

Dear Administrators,

As you know, an actual signature was required on PDAS evaluation and summative reports; walkthroughs did not require a signature. A feature in Eduphoria is now active that allows both the administrator and employee to sign these documents electronically. With this new feature, electronic signatures are mandatory.

Walkthroughs and evaluations will not show as completed in Eduphoria reports until they have been electronically signed by both the administrator and teacher. The instructions on how to electronically sign the walkthroughs and evaluations are listed below. The instructions for the teachers are being sent in a separate email. Scroll to the bottom of this email for instructions on how to view the number of walkthroughs that have been completed, but not yet signed.

### **Signing the Evaluation:**

PDAS allows you to electronically sign the evaluation as you would a hard copy. In order to electronically sign an evaluation, you must have set the security question when setting up your profile in Eduphoria. (click **My Profile** on the main applications screen)

1. Click on the evaluation.
2. Click the signature icon to sign the evaluation.



3. Click on your name and enter your username, password, and the answer to your security question. Passwords and security questions are case sensitive.
4. Click **Electronically Sign Document**.
5. Click the **X** to close the window.

When a document is electronically signed by either party, the document will be locked. The evaluator will not be able to make any changes. For instance, if you sign a document, you will have to clear your signature in order to make changes. You can clear your signature by reopening the signature interface (click back on the toolbar icon), selecting your name, and clicking the option to clear your signature.

In addition, summatives and staff evaluations are designed to be signed by both parties from the same interface. Teachers can use the principal signature interface to sign the document. This allows both parties to sign with the same interface. However, teachers can still login and use their interface as well.

### **Signing on Behalf of Teacher:**

If a teacher refuses to sign an evaluation, you can sign on their behalf. On the printed document, a note that the signature was refused will appear on the teacher's signature line.

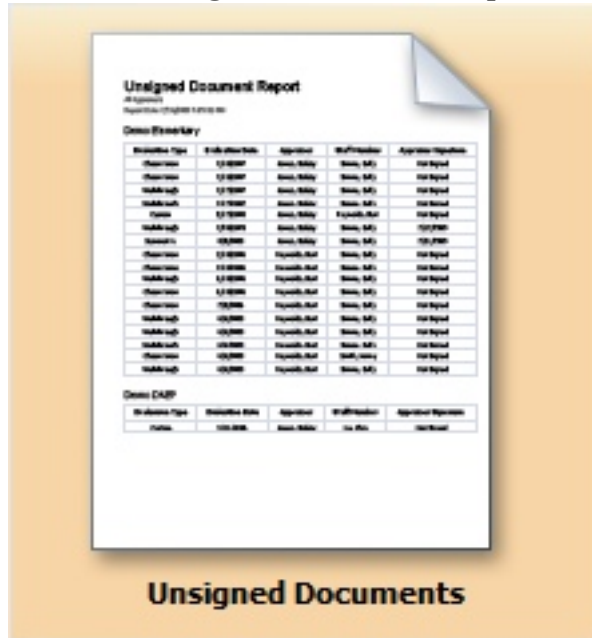
1. Click on the evaluation.
2. Click the signature icon.
3. Click on the teacher's name.
4. Click **Sign on their Behalf**.
5. Enter your information.
6. Click **Electronically Sign Document**.
7. Click the **X** to close the window.

**To see a list of completed and unsigned documents (that won't show in other reports yet):**

1. Click on the **Reports** tab



2. Select the **Unsigned Documents** report



3. Select the types of evaluations to include in the report.

**Evaluation Type:**

- PDAS Summative Evaluations
- PDAS Observation Evaluations
- Walkthrough Observations
- Staff Evaluations

4. Click **Submit Report**.



If you have questions regarding this process, please contact the MISD Technology Help Desk at 469-742-4148.