



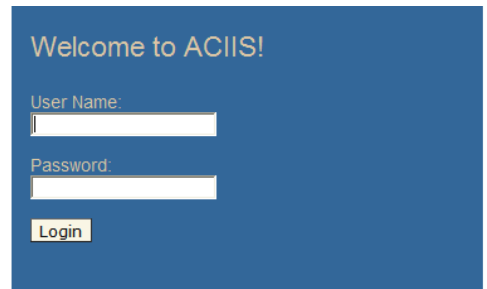
Accessing Previous Year Evaluations

September 9, 2013

Step A. Sign in into ACIS.


*Use your **ACPS** Active Directory username and password

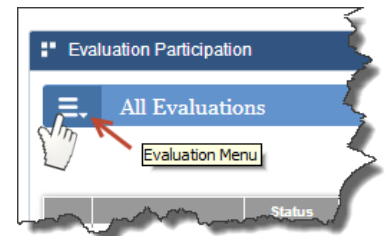
If you are unable to sign in with Active Directory, call the help desk. 955-7500



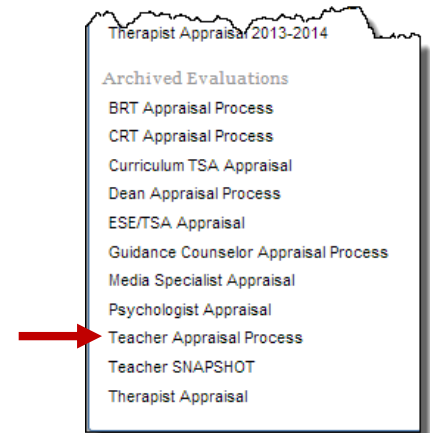
Step B. Select Evaluation Participation Tab.



Step C. Click on dark blue menu button  to left of All Evaluations.



Step D. Scroll down the menu and you will see Archived Evaluations. Select and appraisal plan (i.e. Teacher Appraisal Process).



Once you select the appraisal plan, your view will show teacher plans at your location from previous years. Select their name to access their plan.

Teacher Appraisal Process			
	Plan Owner	Status	Date Created
1.	Doe, John		8/29/2012
2.	Duck, Donald		8/14/2012
3.	Withme, Dontmess		8/17/2012