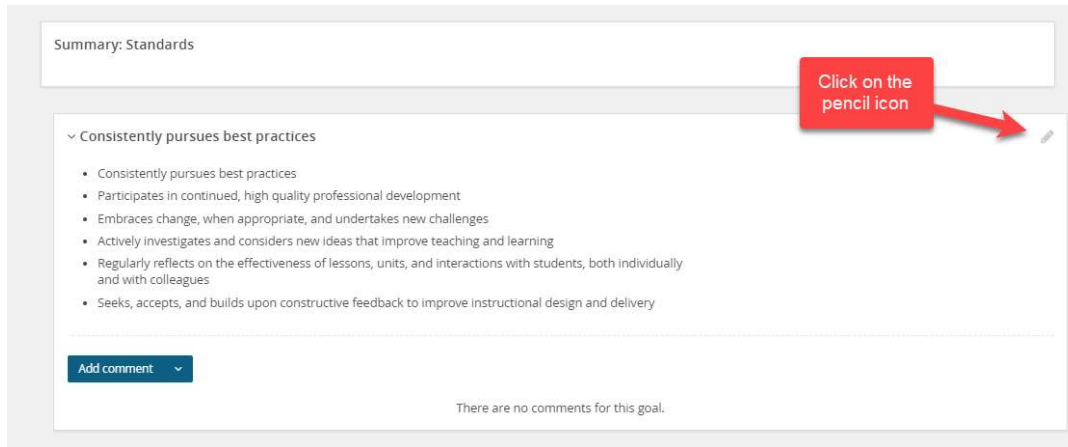


# NSU CAREERS QUICK GUIDE: HOW TO DELETE AND ADD A STANDARD DUE TO ACCIDENTAL DELETION (USCHOOL/BAUDHUIN 10/11 MONTH TEACHER PERFORMANCE REVIEW)

Teacher Standards are prefilled in the Performance Review. Teachers are to select the 4 standards in which they will be rated on and delete the others.

## Section 1: To Delete a Standard

### 1. Click on the pencil icon



Summary: Standards

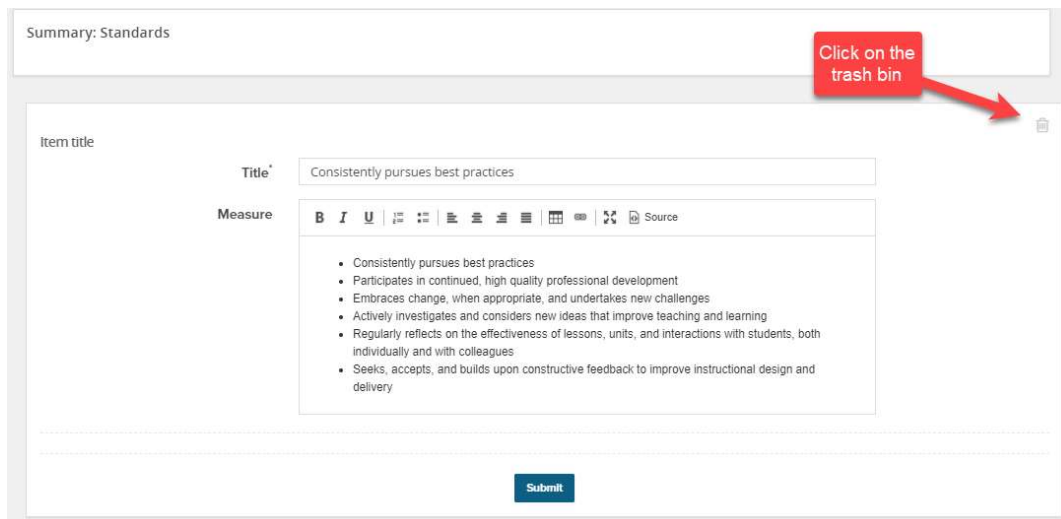
Consistently pursues best practices

- Consistently pursues best practices
- Participates in continued, high quality professional development
- Embraces change, when appropriate, and undertakes new challenges
- Actively investigates and considers new ideas that improve teaching and learning
- Regularly reflects on the effectiveness of lessons, units, and interactions with students, both individually and with colleagues
- Seeks, accepts, and builds upon constructive feedback to improve instructional design and delivery

Add comment

There are no comments for this goal.

### 2. Click on the trash bin.



Summary: Standards

Item title

Title\* Consistently pursues best practices

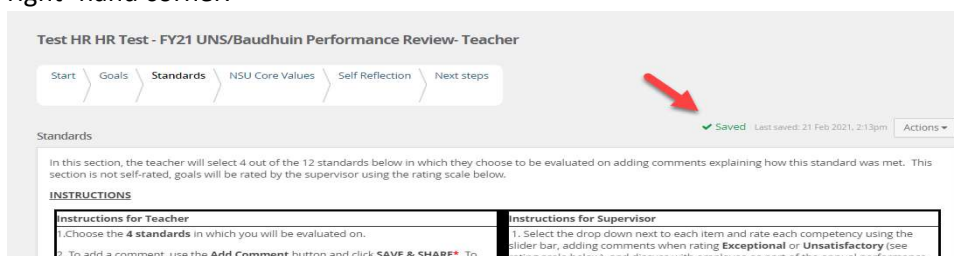
Measure

**B I U** [bulleted list icon] [numbered list icon] [link icon] [table icon] [code icon] [source icon] Source

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Submit

### 3. Your edit will save automatically. The timestamp of the last time the page was saved will show on the upper right-hand corner.



Test HR HR Test - FY21 UNS/Baudhuin Performance Review- Teacher

Start > Goals > Standards > NSU Core Values > Self Reflection > Next steps

Standards

✓ Saved Last saved: 21 Feb 2021, 2:13pm Actions

In this section, the teacher will select 4 out of the 12 standards below in which they choose to be evaluated on adding comments explaining how this standard was met. This section is not self-rated, goals will be rated by the supervisor using the rating scale below.

**INSTRUCTIONS**


Instructions for Teacher	Instructions for Supervisor
1. Choose the <b>4 standards</b> in which you will be evaluated on.	1. Select the drop down next to each item and rate each competency using the slider bar, adding comments when rating <b>Exceptional</b> or <b>Unsatisfactory</b> (see rating scale below), and discuss with employee as part of the annual performance.
2. To add a comment, use the <b>Add Comment</b> button and click <b>SAVE &amp; SHARE*</b> . To	

## Section 2: To Add Back a Standard

**For Accidental Deletions:** Teachers would need to copy and paste the standard back into their review. They can do so following the below.

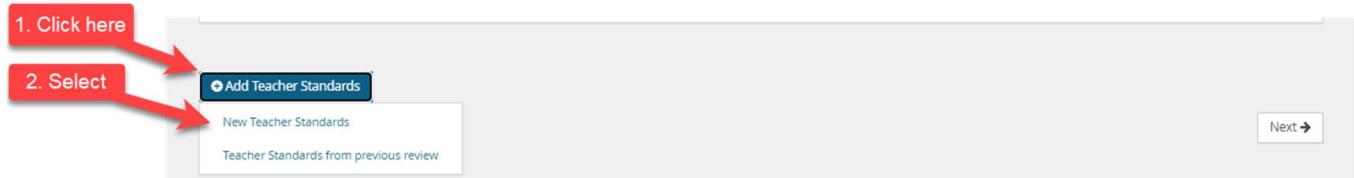
1. Locate the list of Teacher Standards for your school.

**Location of standards list by school:**

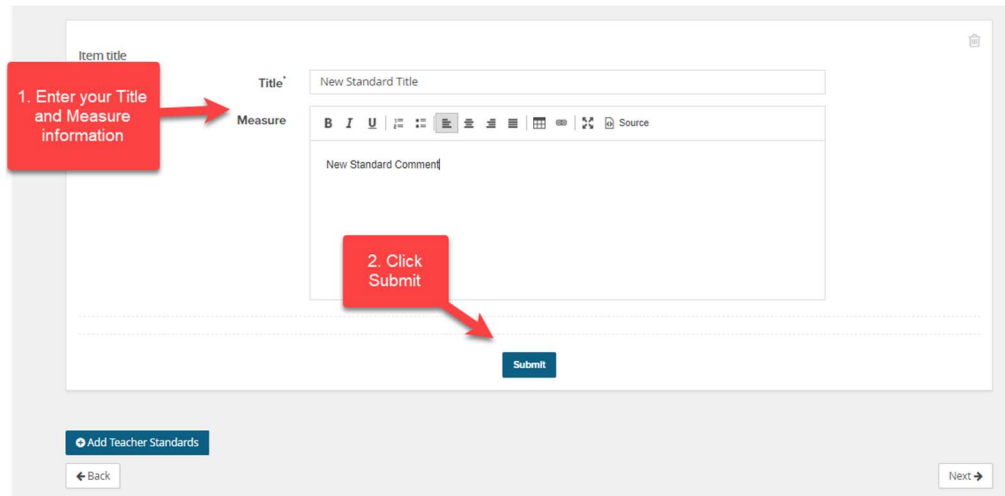
Uschool:  [Teacher Eval Standards for Performance Eval 2020.docx](#)

Baudhuin: Msc-baudhuinpreschool shared drive

2. Scroll down to the bottom of the page.
3. Click on +Add Teacher Standards → Select New Teacher Standards



4. Enter the Title and Measure information → Click submit



5. You will then see the new standard as part of your review.

