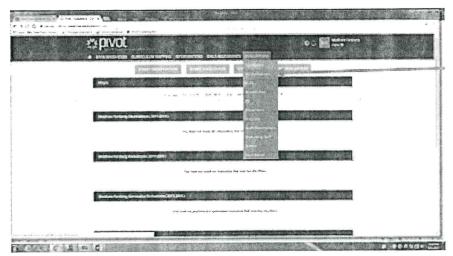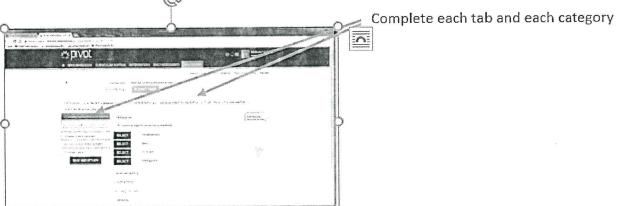# Creating a Self Evaluation in PIVOT

PIVOT is the software used for your teaching evaluations, the software is available as an icon on your desktop, or as a link under the staff resources menu on the CPS website. In order to complete the self-evaluation you will need to do the following:

1. Log into the software. (same as your school log in)
2. Once in the software pull down the menu titled "Evaluations" and chose "My Evaluations"

3. At the top of the screen you will see a green box titled "self evaluation"
4. Click on the green box, it will ask you which evaluation tool you want to use, chose the 5d+ rubric at the top.
5. Next it will ask you which dimensions you want to observe, chose all 6 of the dimensions.
6. The software will then take you through each of the 6 dimension and each category within them. You should evaluate where you feel your level in each area lies (unsatisfactory, basic, proficient, or distinguished). Again this is a self-evaluation.

Complete each tab and each category

7. Once you have gone through each category (on the left) and each dimension (on the top) you please save and submit your self-evaluation.
8. If you do not complete this evaluation in one setting you can save your changes and come back later to finish. If you do, DO NOT start another self-evaluation or you will have to complete the entire thing, instead scroll to the very bottom of the page and edit the one you have already started.