

SETUP PHASE (Beginning of academic year)

Role	Steps	Screen	Features
Supt/ Designee	Set up LEA	Admin/LEA Setup	1) can view previous years' setup, 2) new setup questions re: interval of evaluation, 3) when you set up your LEA, there will be a overnight wait afterwards while eTPES creates the workflows.
	Verify/modify district level roster (Principals, Asst Principals, HR Admin, Evaluators) and verify educator information	2 options: Admin/Staff Mgmt/Assignments OR Staff Import	
	Send access to district staff who are new eTPES users	2 options: Admin/Staff Mgmt/Assignments OR Staff Import	Educators who used the eTPES previously do not need an activation email; only educators new to eTPES (not new to the district/building) need the activation email.
	Verify/set up evaluators approved by the Board	Admin/Eval Mgmt/LEA Approvals	
	Verify/Assign evaluators to principals	Admin/Eval Mgmt/Assignments	
Principal	Verify assignment	Home screen	Re-calibration information added
	Verify/modify building roster (Teachers, Asst Principals, Evaluators) and verify educator information	2 options: Admin/Staff Mgmt/Assignments OR Staff Import	
	Send access to building staff who are new eTPES users	2 options: Admin/Staff Mgmt/Assignments OR Staff Import	Educators who used the eTPES previously do not need an activation email; only educators new to eTPES (not new to the district/building) need the activation email.
	Identify teachers to be evaluated	Educator Tab/Edit Evaluation Intervals	
	Verify/Assign evaluators to teachers	Admin/Eval Mgmt/Assignments	
Evaluators	Verify assignment	Home screen	Re-calibration information added
	Verify list of educators assigned to evaluate	Educator tab	
Teachers	Verify assignment	Home screen	