


# ACIS Teacher Appraisal 2014-2015: Completing MidYear Appraisal (Admin)

July 19, 2014

**Step A.** *Navigate to Teacher's MidYear Appraisal:* Log onto ACIS, click on your evaluation participation Tab, search for teacher,



MidYear Appraisal Contains 5 Activities

**Step B.** *Personnel Status Information:*

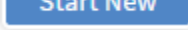
**Enter Administrator's Name:** Evaluators first and last name

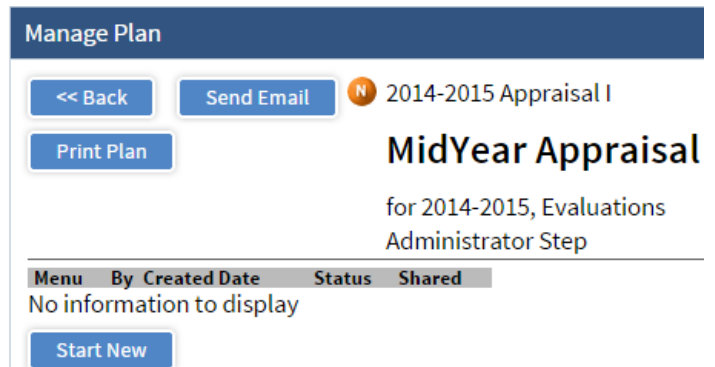
**Select Employee Status:** Newly Hired, Annual Contract, or Professional Services.

**Note:** *Selecting yes acknowledges the administrator has adhered to PPC Code of Ethics, reviewed the teacher's performance Data, and an initial planning conference was held and the teacher's PDP was created.*

Administrator's Name:	<input type="text"/>
Year:	2014-2015
Teaching Assignment:	Default District: **Temporary Training Site
Employee Status:	Newly Hired <input type="text"/>
A. Adheres to PPC Code of Ethics 6B.1.001 Administrative Rules, State Board of Education:	Yes <input type="text"/>
B. Administrator has reviewed the performance of this teacher's students:	Yes <input type="text"/>
C. Initial planning conference held and Professional Development Plan created:	Yes <input type="text"/>

**Step C.** *MidYear Appraisal*

Select  and complete the appraisal.



Manage Plan

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[Print Plan](#)

## MidYear Appraisal

for 2014-2015, Evaluations  
Administrator Step

Menu	By Created Date	Status	Shared
No information to display			

[Start New](#)

## Completing the Appraisal

For each indicator, select a rating. Select the edit button to provide evidence based feedback

Domain I: Creating a Culture for Learning	Rating	Comments
The teacher creates and facilitates, for and among students, a classroom environment of respect and positive relationships, where diversity is accepted and valued. <a href="#">View Rubric</a>	<input type="text" value="Not Evaluated"/> Not Evaluated 1-Unsatisfactory 2-Needs Improvement 3-Developing 4-Effective 5-Highly Effective	<a href="#">Edit</a>

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*MidYear Appraisal continued...*

Once completed **Save and Exit**. Once you review the MidYear Appraisal with the teacher, you can go back into the plan Share and then Finalize.

**Appraisal can be shared and finalized from the landing view.**

If you have any documents you would like to include with the appraisal, use the **Manage Files** tool.

Once you share, teachers have access to the same view and can print out any parts of the appraisal they choose.

MidYear Appraisal

Observing: Evaluations 2014-2015

Print Print Plan **Save & Exit**

facilitates, for and among students, a classroom environment of respect and

Save Changes Share Finalize

Evaluations

Manage Plan

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Print Plan

**MidYear Appraisal**  
for 2014-2015, Evaluations  
Administrator Step

Menu	By	Created Date	Status	Shared
1	CHAUNCEY E. FREEMAN	01/06/2015	In Progress	

Domain I: Creating a Culture for Learning

- The teacher creates and facilitates, for relationships, where diversity is accepte
- B: The teacher creates and facilitates
- C: The teacher organizes and maintai
- D: The teacher implements effective

Feedback Continue **Share** Finalize Manage Files

**Step D.** *MidYear Appraisal Conference*

**Required Field(s)**

**Time and Date of Conference:** 12 : 15 PM on 01/07/2015 Reset

**Additional Comments:** Bring any documentation you would like to share and/or include as a part of your appraisal. Mr. Principal

Save Save & Exit Cancel

**Reminder(s):** Make sure to Mark Complete this step. Marking complete auto generates and send the following notification to the teacher:

Mid-Year Appraisal Conference Notification Inbox x

ACIS@gm.sbac.edu 11:44 AM (0 minutes ago)

Dear **Teacher Name**, **Admin Name** has selected a Date and Time to review your MidYear Appraisal. Go to the MidYear Appraisal-Teacher acceptance step and acknowledge the date and time and Mark Complete. Use the email tool to reschedule if there is a conflict with the date and time selected.

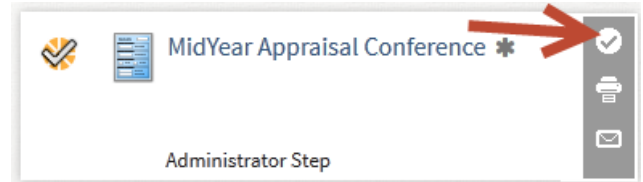
[Click here to access 2014-2015 Appraisal I for Evaluations 2014-2015](#)

**DO NOT RESPOND TO THIS NOTIFICATION. USE THE EMAIL TOOL TO COMMUNICATE WITH YOUR ADMINISTRATOR.**

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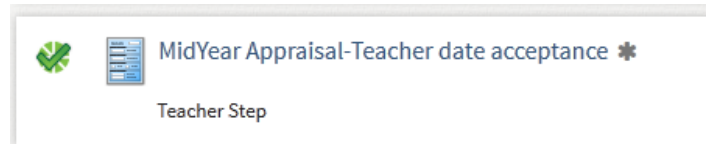
**If you leave the step and forget to Mark Complete, you can also Mark Complete outside of the step.**

You will know you did not Mark Complete if the check is Orange. In this case, click on the circle with the check to the right of the container to Mark Complete.



**How do I know if the teacher has accepted the data and time for the Appraisal Conference?**

Once the teacher acknowledges, ACIIS will send an auto notification letting you know the date and time the appraisal has been acknowledged and the teacher step will also be Marked Complete 🟢.



**How do I know if the teacher has acknowledged the MidYear Appraisal?**

Once the teachers acknowledges, ACIIS will send you an auto notification letting you know the appraisal has been acknowledged and the teacher step will also be Marked Complete.

