

Tips for using MyTeam to Access Teacher and Administrator Evaluation History

In order to update your staff roster on the [MyPGS](#) platform, you may find it useful to reference the MyTeam **Employee Evaluation Report**. This report provides a recommendation for **K-12 classroom teachers** to evaluate in accordance with the deferral guidelines and provides evaluation history for **other certificated employees, including administrators**.

- 1 Visit <http://getdata.lausd.net> – we recommend Mozilla Firefox (for PCs) or Safari (for Macs or iPads) as your web browser



- 2 Sign-in with your LAUSD single sign-on

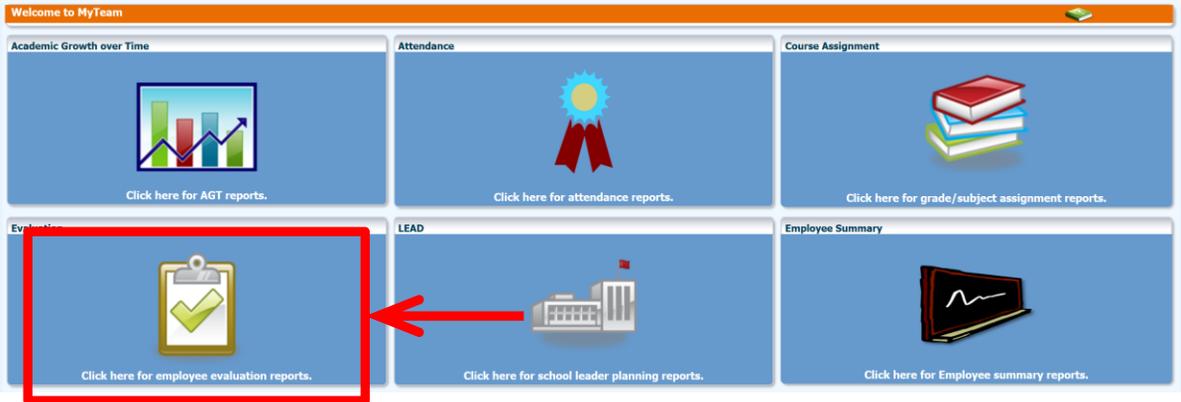


- 3 Select “MyTeam”



Questions? Visit our [website](#) or contact us at myteam@lausd.net

4 Select "Evaluation"



5 Click on "K-12 Classroom Teachers" number or click on the "Other Certificated Employees" number (In the example below, you would click directly on the number "35" or "17")

Employee Evaluation School Summary
Time run: 4/27/2016 2:20:53 PM

The report ran for the School Year 2015-2016.

| Local District | Location | K-12 Classroom Teachers | Teachers Evaluated in Prior Year | Other Certificated Employees | Teachers Observed |
|----------------|----------|-------------------------|----------------------------------|------------------------------|-------------------|
| | | 35 | 8 (23%) | 17 | 4 |

6 Review K-12 Classroom Teacher "Evaluation Recommendation" or Other Certificated Employees evaluation history (Please note that for Other Certificated Employees, no evaluation recommendation is available, but evaluation history and other information is provided to inform rostering decision making)

Employee Evaluation Summary
Employee Evaluation Summary Detail - Last 3 Evaluations
Time run: 4/23/2015 3:39:08 PM
The report ran for the School Year 2014-2015.

| School | Employee ID | First Name | Last Name | Job | Emp Status | Seniority Date | Years of Experience | Eval Status | Obs Ratings Completed | 13+ Days Absent -Previous Year | 13+ Day Absent -Current Year | Evaluation Recommendation | Evaluation Year | Overall Rating | Area of Evaluation marked HI/NO or Ineffective |
|--------|-------------|------------|--------------------|-------------------|------------|----------------|---------------------|-------------|-----------------------|--------------------------------|------------------------------|---------------------------|-----------------|----------------|--|
| | XXXXXXXX | XXXXXXXX | ELEMENTARY TEACHER | REGULAR/PERMANENT | 9/4/2007 | 10+ | Not Required | 0 | | | | EVALUATION RECOMMENDED | 2013 | MEETS | 0 1 |
| | XXXXXXXX | XXXXXXXX | ELEMENTARY TEACHER | PROBATIONARY 1 | 8/11/2014 | 1 | Required | 2 | | | | EVALUATION NEEDED | 0 | | 0 |
| | XXXXXXXX | XXXXXXXX | ELEMENTARY TEACHER | REGULAR/PERMANENT | 2/20/1992 | 10+ | Not Required | 0 | | | | MAY CONSIDER DEFERRAL | 2013 | MEETS | 0 |
| | XXXXXXXX | XXXXXXXX | ELEMENTARY TEACHER | REGULAR/PERMANENT | 8/30/2005 | 10+ | Not Required | 0 | | | | MAY CONSIDER DEFERRAL | 2013 | MEETS | 0 |
| | XXXXXXXX | XXXXXXXX | ELEMENTARY TEACHER | REGULAR/PERMANENT | 11/8/1999 | 10+ | Required | 0 | | | | MAY CONSIDER DEFERRAL | 2014 | MEETS | 0 |
| | XXXXXXXX | XXXXXXXX | ELEMENTARY TEACHER | REGULAR/PERMANENT | 7/9/2004 | 10+ | Not Required | 0 | | | | MAY CONSIDER DEFERRAL | 2014 | MEETS | 0 |

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