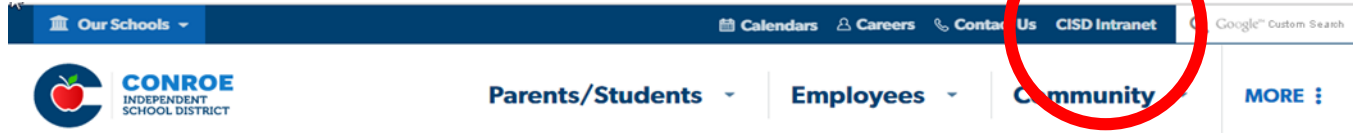


How to create a TAE

Teacher Achieving Excellence

1. Conroeisd.net
2. CISD Intranet
3. View It – login with your e-mail username and password
4. Click on Teacher button.
5. Choose MONITOR/FORMS at the top
6. Click on CREATE TAE
7. Select the teacher of your choice from the drop down menu
8. Choose “Create TAE” next to the name list.
9. Push “Create TAE” near the bottom of the page.

1



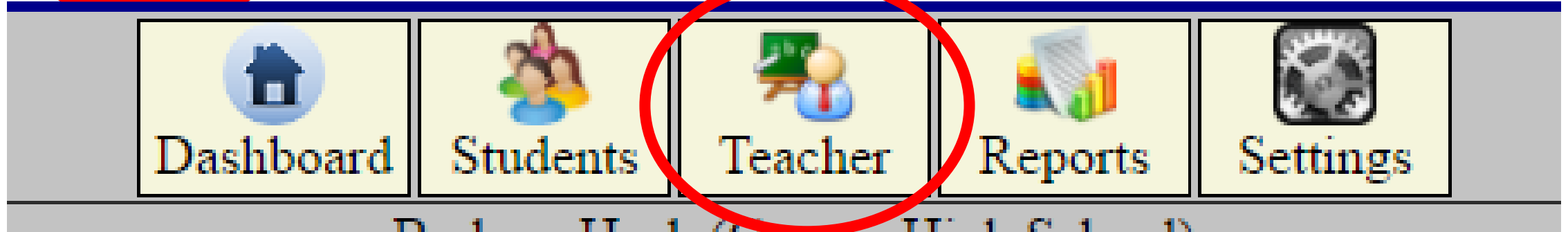
2

Employee Apps - Frequently Used

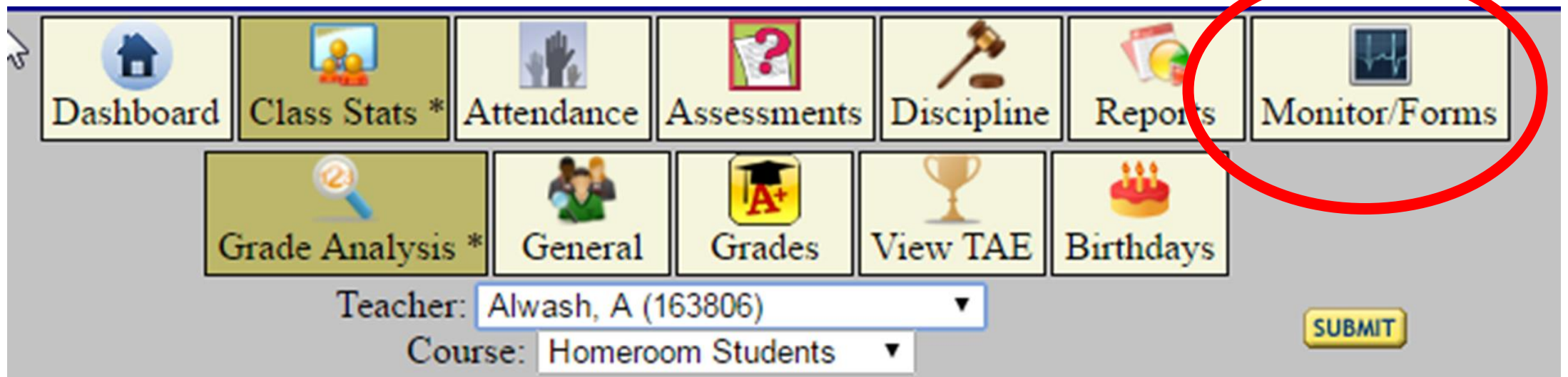
Welcome to the Conroe ISD Intranet. Click an icon below to log in. Recommended browsers are noted by the icons in the corners of select applications.



Step 3



Step 4



Steps 5 & 6

This screenshot shows a navigation menu with two rows of buttons. The top row includes: Dashboard, Class Stats *, Attendance, Assessments, Discipline, Reports, and Monitor/Forms. The bottom row includes: Groups, Monitoring, Create TAE, Forms, and Eduphoria. A red box labeled '5' is positioned above the 'Monitor/Forms' button, which is also circled in red. A red box labeled '6' is positioned above the 'Create TAE' button, which is also circled in red. Below the buttons, there is a dropdown menu for 'Teacher: Alwash, A (1638...)' and 'Course: Homeroom Students', along with a 'SUBMIT' button.

Steps 7,8 & 9

This screenshot shows the 'Teachers Achieving Excellence (TAE): Alwash, Ali' form. At the top, it displays 'Submitter: Heck, B A', 'Created Date: 1/20/2017 11:26:14 AM', 'TAE Date: 1/20/2017', and 'Select Course: None'. Below this is the 'Administrative' section, which contains a paragraph explaining that TAE is a communication tool to recognize staff excellence. A list of 18 categories follows, each with a checkbox: Being on Duty, Switching Duty, Getting the information needed, Engaging with students in the hall, Greeting students at your door, Being on time, Helping, Positive attitude, Going the extra mile, Mentoring students, Great lesson, Team Player, Positive Parent Contact, Following policy and procedure, Supporting extracurricular activities, Great use of differentiated instruction, Great Activities in Lesson Plans, and Very organized Lesson plan. Below the list is the 'Additional Comments' section, which is currently empty. At the bottom, a red circle highlights a button labeled 'Create Teachers Achieving Excellence (TAE) for Alwash, Ali'.