

# Teacher Performance Appraisals

Superintendent Guide



## Getting into mVal for the First Time

1. Navigate to the Login page for your district.
2. Enter your **Username** and **Password**

### BONNIE HOMEWOOD DEMO DATABASE



The screenshot shows a login form titled "Bonnie Demo". It contains two input fields: "Username:" with the text "amigo" and "Password:" with a masked password of ten asterisks. Below the fields are two buttons: "Login" and "Lost Password?".

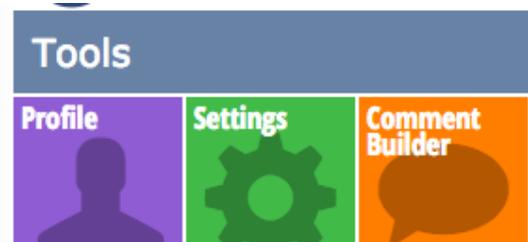


3. Click on the mVal icon

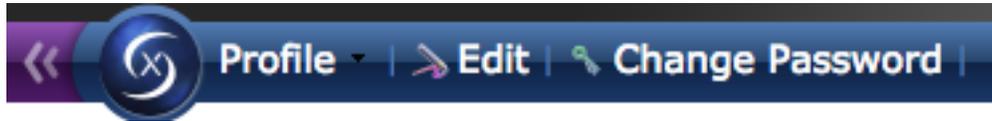
4. If you have forgotten, or do not know your password, click on the 'Lost Password' link on your login screen. An email will be sent to you from mVal with a random generated password. **This is a temporary password and can be changed once you have logged into the system.**

## Changing your Password in mVal

1. When first logging in you will notice a group of icons titled **Tools**
2. Select Profile



3. At the top you will see and select Change Password



4. Enter the **Old Password** , create and confirm your own **New Password**



## Finding and Accessing The Summative Reports

1. Once logged in, click on the **mVal** icon.
2. On the **Appraise/Report** screen, select **Reports**.
3. Click on HRS Report (depending on the number of reports you have access to this could be report #1-12)

### Appraise/Report



**Appraisals**  
Manage teacher appraisals



**Plan Appraisals**  
Manage which teachers need appraisals and manage groups



**Principal Performance Appraisals**  
Manage and complete your PPA documents

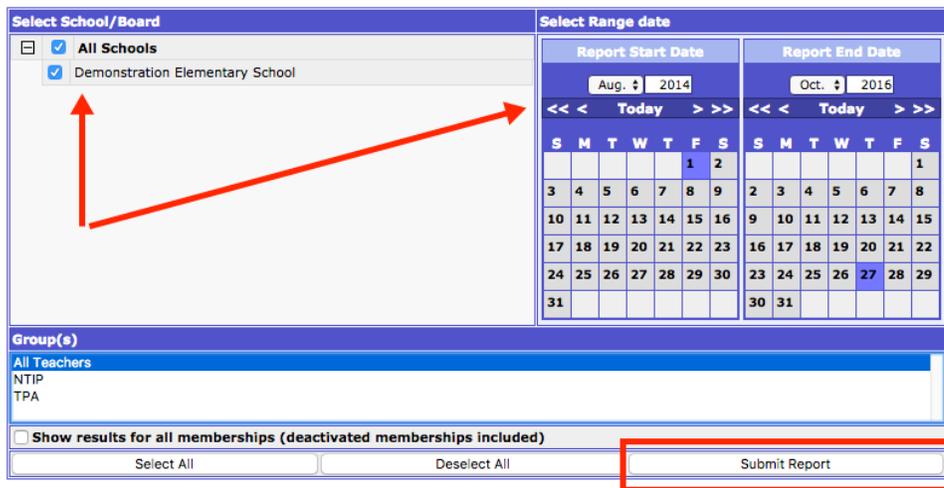


**Reports**  
View all reports

**10 Annual Learning Plan report**  
Annual Learning Plan report

**11 HRS Tracking Report**  
HRS Tracking Report

4. Click on the Individual Schools or the entire **District** to generate a report using staff in those locations.
5. Select the date range in order to view the reports within a specified time frame.
6. Click **Submit Report**.



**Select School/Board**

All Schools  
 Demonstration Elementary School

**Select Range date**

Report Start Date: Aug. 2014  
 Report End Date: Oct. 2016

Group(s): All Teachers, NTIP, TPA

Show results for all memberships (deactivated memberships included)

Select All    Deselect All    **Submit Report**

7. Using the arrow at the end of the title, click and select: **Superintendent List of all appraisals needing approval.**



HRS Overdue Appraisals  
**HRS Overdue Appraisals**  
 HRS Tracking Report  
 Superintendent List of all appraisals needing approval



Superintendent List of all appraisals needing approval    Down

## Authorizing the Summative Reports

1. Select **Superintendent List of all appraisals needing approval**, to see a list of all appraisals awaiting Superintendent approval.



2. You can download the list and open as a spreadsheet by clicking: **Download current page as CSV**
3. The report will show all the teachers' summative reports still awaiting Superintendent approval.
4. The **Current Appraisal** will be shown with a magnifying glass icon, to show that the appraisal can be opened from this screen. Click the name **Appraisal** to open the report.

Superintendent List of all appraisals needing approval (October 27th, 2016)

Name	Gender	Employee Stat...	Hire Date(m...	Unique ID	Current Appra...	Current App...	Current App...	Current Appra...	Principal Si...	Teacher Sig...	Site Name
Coppice, Karen	Female	Not available	1/23/2012	demo@me.x.com	 Appraisal 58	6/30/2016	Not available	Not available	NO	NO	Demonstration Elementary School
Dern, Laura	Female	Not available	10/19/2008	demo@me.x.com	 Appraisal 30	10/27/2016	Not available	Not available	NO	NO	Demonstration Elementary School

5. The program will then open in the **Appraisal Status** screen where you can view the Summative Report and Approve.

<b>Teacher Name</b>	Mrs. Sherry Dunlop	<b>School Name</b>	Demonstration Elementary School		
<b>Principal First Name</b>	Jane	<b>Principal Last Name</b>	Footman		
<b>Appraisal Name</b>	Appraisal 3	<b>Set Name</b>	Ontario Experienced Teacher TPA 2007		
<b>Appraisal created by</b>	Helen Amigos	<b>Date created</b>	Mon May 16 2016, 10:17 AM		
<b>Appraisal Status</b>	<input type="checkbox"/> Approved by Administrator <input checked="" type="checkbox"/> Approved and completed by Principal (10-27-2016)				
	<b>Classroom Observation</b>	<b>Date</b>	<b>Teacher Permission</b>		
	Classroom Observation	<No dates set>	Lock teacher from viewing classroom observation		
	<b>Form Name</b>	<b>Date</b>	<b>Adm. Status</b>	<b>Pri. Status</b>	<b>Yea. Status</b>
	Pre-Observation (Ontario)	<No dates set>	Not Approved	All Done	Completed
	Summative Report (Ontario)	<No dates set>	Not Approved	All Done	Completed

6. Clicking on the **Form Name: (Summative Report Form, New Teacher Induction Program)** will open the Summative Form
7. When finished reading the form, select **Cancel** or use the **back buttons** in the toolbar to return to this screen.



8. When satisfied, click the box **Approved by Superintendent** to complete the process.

<b>Teacher Name</b>	Mrs. Sherry Dunlop	<b>School Name</b>	Demonstration Elementary School		
<b>Principal First Name</b>	Jane	<b>Principal Last Name</b>	Footman		
<b>Appraisal Name</b>	Appraisal 3	<b>Set Name</b>	Ontario Experienced Teacher TPA 2007		
<b>Appraisal created by</b>	Michelle Amigos	<b>Date created</b>	Mon May 16 2016, 10:17 AM		
<b>Appraisal Status</b>	<input checked="" type="checkbox"/> Approved by Administrator (10-27-2016)		<input checked="" type="checkbox"/> Approved and completed by Principal (10-27-2016)		
<b>Classroom Observation</b>		<b>Date</b>	<b>Teacher Permission</b>		
	Classroom Observation	<No dates set>	Lock teacher from viewing classroom observation		
<b>Form Name</b>		<b>Date</b>	<b>Adm. Status</b>	<b>Pri. Status</b>	<b>Tea. Status</b>
	Pre-Observation (Ontario)	<No dates set>	Approved	All Done	Completed
	Summative Report (Ontario)	<No dates set>	Approved	All Done	Completed

9. You have opened multiple tabs at the top of your screen, so to return to the HRS Reports in order to navigate to the next appraisal, simply select the tab **mVal – HRS Reports**.

