

# TEACHER INDUCTION! PROGRAM

Tulare County  
Office of Education  
*Jim Vidak, County Superintendent of Schools*

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[TIMS Login](#)



[District Report Login](#)

Go to the [Induction Website](#)  
and click on the apple icon to  
get to the TIMS login screen.

## Doe, Jane



**UserID:** 5658  
**Email:** kathleenr@tcoe.org  
**Program:** Y1  
**Grade:**  
**Rev Email:**  
**Mntr Email:** kathleenr@tcoe.org  
**District:** TIP  
**School:** TIP Office  
**CMNT:**

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2018-2019 (Y1)

Fall Semester Docs

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Doc Logs

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1. Select the component by clicking on it.

Components and slots are COLOR-CODED for rapid feedback.

Yellow - Uploaded and pending review.

Grey - Document has been uploaded and reviewed. No action taken.

Orange - Revised and pending review.

Blue - Needs revision.

Green - Has been approved.

# DYNAMIC TABLE OF CONTENTS

Teacher: **Doe, Jane**



### Selected Component Info

User ID:	5658	Reg ID:	6367
Program ID:	1	Yr:	Y1
Component ID:	2847	Title:	Fall Semester Docs


### Fall Semester Docs

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Content Title	Primary Doc	Supporting Doc
▶ Continuum of Teaching Practice / Element(s) Listed on ILP	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>
▶ ILP - Planning Document	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>
▶ Survey - Candidate - October	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>
▶ Survey - Mentor - October	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>
▶ ILP - Cycles of Inquiry - October	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>
▶ ILP - Reflection - Fall	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>
▶ ILP - Cycles of Inquiry - November	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>

**2. To select slot, click on the triangle on the left.**

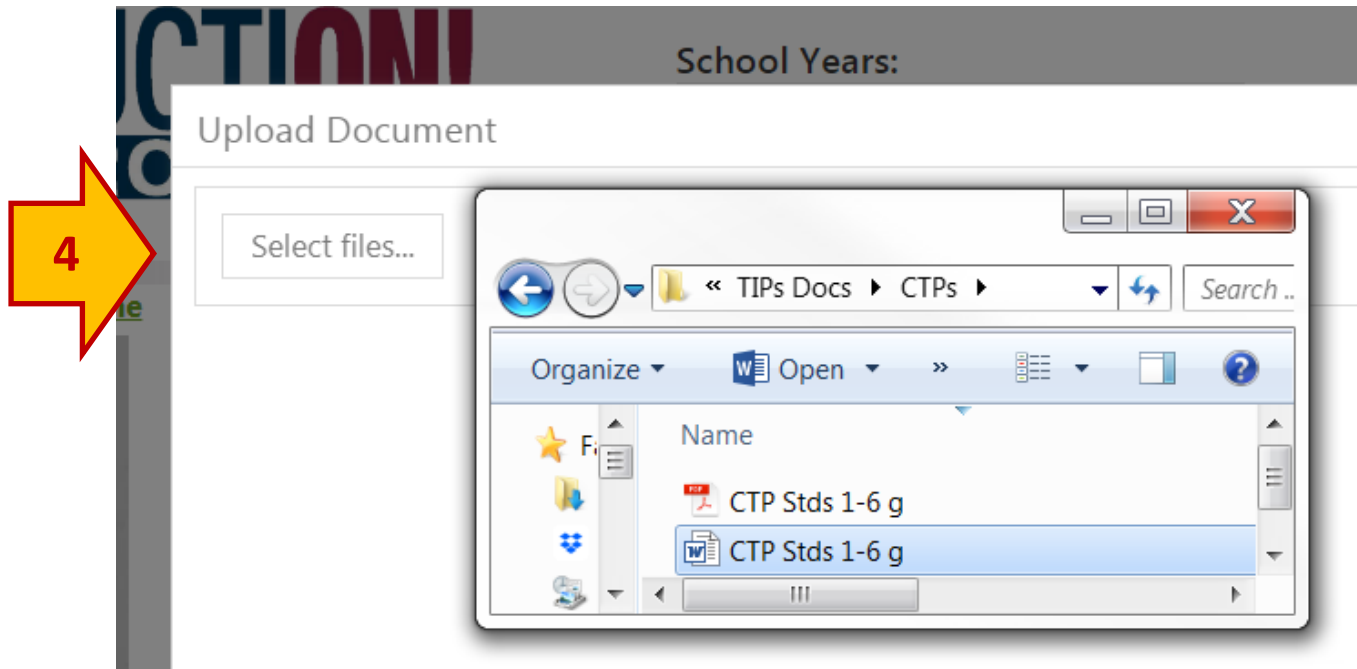
Content Title	Primary Doc	Supporting Doc		
Continuum of Teaching Practice / Element(s) Listed on ILP	<input type="button" value="Upload_Pri"/>	<input type="button" value="Upload_Sup"/>		
<b>Primary Document</b>				
Name	Posted	Reviewed	Status	Comments
<b>Supporting Document</b>				
Name	Posted	Reviewed	Status	Comments



### 3. To upload, select either Primary or Supporting Document

**Primary Documents:** Induction forms (downloaded from website), doc logs, professional development hours form

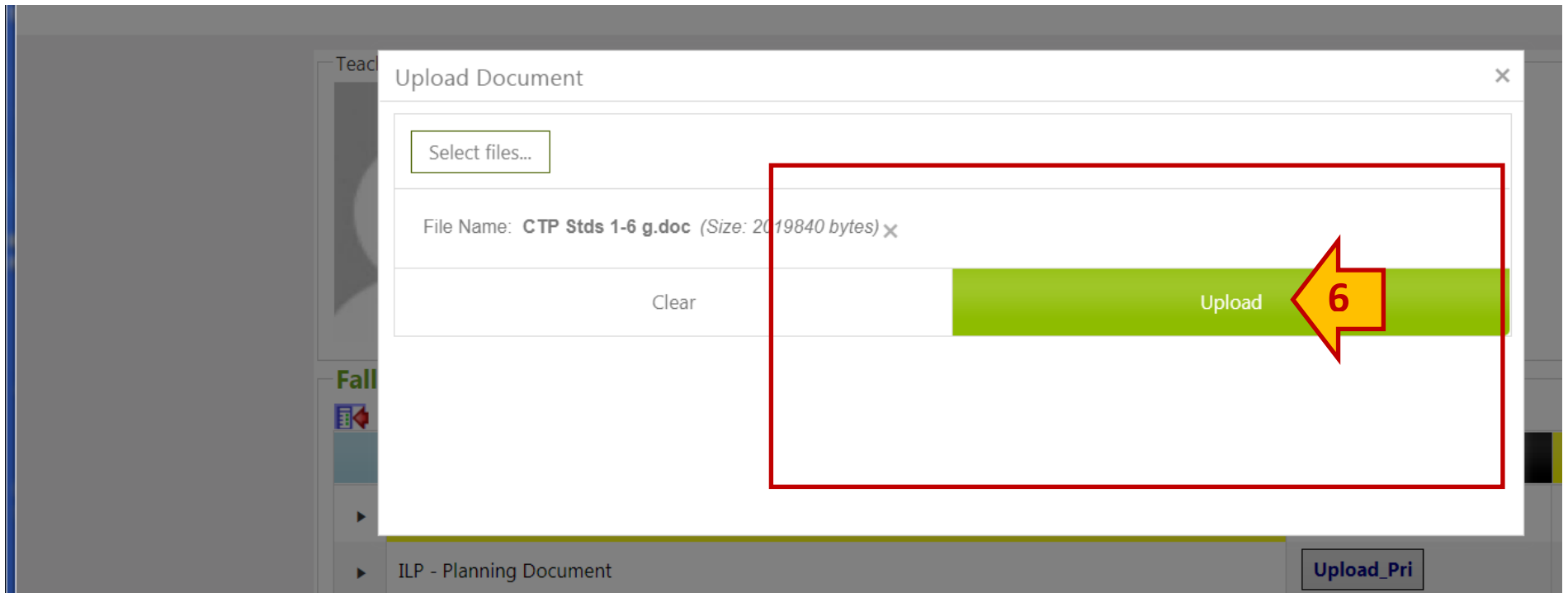
**Supporting Documents:** Scanned documents, student work, maps, and back-up evidence.



**4. Click on the “Select files” button on the pop-up window.**

**5. Click on your document and then on the “Open” button to SELECT your file (not shown above). Make sure it is a “.doc, .docx or .pdf” format. (.jpg formats will go “giant.” Please insert them into a blank Word document to contain their size.)**

**Note: Make sure document titles do NOT have any symbols other than a hyphen or a decimal. Otherwise, the system will not accept them.**



**6. Click on “Upload files.” Then “ok.” *Be sure your document is already closed prior to clicking the button, or it will keep trying to upload without any success.* Once the upload is complete, you will receive a “Successfully uploaded” message. Double check to make sure it opens correctly.**

Fall Semester Docs

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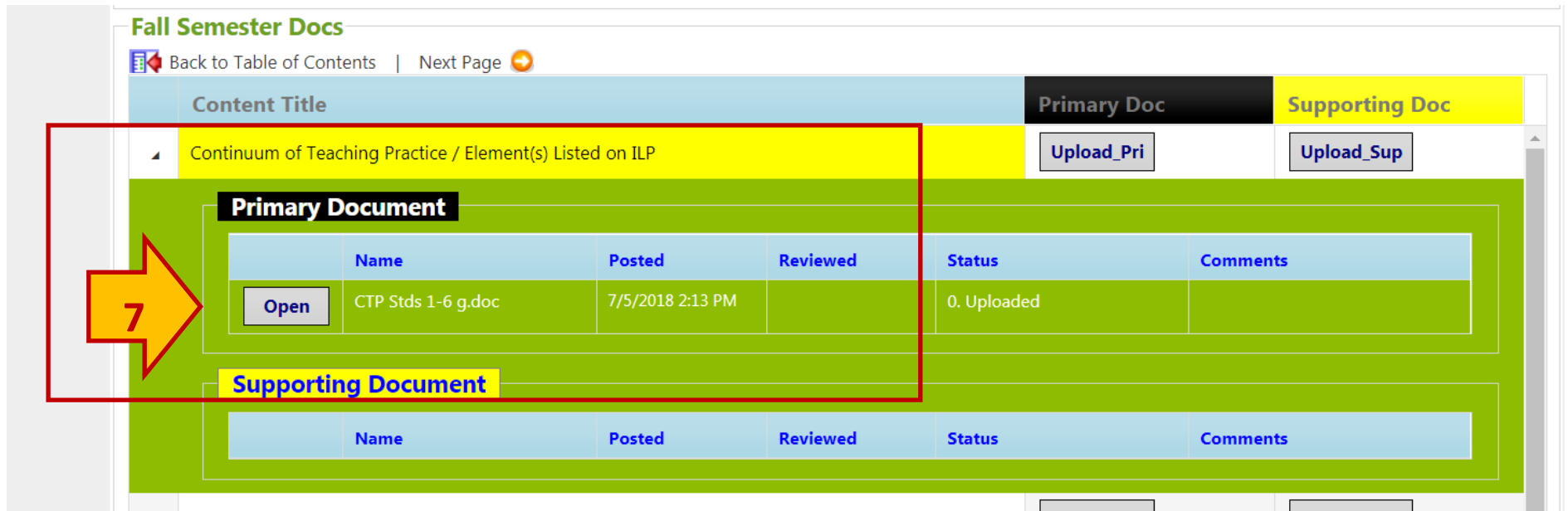
Content Title	Primary Doc	Supporting Doc
Continuum of Teaching Practice / Element(s) Listed on ILP	Upload_Pri	Upload_Sup

**Primary Document**

	Name	Posted	Reviewed	Status	Comments
<input type="button" value="Open"/>	CTP Stds 1-6 g.doc	7/5/2018 2:13 PM		0. Uploaded	

**Supporting Document**

	Name	Posted	Reviewed	Status	Comments
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**7. To open the document, click on “open.” Depending on your computer and browser settings, it may either pop-up as a separate window or just be embedded in the current window. Just “x” out to close the document. If your document is in a separate window, you will need to “x” out of the document and also the white box (open doc space holder) on TIMS.**

## Fall Semester Docs

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Content Title	Primary Doc	Supporting Doc
Continuum of Teaching Practice / Element(s) Listed on ILP	<a href="#">Upload_Pri</a>	<a href="#">Upload_Sup</a>

### Primary Document

	Name	Posted	Reviewed	Status	Comments
<a href="#">Open</a>	CTP Stds 1-6 g.doc	7/5/2018 2:13 PM		0. Uploaded	

### Supporting Document

	Name	Posted	Reviewed	Status	Comments
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**8. Status of Document: 0. Uploaded (not reviewed);**

**1. Incomplete – needs remediation;**

**2. Meets standards;**

**3. Exceeds standards**

**9. If your document is “incomplete,” there will be a comment from the reviewer to inform you on needed enhancements.**



## Fall Semester Docs

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Content Title	Primary Doc	Supporting Doc
▲ Continuum of Teaching Practice / Element(s) Listed on ILP	<input type="button" value="Upload_Pri"/>	<input type="button" value="Upload_Sup"/>

**Close the slot by clicking on the triangle located on the left side of the screen. The Navigational Bar is just above the Content Title Bar allowing you to either return “Back to the Table of Contents - Previous or Next Page.” The Page Title on the Table of Contents will turn yellow or orange indicating if there is a document pending review.**

**Doe, Jane**



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▲ **2018-2019 (Y1)**

Fall Semester Docs [1 document(s) to score]

Spring Semester Docs

Doc Logs

Professional Development Form


**Also on the Table of Contents is your Progress Report which will be updated weekly. It contains your attendance to meetings or classes, completion of components, and your documentation log record.**

**A copy is shown on the next page.**

**The “Log Off” button is located in the upper right corner of your screen.**

**If you need assistance with TIMS, please contact our office.**

# Progress Report

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## Teacher

Name	User ID	Ind. Year	District	School	Mentor
Doe, Jane	5658	Y1	TIP	TIP Office	Rumelhart, Kate

## Requirements

Title	Year 1	Year 2
Participant's Personal Profile		
Candidate's Agreement		
EOY Survey		
Inquiry Meeting		
Spring Meeting		
Components for Year		
Graduated Date		

## Completed Components

Title	Completed Date
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## Professional Development Classes

Date Attend	Title
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## Documentation Logs

Month	Hours	Worked On	Mentor
Hours			
Total:	0		