

TalentEd Perform Training Outline – Central 301 Certified Staff Training Guide

LOGIN INFO

WEB ADDRESS: <https://ccusd.talentedk12.com/Perform/Login.aspx>

USERNAME: the start of your email (*most likely first initial then last name*)

PASSWORD: Preset to be your last name; Change your password after first log-in

Log in by entering your name and password

Central CUSD 301

Username Password

[I forgot my password.](#)

Please use Internet Explorer 7.0 or Higher, Firefox or Safari with JavaScript enabled.

This Computer System, Including All Related Equipment, Networks, And Network Devices (Specifically Including Internet Access), Are Provided Only For Authorized Use. Use Of This Computer System, Authorized Or Unauthorized, Constitutes Consent To Monitoring Of This System. Unauthorized Use May Subject You To Criminal Prosecution. Evidence Of Unauthorized Use Collected During Monitoring May Be Used For Administrative, Criminal Or Other Adverse Action.

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Once logged in, you will be taken to the My Folder Tab.

Note the Incomplete Tasks for the evaluation schedule that you will follow for the year.

The paper symbol indicates a form that should be completed.

The Calendar symbol indicates a conference that will occur.

The Dashboard provides a menu of other options (e.g., change password in Profile).

The History tab shows completion of steps in your personal evaluation process.

You can submit an issue about the system from any screen.

#	Task	Process	Scheduled	Due	Results 1-10 of 10
1	GUIDING QUESTIONS FOR THE PLANNING CONFERENCE	Teacher - Prob. Educator - New Exp. or 2 - 4	09/27		GO TO FORM
2	Planning Conference	Teacher - Prob. Educator - New Exp. or 2 - 4	09/27 12:10		
5	Formative OBSERVATION	Teacher - Prob. Educator - New Exp. or 2 - 4	10/01 12:50		
5	REFLECTION CONFERENCE	Teacher - Prob. Educator - New Exp. or 2 - 4	10/02	11/15/2012	GO TO FORM
6	Reflection Conference	Teacher - Prob. Educator - New Exp. or 2 - 4	10/02 12:10	11/15/2012	
7	GUIDING QUESTIONS FOR THE PLANNING CONFERENCE	Teacher - Prob. Educator - New Exp. or 2 - 4		03/15/2013	GO TO FORM
9	Formative OBSERVATION	Teacher - Prob. Educator - New Exp. or 2 - 4	12/03 12:50	03/15/2013	
11	REFLECTION CONFERENCE	Teacher - Prob. Educator - New Exp. or 2 - 4	12/04	03/15/2013	GO TO FORM
15	PROBATIONARY EDUCATOR SELF ASSESSMENT	Teacher - Prob. Educator - New Exp. or 2 - 4	02/01	02/01/2013	GO TO FORM
15	End of Year Conference	Teacher - Prob. Educator - New Exp. or 2 - 4	02/07 11:55	03/15/2013	

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

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

FEEDBACK SUPPORT

Done Internet 74%

Once the Principal has scheduled a conference, you will immediately receive an email requesting your response to the meeting.

You can leave a message for your Principal.

Log into Perform and click either decline or accept meeting.

TalentEd Perform SUMMER 2012

Processes | Notes | History | Attachments | Profile

Folder for Sample Teacher

Respond to Meeting Request

RABENHORST GREG has requested a meeting for 09/12/2012 at 8:00:00 AM to 8:30:00 PM. Please respond to this meeting by clicking either the "Accept Meeting" or "Decline Meeting" button below.

Comments to Organizer

I look forward to our meeting!

Cancel Decline Meeting Accept Meeting

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

FEEDBACK SUPPORT

Once you have accepted the meeting, you will receive another email indicating that you have accepted. The principal will also receive an email notifying him/her that you have accepted the meeting.

You will receive additional email alerts notifying you of other scheduled observations or conferences. Follow the same procedural steps to accept or decline these events.

Some emails will notify you of the requirement to complete a form which will be viewable by your direct supervisor.

Once a form has been saved final by your supervisor, you will receive email notification that your signature is required. Through the on-line system, all signatures will be handled electronically and then stored in the system (rather than a paper file).

TalentEd Perform SUMMER 2012

MY FOLDER SIGNATURES

Documents Awaiting Your Signature

Document	Direct Report	Process	Responsible Person	Action Required
Professional Growth Plan	S. Teacher	Teacher - Probationary Educator - Novice		Signature REVIEW
PROBATIONARY EDUCATOR SELF ASSESSMENT	S. Teacher	Teacher - Prob. Educator - New Exp. or 2 - 4		Signature REVIEW

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

Once a form has been saved final by the supervisor, you will receive email notification that your signature is required. Log into Perform and click review to view the documents requiring your signature. Note the number indicating the number of signatures required.

Welcome Sample Teacher Logout

TalentEd Perform SUMMER 2012

MY FOLDER SIGNATURES

Building: District Office Sample Teacher Responsible: S. Teacher

Task: PROBATIONARY EDUCATOR SELF ASSESSMENT

PROBATIONARY EDUCATOR SELF ASSESSMENT

Date:

Assignment:

Directions:

1. Determine your level of performance on each of the domain rubrics. Rubrics will not be submitted to supervisor.
2. Answer the following questions briefly.
3. This will be reviewed with your direct supervisor at the summative conference.

What have been my greatest strengths as an educator this year?

In which area(s) have I noted growth this year?

Copies of this form to:

Educator

Direct Supervisor

FEEDBACK **SUPPORT**

The document is in the system for your review.

Attached Workflow Signature Workflow

Current Status Pending

Submitted By Sample Teacher

Workflow Steps

➔	1	Signature	Direct Report: Sample Teacher
✓	2	Signature	Supervisor/Evaluator

Signature

Current User

Disclaimer

Date

Signature *

I have read and accept the [Electronic Signature Statement](#).

Comments

Cancel **Submit**

At the bottom of the form, enter your name indicating your signature.

You can enter Comments to your Principal that will be kept with the document.

Click submit after entering your signature.

Other forms and processes will follow similar procedures (e.g., completion of a summative form, signatures, etc.).