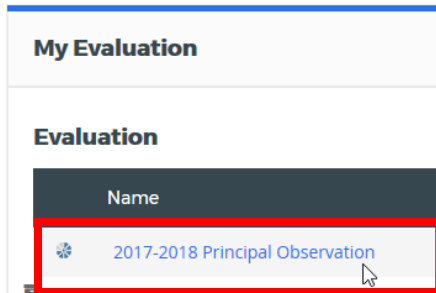
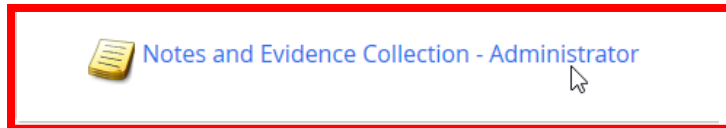


OPES in TDES: Notes and Tagging – Administrator

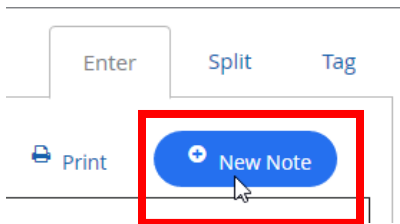
Administrators can add evidence of their work and align it to the OPES rubric right in the portal. Log in to the TDES portal and under My Evaluation click your **Principal Observation** plan.



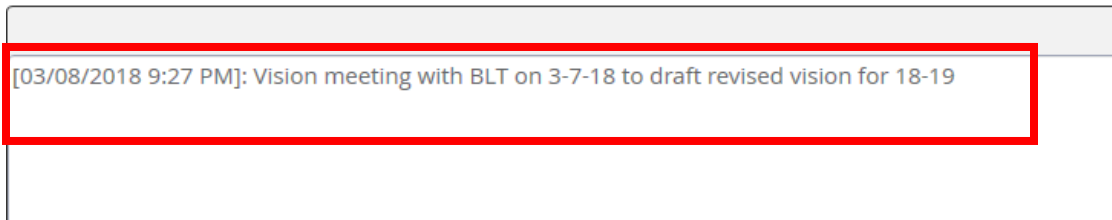
Click **Notes and Evidence Collection - Administrator**



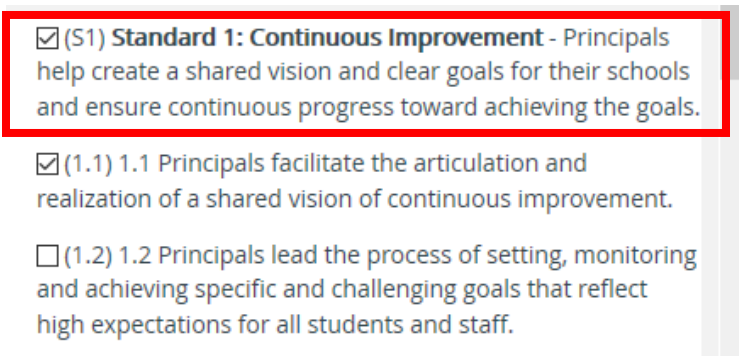
Click **New Note** to add evidence.



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



To the right, **click in the appropriate check box to align the evidence to the OPES rubric**. You can select more than one component.

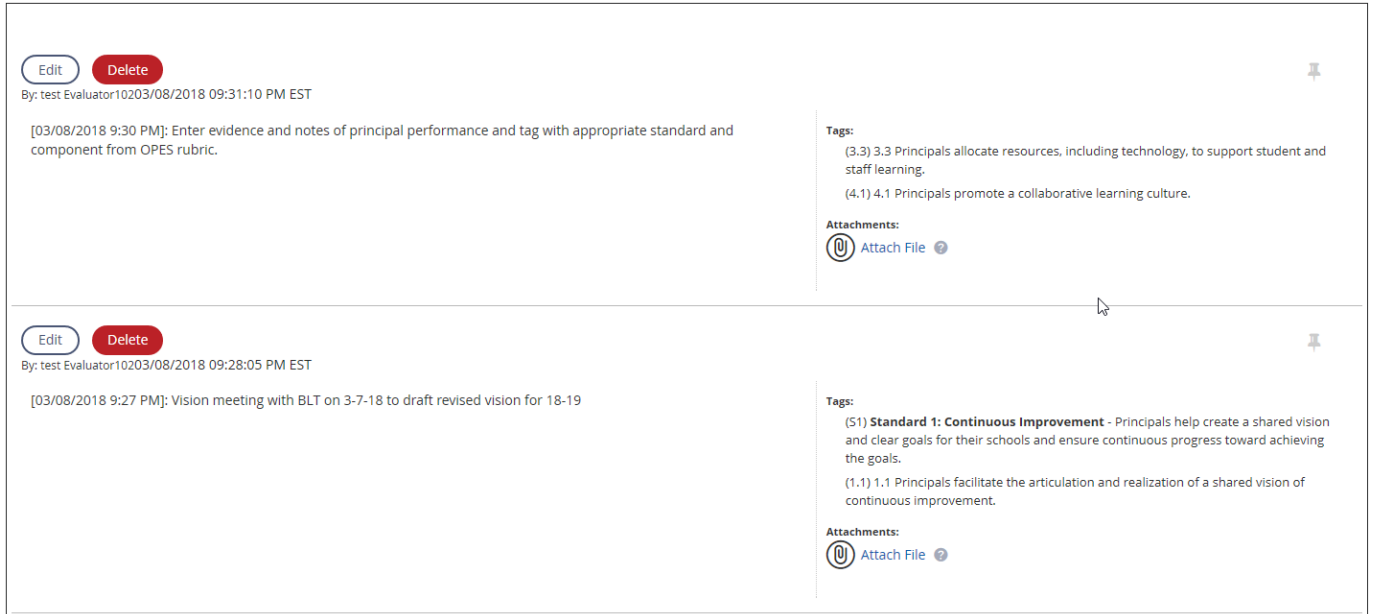


OPES in TDES: Notes and Tagging – Administrator

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



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

A screenshot of a list of notes in the system. Each note entry includes an 'Edit' button and a 'Delete' button. The first note is dated [03/08/2018 9:30 PM] and contains the text: 'Enter evidence and notes of principal performance and tag with appropriate standard and component from OPES rubric.' The second note is dated [03/08/2018 9:27 PM] and contains the text: 'Vision meeting with BLT on 3-7-18 to draft revised vision for 18-19'. To the right of each note, there are sections for 'Tags' and 'Attachments'. The first note has tags: '(3.3) 3.3 Principals allocate resources, including technology, to support student and staff learning.' and '(4.1) 4.1 Principals promote a collaborative learning culture.' The second note has tags: '(51) Standard 1: Continuous Improvement - Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.' and '(1.1) 1.1 Principals facilitate the articulation and realization of a shared vision of continuous improvement.' Both notes have an 'Attach File' button.

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

