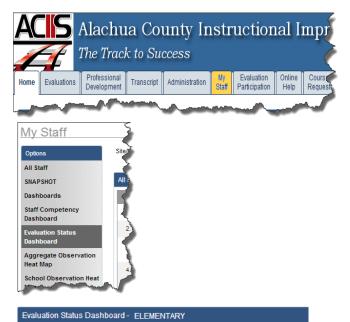


This document will show you have to access the appraisal interactive dashboard.

Step 1: Sign into ACIIS and navigate to My Staff channel.

Step 2. Select Evaluation Status Dashboard



Step 3: From the Plan drop-down menu, select the appraisal plan you want to export. After selecting the plan, scroll down towards the bottom and select the Excel Export icon.

| Evaluation Status |  |  |  |  |  |
|-------------------|--|--|--|--|--|
| Plan:             | - Please Choose -  |  |  |  |  |
| Steps:            | - Please Choose -<br>Admin PDP and Appraisal   |  |  |  |  |
| $\rightarrow$     | <ul> <li>BRT Appraisal Process 2013-2014</li> <li>CRT Appraisal Process 2013-2014</li> <li>Guidance Counselor Appraisal Process 2013-2014</li> <li>Media Specialist Appraisal 2013-2014</li> </ul> |  |  |  |  |
|                   | Teacher Appraisal Process 2013-2014<br>Therapist Appraisal 2013-2014   |  |  |  |  |

|     | Click here to export the plan |                         |                                    |                                  |   |                                   |                                 |   |   |  |
|-----|-------------------------------|-------------------------|------------------------------------|----------------------------------|---|-----------------------------------|---------------------------------|---|---|--|
| Nam | ne                            | Overall<br>Status<br>\$ | Create<br>your<br>PDP ¢<br>Teacher | Create<br>your<br>PDP ¢<br>Admin | Administrator<br>Review of<br>Professional<br>Development<br>Plan | PDP<br>Modifications<br>Teacher Ø | PDP<br>Modifications<br>Admin ¢ | (Semester<br>1)Online<br>Pre-<br>Observation<br>(Evaluator) | (Semester<br>1)Online<br>Pre-<br>Observation<br>(Teacher) |  |
| Т   | Teacher Name(s)               | In Progress             | Complete                           | Complete                         | Complete  | Not Started                       | Not Started                     | Complete  | Complete  |  |
|     |                               | In Progress             | In Progress                        | Complete                         | Complete  | Not Started                       | Not Started                     | Complete  | In Progress   |  |
|     |                               | Not Started             | Not Started                        | Not Started                      | Not Started   | Not Started                       | Not Started                     | Not Started   | Not Started   |  |
|     |                               | In Progress             | In Progress                        | Complete                         | Complete  | Not Started                       | Not Started                     | Complete  | In Progrey  |  |