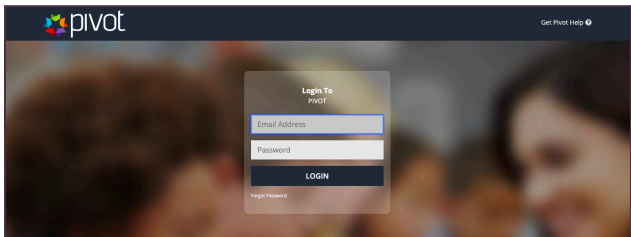
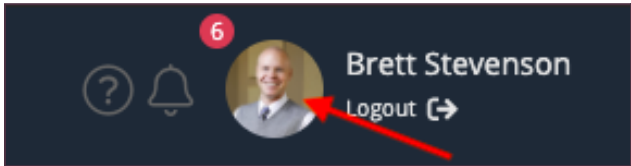
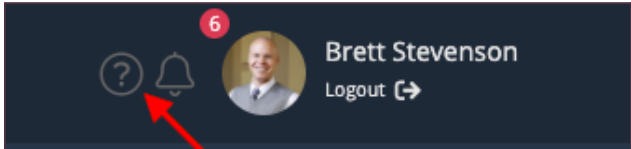


Pivot Overview

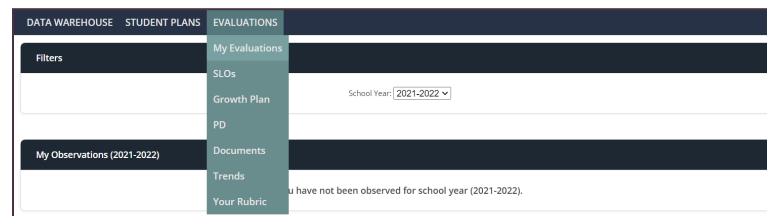
Staff Evaluations (Teacher Guide)

Steps	Description	Screenshot
1	Go to your school's unique Pivot URL. Use your credentials to log in. <i>Note: You may also use Google Authorization to log in depending on how your site is set up.</i>	
2	Once you are logged in, you will see your name in the top right corner. You can click on your initials to add a profile picture, change your password, and view your user role.	
3	The question mark is a link to our Knowledge Base with our printable user guides and helpdesk information.	

4

Hover over Evaluations and select [My Evaluations](#).

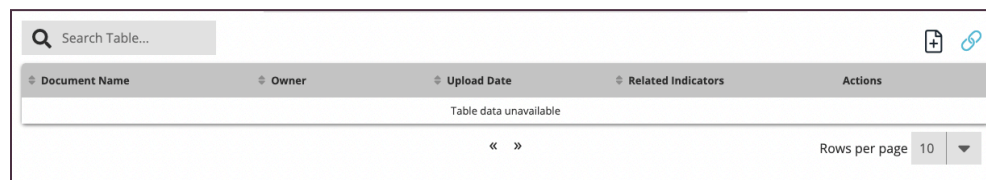
This is where you will see all of your activity. Here, you can start a self-assessment and view your finalized observations, evaluations, and summative evaluations.



5

Hover over Evaluations and select [My Documents](#).

This is where you can upload or link to evidence and artifacts. You can include pictures, documents, and videos, as well as hyperlinks.



Upload a Document to My Documents

File Description

Normal B I U

Write a note here...

Drag & Drop



Browse



Next

Add a Web Link to My Documents

File Description

Normal B I U

Write a note here...

Web Link

Web Link

Next

6

Click the following links to learn how to [set Student Learning Objectives \(SLOs\)](#) or [complete Growth Plans](#).

7

Here is a link to our [Evaluation User Guides](#) for each step of the process.
Contact our helpdesk at 812.246.5257 | pivot@fivestartech.com for any technical issues.