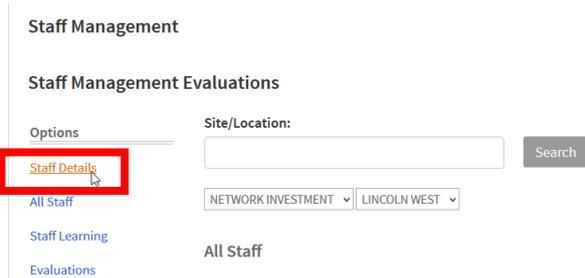


Adding Evaluator Rights for TDES

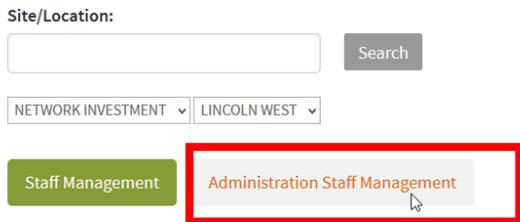
Log in to Great Teachers and Great Leaders and click Staff Management.



Click Staff Details on the left

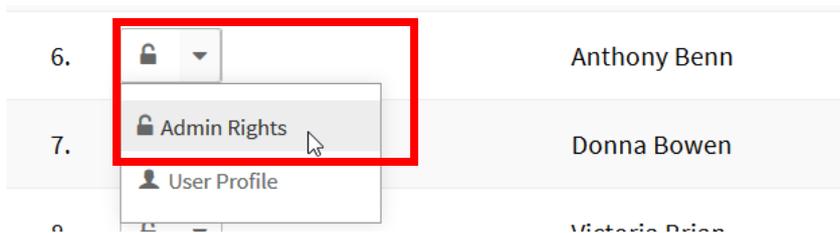


Click Administration Staff Management



Staff Details - LINCOLN WEST

Click the drop down next to the evaluator to whom you wish to add rights and click Admin Rights



Adding Evaluator Rights for TDES

Select the plan you wish to add – growth and improvement plans need to be added too.

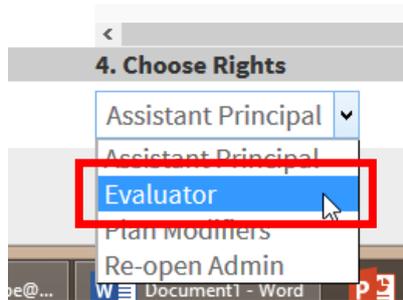


**Please select 2017-2018 plan

Click the check box next to the teachers or paras you are assigning to the evaluator

<input type="checkbox"/> Select All	Name	Position	Demographics
<input checked="" type="checkbox"/>	Asbury, Mandi	Instructional	Continuing CONTRACTS Instructional LICENSES Professional Educator TCHR, SCNDY ENGLISH TEACHER
			Continue

Select Evaluator rights



Click Add. Repeat for each person you need to add to an admin.



Click Done when you have added all employees to the additional evaluator.

