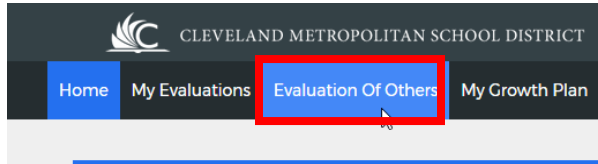


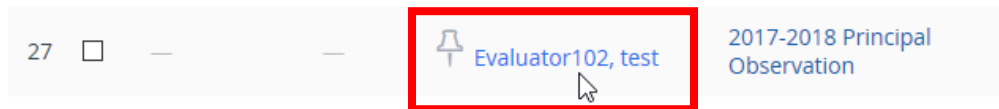
## OPES in the TDES Portal : Mid-Year Review - Evaluator

A mid-year rating on the domains of the OPES rubric allows the administrator to self-assess on his or her progress. After the administrator self-assesses, the evaluator will enter his or her ratings.

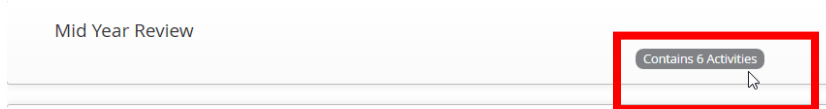
Log in to the TDES portal and click on **Evaluation of Others**



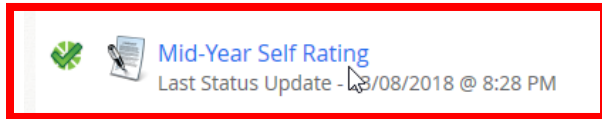
Select the name of the employee you are evaluating.



Click Contains **6 Activities** under Mid-Year Review



To review the administrator's self-evaluation click the Mid-Year Self Rating link.



You can see the administrator's self-assessment. Note that this form does *not* work like the teacher rubric for TDES – you will not see the administrator's self-assessment on your form because it is not a required step, nor are you required to mark areas of agreement.

### Forms

#### Mid Year Self Rating

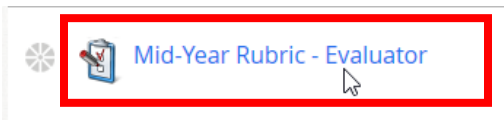
Standard 1 Rating (Administrator)	Skilled
Standard 2 Rating (Administrator)	Developing
Standard 3 Rating (Administrator)	Developing
Standard 4 Rating (Administrator)	Accomplished
Standard 5 Rating (Administrator)	Skilled
Overall Rating (Administrator)	Skilled
Administrator's Comments	Enter comments on ratings here.
Administrator's Attachments	There are no attachments.

## OPES in the TDES Portal : Mid-Year Review - Evaluator

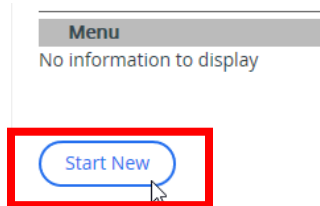
Click **Back** to return to the list of activities.



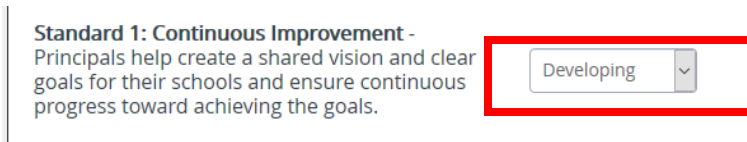
Click the **Mid-Year Rubric – Evaluator** link. This link will open up a full rubric with all the components of the OPES rubric available for rating. You will also see any notes and evidence that have been collected and tagged in the Notes Collection activity. You do not have to rate on every component. If you only want to rate on the standards (like the form the administrator used to self-assess) go to the **Mid-Year Rating – Evaluator** step instead.



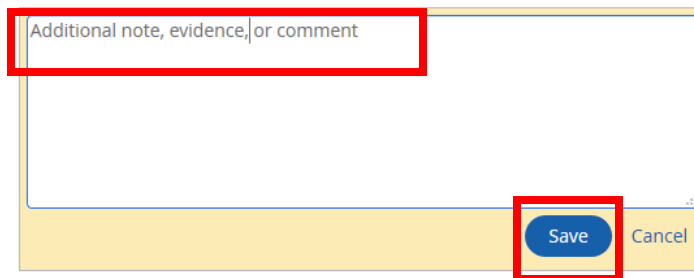
Click **Start New** to access the form



You can rate on the standards and the components of the OPES rubric.



You can also add additional evidence here. Click Save to save your new notes.

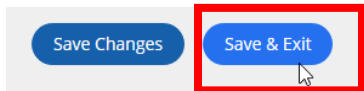


You will see the other evidence you have earlier added and tagged to a specific component or standard.

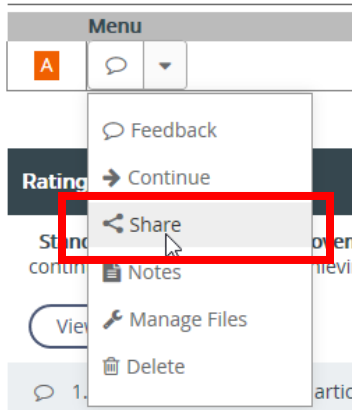


## OPES in the TDES Portal : Mid-Year Review - Evaluator

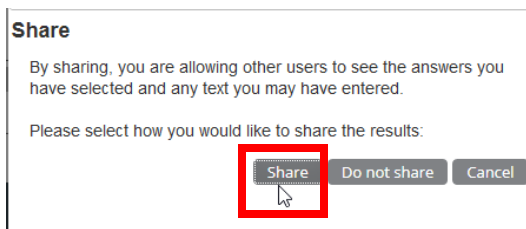
Once you have entered your ratings click **Save & Exit**.



From the Menu, select **Share** so the administrator can see your ratings.



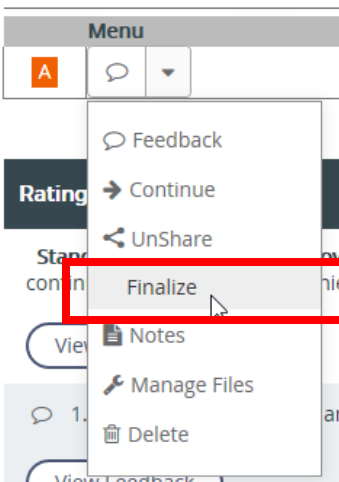
Click **Share** again.



Click **Back** to leave the from.




If you do not need to make any further edits return to the menu and click **Finalize**. This locks the form.



## OPES in the TDES Portal : Mid-Year Review - Evaluator

You will see the status of the form is now Complete and Shared.

Status	Shared
Complete	

If you did not do the whole rubric you can go to the Mid-Year Rating step and enter ratings just on the standards, still adding comments if needed. You will not see notes or evidence tagged to the standards in this form. You don't have to do both steps but at least one - either rubric or rating - should be entered to provide feedback to the administrator on his or her performance for the year.

Mid Year Review

-   [Mid-Year Self Rating](#)  
Last Status Update - 03/08/2018 @ 8:28 PM
-   [Mid-Year Rubric - Evaluator](#)  
Last Status Update - 03/08/2018 @ 8:51 PM
-   [Mid-Year Rating - Evaluator](#)

Click **Edit** to access the form.

Mid-Year Rating - Evaluator for Evaluator102, test

 **Mid Year Rating**



## OPES in the TDES Portal : Mid-Year Review - Evaluator



Enter the ratings on the standards. This form only provides the standards, not the components or the tagged notes and evidence.

Standard 1 Rating (Evaluator)	<input type="text" value="Skilled"/>
Standard 2 Rating (Evaluator)	<input type="text" value="Skilled"/>
Standard 3 Rating (Evaluator)	<input type="text" value="Developing"/>
Standard 4 Rating (Evaluator)	<input type="text" value="Developing"/>
Standard 5 Rating (Evaluator)	<input type="text" value="Developing"/>
Overall Rating (Evaluator)	<input type="text" value="Developing"/>
Evaluator's Comments	<input type="text" value="Add comments here."/>

When you are done Click **Save and Exit**.

If you do not need to return to the form, click **Sign**.

The green check shows the step is complete.

  **Mid-Year Rating - Evaluator**  
Last Status Update - 03/08/2018 @ 8:55 PM