

NEW HAVEN PUBLIC SCHOOLS

# Introduction to TalentEd Perform

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Teacher Directions

**Michele Sherban-Kline**

**2/6/2012**

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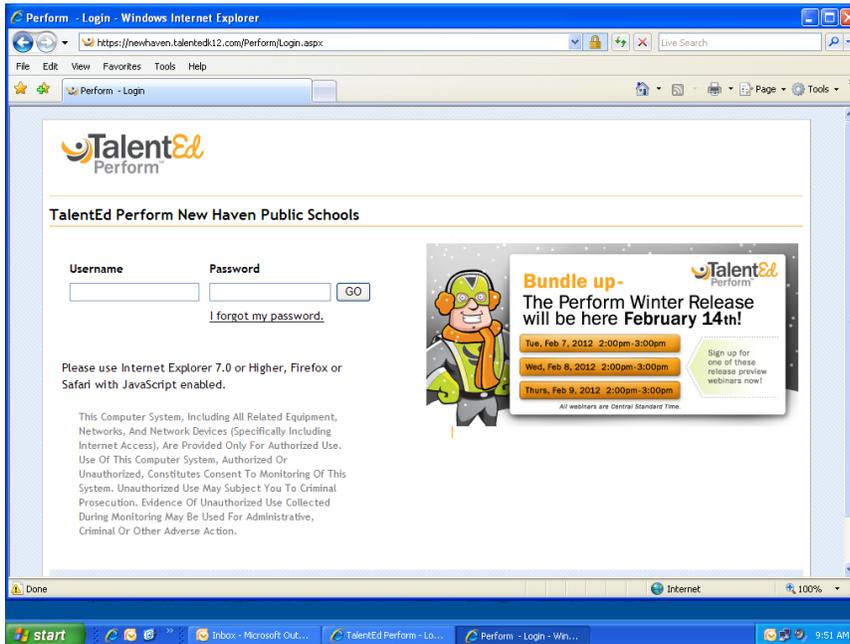
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# Welcome to TalentEd Perform

## How to Log-In

Go to the internet : <https://newhaven.talentedk12.com>

You should see this log-in screen:



Your username is your NHPS email address is usually [first.last@new-haven.k12.ct.us](mailto:first.last@new-haven.k12.ct.us).

Your initial password is: changeme

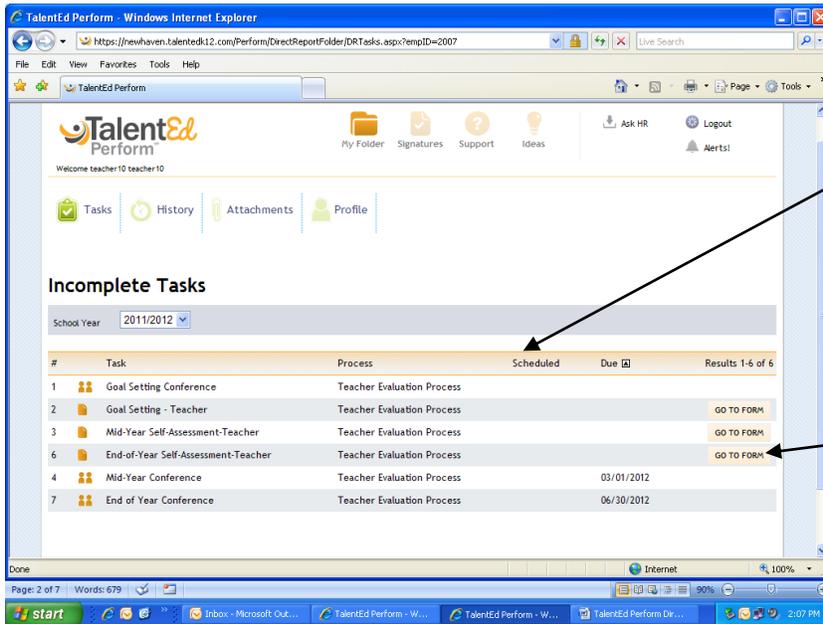
On your first log-in you will be prompted to change your password.

If you cannot remember your password click on [I forgot the password](#), an email will be sent to you resetting your password.

## My Folder

### Tasks

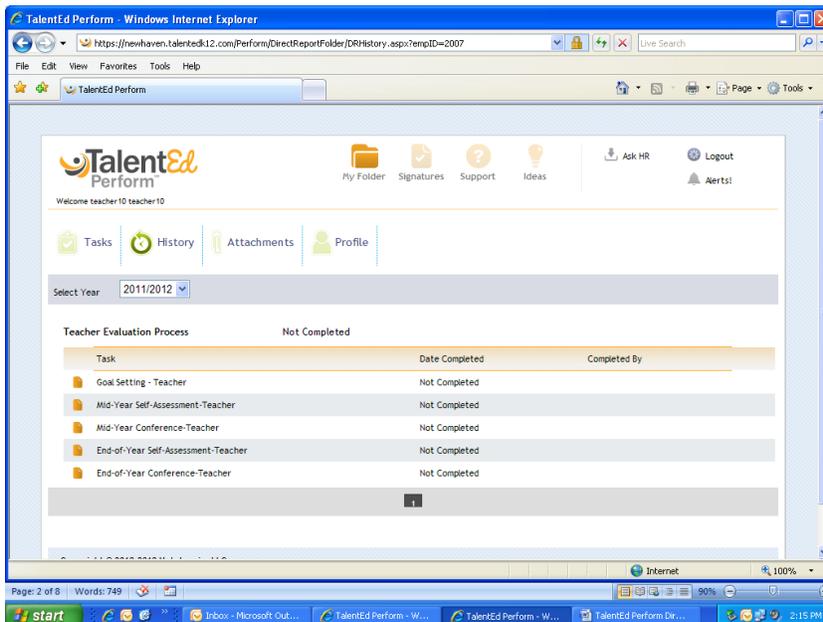
Once you are logged into TalentEd Perform as a teacher your homepage is My Folder and the first tab is Tasks.



If your IM has scheduled a task for you to complete the date when it is due will appear in the Scheduled column.

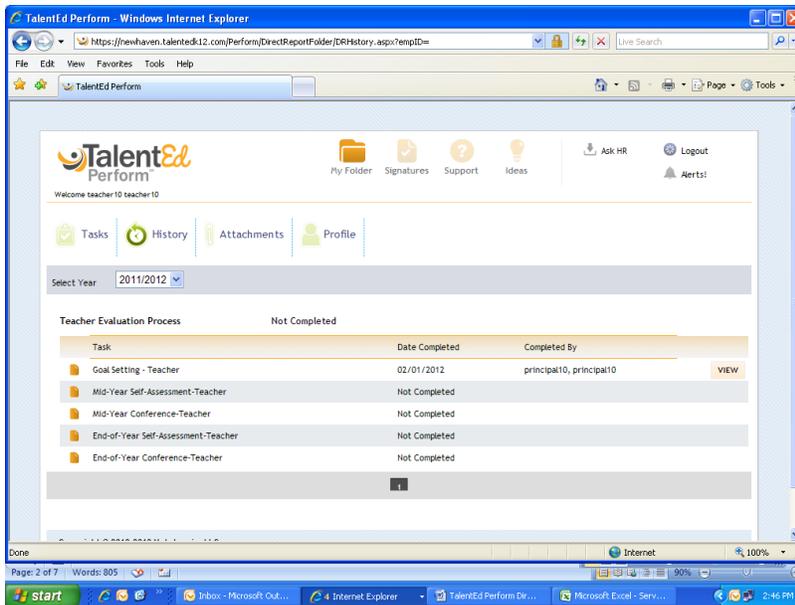
Any forms that you need to complete in the Evaluation Process will be accessed through this folder by selecting GO TO FORM

### History



The History tab will show all of the forms for any process assigned to you. It defaults to the current year but if forms had been completed for previous years they would be accessible through this tab as well.

Once a form is completed you will see the date completed and who it was completed by.



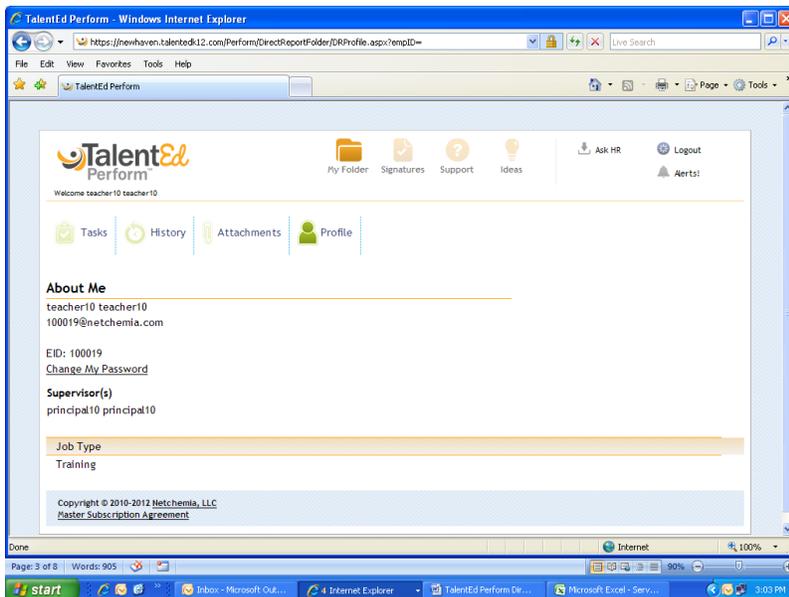
Once a form is completed and approved or signed off on you will still be able to view it using the VIEW button but you will not be able to edit the form.

The Goal Setting-Teacher form is listed as Completed by principal10 principal10 because that supervisor had the last approval on that form.

## Attachments

Your instructional manager can attach documents to your folder. Examples of this might be an article for you to read or a letter of commendation. If there are any attachments to your folder you would be able to view them through the Attachments tab.

## Profile

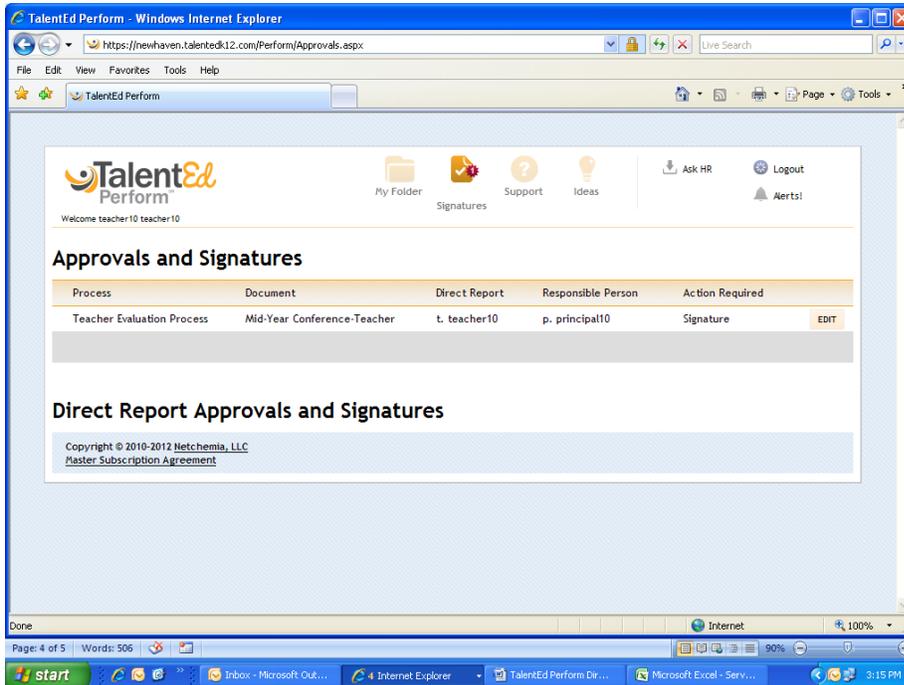


Your profile tab lists your name, email address, employee id, Supervisor(s) and Job Type.

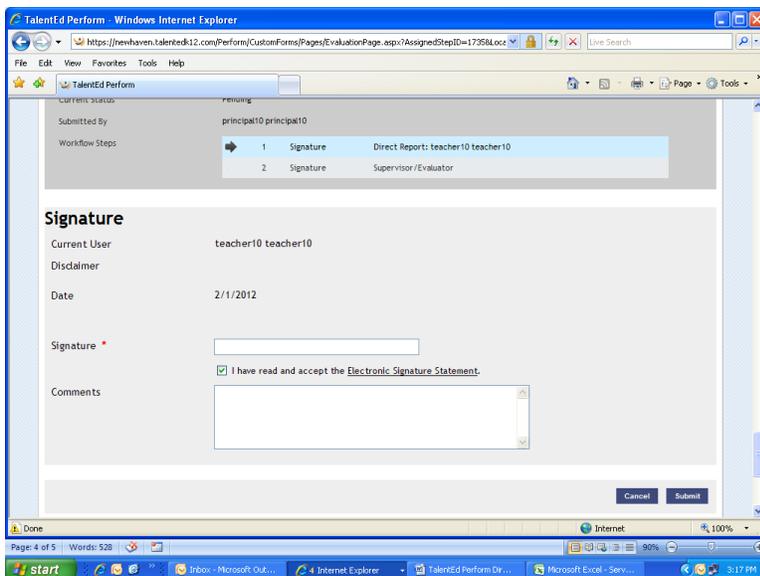
This is the tab you would use if you want to change your password.

# Signatures

The tab to the right of the MY FOLDER tab is the SIGNATURES tab. Once a form is completed by your instructional manager that requires your signature you will receive an email notification and a red asterisk will appear next to the SIGNATURES tab. When you click on the SIGNATURES tab you will be able to review and take the necessary action.



If you select the EDIT button it will bring you to the form needing your signature or approval.

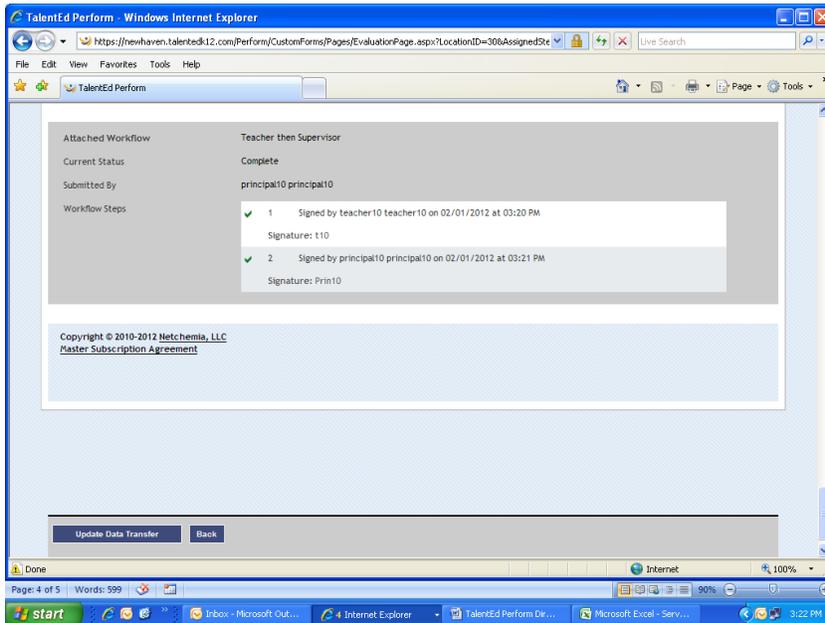


You will enter your electronic signature and will be able to make comments. Your electronic signature does not mean that you agree with the form but that you acknowledge receipt of the form.

Once you sign the form is locked and your IM will not be able to make any changes.

You IM will also have to sign the form electronically and will have a chance to make comments as well.

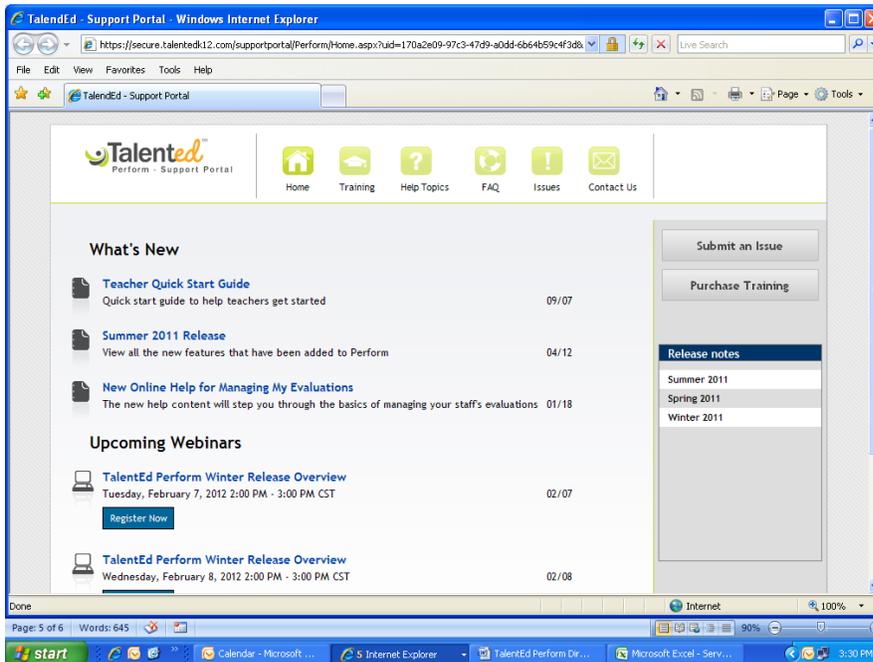
Once signed you will be able to see the form by going to the History tab in MY FOLDER.



The Workflow steps at the end of the form will indicate the date(s) and time(s) of the electronic signatures and any comments if they were made.

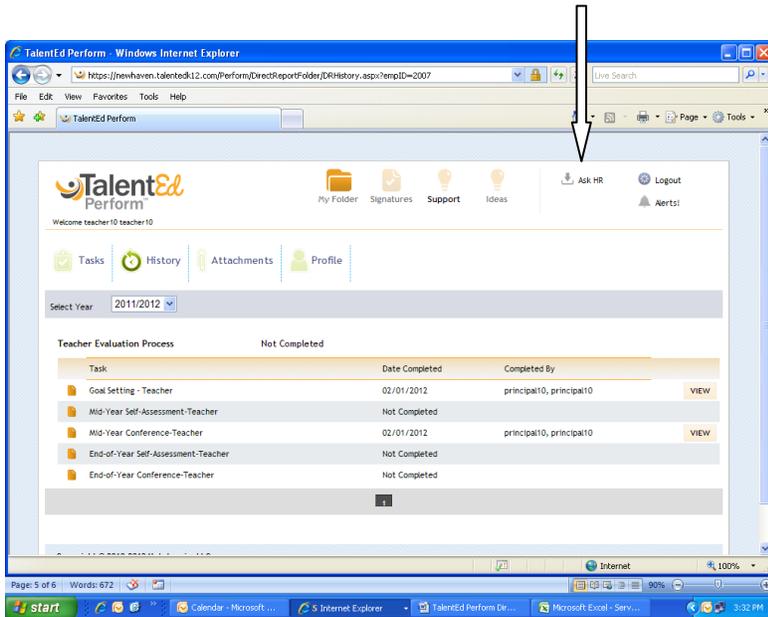
## Support

Selecting the SUPPORT tab will bring you to the TalentEd – Support portal.



From this portal you can access training videos, help topics, and sign up for webinars.

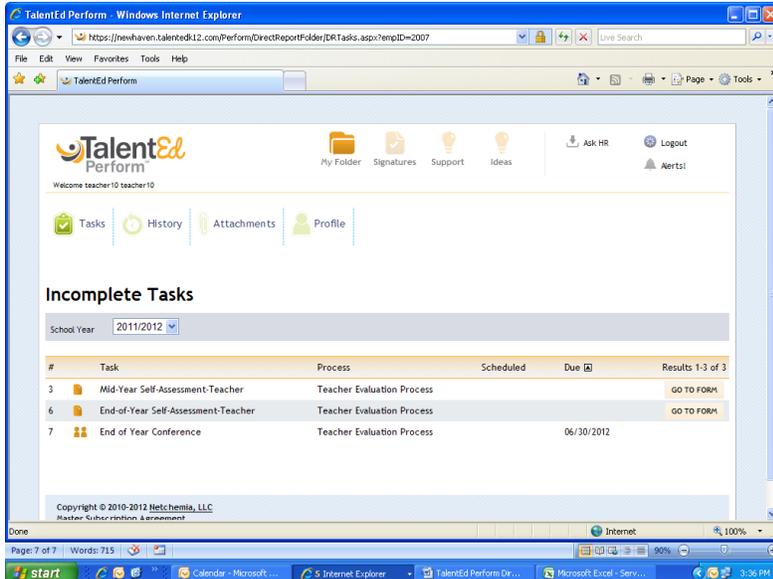
## Ask HR



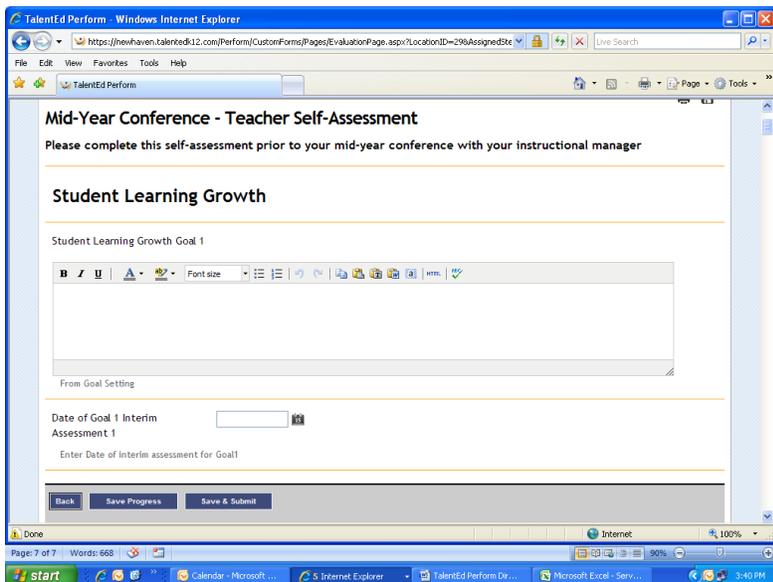
If as you are using TalentEd perform you have a question or run into a problem you can click on Ask HR. This will allow you to submit a question. The goal is to respond to all questions within 24 hours.

## Completing a Form

Any forms or tasks that you need to complete will appear in MY FOLDER under the Tasks tab. Any forms available for you to complete will have the GO TO FORM button visible. When you select the GO TO FORM button it will bring you to the form.



The first form available for this teacher to complete is the Mid-Year Self Assessment. Click on GO TO FORM and it will bring you to the form.



It is recommended that you SAVE PROGRESS as you are completing the form.

For each of your student learning growth goals you will have to type the goal into the text box or cut and paste it from a previous document.

For each goal you will also have to either type the interim data into the text box corresponding to that question or you may attach one file containing your data at the end of the document. At this time you are limited to one attachment.

The screenshot shows a web browser window titled 'TalentEd Perform - Windows Internet Explorer'. The address bar shows the URL: https://newhaven.talentedk12.com/Perform/CustomForms/Pages/EvaluationPage.aspx?LocationID=29&AssignedSite... The page content includes a section for 'Classroom Practice' with the title 'Evidence of Strengths and Development Needs Purposeful Classroom Practice C1 - C4'. Below this are two large empty text boxes labeled 'Strengths' and 'Development Needs'. Underneath is a 'Ratings for Purposeful Classroom Practice' table with columns for 'Needs Improvement', 'Developing', 'Effective', 'Strong', 'Exemplary', and 'NA'. The first row is labeled 'C1: Communicates objectives and' and has radio buttons under each rating column. At the bottom of the form are buttons for 'Back', 'Save Progress', and 'Save & Submit'.

Just like on our paper forms there are text boxes for you to indicate the evidence of your strengths and areas of development for all of the Classroom Practice, Planning & Preparation, Reflection & Use of Data, and Professional Values indicators.

You will also select your self rating for each of the indicators.

The screenshot shows the bottom portion of the 'TalentEd Perform' evaluation page. It features an 'Additional Comments' section with a rich text editor toolbar (bold, italic, underline, font size, etc.) and a large text area. Below the text area is a file attachment section with a 'Delete' button and a 'Choose file' button. A note states: 'If the attachment will not upload properly, click here to try the alternate version.' There is also a checkbox labeled 'I am Attaching this file in lieu of completing the required fields above.' At the bottom, there is a copyright notice for 'Copyright © 2010-2012 Hetchemis, LLC' and a link to the 'Master Subscription Agreement'. Buttons for 'Back', 'Save Progress', and 'Save & Submit' are visible at the bottom of the form.

At the bottom of the form you may attach a file. You may **SAVE PROGRESS** and return back to your form at any time prior to submitting. Once you select **SAVE & SUBMIT** you may no longer make any changes to your form.