

## Using Mobile for Walk Thru Posting: Pointe Coupee Parish

### Add Mobile to Home Screen on Smart Device

#### Android Devices:

1. Open Chrome, then browse to <https://jgrade.pcpsb.net/mobile>
2. In the upper right of the screen, tap the menu icon (three dots arranged vertically).
3. Select "Add to Home Screen".
4. An icon will display on your home screen. Move it to the desired screen, or as one of the primary shortcuts at the bottom of the device.

#### iOS Devices (iPhone, iPad):

1. Open Safari, then browse to <https://jgrade.pcpsb.net/mobile>
2. Tap the "Share" icon (rectangle with up arrow).
  - iPad - located in top bar of screen.
  - iPhone - located across bottom bar of screen.
3. Tap the "Add to Home Screen" icon.
4. An icon will display on your home screen. Move it to the desired screen, or as one of the primary shortcuts at the bottom of the device.

### Walk Thru Posting

**This program will give an administrator the ability to perform a Walk Thru observation using the forms setup in the [Walk Thru Editor](#).**

1. On your device, Log into mobile: <https://jgrade.pcpsb.net/mobile>
2. Tap on **Walk Thru**.
3. If the user is a central office administrator, they will be asked to pick a school. If the user is a school level user, they will be asked to select the teacher being observed.
4. After the teacher is selected, select the class being observed.
  - *Note: Class period, course name, section number, semesters taught, and any comments from the Master Schedule will be displayed to help the user select the appropriate class.*
5. Select the form to use for the observation.
  - Note: The selected teacher's name will be displayed at the top of the form.
6. Check the items within each component the teacher is performing.
7. Rate how well the teacher did within the component on a scale from 1 – 4.
8. Comments can be added for each component.
9. Once the user completes the observation....
  - Click **Save** to save the results of the observation, but not immediately publish the results for the teacher to view.
  - Or**
  - Click **Save & Publish** so that the teacher can immediately view their results.

## Walk Thru Results

This report allows the administrator to review Walk Thru's entered on Mobile, edit them, and publish them to the teacher.

1. On the left navigation panel, select **Human Resources > List > Walk Thru Results**
2. Setup Options
  - **Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
  - **District** - Default value is based on the user's security settings. It will be limited to their district only.
  - **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
  - **Staff Being Evaluated** - Click this field to select the staff that has been evaluated in order to see the evaluation results
  - **Evaluator** - This field will have the ID number of the person who performed the evaluation
  - **Form** - Click this field to select from the list of available/printable forms.
  - **Component** - Click this field to select the available results.
  - **From Date** - Beginning date of the date range for selecting evaluation results
  - **To Date** - Ending date of the date range for selecting evaluation results
  - **OK** - Click to continue

### Main

Staff Name	Staff Id	Evaluator Name	Evaluator ID	Timestamp of Rating	Rating	Component	Description	Comments	Publish	Sch	Section	Course Name	Semesters	GD	Date
	299818	ADMIN ADMIN	789705	02/21/2018 09:45:19	5				<input checked="" type="checkbox"/>	010	010107	ENGLISH II	S1,S2	10	
	299818	ADMIN ADMIN	789705	02/21/2018 09:45:19	NA				<input checked="" type="checkbox"/>	010	010107	ENGLISH II	S1,S2	10	
	299818	ADMIN ADMIN	789705	02/21/2018 09:49:33	1				<input checked="" type="checkbox"/>	010	010243	ENGLISH III HNRS	S1,S2	09	
	299818	ADMIN ADMIN	789705	02/21/2018 09:49:33	1				<input checked="" type="checkbox"/>	010	010243	ENGLISH III HNRS	S1,S2	09	
	299818	ADMIN ADMIN	789705	02/21/2018 09:50:10	3				<input checked="" type="checkbox"/>	010	010089	ENGLISH III HNRS	S1,S2	09	
	299818	ADMIN ADMIN	789705	02/21/2018 09:50:10	2				<input checked="" type="checkbox"/>	010	010089	ENGLISH III HNRS	S1,S2	09	

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### Column Headers

- **Staff Name**--Name of staff being evaluated
- **Staff ID**--Identification number for the staff being evaluated
- **Evaluator Name**--Name of the person evaluating the staff
- **Evaluator ID**--Identification number of the person evaluating the staff
- **Timestamp of Rating**--Time that the rating was entered into the evaluation instrument
- **Rating**--Rating given by the evaluator
- **Component**--Area in which the evaluation was observed
- **Comments**--Thoughts/ideas that the evaluator made regarding the evaluation
- **Publish**--Indicates if the evaluation has been published (Y/N)
- **School**--Site where the staff is assigned to work
- **Section**--Section number from the master schedule
- **Course Name**--Name of the course associated with the section number from the master schedule
- **Semesters**--Semester(s) in which the course evaluated is offered
- **Grade**--Course grade level from the master schedule
- **Date Viewed**--Date the results were viewed
- **Delete**--Use this field if you want to delete the walk thru results.

### Bottom

<a href="#">Setup</a>	<a href="#">Print</a>	<a href="#">Help</a>	<a href="#">Print Forms</a>
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**Setup** - Click to go back to the Setup box.

**Print** - This will allow the user to print the report.

**Help** - Click to view written instructions and/or videos.

**Print Forms** - Click to print summary form.

## Walk Thru by Components

This report will provide a user with teacher rating count by component.

On the left navigation panel, select **Human Resources > Count > Walk Thru by Components**

### Setup Options

- **Year**- Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
- **District** - Default value is based on the user's security settings. It will be limited to their district only.
- **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
- **Evaluator** - Person administering the evaluation
- **Teacher** - Teacher being observed
- **From Date and To Date** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
- **OK** - Click to continue.

### Main

School	Form	Component	Rating 1	Rating 2	Rating 3	Rating 4	Rating NA	Avg Rating
006	Compass Teacher	3c. Engaging Students in Learning	1				1	1
006	Compass Teacher	3d. Using Assessment in Instruction				1	1	4
010	Compass Teacher	3c. Engaging Students in Learning	1		1		3	2
010	Compass Teacher	3d. Using Assessment in Instruction	1	3			1	1.75
006	form 202			1				2
010	form 202		1					2
010	form 303	New Node Title	1	1		2		2.75
	Total		4	6	1	3	6	2.38

Main

Setup

Print

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### Column Headers

**School** - School of Employment

**Form** - Form name staff member was evaluated for

**Component** - Component staff member was evaluated for

**Rating 1** - Total number of staff member with a rating of 1

**Rating 2** - Total number of staff member with a rating of 2

**Rating 3** - Total number of staff member with a rating of 3

**Rating 4** - Total number of staff member with a rating of 4

**Rating N/A** - Total number of staff members with a rating of N/A

**Average Rating** - Average rating for components with a rating of 1, 2, 3 or 4

**Clicking on a number under a rating will give you a list of teachers for that rating which can be printed .**

### Bottom

Setup

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**Setup** - Click to go back to the Setup box.

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**Help** - Click to view written instructions and/or videos.

## Walk Thru by Evaluator

This report will provide a user with the number of components an evaluator has evaluated.

On the left navigation panel, select **Human Resources > Counts > Walk Thru by Evaluator**.

Setup Options

- **Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.
- **District** - Default value is based on the user's security settings. It will be limited to their district only.
- **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
- **From Date and To Date** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
- **OK** - Click to continue

Main

School	Evaluator Name	Eval ID	Component	Avg Rating	Last Date	Non Publish
006	ADMIN ADMIN	789705	17	2.47	2018-02-21	
Total			17	2.47		0

Main

Setup

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### Column Headers

- **School** - School site number
- **Evaluator Name** - Name of the staff member evaluating a teacher
- **Component** - Total number of components evaluated on the same day.
- **Avg Rating** - Average rating of walk thrus with ratings of 1 - 4.
- **Last Date** - Date of last walk thru.
- **Non Publish** - Total number of components.
  - Administrators who have evaluated teachers will be listed with the total number of components reviewed and the average rating. Click on the number of components to get more details about the components evaluated by the evaluator.

Bottom

Setup

Print

Help

**Setup** - Click to go back to the Setup box.

[Print](#) - This will allow the user to print the report.

**Help** - Click to view written instructions and/or videos.

## Walk Thru Staff Counts

**This report will provide a user with the teachers who have been observed, the number components evaluated, and an average rating for the components.**

On the left navigation panel, select **Human Resources > Counts > Walk Thru by Staff Counts**

### Setup Options

- **Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.
- **District** - Default value is based on the user's security settings. It will be limited to their district only.
- **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
- **From Date and To Date** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
- **OK** - Click to continue

### Main

School	Staff Name	Staff ID	Obj Func	Job Class	Emp Type	Component	Avg Rating	Last Date
006		992674	1162721	T	01	2	4	2017-09-20
006		599391	1121130	T	01	3	1.5	2018-01-22
010		299818	1121130	T	01	6	2.4	2018-02-21
010		887901	1121130	N	01	3	2.33	2018-02-21
010		599418	1121130	T	01	2	3.5	2018-02-21
010		493135	1121110	T	01	2	2.5	2018-02-21
010		170241	1121510	T	01	2	2	2018-02-21
Total						20	2.5	

Main

Setup

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### Column Headers

- **Staff Name** - Staff member's name being evaluated.
- **Obj Func** - Staff member's object function code.
- **Job Class** - Staff member's job class.
- **Emp Type** - Staff member's employee status type.
- **Component** - Total number of components evaluated.
- **Avg Rating** - Average rating for components with a rating of 1, 2, 3 or 4.
- **Last Date** - Date of last walk thru.

### Bottom

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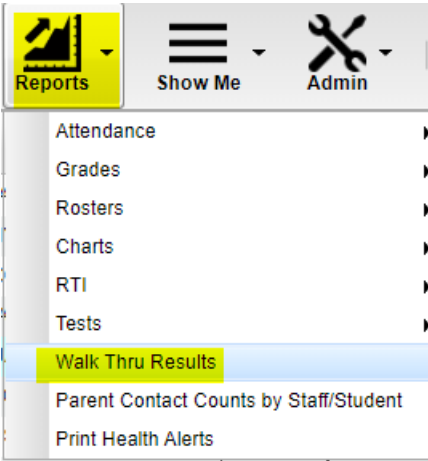
**Setup** - Click to go back to the Setup box.

**Print** - This will allow the user to print the report.

**Help** - Click to view written instructions and/or videos.

## For the Teacher: Accessing Published Walk Thru's

1. In Classroom, click the **Reports** button at the top menu bar. Select **Walk Thru Results**.



2. If an administrator has published a walk thru evaluation, the teacher will receive a pop in Classroom informing them they can view the results of their observation.
  - **Evaluator Name** - Name of the person evaluating the staff
  - **Date of Rating** - Date staff member was rated
  - **Date Published** - Date rating was published
  - **Rating** - Rating given by the evaluator
  - **Component** - Area in which the evaluation was observed
  - **Comments** - Thoughts/ideas that the evaluator made regarding the evaluation
  - **Section** - Section number from the Master Schedule
  - **Grade** - Course grade level from the Master Schedule
3. **Print** will allow the user to print the report.