Teachscape: Step by Step

How to: Register/Activate (How to get your log in information) Complete the Self-Evaluation Enter Goals

How to register / activate your Teachscape Account

Email with "Registering for Teachscape" in the subject line.

Click the "link to activate."

Enter your district password (twice).

You should receive an automated email confirming your registration.

Click the "link to log in" and enter username (your district email address) and password (district password).

How to Complete the Self-Evaluation

Log in – Click blue "Go" button (center screen) Click "Plan II Goals" or "Plan I Goals" (see screen shot below) – more options will drop down Click "Self-Evaluation"

Click " Start"

Click "Score" (see 2nd diagram below), or click directly on the first component (see 2nd diagram below) to begin.

Reminder: Examples for components that are ranked "highly effective" are required in the "notes and evidence" text box (see 2nd diagram below). Click "Save & Exit"

How to Enter Goals:

Click "Plan II Goals" or "Plan I Goals" (see 1st screen shot below) – more options will drop down Click "Individual Development Plan" (see 3rd screen shot below) Enter information requested.

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View Another Evaluation 1 Evaluation in 2015 - 2016 Review Cycle	0 #	
15/16 Dearborn PSD MI Teacher Evaluation Plan II Expand All	Self-Evaluation Not Started	
Evaluation Overview 🔷 RY		
► Plan II Goals ♦ RY	ASSIGNEE MY ACTIONS	
► Formal Observation #1 (D1 - D3)	MI Iuliano, Maria Start More 🕶	
► Mid-Year Conference ♦ RY		
► Formal Observation #2 (D1 - D3) ♦ RY		
► Domain 4 Professional Responsibilities ♦ RY	STATUS	
► Year-End Forms and Evidence ♦ RY		
► Year-End Rating ♦ RY		
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