



SchoolObjects: **pdas2007**

# For Teachers



Prepared by Lisa McCray

From original materials created by eduphoria!

[lmccray@esc12.net](mailto:lmccray@esc12.net)

Education Service Center Region 12

Waco, Texas 76712



The Education Service Center Region 12 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or hiring practices. Inquiries regarding the Title IX policies should be directed to the Director of Human Resources at ESC Region 12, 2101 W. Loop 340, Waco, TX 76712 or (254) 297-1212.

## **Getting Started**

### **Logging In**

1. Open Internet Explorer.
2. Enter the following web address and click Go or press Enter on your keyboard:  
<http://schooldistrictname.schoolobjects.com>
3. Enter your Username: **email address**
4. Enter your Password: **welcome**
5. Enter a **new password** in the **New Password box**.
6. Enter the **same password** in the **Confirm New Password box**.
7. Click on **Save Password**.
8. Make sure your information is correct on the Verify Information screen and click **Next**.
9. Make sure **Teacher** is selected on the Verify Role screen and click **Next**.
10. Click to **select all of the subjects** you teach and click **Next**.
11. Click to **select all of the grades** you teach and click **Next**.
12. Click Yes if this is your first year to teach. Otherwise click No on the next screen
13. Click **Save My Information**.
14. Click on **PDAS 2006**.



Note: The next time you log in, you will not be required to modify your profile information. You may do so, however, by clicking on the **My Profile** button.

## Teacher Self Report and Evaluations

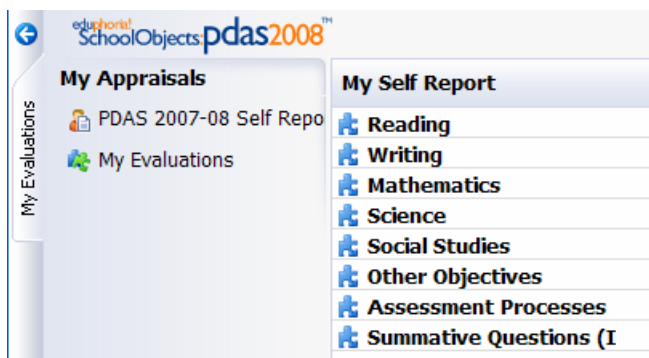
As a teacher, you can do the following in PDAS 2006:

- Submit PDAS Sections I, II, & III
- View evaluations once your principal enables you to view them

### Submit your PDAS 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 on PDAS 2007-2008 Self Report in the My Appraisals list on the left.
2. Click on a category



3. Check the appropriate TEKS/TAKS objectives
4. Click **Save** on each screen
5. Repeat for each appropriate category
6. To submit Section I, click the **Submit Section I** button on the evaluation toolbar. You may update the information in Section I throughout the year.

The process is the same for Sections II & III at the end of the year.

### Viewing Evaluations:

As your principal completes walk-through evaluations and observations, the documents will appear in your Walkthroughs and Evaluations list.

1. Click on **My Evaluations** in the My Appraisals list on the left.
2. Click an item to view the details.

