Administrators can add evidence of their work and align it to the OPES rubric right in the portal. Log in to the TDES portal and under My Evaluation click your Principal Observation plan.

Click Notes and Evidence Collection - Administrator

Click New Note to add evidence.

Enter text in the text box. It will automatically be date and time stamped.

[03/08/2018 9:27 PM]: Vision meeting with BLT on 3-7-18 to draft revised vision for 18-19

To the right, click in the appropriate check box to align the evidence to the OPES rubric. You can select more than one component.
**OPES in TDES: Notes and Tagging – Administrator**

**Click Done** when you have finished with that note.

Click Done when you have finished with that note.

Notes that you enter will accumulate here and can be edited or deleted as needed.

![Example Notes and Tagging](image)

**Click Back** to return to the list of activities in the evaluation. You can add notes and evidence at any time.