

## TDES Walkthroughs for Teachers 2016-2017

After your evaluator enters your walkthrough evidence and clicks mark complete, you will receive a notice in your CMSD email. Your evaluator should enter the evidence in a timely manner. 24 hours is ideal as a best practice but it is not in the CBA.

Log in to Great Teachers and Great Leaders and Click My Evaluations to see the walkthrough.



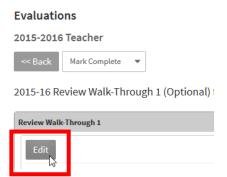
**Click Contains 4 Activities** to see the entries for the walkthrough.

Walk-Through 1 (Mandatory)	
	Contains 4 Activities

Click 2015-16 Review Walk-Through 1 to see your evaluator's evidence.



**Click Edit** to add your own evidence. Additional evidence is not required. Evidence should be entered in a timely manner – two or three days at the most.



Your additional evidence goes in the box directly below your evaluator's evidence. Please use Chrome or Firefox to enter your evidence. Internet Explorer 9 does not currently work for TDES.



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Professional's Evidence Domain 1: Planning and Preparation

Enter additional evidence in the text box. Additional evidence is not required but it is highly recommended. Additional evidence should provide context and explain why the evidence the evaluator recorded is aligned with the instructional plan and the needs of the students.

If your evaluator entered a question for your reflection you can address it here as well. You are not required to answer.

A question for your reflection	Ask a reflection question. The teacher can respond in the
Professional's Comments	You can reply to the reflection question here if desired.

You can add attachments as additional evidence if you wish. Click Attach File.

Evaluator's Attachments	
	Lest File.docx 9/9/2015 5:45 PM by Cabe, Jill C
Professional's Attachments	Attach File
Professional	Professional102, test

Search your computer for the file you wish to attach and click it.

😻 Dropbox 🖳 Recent p		W	Test File Microsoft Word Document 11.1 KB				
🍓 Homegrou	p	w	WT Notes for 15-16 Microsoft Word Document 168 KB	3			
📜 Desktop			WT1 Eval Microsoft Word Document				
Click Ope	า.						
File name:	Test File		Ý	All Fi	les		~
					Open	Cancel	

After adding your additional evidence **Click Save & Exit**.



## TDES Walkthroughs for Teachers 2016-2017

Save	Save & Exit	Cancel

If you are not done adding evidence, return to your walkthrough and click Edit to work further.

2015-16 Review Walk-Through 1 (Optional) for Professional102, test

Review Walk-Through 1	
Edit	
64	Time and Data 2:00 DM on 00/10/2015

**Once you are done adding all your evidence Click Mark Complete**. Do not click mark complete until you are done adding everything.

Evaluations			
2015-201	6 Teacher		
<< Back	Mark Complete	•	
2015-16 R	eview Walk-Th	rough	1 (Optional) f

The green check shows your review is complete. You can request a conference in the portal but you are not required to. Your evaluator will review your evidence and sign off on the walkthrough. You are not required to sign. The evaluator will then lock the walkthrough. Neither party will be able to edit once everything is locked.

1	Walk-Through 1 (Mandatory)
*	2015-16 Review Walk-Through 1 (Optional) ▲ Last Status Update - 09/09/2015 @ 5:54 PM View evaluator's evidence and add evidence (optional). Professional can request post walk-through conference (optional).
*	2015-16 Request Walk-through 1 Post Conference (optional) 🔒
*	2015-16 Confirm Walk-through 1 Post Conference ▲ Evaluator confirms post walk-through conference date and time.
*	2015-16 Evaluator Post Walk-Through 1 Sign-off ▲ Last Status Update - 09/09/2015 @ 5:59 PM Evaluator notes if Walk-through 1 Post Conference occurred. Sign Walk-through 1.