

Union County Educational Services Commission

OASYS Quick Start Guide - Summative Evaluations for Certified Staff

March, 2017

Employee Evaluation
formerly MLPOASYS

Print Screen | Help | Sample Teacher | Logout

LearningPlan

Union County Educational Services Commission

Professional Development

- My Info
- My Evaluations
- My Personal Goals
- Account Options
- My User Profile
- Change Password

My Evaluation - Sample Teacher

Scheduled Components

None

Action Required

Summative Reflection Form - Teacher - Summative Reflection Form Artifacts

Status: awaiting form submission

Action: Open Summative Reflection Form - Teacher - Summative Reflection Form Artifacts form for submission

PDP, PD Log Summative Artifacts - Summative Reflection Form Artifacts

Status: awaiting form submission

Action: Open PDP, PD Log Summative Artifacts - Summative Reflection Form Artifacts form for submission

Step 1: Answer & Submit Reflection Questions

Step 2: Upload PDP and PD Log for 2016-17

Step 1: Submit Summative Reflection Form

1. Select Action: “Open Summative Reflection Form”.
2. Enter date and responses to reflection questions into corresponding textboxes.
3. Select “Save” to return to task later or “Submit” to send to administrator.

Step 2: Input Professional Development Hours on PD Hour Log (Attached Form)

Step 3: Upload Professional Development Plan & PD Hour Log for 2016-17

1. Select “Open PD Log and Artifacts – Summative Evaluation Forms for submission”
2. Select “+Add an Artifact”
3. Enter File Name in Textbox: “PDP 2016-17” (Description Not Required)
4. Select “Professional Development Plan” from “Types” drop-down menu.
5. Select the blue arrow to located and upload PDP form from your computer.
6. Select “Save” once file is successfully uploaded.
7. Repeat Steps 2-5 for your PD Hour Log and any other Summative Artifacts (Optional)
8. Select “Save” to return to task later or “Submit” to send to administrator.

Step 4: Review and/or Print Domain 4 and Score Report

1. Await notification from Administrator that Domain 4 & Summative Scores have been posted.
2. Select Action: “Acknowledge Domain 4 Observation and Scoring”.
3. Scroll to bottom of screen and select “Print” if a paper copy is desired.
4. Select Action: “Acknowledge Teacher Score Report”.
5. Scroll to bottom of screen and select “Print” if a paper copy is desired.