



TED POINTERS:

- Once you complete a self-reflection, the information will be transferred into the supervisor pre-assessment form and no longer available as a stand-alone form.
- You must 'Save and Submit' your goals in order for them to be submitted to your supervisor for approval.
- The Goal forms are an approval process – a three step process. They are first submitted to the supervisor for approval. They can be approved or denied for revisions. If they are denied, you will receive an email notice that revisions are needed. Once approved by the supervisor they must be signed by the teacher and signed by the administrator to be complete.
- You will receive weekly email reminders about incomplete processes until all signatures have been obtained. It may be waiting on yourself or your supervisor.
- If you need forms “unlocked” after they are submitted, contact Human Resources for assistance.
- Collections of Evidence Folders are located at the bottom of the process. They can be used at any time.
- Collection of Evidence Folders can only hold up to three attachments, if more are needed, contact Human Resources for assistance.
- Approval processes will only be seen by the designated evaluator, if applicable.
- Some documents, such as walkthroughs, are available to view in the history folder after completion by the supervisor.
- If you create meetings in a different time zone, the Google calendar may not sync them correctly.
- If you have log-in issues, please contact Human Resources.

For TED assistance, please contact Chelsi Sholty or Jennie Scarborough as your first point of reference.

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