

**YSLETA INDEPENDENT SCHOOL DISTRICT
DIVISION OF ACADEMICS
INSTRUCTIONAL TECHNOLOGY DEPARTMENT**

Teacher Self-Report and Evaluations

Submit your PDAS Self Report Sections:

Complete PDAS Self Report Section I by repeating the following for Reading, Writing, Mathematics, Science, Social Studies, Other Objectives and Assessment Processes:

1. Click a category
2. Check the appropriate objectives
3. Click Save on each screen

To submit Section I, click the "Submit Section I" button on the top toolbar. You may update the information in Section I throughout the year.

To submit Sections II & III at the end of the year, you must have that section selected in order to click the "Submit Sections II & III" button on the top toolbar.

NOTE: *Teachers are allowed to modify their self-reports up until two weeks prior to the Summative Conference. PDAS will allow these updates without the need to resubmit. Simply make the necessary changes and click SAVE.*

Teachers also have the ability to check the spelling of and print their self report. The spell check will only check the spelling of the currently displayed screen.

Viewing Evaluations:

Click My Evaluations to view all available documents. As your principal completes evaluations and makes them available to you, the documents will appear in your Walkthroughs and Evaluations list. You will also receive an email when a new evaluation is available. Click an item to view the details. By default, you will be able to print your evaluations, but you may also be able to post comments about and electronically sign evaluations we well (see below). When printing, PDAS will generate an Adobe Acrobat file which you can save to file or open right away.