

April  
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# Accessing Evidence

Administrator's Edition

 TalentEd™



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# View Evidence

## View Evidence

Evidence for a staff member is available when viewing their folder.

1. Select **My Staff** > **Staff** from the main menu.
2. Click **Folder** for the desired staff member.
3. Click the **Evidence** tab.
4. View all **Artifacts** and **Shared Notes** collected throughout the process.



**Tip:** You can add artifacts to the staff member folder from the Artifacts tab. Click **Add Artifact** to upload a file or enter a URL, then click **Save Artifact**.

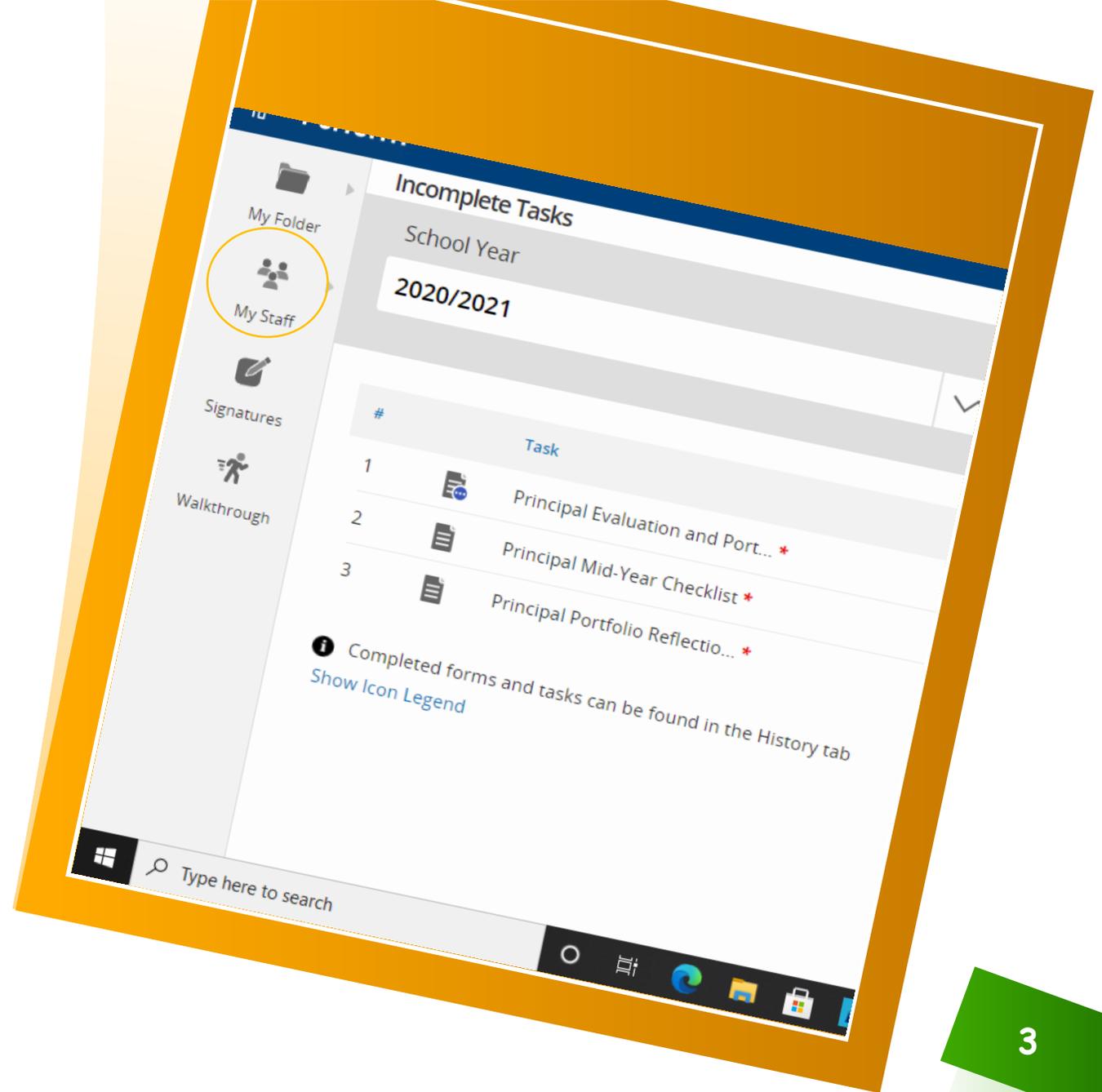
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# My Staff

## Accessing Your Staff

- Select “**Staff**” from the pop up list.
- All Principals can see the entire school list under the tab “**All Staff**”
- All Principals and Assistant Principals can view all Direct Reports under the tab “**Evaluation**”
- **Direct Reports** are all the staff members you are responsible for evaluating.



# Folder

## Accessing your Direct Reports Folder

- ❖ Once you have selected “Staff” from the pop up menu, select the “Evaluation” Tab.
- ❖ Scroll down and click on the desired staff member’s folder.

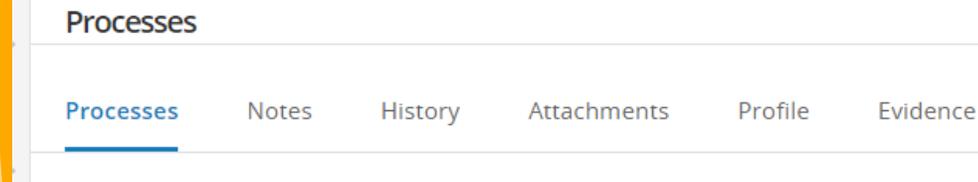
*\*Make sure you are not in View*

The screenshot shows a web application interface for staff evaluation. On the left is a navigation sidebar with icons for 'My Folder', 'My Staff', 'Signatures', and 'Walkthrough'. The main content area is titled 'Staff' and has tabs for 'All Staff', 'Not Evaluated', 'Evaluation' (highlighted with a yellow circle), 'Action Plan', and 'Evaluation Dashboard'. Below the tabs is a search bar with the placeholder text 'Enter any part of the name, employee id, building, or process name to search.' and a checkbox for 'Show Direct Reports of My Direct Reports'. There are also 'Collapse Filters' and 'Reset Filters' buttons. A filter section contains dropdown menus for 'School Year' (2020/2021), 'Process' (All Evaluations), 'Job Type' (All Job Types), 'Tenure Level' (All Levels), and 'Responsible'. At the bottom, a table lists staff members. The first row shows 'SANDRA' with a red status indicator, 'Teacher Evaluation Process', '0/13', another red status indicator, and the date '06/04/2021'. The 'View Folder' button in the table is circled in blue. A pencil icon is visible at the bottom left of the slide.

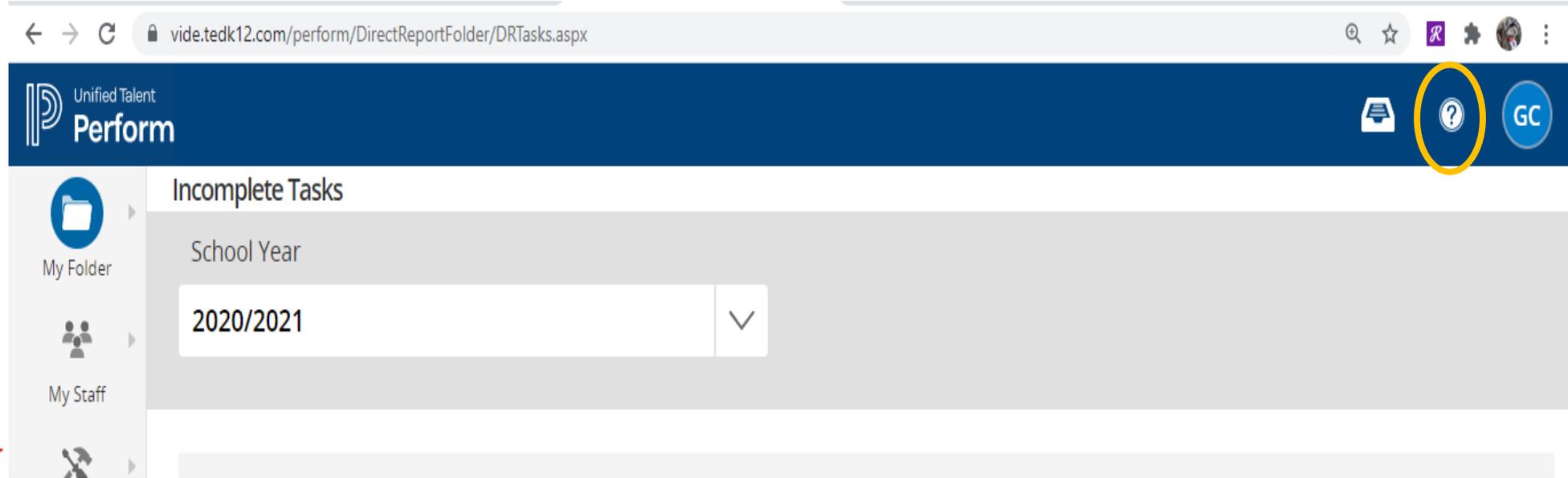
Staff Name	Status	Process	Count	Status	Date	Action
SANDRA	Red	Teacher Evaluation Process	0/13	Red	06/04/2021	View Folder

# Evidence

- You can view all Evidence and Shared notes through this tab.
- Once accessed, there will be two tabs, “Evidence” and “Shared Notes”.
- Select “Evidence” and scroll down to view all evidence uploaded.
- You can also upload artifacts here; if you collected or captured artifacts for the staff members due to lack of devices or other reasons.



**\*Suggestion:** Have your staff label the artifacts based on how they apply; to either the School Component or the Portfolio.



The screenshot shows a web browser window with the URL `vide.tedk12.com/perform/DirectReportFolder/DRTasks.aspx`. The page header is dark blue and contains the "Unified Talent Perform" logo on the left. On the right side of the header, there are several icons: a printer icon, a help icon (a question mark inside a circle, highlighted with a yellow circle), and a "GC" icon. Below the header, the main content area is titled "Incomplete Tasks" and features a "School Year" dropdown menu currently set to "2020/2021". On the left side of the page, there is a navigation sidebar with icons for "My Folder", "My Staff", and another folder icon.

- ❖ Use Perform Help to guide you with navigation of TalentEd. This information is at your fingertips.
- ❖ If you still have questions or concerns, you can email me and I will respond at my earliest convenience.

[Perform Help](#)



Clendinen, Germaine

Program Manager  
Curriculum Assessment & Technology  
Systems

✉ [germaine.clendinen@vide.vi](mailto:germaine.clendinen@vide.vi)

EES, District  
Program Manager

Germaine S Clendinen