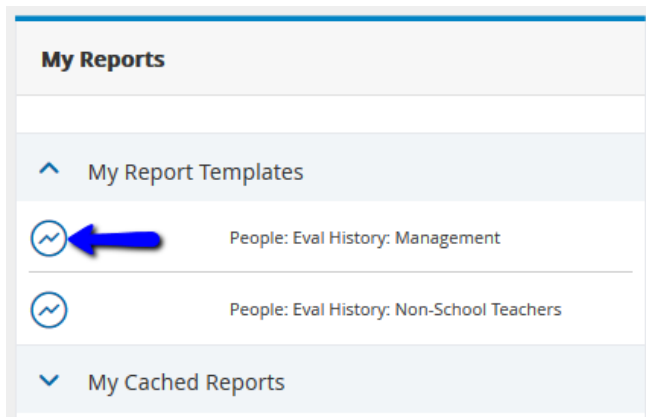


Evaluation History Reports for Non-School Administrators

For non-school based administrators to identify information about the evaluation history of your certificated employees (including itinerant teachers, coaches, coordinators, and services personnel), we have created reports on MyPGS with the information you need to make evaluation decisions.

1. To access these reports, go to MyPGS at <http://lausd.truenorthlogic.com> and follow the steps below. The reports are made available to non-school certificated administrators by default – if you don't currently have access to this report, you may email us to request information at mypgs@lausd.net. On the home page of MyPGS, find the *My Reports* section. Once you find the report that matches your request, click the button that looks like a line chart.



2. Some Evaluation History reports require users to select the location of the employees. For staff in non-school locations other than those assigned to Local Districts, follow the instructions in example A below. For staff in Local Districts, follow the instructions in example B below.

(A) For staff in non-school locations, each selection should match those shown in the image A below (Region = NON-SCHOOL LOCATIONS; County = NON-SCHOOL LOCATIONS; District = -1). In the "School" drop-down, you will select the location of the non-school staff for which you need evaluation history. The location will be presented in the same name format that other LAUSD systems use (such as SAP). If you have staff at multiple locations, you will run this report multiple times. Once you have made your selections, click "Search" to generate your report.

(B) For staff in Local Districts, select your Local District in the "Region" and "County" selections, and select "ALL" for "District" and "School." Once you have made your selections, click "Search" to generate your report.

(A)

INCLUDE USER SITES

State

Region: NON-SCHOOL LOCATIONS

County: NON-SCHOOL LOCATIONS

District: -1

School: All

HR BEG TCHR G&D IN PG
HR CERT CON POOL - NE
HR CERT CON POOL-CTRL
HR DIST INTERN
HR MANGMNT SERV SEC
HR-ADM TRANSIT ASMT
HR-ADULT&CAR ED UNIT

Include Sur

Search

(B)

INCLUDE USER SITES

State

Region: CENTRAL

County: CENTRAL

District: All

School: All

Include Sur

Search

- To access your report, you may go to your email and click the link provided to download the report. Alternatively, you may return to the “My Reports” section of the MyPGS home page and download thereport by clicking the arrow next to “My Cached Reports.” Click the eye icon to open the report of yourchoice.

My Reports

My Report Templates

People: Eval History: Management

People: Eval History: Non-School Teachers

My Cached Reports

My Cached Reports

Eval History: EDSNCT - ITI Submitted on: 08/02/2019 11:55:35 AM

Eval History: Non-School Teachers Submitted on: 08/01/2019 04:33:48 PM

Eval History: Non-School Teachers Submitted on: 08/01/2019 04:21:25 PM

Eval History: PE Itinerant Submitted on: 08/01/2019 01:33:09 PM

Eval History: PE Itinerant Submitted on: 07/31/2019 04:56:57 PM

Show All

- Once the report is open, you may view the information in your browser or download the report as a “.csv” file and open it in Microsoft Excel.

If you have any questions about this process, contact support at MyPGS@lausd.net or 213-241-3444.