OPES in the TDES Portal: Notes and Evidence Collection

The evaluator can keep a running records of notes and evidence and tag them to the appropriate component of the OPES in rubric throughout the year.

Log in to the TDES portal and click on Evaluation of Others.

Select the name of the employee you are evaluating.

Click Notes and Evidence Collection - Evaluator

Click New Note.

Enter the note you want to record in the text box.
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To the right, **click in the check box for the component of the OPES rubric** that applies to the note you just entered. You can click multiple components.

Click Done.

You can see the running record of the notes you have create over the year with date and time stamps. You can also attach files to the notes if needed.

Click Back to return to the step in the evaluation process.