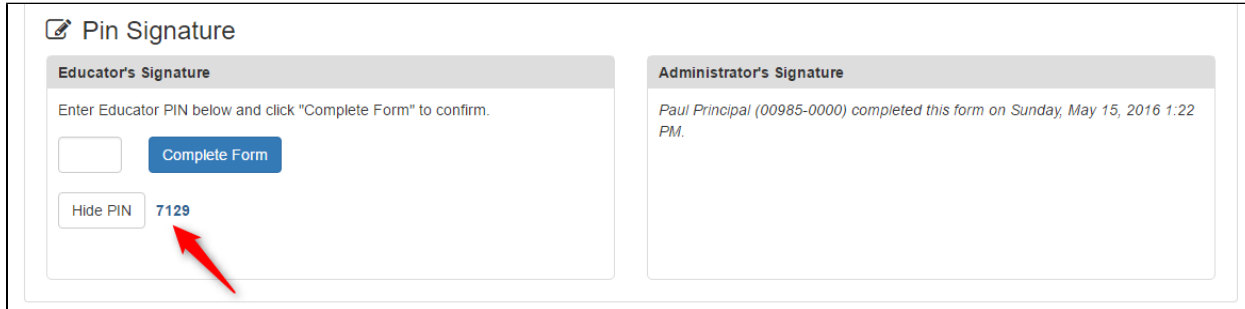


- Click on the **Show PIN** button to display the PIN code on the screen.



Hide the PIN

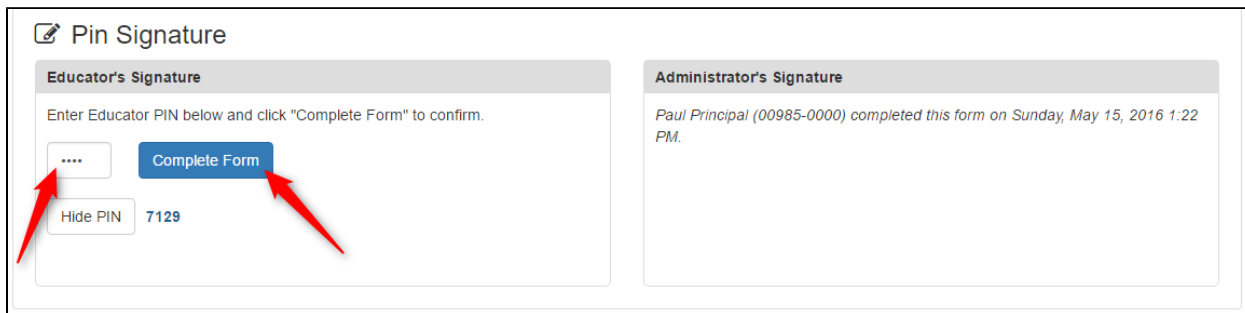
When the PIN is visible, hid the PIN by clicking on the **Hide PIN** button.



The screenshot shows the 'Pin Signature' interface. On the left, under 'Educator's Signature', there is a text input field containing the PIN '7129'. Below the input field is a button labeled 'Hide PIN'. To the right of the input field is a blue button labeled 'Complete Form'. A red arrow points to the 'Hide PIN' button. On the right side of the form, under 'Administrator's Signature', there is a text area containing the message: 'Paul Principal (00985-0000) completed this form on Sunday, May 15, 2016 1:22 PM.'

Enter the PIN to Complete the Form

Enter the PIN in the box and click **Complete Form** button.



The screenshot shows the 'Pin Signature' interface. On the left, under 'Educator's Signature', there is a text input field containing four dots '....'. Below the input field is a button labeled 'Hide PIN'. To the right of the input field is a blue button labeled 'Complete Form'. A red arrow points to the 'Complete Form' button. On the right side of the form, under 'Administrator's Signature', there is a text area containing the message: 'Paul Principal (00985-0000) completed this form on Sunday, May 15, 2016 1:22 PM.'

The evaluation has now been completed for the academic year.