McREL EVALUATION SYSTEM

Self-assessment

Log in <https://ats1.searchsoft.net/ats/emp_login?COMPANY_ID=00018070>

Username:  Edison email address

Password: 123456

1.       Click on ‘Account Information’ tab and set a new password.

2.       Click on ‘Evaluation’ tab to back to main page.

3.       Click ‘Evaluation Home’ on left-side column.

4.       Click ‘2014-2015 Self Assessment’  under the self-assessment heading.

5.       Complete the self assessment by checking off the levels of the rubric in each standard that applies.

6.       When finished with self assessment:

a.       Click the ‘Yes’ button to the question “I have completed my self assessment”.

b.      Click the ‘Yes’ button to the question “My evaluator may view my self assessment”.

7.       After clicking ‘Yes’ to both questions each teacher still has the ability to go back and make changes as well as add artifacts.  Teachers may do this by:

a.       Click ‘edit’ under the link of your completed ‘2014-2015 Self-Assessment’.

8.       To add artifacts follow the directions in the steps below :

a.        Click ‘edit’ under the link of your completed ‘2014-2015 Self Assessment’.

b.      Below each standard click “Add Standard-Related Artifact”.

c.       Choose which type of artifact to add and follow steps.

https://mail.google.com/mail/u/0/images/cleardot.gif