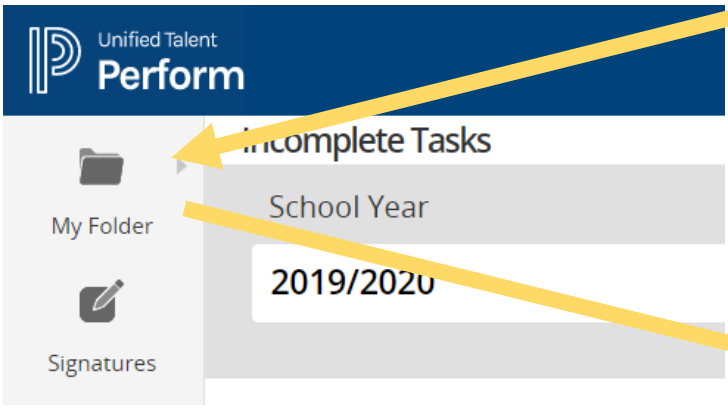
Teacher New Quick Start Guide

The teacher logs into Perform and will notice the new interface change. In the top right-hand corner, the signature icon will be to the right of the HR icon.

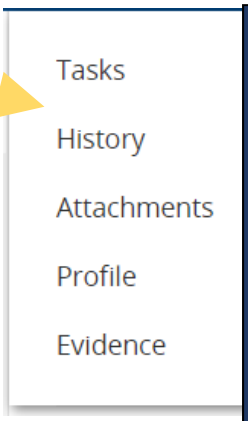


Signature Icon – Signing forms that have been submitted by the supervisor. When you hover over the icon, the number of signatures will appear.





The teacher will observe to the left to icons (My Folder and Signatures). The School Year will be identified. The teacher has the option to go back and review previous years from the drop-down menu.



Tasks = Incomplete tasks

History = Completed tasks

Attachments = Any attachments added by the supervisor

Profile = Demographics of the teacher (name, school, etc.)

Evidence = Attachments or documents uploaded by the teachers to show evidence for summatives or professional goals

To complete a form, go to the right of the form and select the button "Go To Form." Remember when I form is shared, the teacher will see the questions prefilled by the administrator. If the form is a collaborative form, the teacher and administrator can interact on the form at the same time.



At the bottom of the form, the teacher will see AutoSave Enabled, Back, Save Progress, and Save & Submit.

AutoSave Enabled = The form will save every 1 minute.
Back = When you hit back, this will exit the form without saving your work. Save Progress = Allows the teacher to save progress of the form to come back later. The progress will be saved as a draft.
Save & Submit = Allows the teacher to complete this document to move to the workflow progress to sign.

