Using Mobile for Walk Thru Posting

Add Mobile to Home Screen on Smart Device

Android Devices:

- 1. Open Chrome, then browse to https://jpams.stmary.k12.la.us/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://jpams.stmary.k12.la.us/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

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://jpams.stmary.k12.la.us/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 appropriate 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 or select N/A if the component is not applicable to the teacher.
- 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

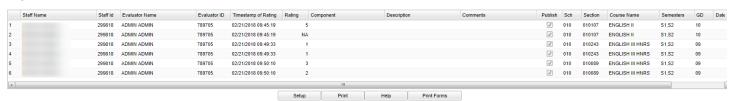
Click Save & Publish so that the teacher can immediately view their results.

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



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--Whether or not 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



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 1	4
010	Compass Teacher	3c. Engaging Students in Learning	1		1	I	3	2
010	Compass Teacher	3d. Using Assessment in Instruction	1	3	3		1	1.75
006	form 202			1				2
010	form 202		1					2
010	form 303	New Node Title	1	1		2	2	2.75
	Total		4	(5 1	1 3	3 6	2.38

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

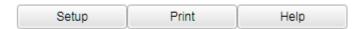
Rating 4 - Total number of staff member with a rating of 4

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



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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

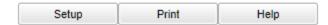
Main



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



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Walk Thru Staff Counts

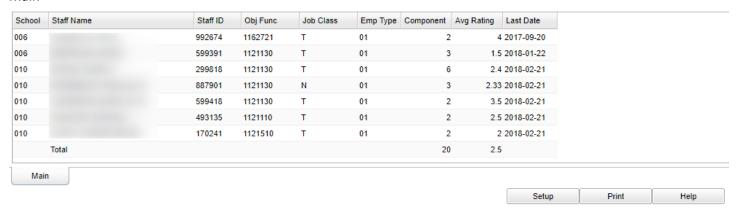
This report will provide a user with the teachers who have been observed, the number components evaluated, and an average rating for the components.

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



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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