

TADS OVERVIEW GUIDE



TEACHER
APPRAISAL AND
DEVELOPMENT
SYSTEM

A Quick Overview of the Online
Training for New Teachers

FOR TEACHERS ONLY



TEACHER APPRAISAL AND DEVELOPMENT SYSTEM

A Quick Overview of the Online
Training for New Teachers

WELCOME



HISD

Teacher Career Development

CULTIVATING EFFECTIVE EDUCATORS



A GLOBAL DISTRICT IN A GLOBAL CITY

HISD

WHAT TO EXPECT

- All teachers in HISD are evaluated under a unique program, specific only to HISD.
- The Teacher Appraisal and Development System (TADS) program is a coaching and collaborative platform designed to ensure your most effective self both professionally and instructionally at all times.
- Double check with your school leader to ensure you are going to be appraised under TADS and not the non-teacher appraisal system.



WHAT TO EXPECT

- This year's training will be completed asynchronously through OneSource.
- TADS Training is mandated by Board Policy so make it a priority to complete.
- You will want to plan for an entire half day to complete the training.
- You have 15 school days to complete the training from your official start date.



THE TRAINING ITSELF

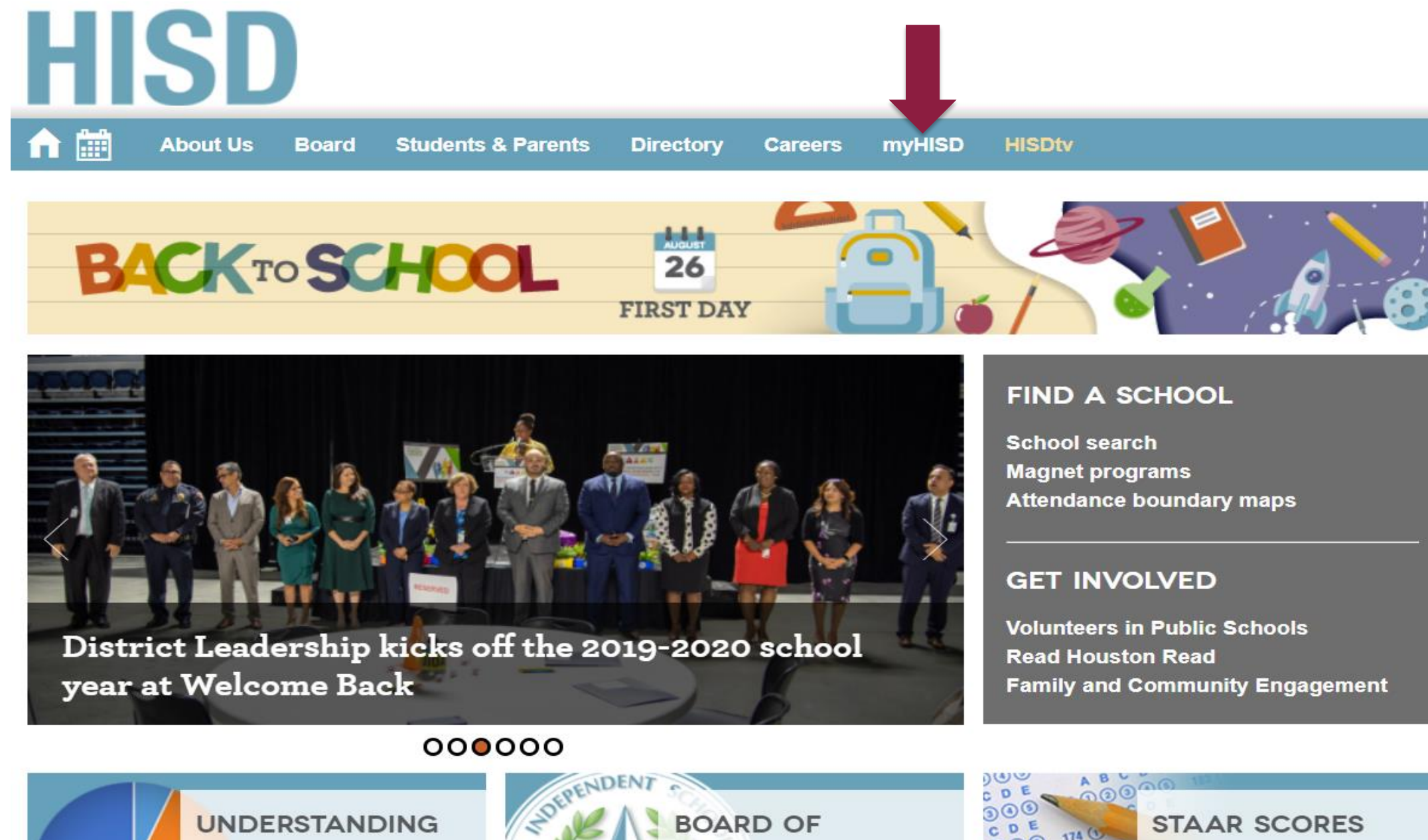
- Access the TADS New Teacher Training 21-22 via OneSource. The course # is **1454074** and the title is *PD_TADS 2021-22 New Teacher Training Online*.
- The course is self-paced; you can expect to take between 4 to 6 hours complete it, depending on your individual pacing.



NOT FOR PUBLICATION OR DISTRIBUTION.

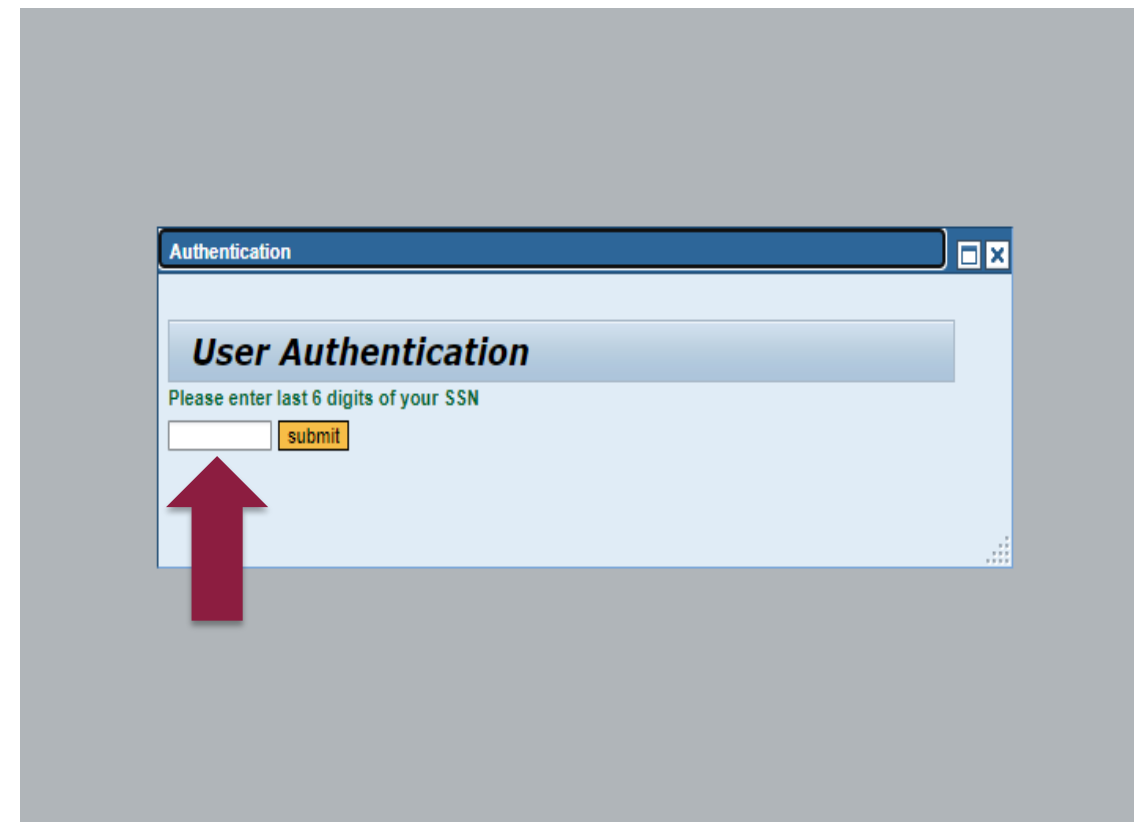
ACCESSING THE TRAINING IN ONESOURCE

Step 1: Go to www.houstonisd.org. Click on myHISD.



ACCESSING THE TRAINING IN ONESOURCE

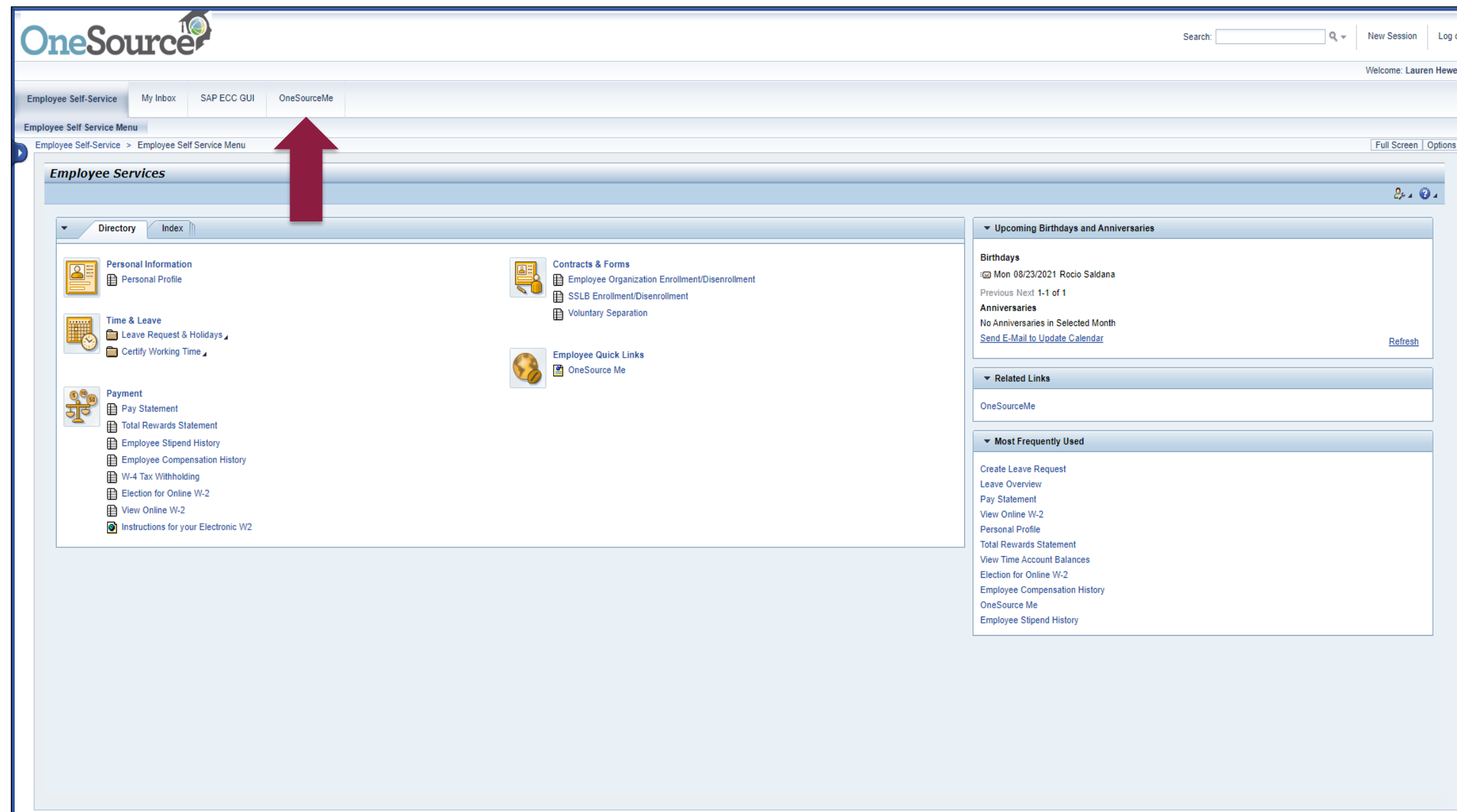
Step 2: Click on OneSource in the drop-down menu. Sign in to OneSource using your network credentials. Once in OneSource, type in the last 6 digits of your SS number to access OneSource.



NOT FOR PUBLICATION OR DISTRIBUTION.

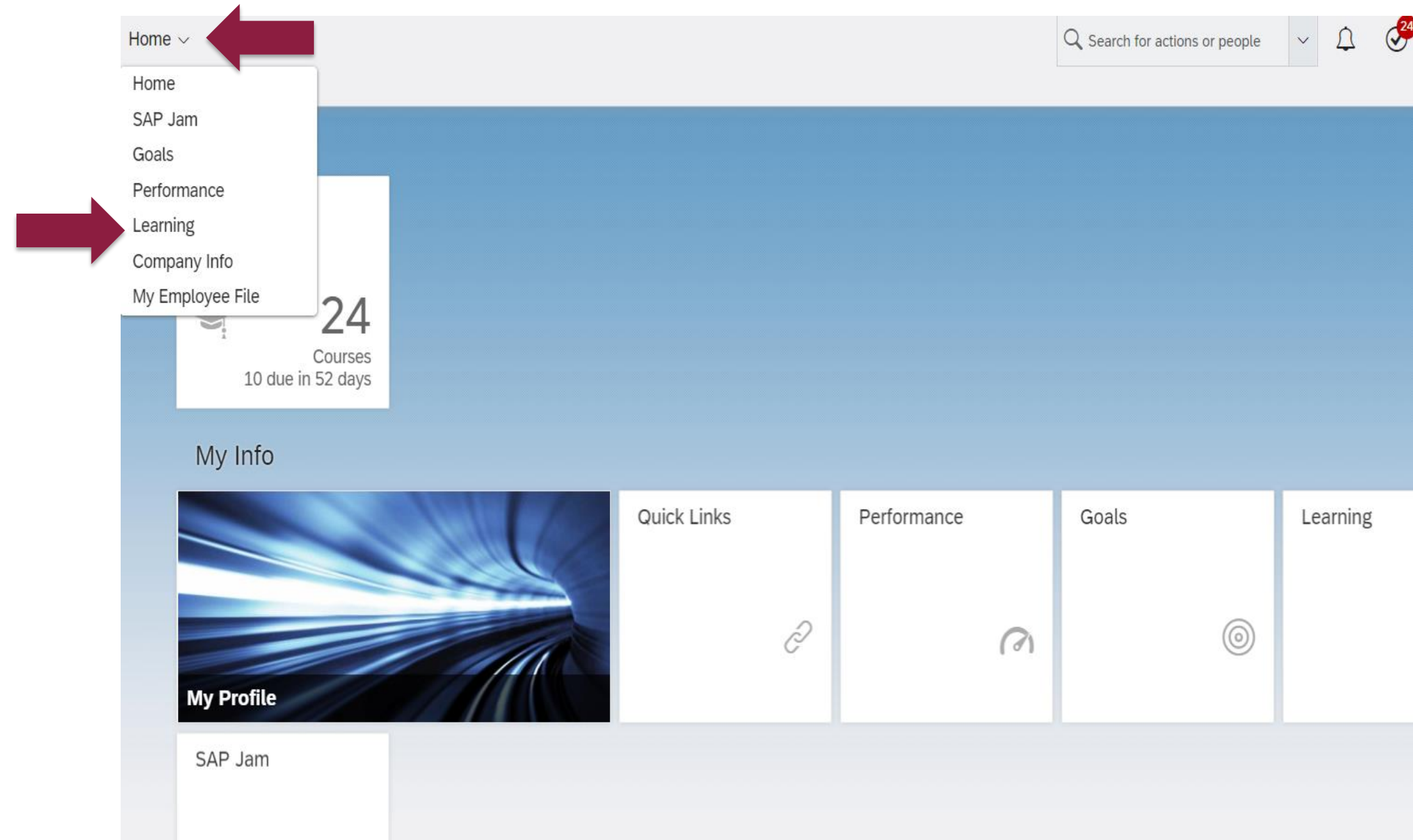
ACCESSING THE TRAINING IN ONESOURCE

Step 3: Click on OneSourceMe.



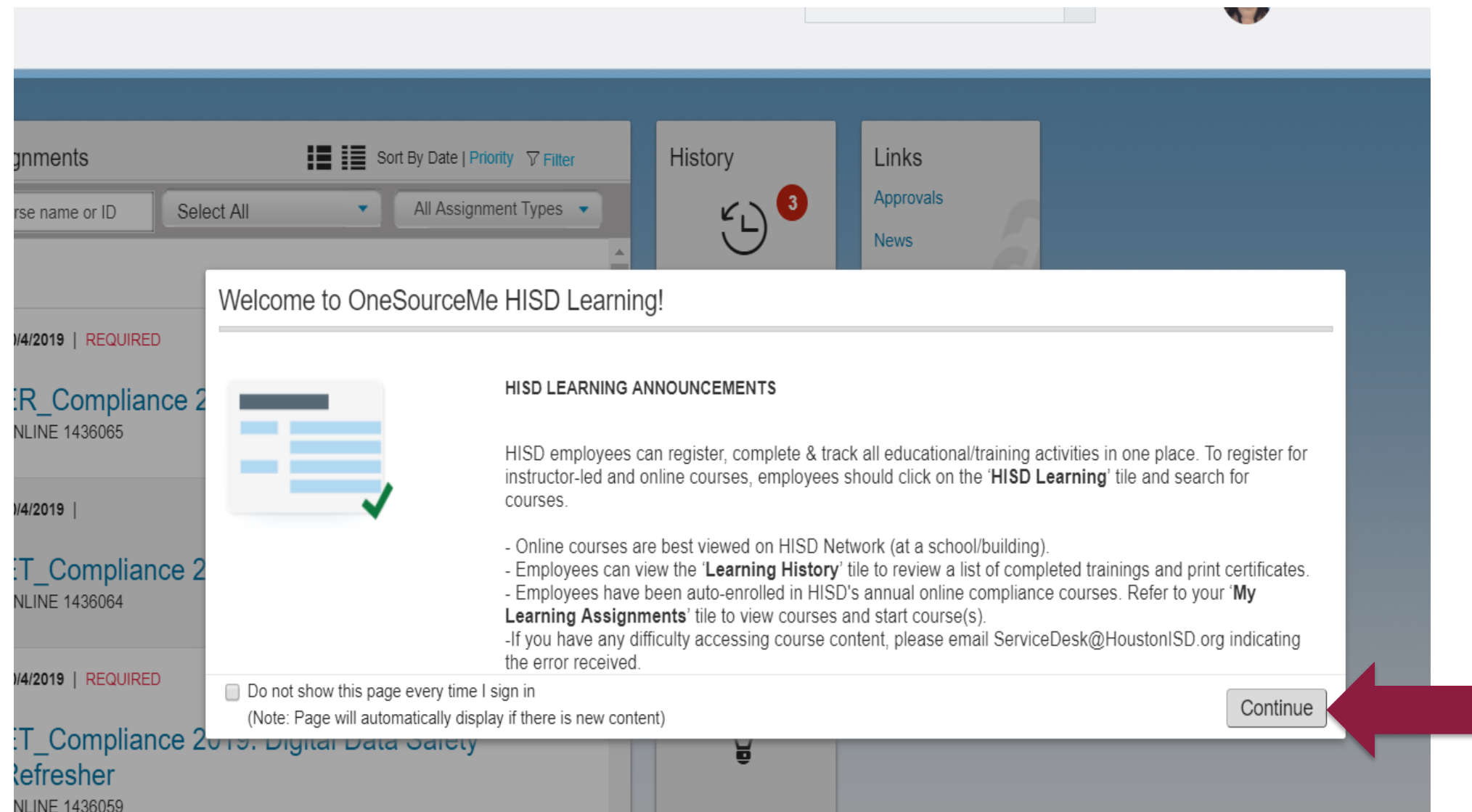
ACCESSING THE TRAINING IN ONESOURCE

Step 4: Click on **HOME** in the upper left-hand corner and select **Learning**.



ACCESSING THE TRAINING IN ONESOURCE

Step 5: Click on **Continue** on the pop-up box.
Skip to Step 6 if the pop up does not appear.



ACCESSING THE TRAINING IN ONESOURCE

Step 6: Locate the HISD Learning box.

Type in the course code **1454074** in the search box and click GO!

The screenshot displays the OneSource Learning interface. On the left, the 'My Learning Assignments' section lists four courses due later: 'ER_Compliance 2019: Ethics' (ID 1436065), 'ET_Compliance 2019: Copyright Laws' (ID 1436064), 'ET_Compliance 2019: Digital Data Safety Refresher' (ID 1436059), and 'ET_Compliance 2019: Social Media' (ID 1436067). On the right, the 'HISD Learning' section features a search box with the text '1438161' and a 'Go' button, which is highlighted by a red arrow. Other sections include 'History' (recently added), 'Links' (Approvals, News, OneSourceMe Lear...), 'Recommen...' (lightbulb icon), and 'Bookmarks'.

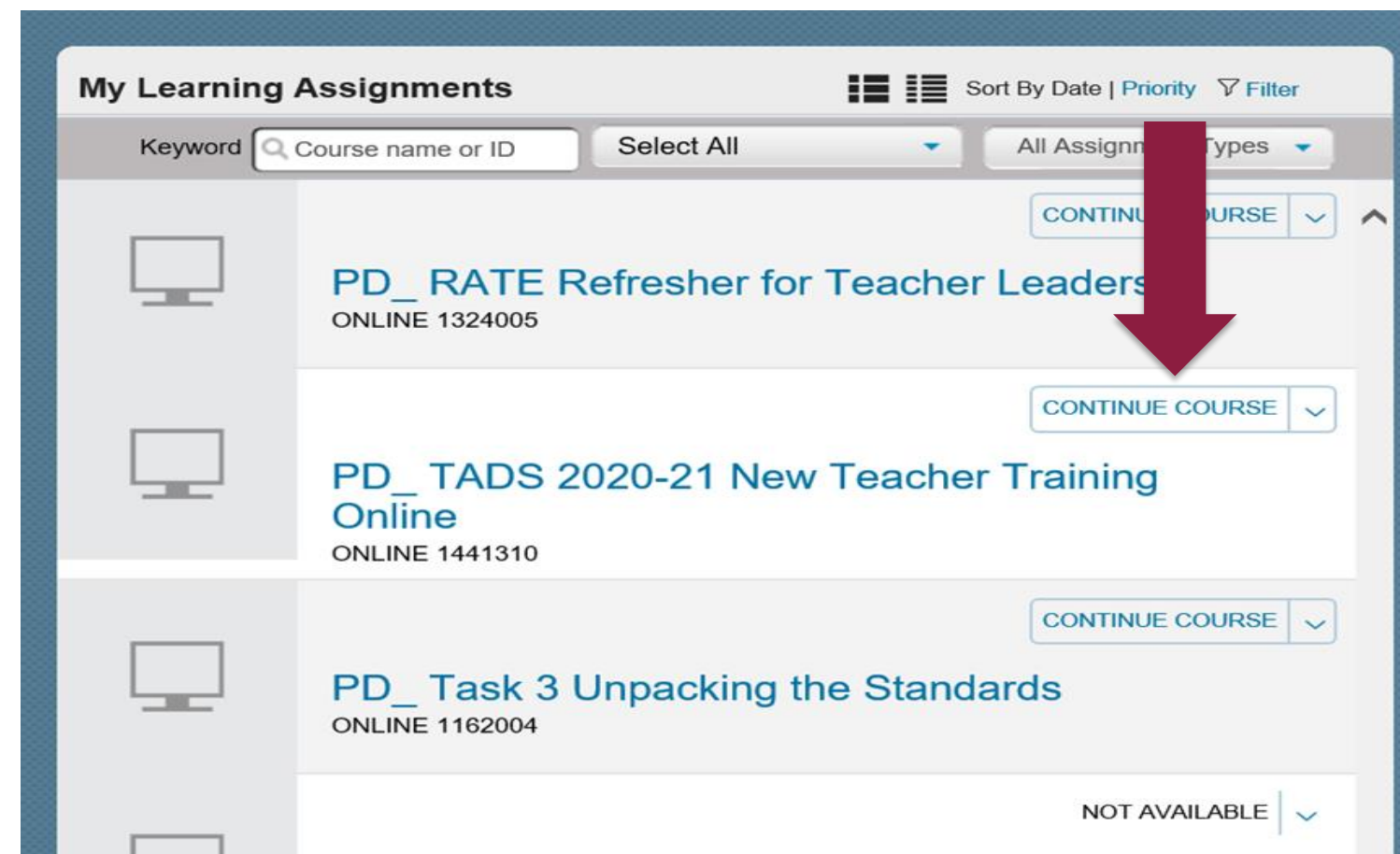
ACCESSING THE TRAINING IN ONESOURCE

Step 7: Verify the correct course appears (PD_TADS New Teacher Training) and if so, click on “Start Course” to the right of the course title.

The screenshot displays the 'My Learning / Library' section of the OneSource platform. At the top, there is a search bar containing the text '1441310' and a 'Language & Currency' button. Below the search bar, the results are listed under the heading 'Results for "1441310"'. A red arrow points from the search bar to the first result. The result is titled 'PD_TADS 2020-21 New Teacher Training Online (ONLINE 1441310)' and includes a brief description: 'Participants will complete the full overview of the Teacher Appraisal and Development System (TADS) program that will'. To the right of the title, the text 'Already Assigned' is visible, and below it, a blue link labeled 'Start Course' is present. A second red arrow points to the 'Start Course' link. On the left side of the interface, there is a 'Refine By' section with a 'Learning Type' dropdown menu. At the top right, there is a 'Calendar View' button and a 'Relevance' dropdown menu.

ACCESSING THE TRAINING IN ONESOURCE

Step 8: Once you begin the course, it will appear in your My Learning Assignments panel. You do not have to take the course all at once. If you'd like to take breaks between the course modules, you can return to this panel to continue the course.



HELPFUL TIPS

- The training will require you to download multiple resources to assist you in understanding the content as well as, your expectations as a teacher.
- Be sure to download the resources and save them to an easily accessible space on your device.



HELPFUL TIPS

- Download the participant guide at the beginning of the training.
- It is highly encouraged that you complete the fillable PDF document as well as, save a completed copy to your device.
- The completed participant guide can also serve as your evidence of having completed the course should there be a need for you to provide evidence of completion.

HOUSTON INDEPENDENT SCHOOL DISTRICT
HISD Teacher Appraisal & Development System
New Teacher Training 2020-2021
Participant Guide

NAME: DATE:

Helpful Tip: All OneSource courses are best completed using the Internet Explorer web browser. If you have any technology issues call 713-892-7378 or email servicesdesk@houstonisd.org.

ONLINE SESSION NORMS	TADS TEACHER TRAINING MODULE 1 AGENDA
<ul style="list-style-type: none"> • Be present • Minimize distractions • Actively engage with course content • Take care of personal needs 	<ul style="list-style-type: none"> • What TADS is • Overview of the Instructional Practice Rubric (IPR) and Effective Practices Booklet • TADS Process and Timeline

WHAT IS THE TEACHER APPRAISAL AND DEVELOPMENT SYSTEM (TADS)?
The Teacher Appraisal and Development System (TADS) is an evaluative administrators use to give teachers a complete and accurate picture of their in the classroom and school environment.
The Teacher Appraisal and Development System (TADS) also provides teachers with a clear for taking their knowledge and skills to the next level in collaboration with their .

100%
Student Success

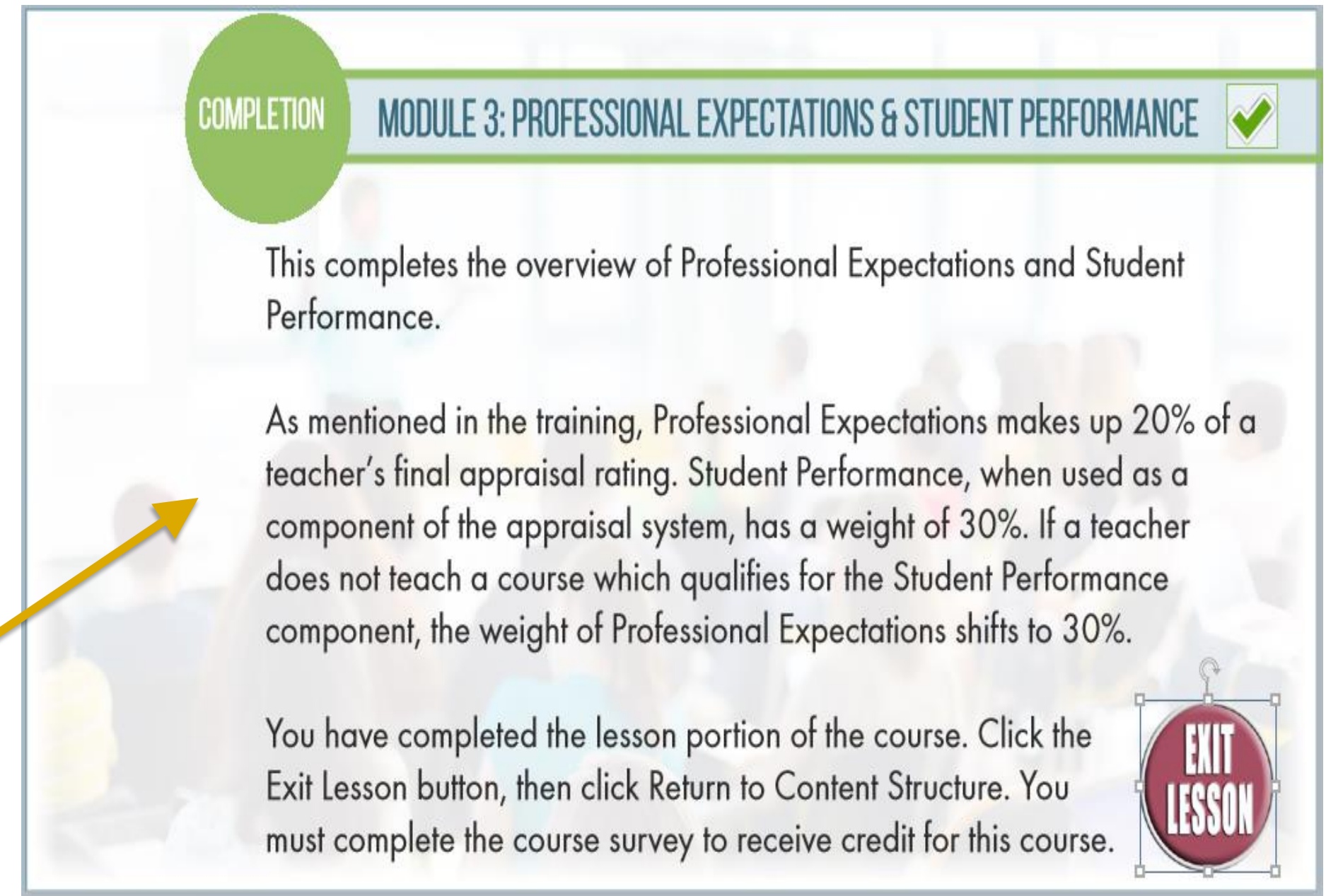
PURPOSE OF TADS

- In HISD, the Teacher Appraisal and Development System is a collaborative and because the lives of children are involved.

HISD Teacher Appraisal and Development System (TADS) tads@houstonisd.org Page 1

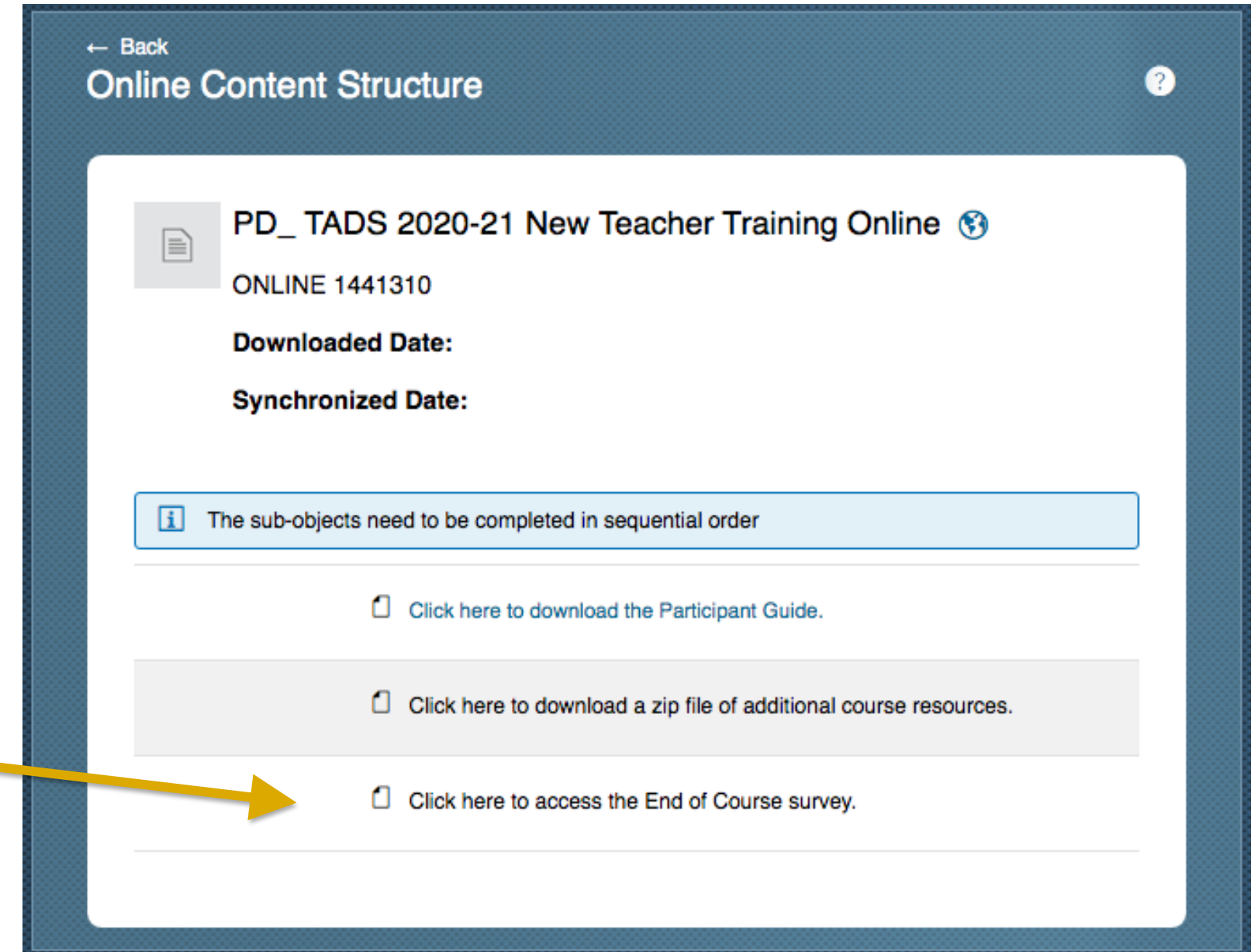
HELPFUL TIPS

- In order to successfully complete the course, you must exit the course at the end of Module 3 (Professional Expectations & Student Performance) and complete the course survey. If this step is not completed, you **WILL NOT** receive course completion credit.
- Here is a screenshop of what you can expect to see at the end of the course.



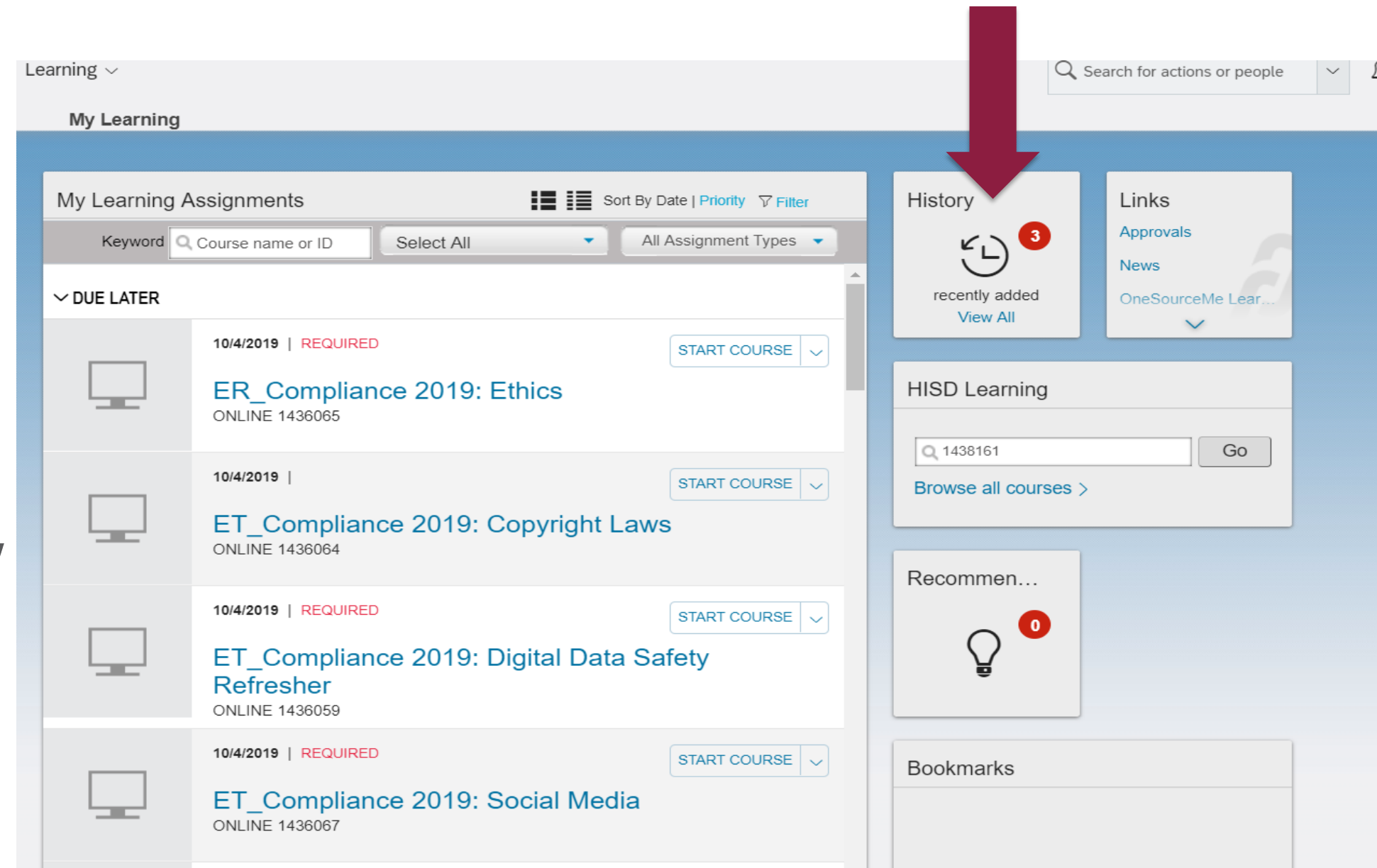
HELPFUL TIPS

- Once you have exited the final lesson, you will be returned to the content structure screen.
- Access the End of Course survey and complete the survey in it's entirety to receive credit.
- Here is a screenshot of what you can expect to see when attempting to access the End of Course survey.



CHECK FOR COURSE COMPLETION

- Once you have completed the course survey (enabled at the end of the course), you can check your course completion status in OneSource.
- In the **HISTORY** section, click **View All**. Look for the course title listed.
- It is always recommended you download and print a copy of your course completion certificate for your records.



The screenshot displays the 'My Learning' dashboard. On the right sidebar, the 'History' section is highlighted with a red arrow pointing to the 'View All' link. The 'History' section shows 'recently added' with a red badge indicating 3 items. Below this, the 'HISD Learning' section contains a search bar with the value '1438161' and a 'Go' button, followed by a 'Browse all courses >' link. The main content area, 'My Learning Assignments', lists four courses under the 'DUE LATER' filter. Each course entry includes a computer icon, a date '10/4/2019', a 'REQUIRED' status, a course title, and a 'START COURSE' button. The courses listed are: 'ER_Compliance 2019: Ethics', 'ET_Compliance 2019: Copyright Laws', 'ET_Compliance 2019: Digital Data Safety Refresher', and 'ET_Compliance 2019: Social Media'. The bottom of the sidebar shows 'Recommendations' with a lightbulb icon and a red badge with '0', and a 'Bookmarks' section.

AFTER COMPLETING THE TRAINING

- Reach out to TADS@HoustonISD.org if you have any questions after you have completed the online training in OneSource.
- Check your email inbox daily for invitations to TADS online webinars and open forums designed to support your successful completion of TADS program requirements.
- Check out HISD's *Weekly Teacher Download (WTD)* to stay abreast of news and information specific to teachers. WTDs are posted in the *Employee News* section (right side) of the myHISD page on **Mondays**.



TADS@HoustonISD.org





END OF DAY RECAP

- Use your participant guide as a resource
- Reach out to different departments for support
- Email Onboarding if you still have questions/concerns.

NOT FOR PUBLICATION OR DISTRIBUTION.

SURVEY LINK IN THE CHAT



Save the **NEW TEACHER SUMMER**
dates to your calendar!

**NEW EMPLOYEE
ORIENTATION**

CHOOSE 1 Tuesdays
-OR- Thursdays in
July 2021

REQUIRED

**NEW TEACHER
SUMMER CAMP**

Mondays &
Wednesdays
in July 2021

RECOMMENDED

**NEW TEACHER
ACADEMY**

August 9- 13, 2021

REQUIRED



FOLLOW US!



@HISDOnboarding
@HISD_NewTeach



For event explanations and more info, visit:
www.HoustonISD.org/NewTeacherSummer

Don't forget to follow us on Twitter and join us for

#HISDSummerFun21

HISD



PROFESSIONAL DEVELOPMENT

- Summer Book Club
 - *How to Lead When You're Not in Charge*
 - Register on HISDOnboarding.Eventbrite.com
- Fall Courses
 - Check our social media for updates!



CONNECT WITH US



Onboarding@HoustonISD.org



@HISDOnboarding



@HISDOnboarding

A GLOBAL DISTRICT IN A GLOBAL CITY

New Employee Orientation

Thank you for attending!

We wish you the best of luck in your career here at HISD!

