HUMAN RESOURCES - STAFF QUALITY PRESENTS:

USING TalentED™ Perform

A “Quick Start” Guide for Licensed Staff
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TalentED Perform™ is a registered trademark of Netchemia, LLC.
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.

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

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.
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.

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”.

Fig. 4 - Password Reset Email

Fig. 5 - Password Reset Form
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)

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.
**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](image1)

**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](image2)

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.
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.

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.
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.

![Fig. 3 - The Self-Assessment Rubric](image)

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.

![Fig. 4 - Guiding Questions and Evidence Hyperlink](image)
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.

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.
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).

![Fig. 7 - Document Pending Signature on Signatures Page](image)

**Documents Awaiting Your Signature**

<table>
<thead>
<tr>
<th>Document</th>
<th>Direct Report</th>
<th>Process</th>
<th>Responsible Person</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGENDS - Initial Self-Assessment</td>
<td>T. User</td>
<td>LEGENDS - Contract Teacher</td>
<td>Signature</td>
<td>REVIEW</td>
</tr>
</tbody>
</table>

**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.

![Fig. 8 - An Example Document in TalentED](image)

**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!
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.)

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.
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.

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.

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.
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.
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.

Thank you!