

HUMAN RESOURCES - STAFF QUALITY PRESENTS:

# USING TalentED™ Perform

A “QUICK START” GUIDE FOR LICENSED STAFF



TalentED Perform™ is a registered trademark of Netchemia, LLC.

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# USING TalentED™ Perform

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# USING TalentED™ Perform

## WHAT IS TALENTED PERFORM?

TalentED Perform™ (referred to as “TalentED” throughout this document), is a cloud-based performance evaluation and management software tool developed by Netchemia, LLC. The TalentED platform allows school districts to centrally create, store, and access documents related to the observation and evaluation process.

Salem-Keizer Public Schools has contracted with Netchemia to utilize this tool to support the district’s licensed staff evaluation process, LEGENDS, with implementation beginning during the 2011-12 academic year.

## WHERE IS THE TALENTED PERFORM TOOL LOCATED?

The login page for the Salem-Keizer TalentED Perform website is located at the following web address:

<https://salemkeizer.talentedk12.com/perform/>

TalentED may also be accessed using the “TalentED Perform” link included on the “Staff” section of the Salem-Keizer Public Schools web page. As a cloud-based tool, TalentED is accessible from any computer connected to the internet and using the following software:

Internet Explorer 7.0 or higher, Firefox, or Safari with JavaScript enabled.\*

-TalentED Perform website, February 2012

## DO I NEED TO CREATE AN ACCOUNT FOR TALENTED PERFORM?

Accounts for Salem-Keizer Public Schools staff in TalentED Perform are created by the Salem-Keizer Human Resources department. All active staff members evaluated using the LEGENDS evaluation framework should already have active accounts in the TalentED system. For assistance on signing in to TalentED, please see the appropriate step-by-step tutorial located later in this document.

If you believe your account may not yet be set up, please contact the Staff Quality division of Human Resources at 503-399-3061 for assistance.

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## LOGGING IN TO TALENTED FOR THE FIRST TIME

### Step One:

Open your web browser and navigate to <https://salemkeizer.talentedk12.com/perform/> by either clicking on the link included in this tutorial or typing the address into the address bar (or URL bar) of your web browser (*Fig. 1*).

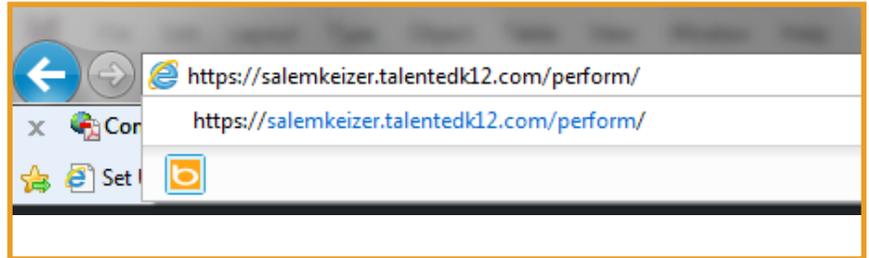


Fig. 1 - The TalentED Website Address and URL Bar

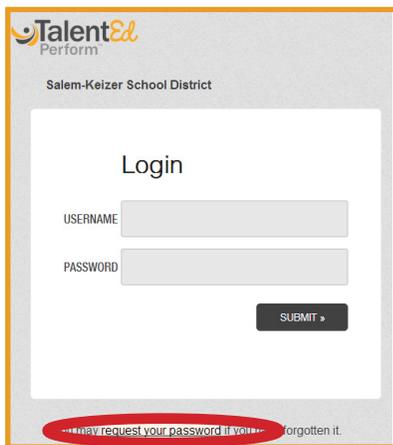


Fig. 2 - The TalentED Login Screen

### Step Two:

The TalentED login page requires both a username and password (see *Fig. 2*). For your first sign-in, however, you will need to request a password reset. To do so, click on “Request your Password” using the hyperlink below the sign-in screen.

### Step Three:

The “Reset Password” screen will appear (*Fig. 3*). Enter your Salem-Keizer email address into the field provided, and then click the “Submit” button.

If the email address is recognized, you will receive a “Success!” message indicating that an email containing a password reset link has been mailed to you.

If the email address was not recognized, please contact Staff Quality at 503-399-3061 for assistance.

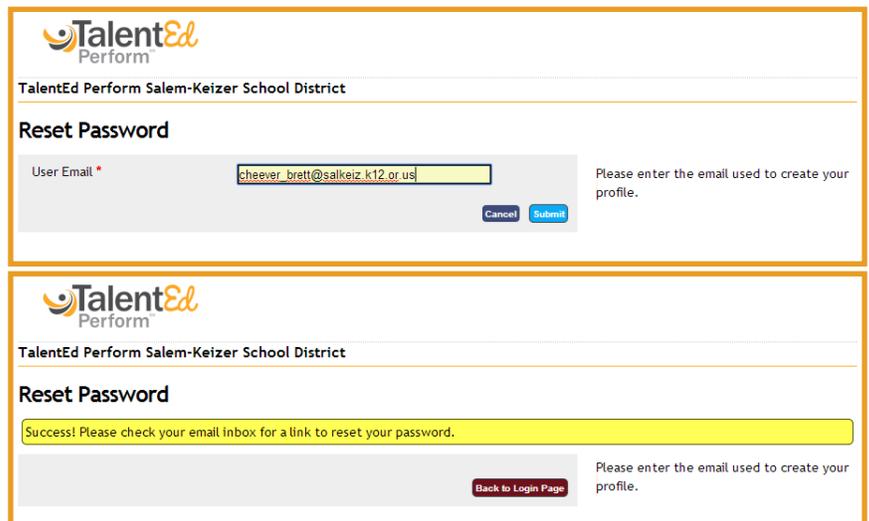


Fig. 3 - Requesting a Password Reset

# USING TalentED™ Perform

## LOGGING IN TO TALENTED FOR THE FIRST TIME (CONTINUED)

### Step Four:

A password reset email will be sent to you from TalentED Perform (with a subject of “Reset Password”. This may take several minutes to arrive, depending upon network traffic. Please be patient!

Once you receive the email, open it and select the “Reset Password” link located in the body of the message (*Fig. 4*).

This will open a page in your web browser which will allow you to set a password.

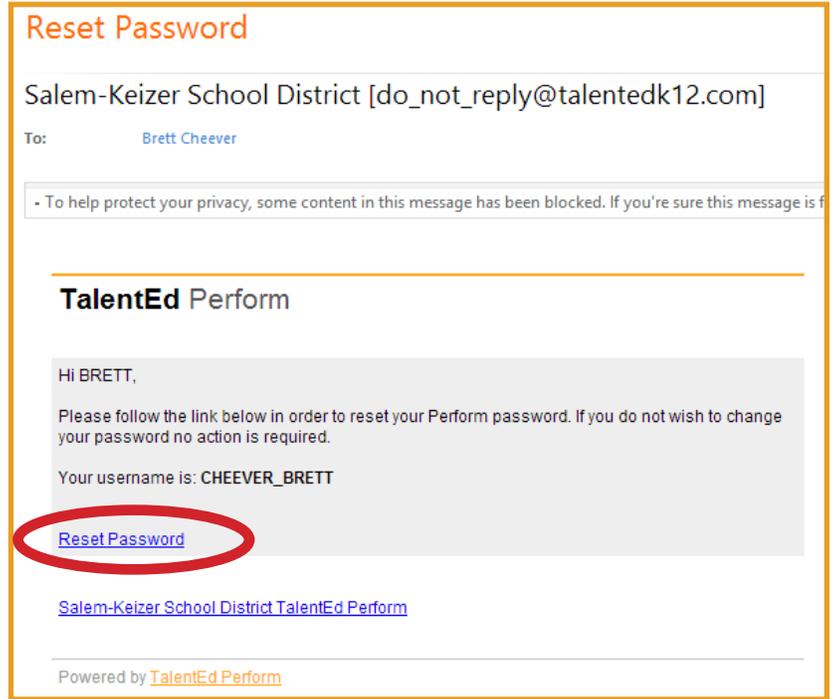


Fig. 4 - Password Reset Email

The screenshot shows the "Reset Password" form in a web browser. The form title is "Reset Password" and it is from TalentEd Perform Salem-Keizer School District. A note states: "Fields in **bold** and marked with an asterisk (\*) are required." Below this, there is a prompt: "Please enter a new password for your account." The form contains two input fields: "Password \*" and "Confirm Password \*". At the bottom right, there are "Cancel" and "Submit" buttons.

Fig. 5 - Password Reset Form

### Step Five:

In the fields provided, select and enter a password that is both easy for you to remember and hard for someone to guess (see *Fig. 5*). When finished, click “Submit”.

# USING TalentED™ Perform

## LOGGING IN TO TALENTED FOR THE FIRST TIME (CONTINUED)

### Step Six:

After clicking “Submit”, your screen will momentarily display a “Success!” message, then will return to the TalentED login page (*Fig. 6*).

The system is now ready for you to log in again, this time using your newly selected password:

**Username:** The FIRST half of your Salem-Keizer email address (usually `lastname_firstname`)

**Password:** Your New Password (chosen during Step Three)

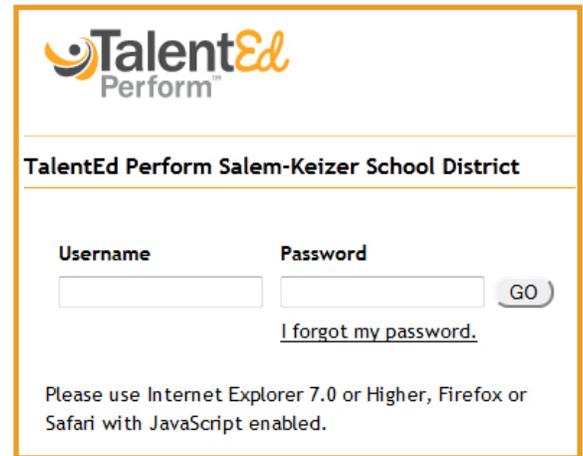
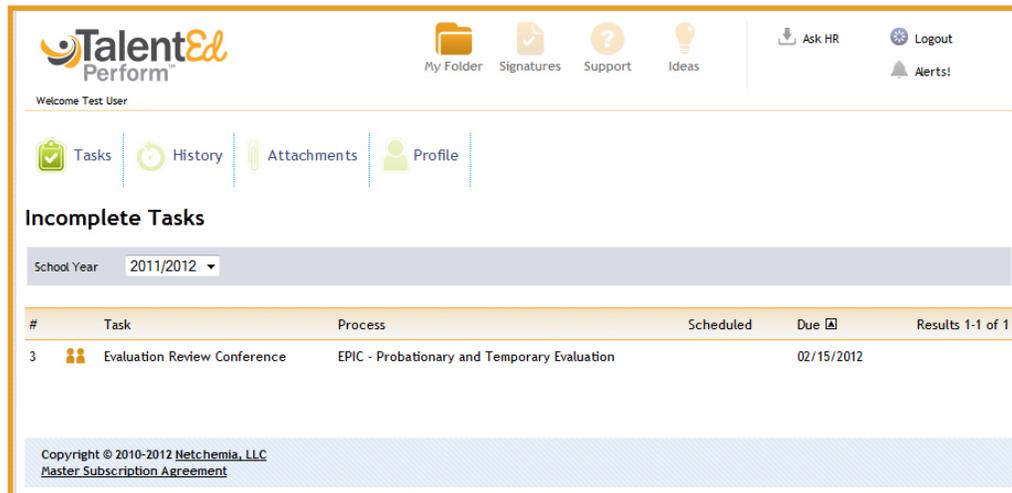


Fig. 6 - The TalentED Login Screen (Again)



#	Task	Process	Scheduled	Due	Results
3	Evaluation Review Conference	EPIC - Probationary and Temporary Evaluation		02/15/2012	1-1 of 1

Fig. 7 - The TalentED Home Screen (Logged In)

Your screen should now resemble the image above (*Fig. 7*).

**Congratulations, you have successfully logged in to TalentED!**

If you encounter difficulty in this process, please contact HR Staff Quality at 503-399-3061.

# USING TalentED™ Perform

## ACCESSING A DOCUMENT: FROM EMAIL REMINDER

### Step One:

When a document is ready for your review and signature, you will receive an emailed reminder which contains a link to the TalentED system labeled “Approve This Form” (*Fig. 1*).

To access the document, click on the “Approve This Form” link.

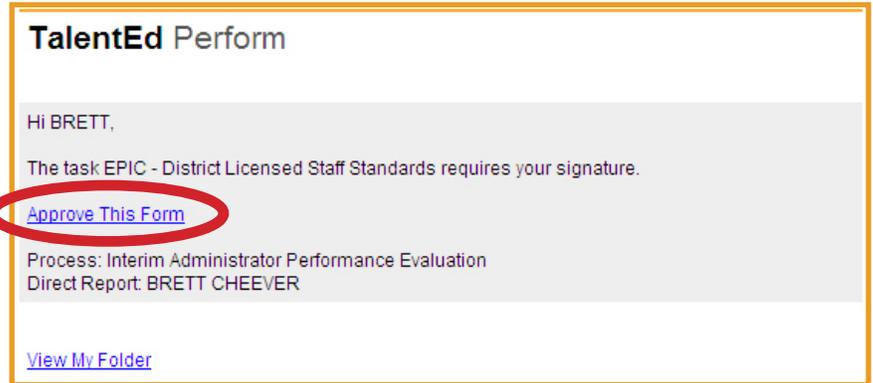


Fig. 1 - Email Reminder from TalentED

### Step Two:

After clicking “Approve This Form”, you will be taken to the TalentED login screen (*Fig. 2*). If this is your first time logging in, please see the “[Logging in To TalentED for the First Time](#)” instructions included elsewhere in this document. Otherwise, sign in using the guidance below:

**Username:** The FIRST half of your Salem-Keizer email address (usually [lastname\\_firstname](#))

**Password:** The Password You Selected After Your First Login

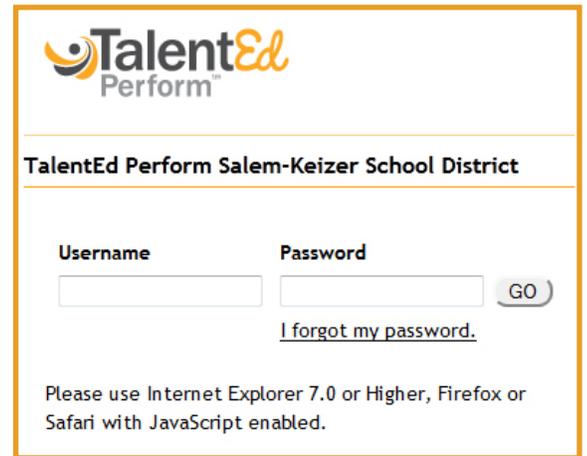


Fig. 2 - The TalentED Login Screen

**After signing in, you will be taken directly to your form for review.**

**Congratulations, you have successfully accessed a document in TalentED using an email reminder!**

**If you encounter difficulty in this process, please contact HR Staff Quality at 503-399-3061.**

# USING TalentED™ Perform

## COMPLETING A DOCUMENT

### Step One:

Throughout the year, you will be asked to fill out and submit several documents using the TalentED Perform system. For many staff, the first document completed will be the Initial Self-Assessment. While this walkthrough will use the Self-Assessment form as its example, these steps may be generalized to apply to any form.

To begin, log in to TalentED. If this is your first time logging in, please see the [“Logging in to TalentED for the First Time”](#) instructions included elsewhere in this document.

Fig. 1 - The TalentED Login Screen

### Step Two:

After signing in, you will be taken to the “Incomplete Tasks” screen (**Fig. 2**). This screen shows a number of upcoming tasks for completion during the current school year. Identify the form you would like to complete, and click the “Go To Form” button (**Fig. 2 - Circled**) located to the right of its name.

Some tasks, such as meetings, do not have a “Go To Form” button. Your supervisor will mark these as completed after they occur.

#	Task	Process	Scheduled	Due	Results: 1-9 of 9
1	Initial Self-Assessment	LEGENDS - Contract Teacher		09/26/2012	<b>GO TO FORM</b>
2	LEGENDS - Licensed Staff Job Description	LEGENDS - Contract Teacher		09/26/2012	GO TO FORM
4	Initial Professional Growth Conference	LEGENDS - Contract Teacher		09/26/2012	
6	Employee-Directed Professional Growth Goal #1	LEGENDS - Contract Teacher		10/08/2012	GO TO FORM
7	Employee-Directed Professional Growth Goal #2	LEGENDS - Contract Teacher		10/08/2012	GO TO FORM
8	Employee-Directed Professional Growth Goal #3	LEGENDS - Contract Teacher		10/08/2012	GO TO FORM
12	Interim Self-Assessment	LEGENDS - Contract Teacher		01/31/2013	GO TO FORM
14	Interim Professional Growth Conference	LEGENDS - Contract Teacher		01/31/2013	
20	Summative Evaluation Conference	LEGENDS - Contract Teacher		05/15/2013	

Fig. 2 - The TalentED “Incomplete Tasks” Screen

# USING TalentED™ Perform

## COMPLETING A DOCUMENT (CONTINUED)

### Step Three:

After selecting “Go To Form”, your selected document will be load and is ready for completion. Questions on the document may be presented in a number of formats, from text boxes to interactive buttons. In the Self-Assessment form (*Fig. 3*), you will be asked to assess your performance against a variety of indicators by clicking on the rubric level which you feel best represents your current practice. Do this by clicking the circle located just above each appropriate rubric item (*Fig. 3 - Circled*).

Complete the form by selecting your answers, scrolling down to advance to additional questions.

	Does Not Meet Standard	Developing Proficiency Toward Standard	Proficient Relative to Standard	Exceeds Standard
<b>1.1 Demonstrates an understanding of how children/adolescents learn and develop.</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Demonstrates minimal knowledge of student patterns of learning and development.	Demonstrates basic knowledge of student patterns of learning and development.	Demonstrates thorough knowledge of student patterns of learning and development.	Is a resource for colleagues in understanding and interpreting student patterns of learning and development.

Fig. 3 - The Self-Assessment Rubric

### Step Four:

In many documents, additional information about questions is available via hyperlinks embedded directly into the form. In your self-assessment, these can be found at the start of each overall standard (*Fig. 4*). Clicking this hyperlink will open an additional window or tab which will display a copy of the relevant standard with additional guiding questions and evidence that are related to the themes and topics the standard covers.

This additional information is available for two specific reasons - to help you consider new ways to view or measure your own practice (as it relates to the standard), and to help guide your administrator in identifying how a standard may be demonstrated in your unique classroom.

#### Standard 1: Learner Development

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

[Click here for Guiding Questions and Evidence related to this Standard.](#)

Fig. 4 - Guiding Questions and Evidence Hyperlink

# USING TalentED™ Perform

## COMPLETING A DOCUMENT (CONTINUED)

### Step Five:

When you are ready to save your work in a document, you will use the series of blue buttons located in the bottom-left of the screen (*Fig. 5*). These buttons function as follows:

- **Back** - Takes you back to the previous screen (without saving)
- **Save Progress** - Saves your work in the current document
- **Save & Submit** - Saves your work, locks the document (preventing future editing), and submits the form for signatures. Used when the form is completely finished.

When you are ready to sign your document and submit it to your supervisor, click “Save & Submit”. You will be asked to confirm your selection, after which the form will be locked.

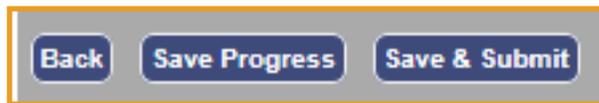


Fig. 5 - Back and Save Buttons

### Step Six:

After using “Save & Submit” to finalize your document, it is now time to apply your electronic signature. This can be done two different ways - by going directly to the signature page immediately after submitting your form, or by using the email reminder (which is sent to you automatically after using “Save & Submit” - for more information on this method, see [“Signing a Document in TalentED: From Email”](#)).

The signature page can be accessed by clicking the “Signatures” icon, located in the upper-right corner of the screen. When a document is pending a signature (or other action) from you, this icon will display a small red starburst and a number indicating how many items currently require action.

Click the signature icon to go to the signature page to electronically sign your form.

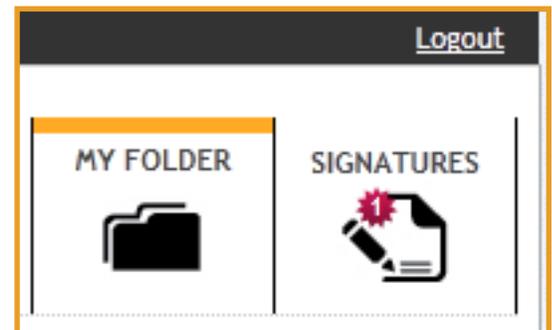


Fig. 6 - A Pending Signature Notice

# USING TalentED™ Perform

## COMPLETING A DOCUMENT (CONTINUED)

### Step Seven:

The Signatures page displays a list of all documents currently awaiting your signature. Locate the form you wish to review and sign, then click the “Review” button located to the right of the form name (*Fig. 7*).

Document	Direct Report	Process	Responsible Person	Action Required
LEGENDS - Initial Self-Assessment	T. User	LEGENDS - Contract Teacher		Signature <span style="float: right;"><b>REVIEW</b></span>

Fig. 7 - Document Pending Signature on Signatures Page

### Step Eight:

Take a few moments to review the document and familiarize yourself with its content. If necessary, you may also choose to print a hard copy of the document by clicking on the print icon located in the upper-right portion of the screen.

When you are ready, scroll down to the bottom of the document to apply your electronic signature.

The screenshot shows the TalentED Perform interface. At the top, there is a navigation bar with icons for My Staff, HR Tools, My Folder, Signatures, Support, and Ideas. Below the navigation bar, the user is logged in as BRETT CHEEVER. The main content area displays a document titled "EPIC - District Licensed Staff Standards". The document content includes a list of standards (1.00 - Professional and Personal) with their respective status (Met or Not Met). A print icon is circled in red in the top right corner of the document view.

Fig. 8 - An Example Document in TalentED

Signature	
Current User	BRETT CHEEVER
Date	2/10/2012
Signature *	<input type="text" value="Brett Cheever"/>
	<input checked="" type="checkbox"/> I have read and accept the <a href="#">Electronic Signature Statement</a> .
Comments	<input type="text" value="Optional comments go here!"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Fig. 9 - The TalentED Signature Box - Completed

### Step Nine:

To electronically sign your document, type your name into the box marked “Signature”. If you wish to provide comments, you may type these into the box labeled “Comments”. When finished, click “Submit”. After submitting your signature, a date/time stamp, and any comments provided will be permanently attached to the document.

**Congratulations, your document is now complete!**

# USING TalentED™ Perform

## SIGNING A DOCUMENT IN TALENTED: FROM EMAIL

### Step One:

When a document is ready for your review and signature, you will receive an emailed reminder which contains a link to the TalentED system labeled “Approve This Form” (*Fig. 1*). To access the document, click on the “Approve This Form” link, then sign in to TalentED.

(For additional instructions on using the email reminder to access TalentED, please see the “[Accessing a Document: From Email Reminder](#)” instructions included elsewhere in this document.)

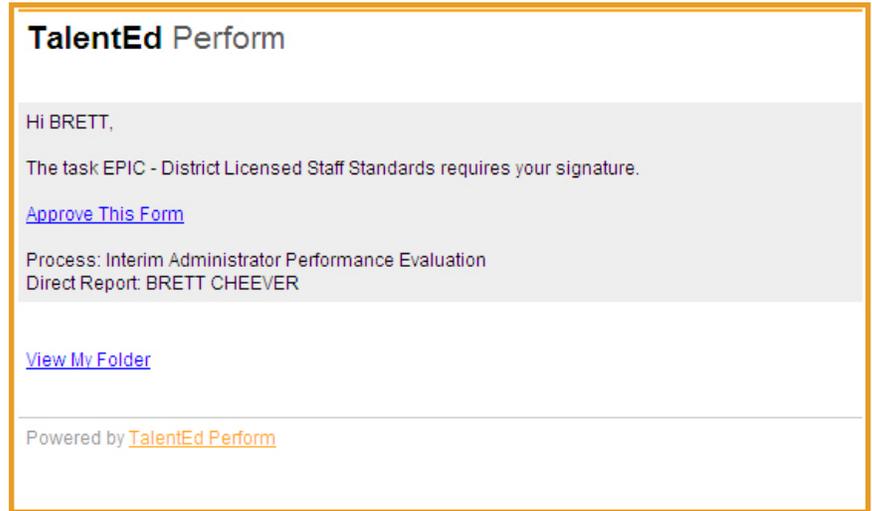


Fig. 1 - Email Reminder from TalentED

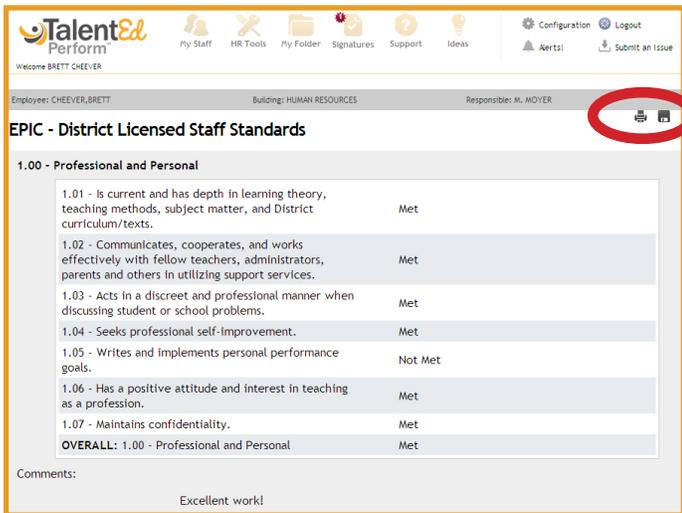


Fig. 5 - An Example Document in TalentED

### Step Two:

After signing in to TalentED, you will be taken directly to the document requiring your review (*Fig. 2*).

Take a few moments to review the document and familiarize yourself with its content. If necessary, you may also choose to print a hard copy of the document by clicking on the print icon located in the upper-right portion of the screen.

When you are ready, scroll down to the bottom of the document to apply your electronic signature.

# USING TalentED™ Perform

## SIGNING A DOCUMENT IN TALENTED: FROM EMAIL (CONTINUED)

### Step Three:

The signature box is located at the bottom of each document requiring your review (*Fig. 3*). It includes areas to capture both your electronic signature and any optional comments you may wish to provide.

It is important to note that applying your electronic signature to a document indicates receipt of the document **only**. It does **not** indicate agreement with the document's content.

Fig. 3 - The TalentED Signature Box

### Step Four:

To electronically sign your document, type your name into the box marked "Signature". If you wish to provide a response or comments, you may type these into the box labeled "Comments" (*Fig. 4*). When finished, click "Submit".

After submitting, your signature, a date/time stamp, and any comments provided will be permanently attached to the document.

Fig. 4 - The TalentED Signature Box - Completed

Process	Document	Direct Report	Responsible Person	Action Required
Interim Administrator Performance Evaluation	EPIC - Licensed Staff Evaluation	B. CHEEVER	M. MOYER	Signature <b>EDIT</b>

Fig. 5 - The TalentED Signature Screen

After signing your document, you will be taken to the TalentED signature screen (*Fig. 5*). If other documents are pending your signature, they will appear on this list. To access the document, click the "Review" button to the right of the document name. Otherwise, you are finished!

**Congratulations, you have successfully signed a document in TalentED!**

If you encounter difficulty in this process, please contact HR Staff Quality at 503-399-3061.

# USING TalentED™ Perform

## VIEWING COMPLETED DOCUMENTS

### Step One:

Completed and signed documents from both the current and prior you can always be reviewed within TalentED. To view these documents, make sure that you are on the “My Folder” screen (by confirming that the “My Folder” icon in the top-right of the screen is selected”), then click the “History” icon (*Fig. 1*).

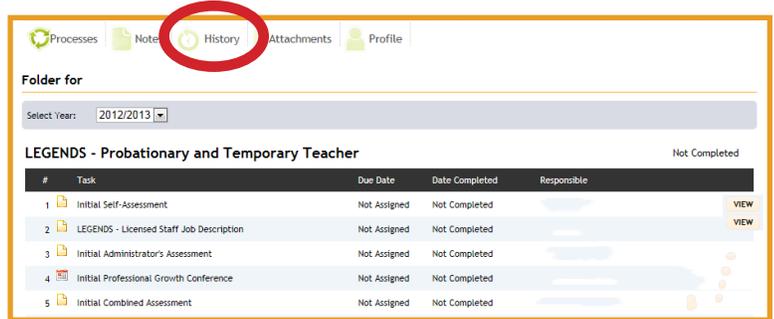


Fig. 1 - The TalentED History Screen

### Step Two

From the history screen, you may view any completed documents by clicking the “View” button located to the right of the form.

You may also view completed forms from prior academic years. To do this, change the academic year displayed next to “Select Year” on the left side of the screen (*Fig. 2*)

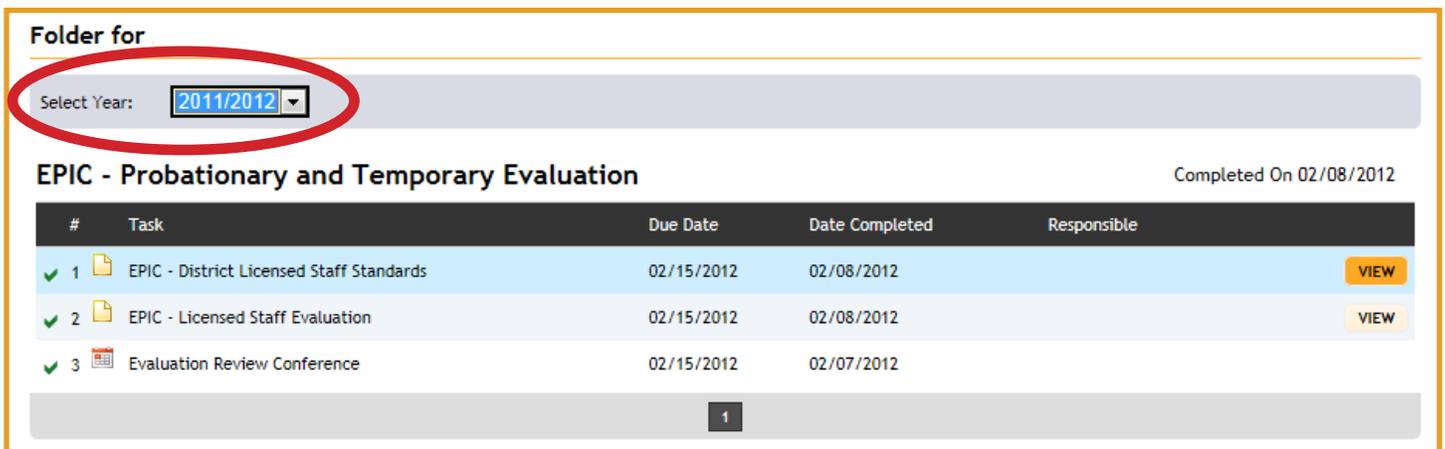


Fig. 2 - History Screen - Prior Year (with “Select Year” circled)

**Congratulations, you have successfully viewed completed and prior year documents in TalentED!**  
If you encounter difficulty in this process, please contact HR Staff Quality at 503-399-3061.

# USING TalentED™ Perform

## QUESTIONS?

The preceding directions were designed to walk through the most common steps and/or questions involved in accessing TalentED. Future revisions to the document will add tutorials for other tasks or processes. Should you have any questions, please contact our office at (503) 399-3061 or email Brett Cheever at [cheever\\_brett@salkeiz.k12.or.us](mailto:cheever_brett@salkeiz.k12.or.us).

Thank you!