Quabbin Regional School District
Teach Point Access and Self-Assessment Instructions

**Step 1:** Go to [Quabbin Home Page](#)
Select **Staff**

**Step 2:** Select **Teach Point** from the drop down menu
**Step 3:** Select **Sign In** in top right corner of screen

**Step 4:** Enter District: qrsd  
Enter Login: first initial-last name (example: smuir)  
Enter Password: teacher

**Step 5:** Change your password  
Select **Options** near the top right of the screen
Select **Edit Account** option

Your account information will be displayed.

In the **password** area, delete the password and enter your new password.

There are no specific restrictions on password characters.

Passwords are not case sensitive.

Make sure to record your password in a safe location for future reference.
Select Save

Step 6: Access the Self-Assessment Form
You will return to the user window.
Here you should select New Form near the top left of the screen
Select the appropriate self-assessment form:
Teacher Self Assessment Form – all regular classroom teachers and special education teachers
Specialized Instructional Support Personnel (SISP) - guidance, clinical team, nurses, speech/language pathologists and team chairpersons should select the appropriate SISP form

Read the description of teaching performance for each indicator and select
the rating that best describes you. Selection only works if you click on the words **Exemplary**, **Proficient**, **Needs Improvement** or **Unsatisfactory**. If you change your mind you can simply select another category.

In the space below the performance rating, list the evidence that supports your rating.

When you reach the bottom of the document **DO NOT** select the **Delete Form** Button, unless you want to delete all of your work.
It is not necessary to complete the self-assessment in one work session. When you have completed your work session, scroll to the top of the document, select Done and then select Logout. Your work will save automatically.

When your self-assessment is complete and ready for your evaluator to review, scroll to the top of the screen and change the Share selection from OFF to ON, then select Logout as described above.
If you log out of your document and need to return to it later, you will need to log back in to Teach Point as directed in Step 4 above. To open the document select the date and time in the far right column.

When you have completed your Self-Assessment and are ready for it to be finalized, scroll to the bottom of the document and select the **Sign** button. Once you have selected **Sign**, you will not be allowed to make changes to your Self-Assessment document.
### IV-F.2. Reliability & Responsibility

In the area below the rating scale, please list evidence that supports your rating:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consistently fulfills professional responsibilities to high standards.</td>
<td>Consistently fulfills professional responsibilities, is consistently</td>
<td>Occasionally misses or is late to assignments, completes work late, and/or makes errors in records.</td>
<td>Frequently misses or is late to assignments, makes errors in records, and/or misses paperwork deadlines, frequently late or absent.</td>
</tr>
<tr>
<td>Standard IV: Professional Culture</td>
<td></td>
<td>punctual and reliable with paperwork, duties, and assignments, and is rarely late or absent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sign**