



Log-In

- [TeachPoint Website](#)
- Use school district (IPS), username and password (same as Aspen)
- *Something to Note about your homepage: if an evaluator has already created a form for you, it will appear on the main page.

How to Create Forms:

- Click on *New (Green Button)*
- Choose Form you would like to work in and double click to open it (Ex. Self-Assessment)
- Pencil in top right corner allows you to change the date of the form.
- Evaluators cannot see form until you share (Share ON/OFF at top center of form-once ON, it cannot be turned off!)
- Once you share a document, evaluator will receive an email notification
- You can still edit a form once it has been shared.
- After *signing* the form, you can no longer edit the form (unless you make a copy of it).

Attaching Evidence to a Form

- Click on paperclip to add an attachment (student work, worksheets, images, video, etc...)
- You can add a description and add tag to organize data (different standards)
- Google Docs-- Link them to a document and save your Google Doc as a PDF

Signing Forms

- You and evaluator sign the form electronically
- A pencil appears on the home screen under "Sign" once there is a signature on the document
- To revise signed forms: You can NOT edit, but you can make a copy of the form (sharing should be turned off, no signature, and delete the original form)
 - Deleted forms can be seen with the trash can icon (deleted icon is in red)
 - You can get the form back at any time and "undelete" it

Form Options (*top right corner of your form*)

- Export to PDF (allows you to download and print)
- Quick Search: You can find already uploaded information if you have tagged it.
- If you created the form, you can delete and copy it. If your evaluator created it, you will not have those options.
- Log: You can see any changes that you have made.
 - It automatically saves and you can see in the top left when it was last saved (good if you have internet connection issues)

Home Page: Left Sidebar

- Globe icon: recent activity
 - if you send a message to the evaluator or if they send one to you
- Plans (calendar icon): we are assigned to a plan
 - We can view when we started, how far into the plan we are, your evaluators, and the list of plans
 - We can see all of the forms that we need to create and DUE DATES
 - ***Use this page to fill out correct forms
 - If we are on the second year, some of last year's forms are posted
- Shared plans: each person will do it individually (work together on a Google Doc and then copy and paste it into your form)
 - There is no way to link plans--if we have shared goals or documents, we will need to copy and paste into our individual plans
- Reports (graph icon)
 - data from past observations/forms

Home Page: Top right bar

- Quick Message: You can send a message to your evaluator with the envelope icon
 - They will be notified via email if you send them a message through here

Help Center

- Question mark in top right corner of home page
- Utilize search bar or popular topic links

Update from Admin

- They had to insert all of the forms by themselves--there may be some errors
- Currently (10/8/15) some forms appear to be "Overdue"--ignore. Nov. 1st is alleged date for Educator Plan
- Security? Will this leave the computers of the administrators?
- People starting the second year of evaluation are entered currently as "developing educator"
 - It does not mean you are developing--you don't need to add everything from last year--only if you need to edit goals/evidence
 - You only need to submit progress on goals
- salesman said there was a way to enter a hyperlink (e.g. for website or Google Doc)--need to investigate

Technology Committee Blog

- TeachPoint tab with tricks to scan evidence
- Export email chain to PDF

- Download Google Drive to your computer so you can insert Google files through your desktop--Make sure you use Google Chrome