TalentEd Perform
by **People**Admin

A · B

Quick Guide for My Folder

Welcome Lori Staff   Logout

MY FOLDER SIGNATURES

C D E F

Tasks G History Attachments Profile

Incomplete Tasks

H

School Year [2015/2016 ▾]   I

#	Task	Process	Scheduled	Due	Results 1-10 of 10
1	WCPS Goal Setting for Student Academic Progress Form	Probationary 1st Year Teachers			GO TO FORM
2	Professional Educators Self Assessment	Probationary 1st Year Teachers			GO TO FORM
3	Goal Setting Meeting	Probationary 1st Year Teachers			
4	Pre-Observation Conference Form (E)	Probationary 1st Year Teachers			GO TO FORM
5	Pre-conference meeting	Probationary 1st Year Teachers			
7	MID YEAR	Probationary 1st Year Teachers			
9	Post Conference Meeting	Probationary 1st Year Teachers			
10	Mid Year Goal Meeting	Probationary 1st Year Teachers			
12	Goal Results	Probationary 1st Year Teachers			
14	End of Year Meeting	Probationary 1st Year Teachers			

A. My Folder button: Manage your evaluation tasks from here.

B. Signatures button: Electronically Sign, Approve, or Review forms .

C. Tasks: When in My Folder, lets you review the tasks assigned to you that have yet to be completed.

D. History: Review your completed tasks and forms.

E. Attachments: Supervisors can share documents with you via this tool.

F. Profile: Update your password (if enabled).

G. Incomplete Tasks View: List of tasks that are assigned to you, or in which you will take part (such as meetings) . When the task is complete, it disappears from this list and moves to your History tab.

H. School Year: If you have outstanding tasks in a previous school year, you can view them by changing this drop-down box.

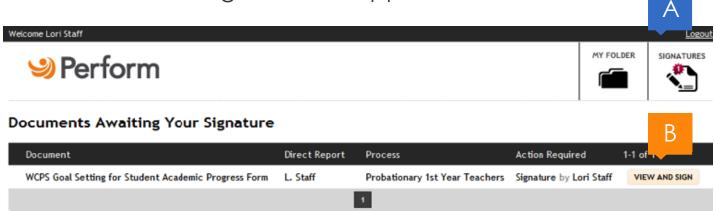I. Go To Form button: Click this button to open and complete the form.

Quick Guide for Working with Forms

A. Standard Workflow: Name of workflow and status below it.

B. Workflow: Forms that include workflow show the **signature**, **approval** or **review** steps that must be completed once the form is submitted.

C. Help: FAQ, Support topics and videos related to the TalentEd Perform system.

D. Back button: Go back to the previous page.

E. Save Progress button: Save what you've done on the form. Does not check if required fields have been completed.

F. Save and Submit button: Saves the form, locks it from further edits, and begins the Workflow as defined at the bottom of the form (see item B).

G. Save/Autosave status: Auto-save occurs every 2-5 minutes and begins as soon as any change is made to the form.

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Quick Guide for Signatures & Approvals

A. **Signatures Button:** Review Signatures, Approvals or Review forms. Red star will appear on the button when you have items assigned to you waiting in the Signature area.

B. **View and Sign:** This button changes depending on whether you are Signing, Approving or Reviewing a form, but you always click it to view the completed form, then scroll to the bottom to complete the assigned step.