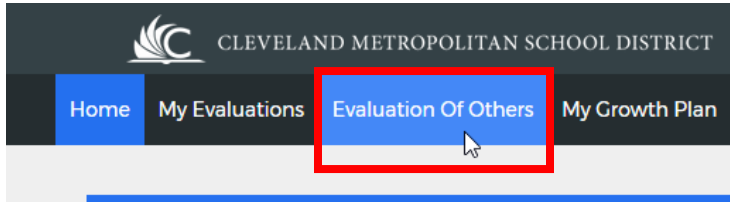


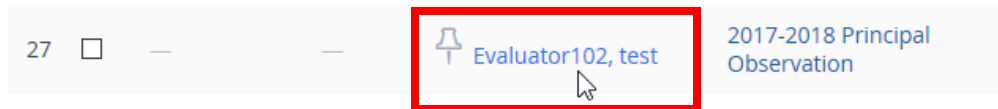
## OPES in the TDES Portal: Notes and Evidence Collection

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.

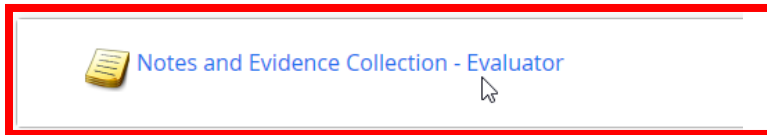
Log in to the TDES portal and click on **Evaluation of Others**.



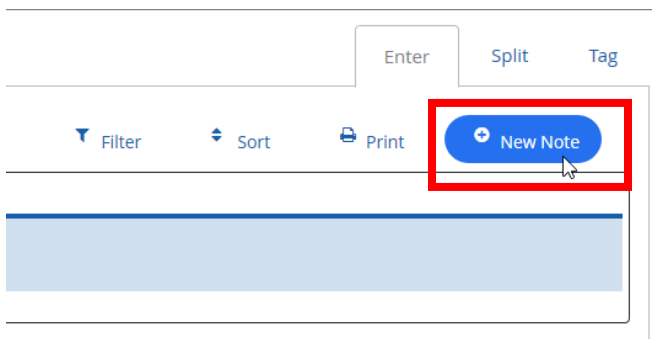
Select the name of the employee you are evaluating.



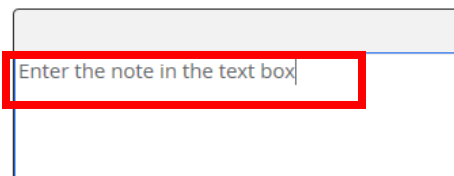
Click **Notes and Evidence Collection - Evaluator**



Click **New Note**.



Enter the note you want to record in the text box.



## OPES in the TDES Portal: Notes and Evidence Collection

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.

Tags: List View | Grid View

Rating

(S1) **Standard 1: Continuous Improvement** - Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.

(1.1) 1.1 Principals facilitate the articulation and realization of a shared vision of continuous improvement.

(1.2) 1.2 Principals lead the process of setting, monitoring and achieving specific and challenging goals that reflect high expectations for all students and staff.

**Click Done.**

Done Cancel

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.

Edit Delete

By: test Evaluator10103/08/2018 07:57:57 PM EST

Enter the note in the text box

Tags:

(1.1) 1.1 Principals facilitate the articulation and realization of a shared vision of continuous improvement.

Attachments:

Attach File

---

Edit Delete

By: test Evaluator10103/08/2018 07:57:28 PM EST

Literacy night helo March 2, 2018 est 78 parents in attendance food provided and books to take home

Tags:

(S5) **Standard 5: Parents and Community Engagement** - Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well-being.

(5.3) 5.3 Principals connect the school and community.

Attachments:

Attach File

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

Notes

<< Back

Admin Evaluation Notes - Notes and Evidence Collection - Evaluator