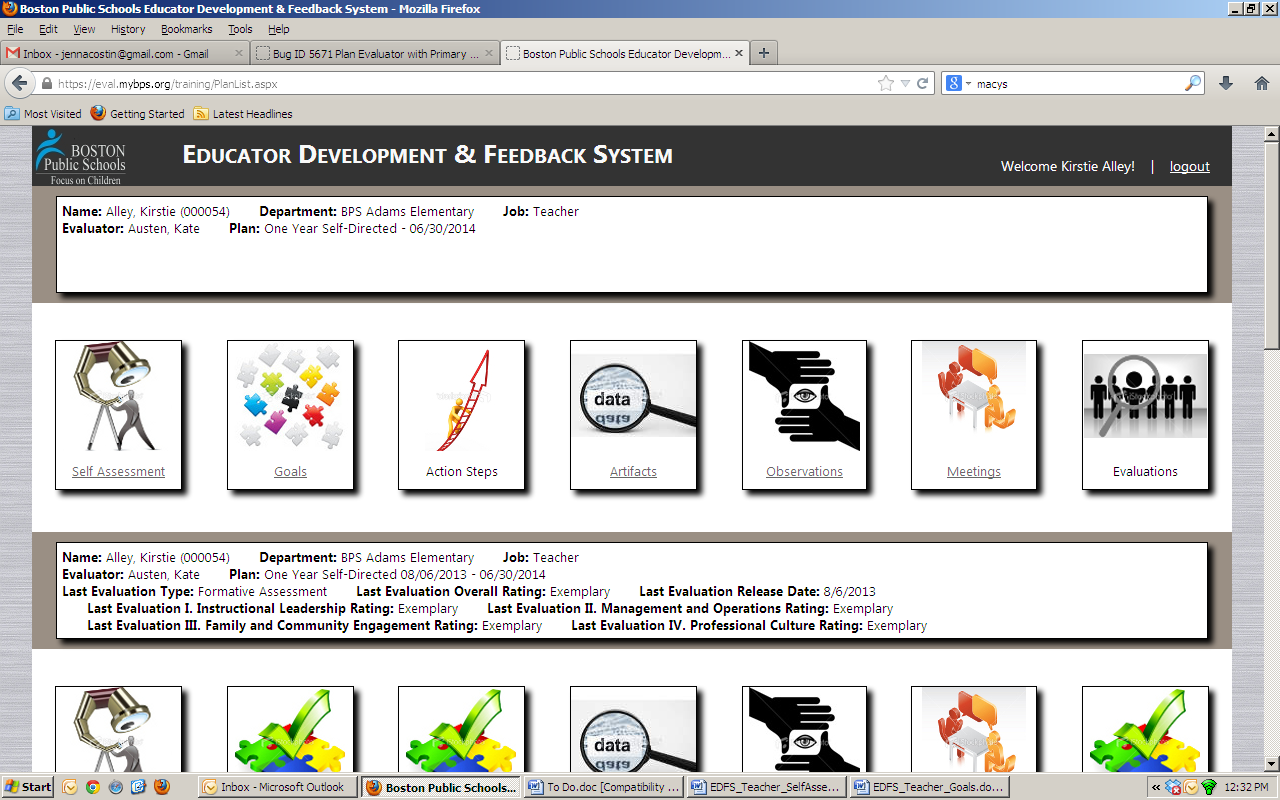
**Online Educator Development & Feedback System (EDFS)**

**Self-Assessment Guide**

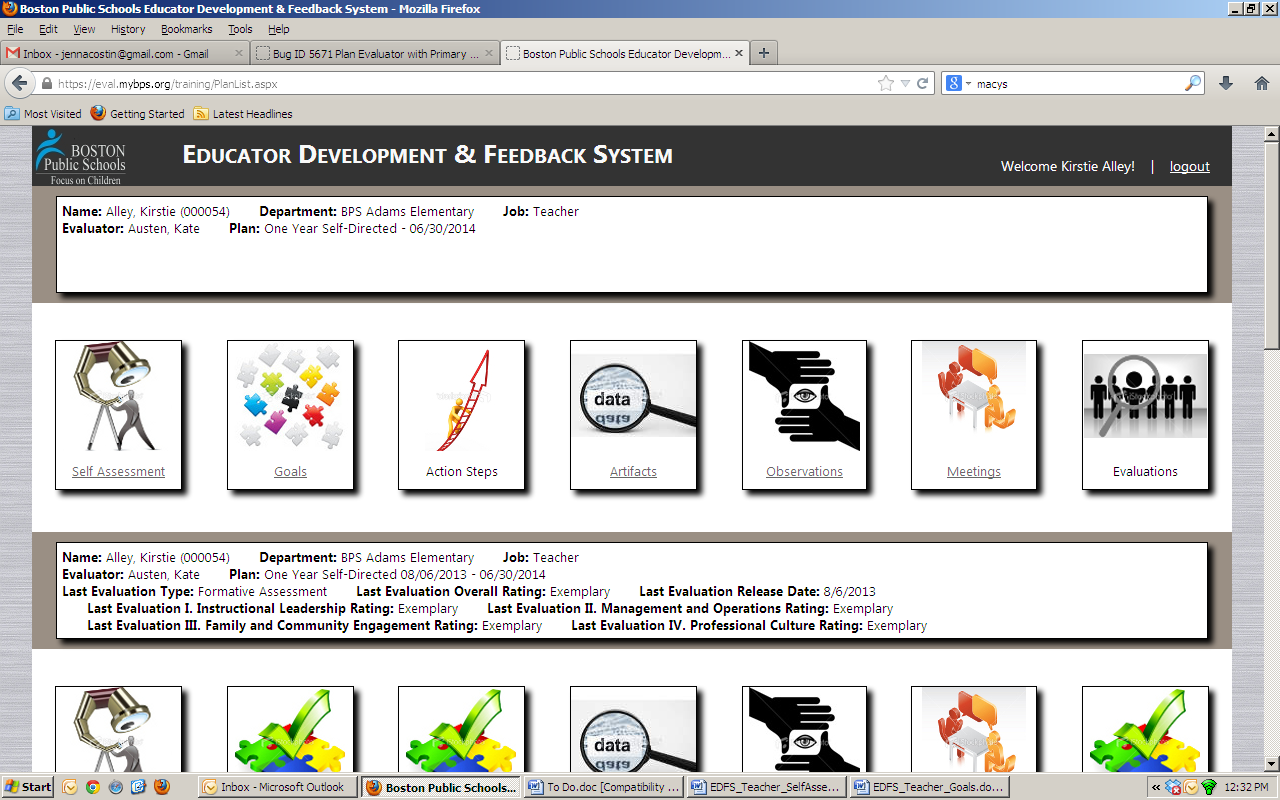
***For teachers &other employees***

1. Login to the Educator Development & Feedback System:
   1. Go to <http://eval.mybps.org/> and login using the following information:
      1. Username: Employee ID
      2. Password: Current BPS Password
2. Find your current plan
   1. The plan listed towards the top of your home screen is your most current plan. Review the summary information of your plan to be sure you are looking at a plan with an end date in the future:



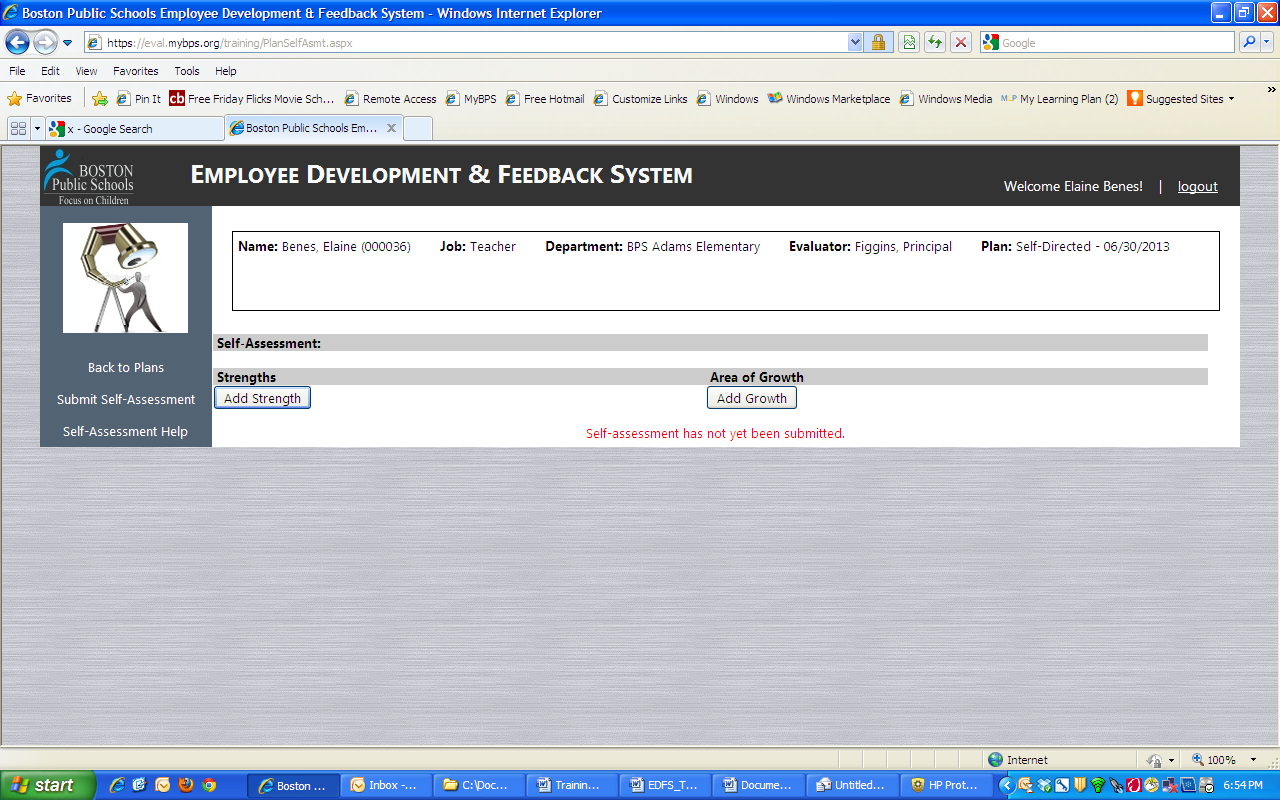
**Plan type and end date**

1. Self Assessment
   1. Select the ***Self-Assessment*** link on your current plan:

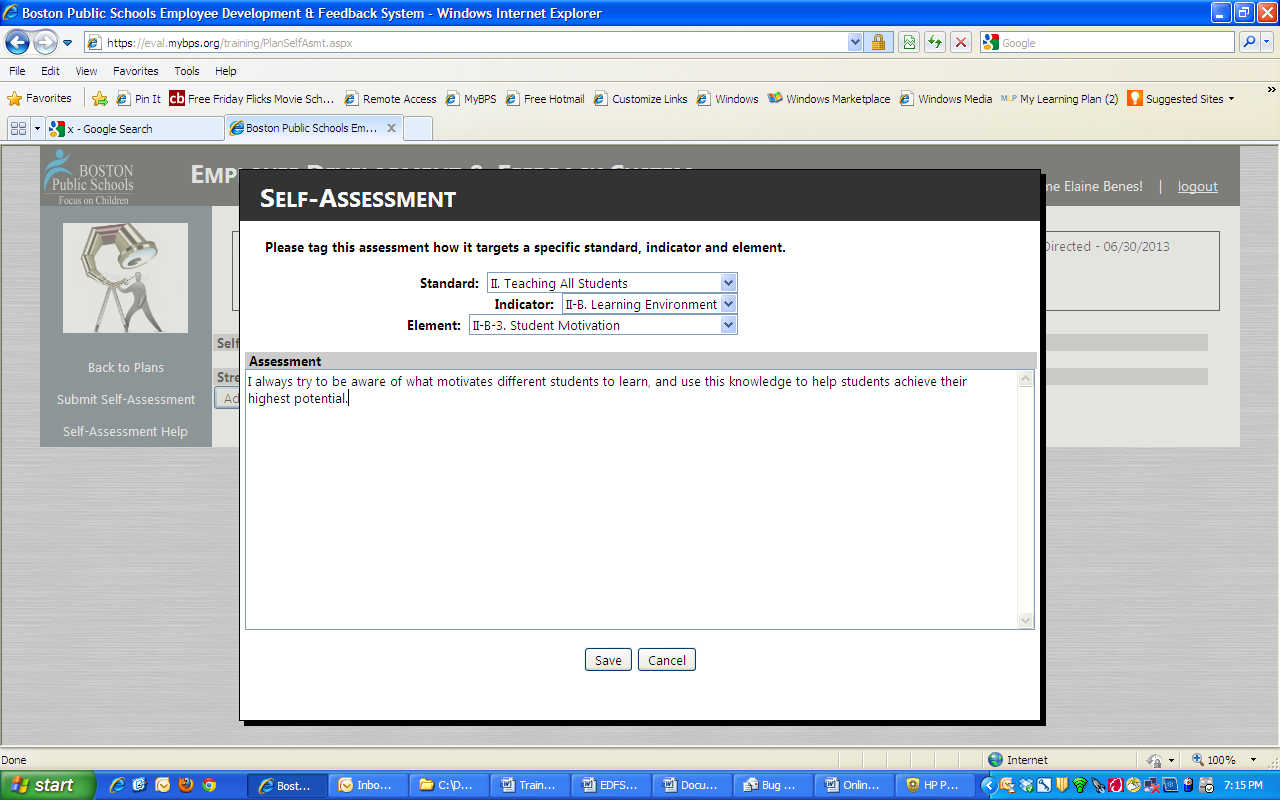


In this section of EDFS, you will enter your areas of professional strength and growth. You will also select the element of the teacher rubric to which these areas of strength/growth are connected.

* 1. Select ***Add Strength*** to submit a professional strength you have identified in yourself:



* + 1. The following pop-up text box will appear on your screen:

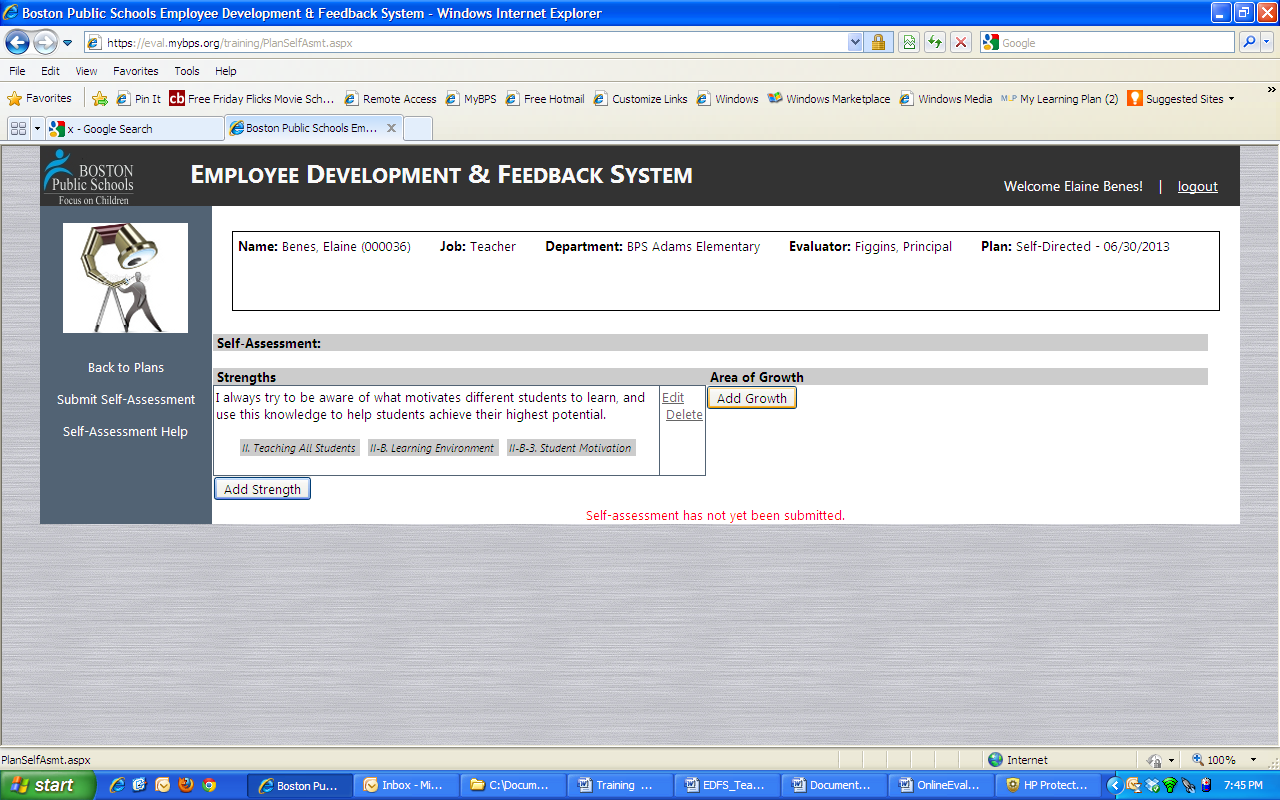


**1)** Select the Standard, Indicator, and Element within the Rubric that to which your strength is most connected.

**2)** Enter the assessment of your strength into this text box.

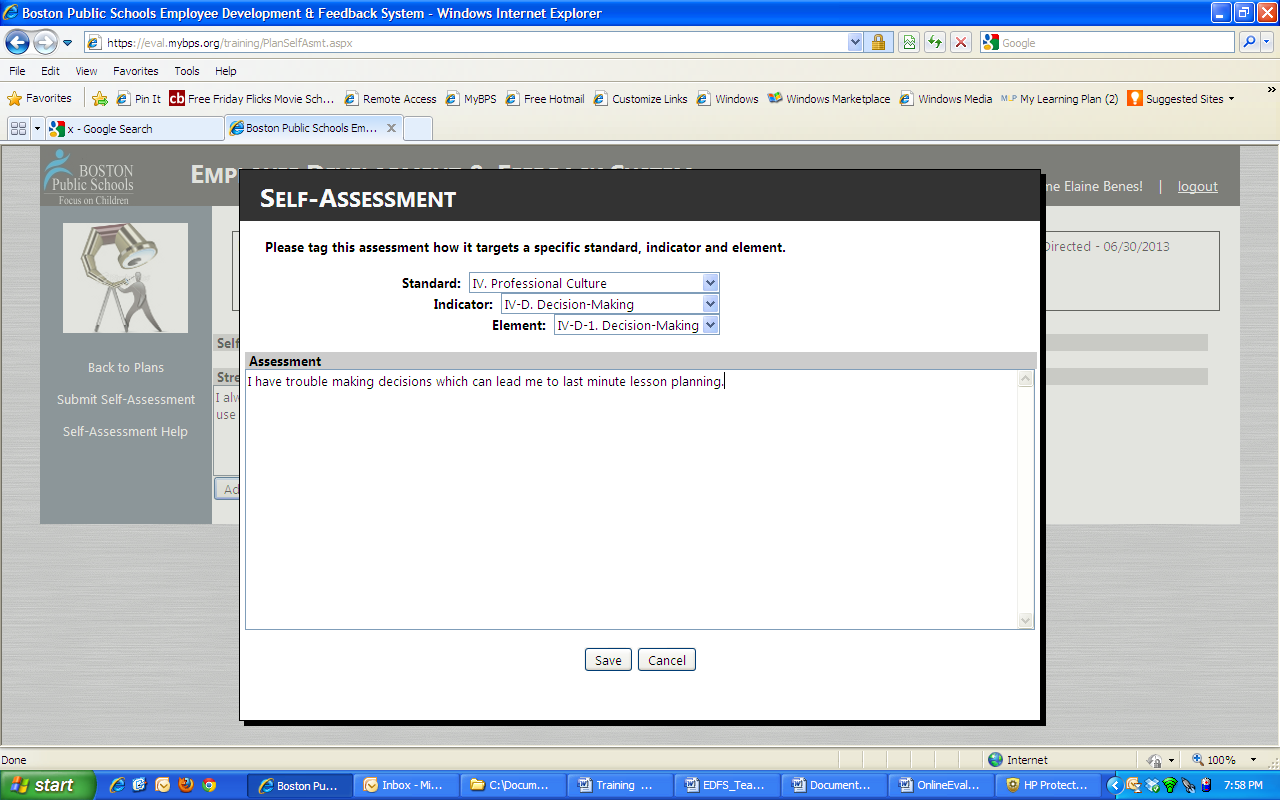
**3)** Select *Save*.

* 1. Repeat step b. to add additional growths to your self-assessment.
  2. Select ***Add Growth*** to submit an area of professional growth you have identified in yourself:



* + 1. The following pop-up text box will appear on your screen:

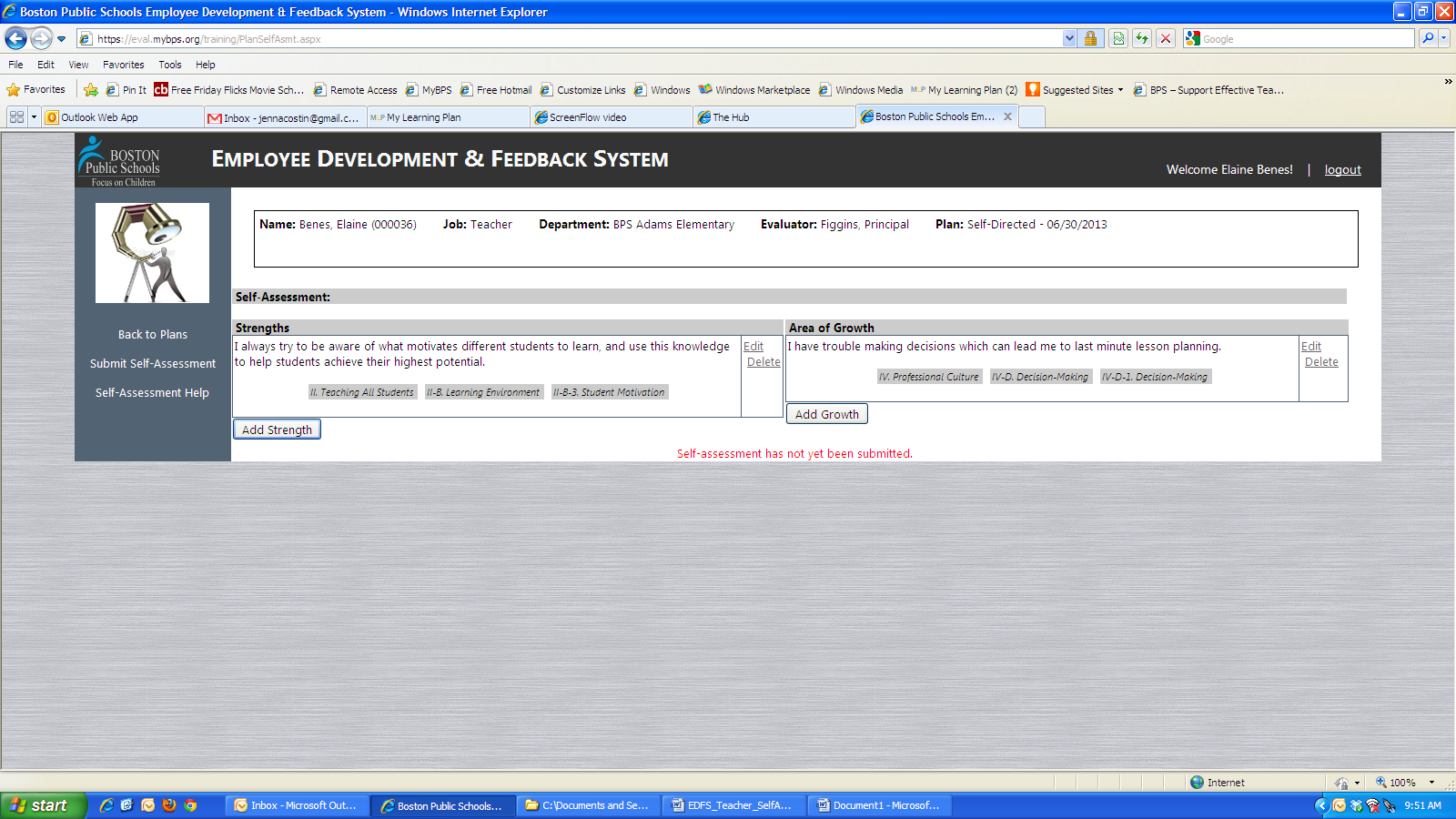
**1)** Select the Standard, Indicator, and Element within the Rubric that to which your area of growth is most connected.



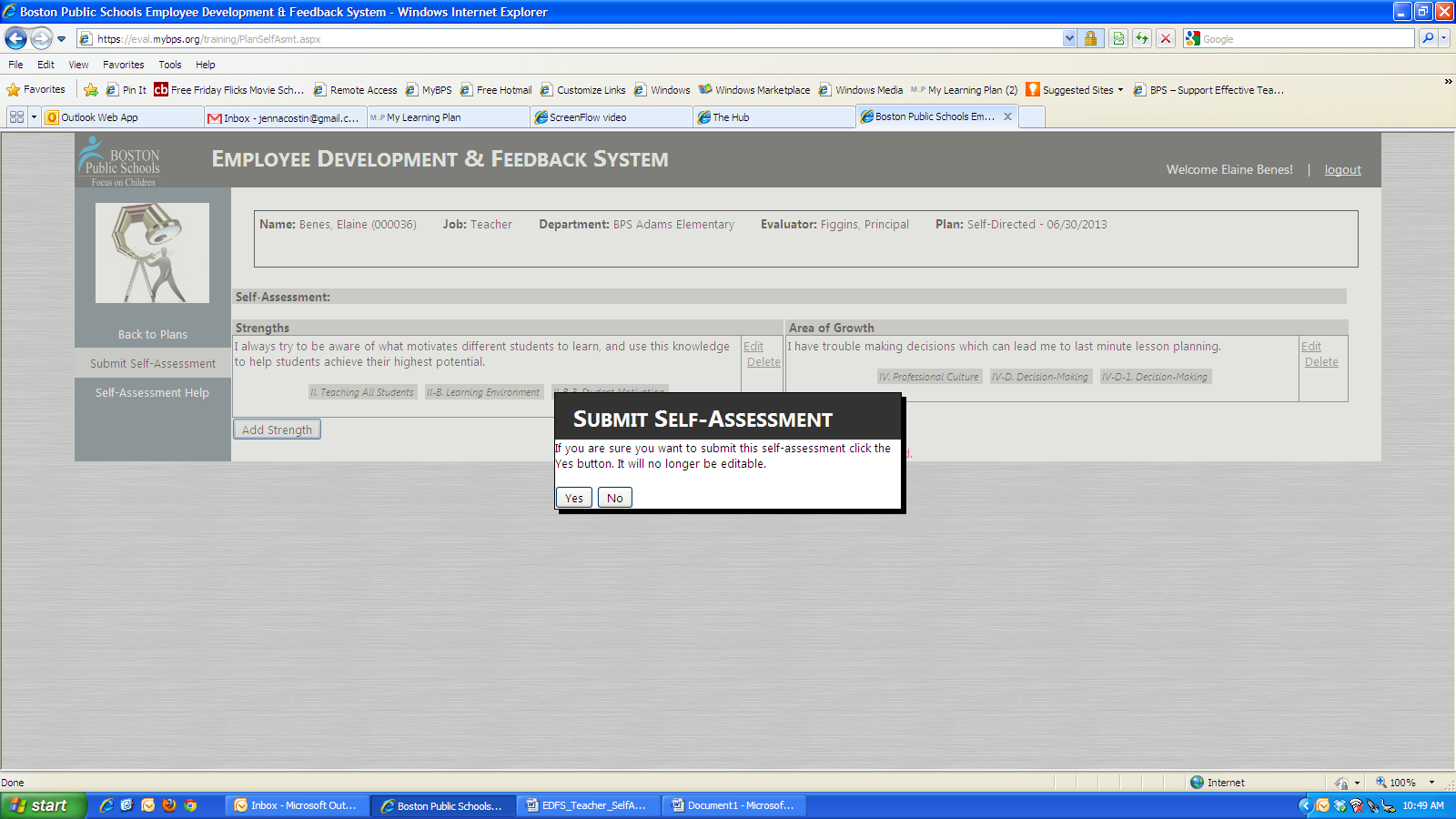
**3)** Select *Save*.

**2)** Enter the assessment of your area of growth into this text box.

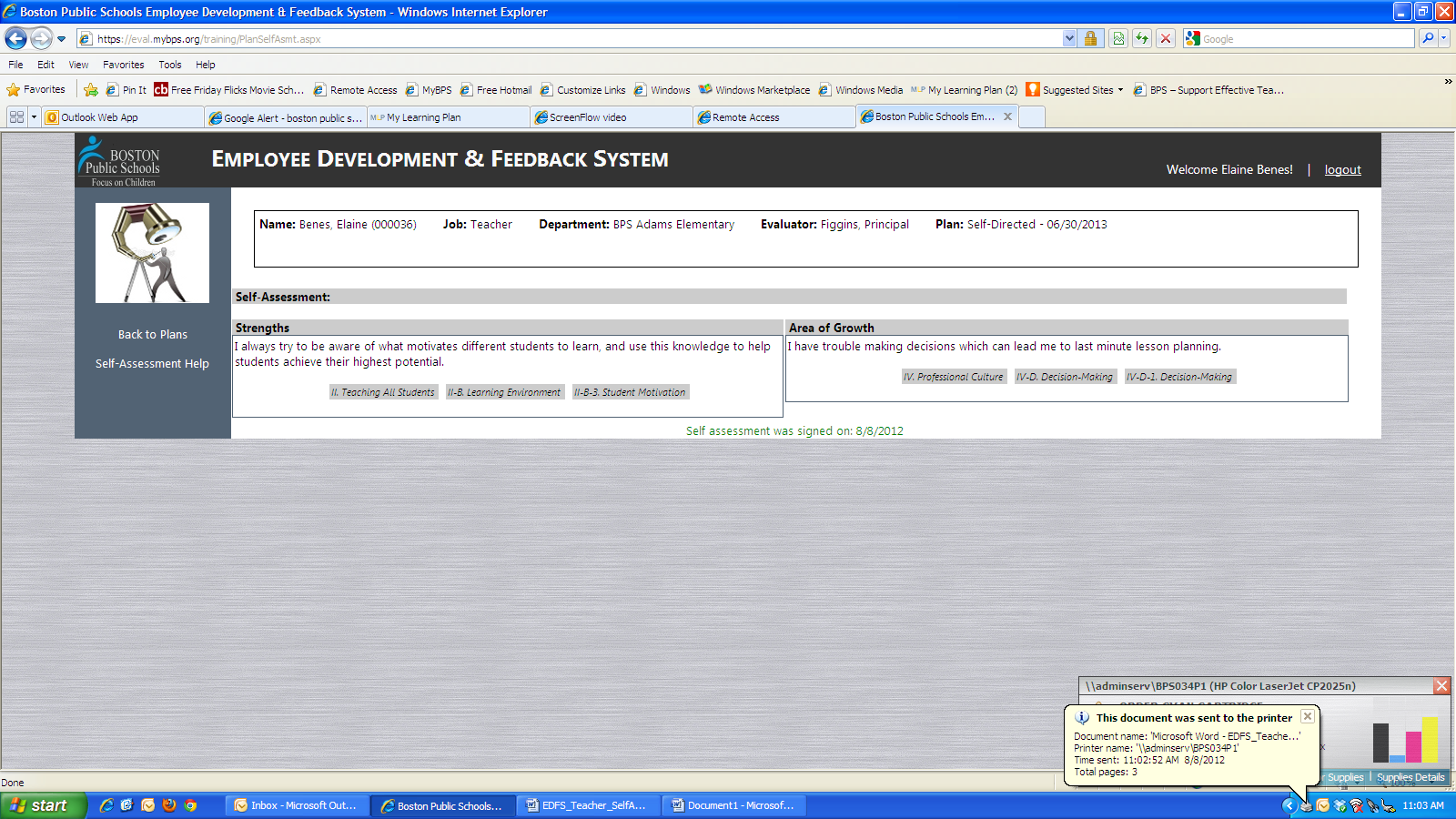
* 1. Repeat step d. to add additional areas of growth to your self-assessment.
  2. Once you have added all of your strengths and areas of growth, submit your self-assessment to your evaluator by selecting ***Submit Self-Assessment.*** You will not be able to edit this page or create new strengths/growths once you submit.



* 1. After selecting Submit Self-Assessment, you will select ***Yes*** on the following pop-up box:



* 1. Now your Self-Assessment has been submitted to your evaluator, and the following message will appear on your self-assessment screen:



* 1. Now you are finished with your self-assessment and can begin creating your goals!