

# Getting Started in Evaluation

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 [pd-help.frontlineeducation.com/hc/en-us/articles/115007558008-Getting-Started-in-Evaluation](https://pd-help.frontlineeducation.com/hc/en-us/articles/115007558008-Getting-Started-in-Evaluation)

Congratulations! Your organization is implementing a streamlined management system for professional evaluation, learning, and growth. The purpose of this resource is to provide a quick-reference resource for the basic educator functions.

2. Enter your Login information on the main screen and click the “Login” button to enter the site (typically Username = email address, Password = changeme).

4. From the main screen, you can also:

## **Manage your performance evaluation forms:**

- Scroll down to the green My Evaluation section.
- View your forms, which are organized by status.
- Open, review, complete and submit, and acknowledge forms with the blue quick links.
- View or accept schedule requests.

## **Upload artifacts:**

- Click the My Evaluations link from the top of the left section of the navigation bar.
- Click the Artifact Files link.
- Click the green +Add Artifact button.
- Complete the fields and use the blue “up arrow” to browse and select the desired file.
- Click Save.

## **View current and past evaluation cycles:**

- Click the My Evaluations link from the top of the left section of the navigation bar.
- Click the Evaluation (Cycle Dates) link. (If this is your first cycle, you will only see the current one.)
- View your evaluation components and use the “plus” symbol to expand components to view the forms within.
- Complete/submit your forms and view forms that have been submitted by an evaluator.

5. Access additional support from the online Help Center (top right corner of the screen upon login) to view video tutorials, manuals, and webinars.

Additionally, you can view one of our webinars and get off to a good start with an orientation to the Evaluation system. In each of these sessions, we cover how to find what you need in the system including how to find, complete and review forms and, most importantly, how to learn more: