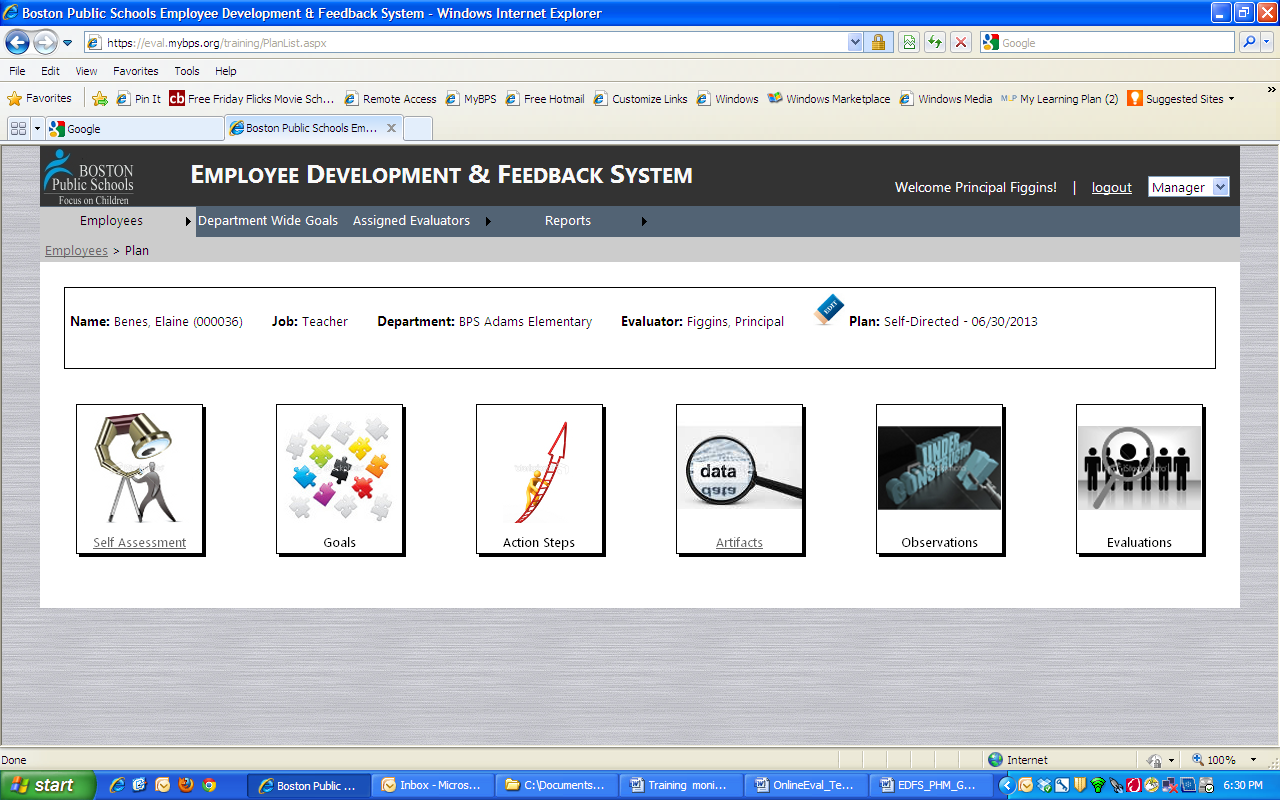
**Online Educator Development & Feedback System (EDFS)**

**Self-Assessment Guide**

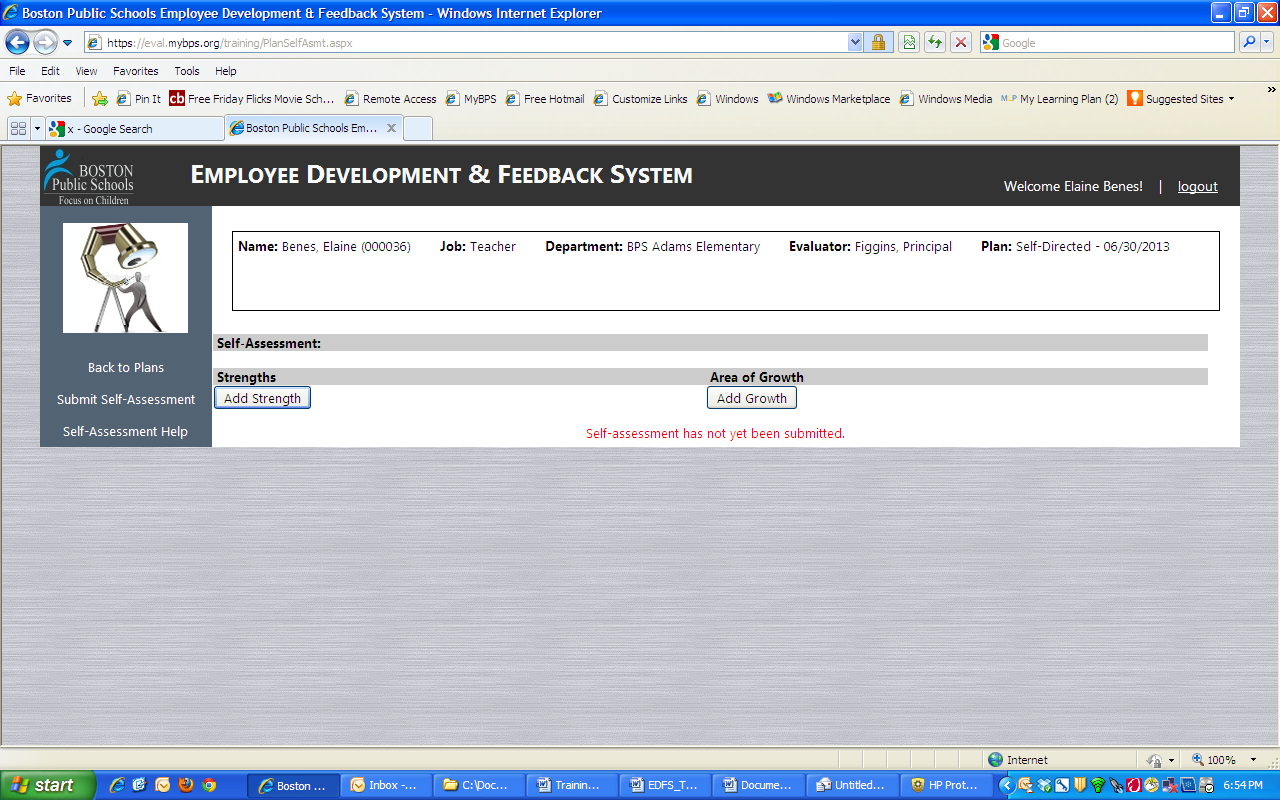
***For teachers &other employees***

1. Principal Activates Plan
   1. You will receive an email once your Principal/Headmaster has started your evaluation plan on the EDFS. You cannot submit your self-assessment until your plan has been activated.
2. Login to the Educator Development & Feedback System:
   1. Go to <http://eval.mybps.org/> and login using the following information:
      1. Username: Employee ID
      2. Password: Current BPS Password
3. Self Assessment
   1. Select the ***Self-Assessment*** link on your home page:

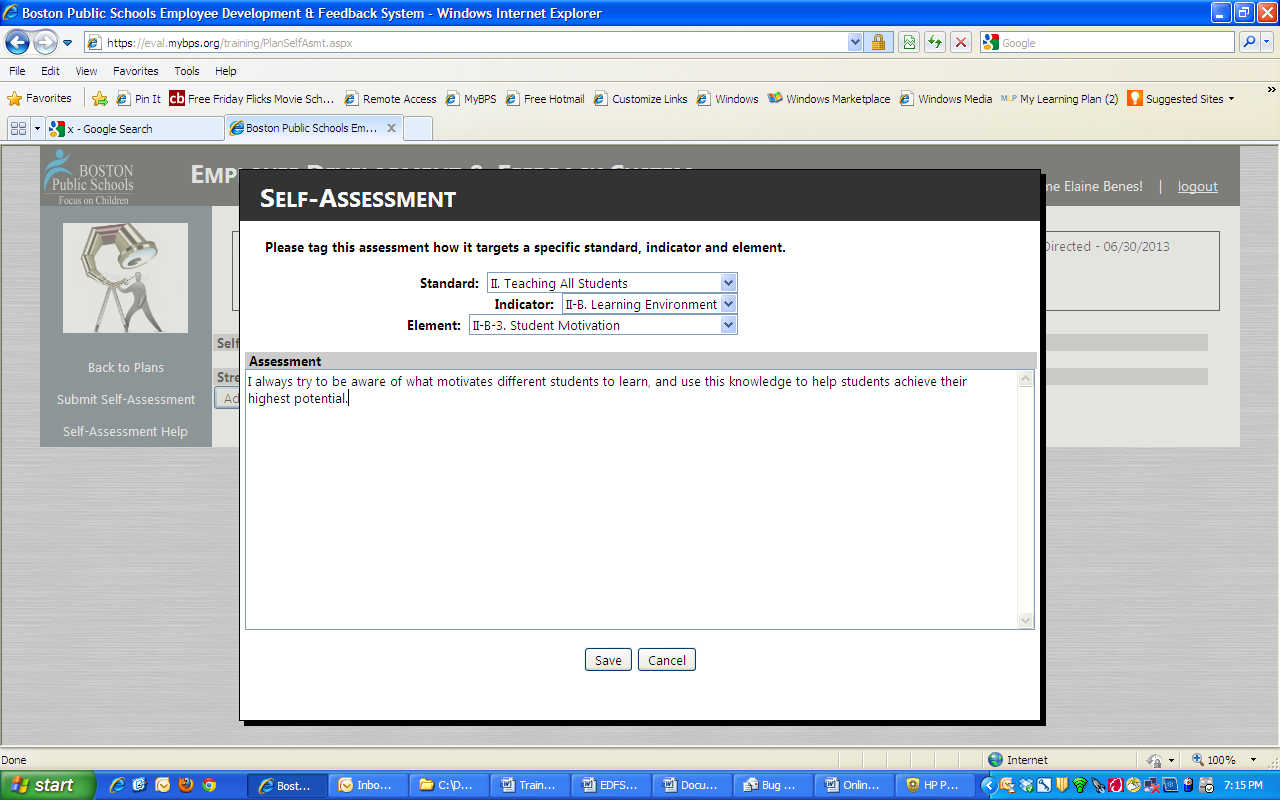


In this section of EDFS, you will enter your areas of professional strength and growth. You will also select the element of the teacher rubric to which these areas of strength/growth are connected.

* 1. Select ***Add Strength*** to submit a professional strength you have identified in yourself:



* + 1. The following pop-up text box will appear on your screen:

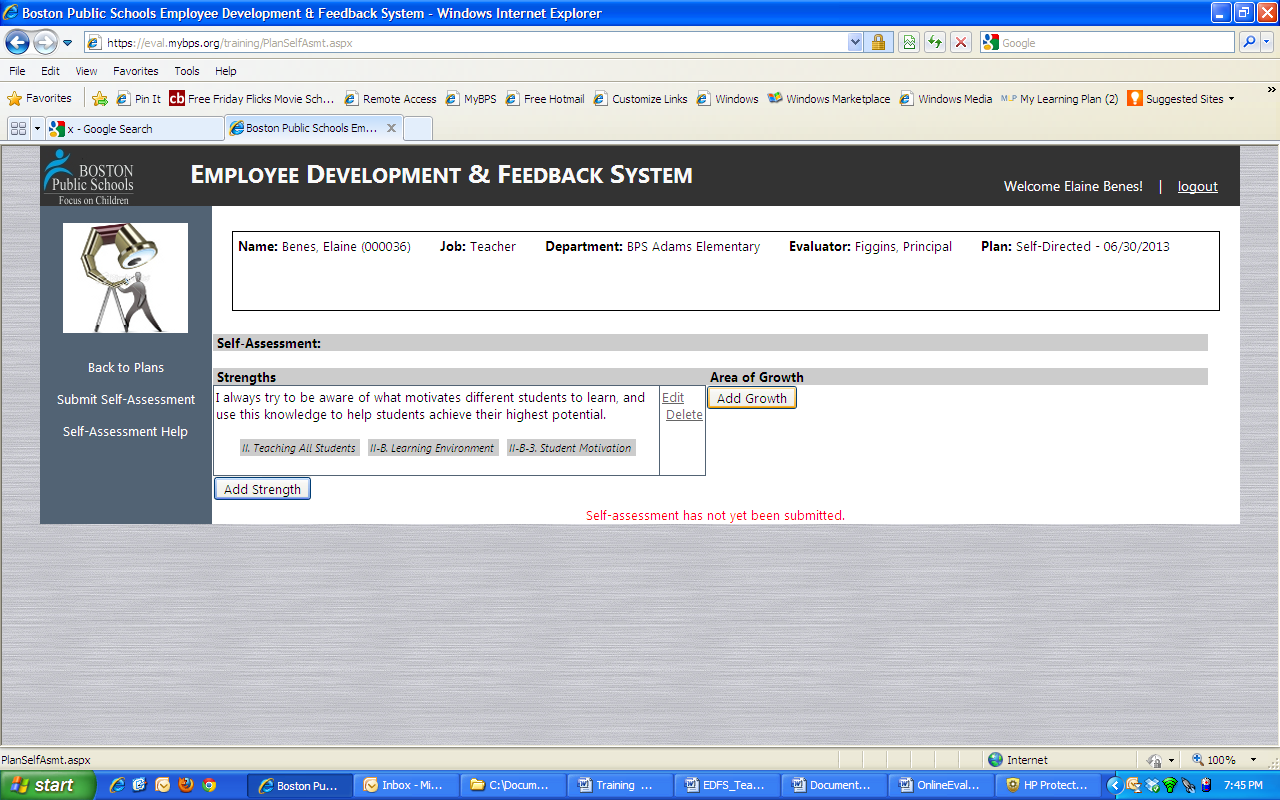


**1)** Select the Standard, Indicator, and Element within the Rubric that to which your strength is most connected.

**2)** Enter the assessment of your strength into this text box.

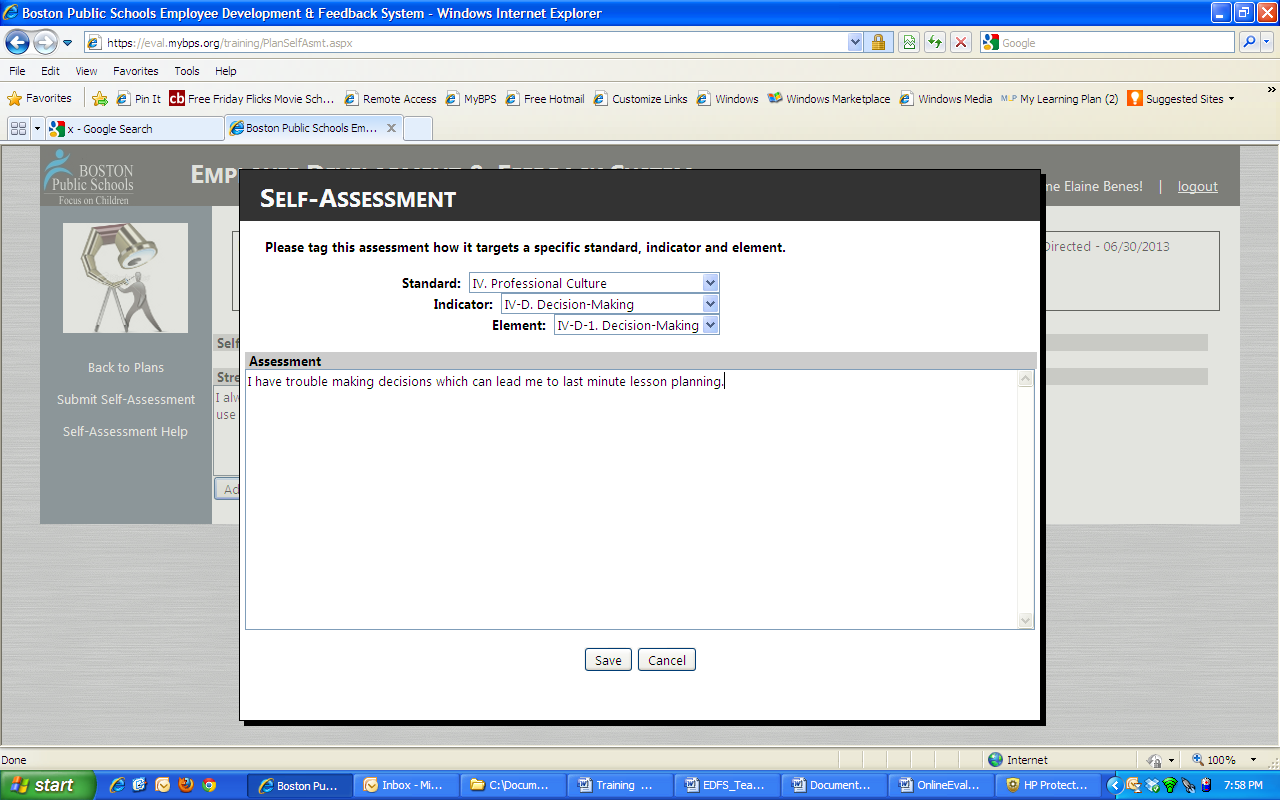
**3)** Select *Save*.

* 1. Repeat step b. to add additional growths to your self-assessment.
  2. Select ***Add Growth*** to submit an area of professional growth you have identified in yourself:



* + 1. The following pop-up text box will appear on your screen:

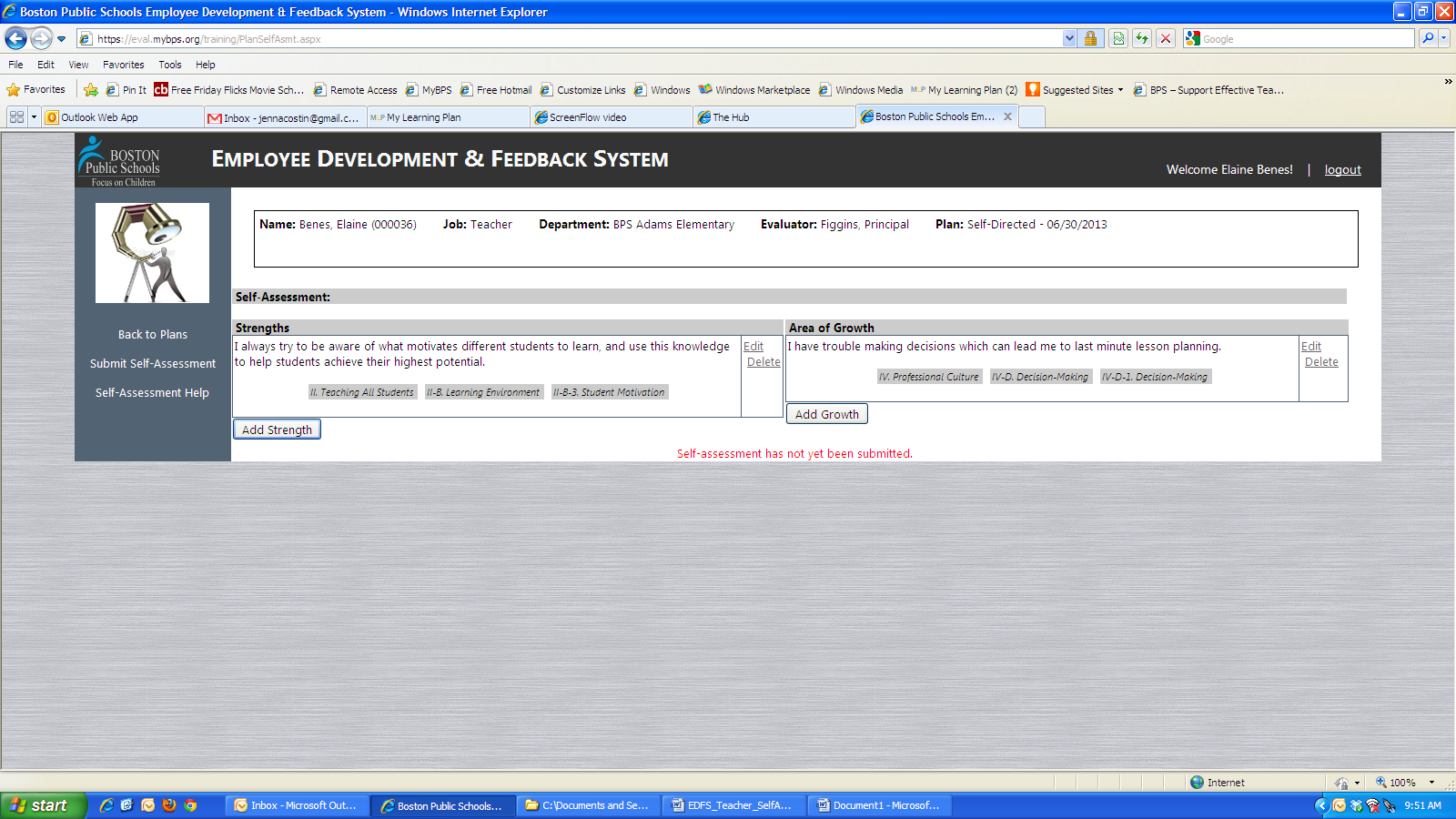
**1)** Select the Standard, Indicator, and Element within the Rubric that to which your area of growth is most connected.



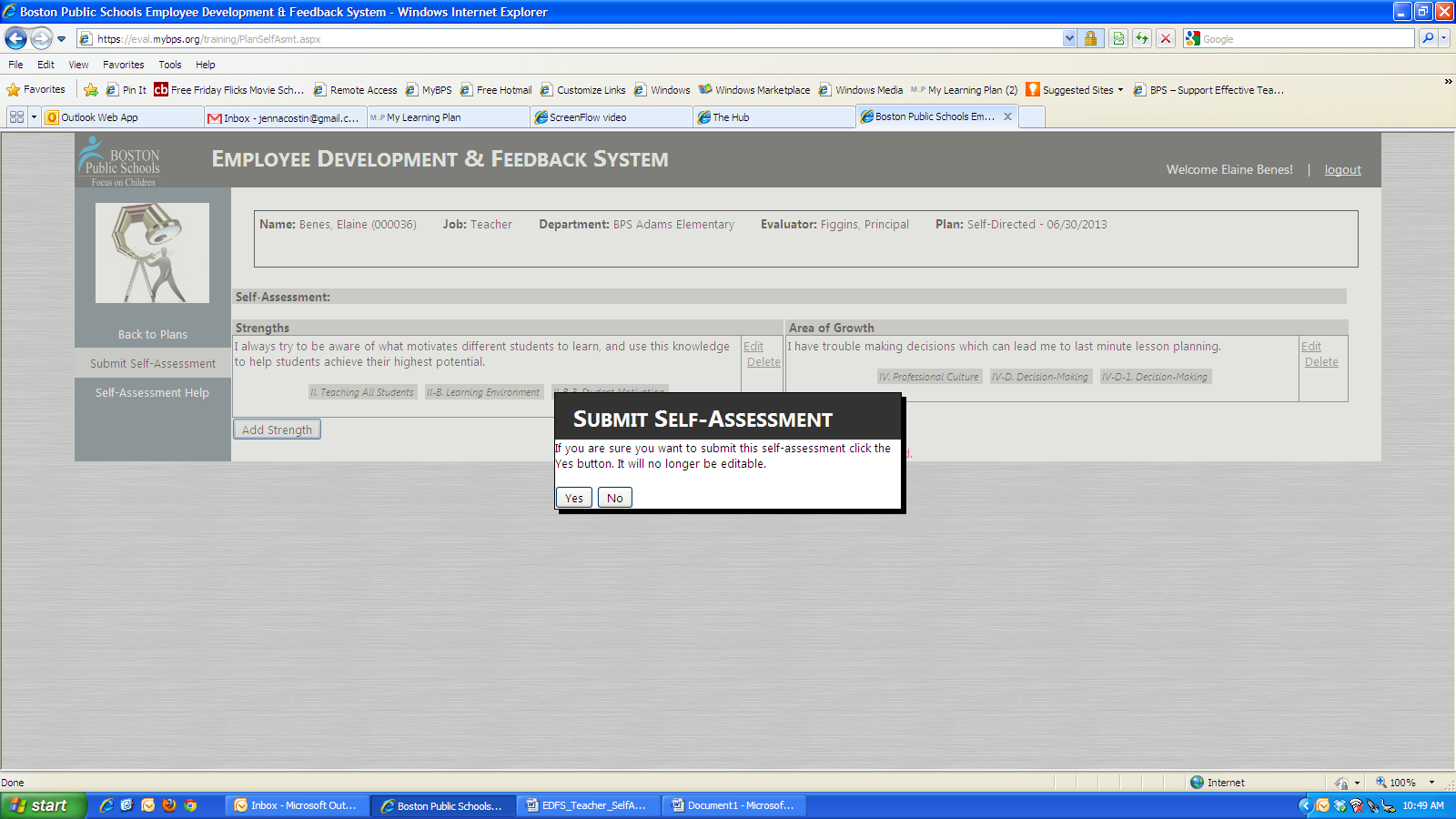
**3)** Select *Save*.

**2)** Enter the assessment of your area of growth into this text box.

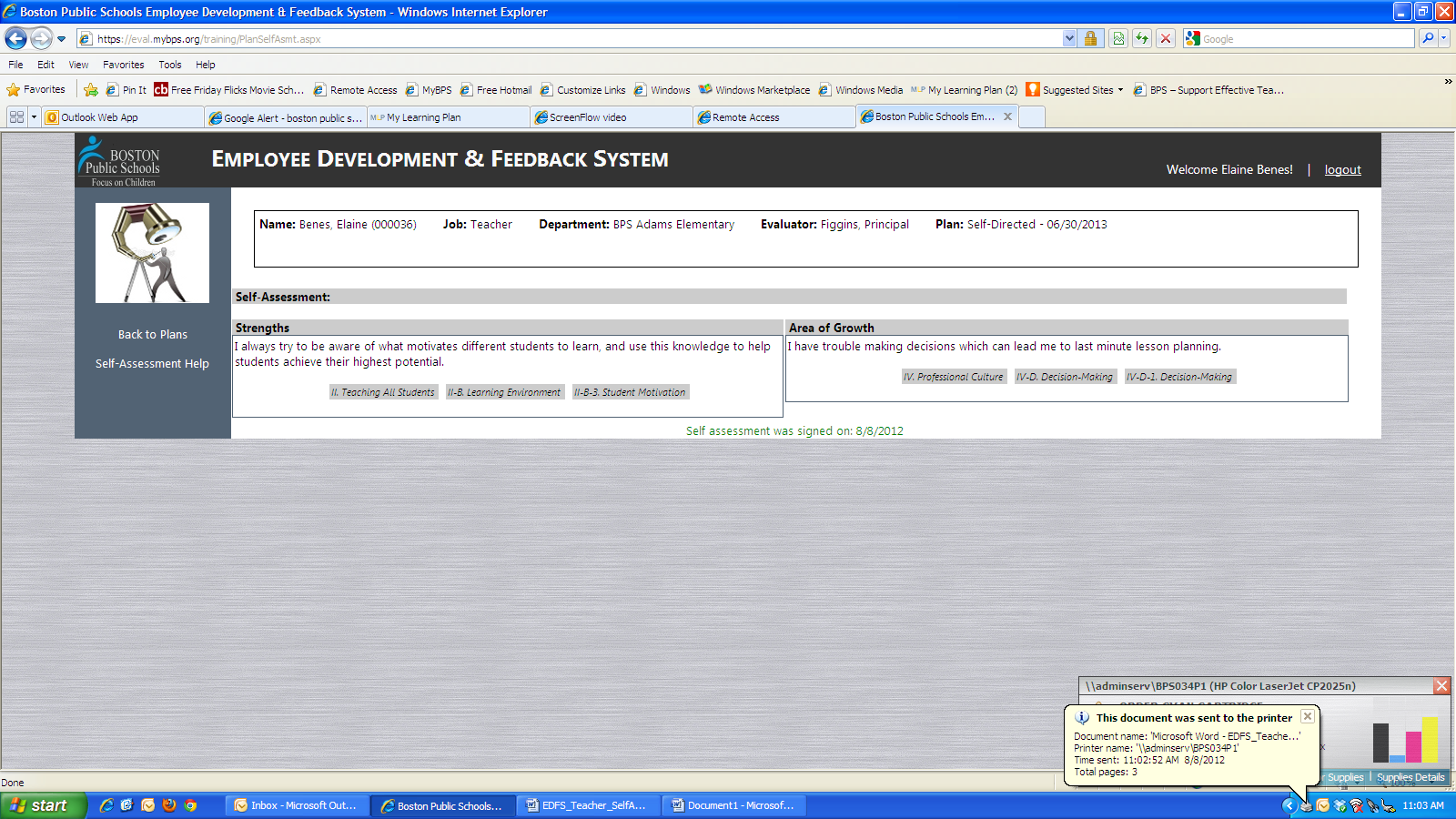
* 1. Repeat step d. to add additional areas of growth to your self-assessment.
  2. Once you have added all of your strengths and areas of growth, submit your self-assessment to your evaluator by selecting ***Submit Self-Assessment***:



* 1. After selecting Submit Self-Assessment, you will select ***Yes*** on the following pop-up box:



* 1. Now your Self-Assessment has been submitted to your evaluator, and the following message will appear on your self-assessment screen:



* 1. Now you are finished with your self-assessment and can begin creating your goals!