New Teacher Hire –Teacher Appraisal and Development System (TADS)
Training Registration Process

TADS Training for New Teacher Hires Available Online on HISD eLearn

All new teacher employees are required to complete HISD Teacher Appraisal and Development System (TADS) training within five instructional days from their start date. Teachers must have an HISD employee ID number and network ID to self-enroll in eLearn.

Because TADS is a mandatory training requirement of employment, appraisers may provide dedicated time during the teacher work day to complete the online course (which requires approximately four hours to complete.)

New Teacher Hires should self-register in the Teacher Appraisal and Development System (TADS) training course on HISD eLearn.
1. Log in to https://hisdelearn.org/ with your HISD username (your HISD email prefix). Click "Forgot your password?" to create a new one. IF YOU DO NOT HAVE AN HISD eLEARN PASSWORD, click on "Forgot your password?"

Use your HISD email prefix to log in to eLearn.

If you don't have a password, click *"Forgot your password?"*
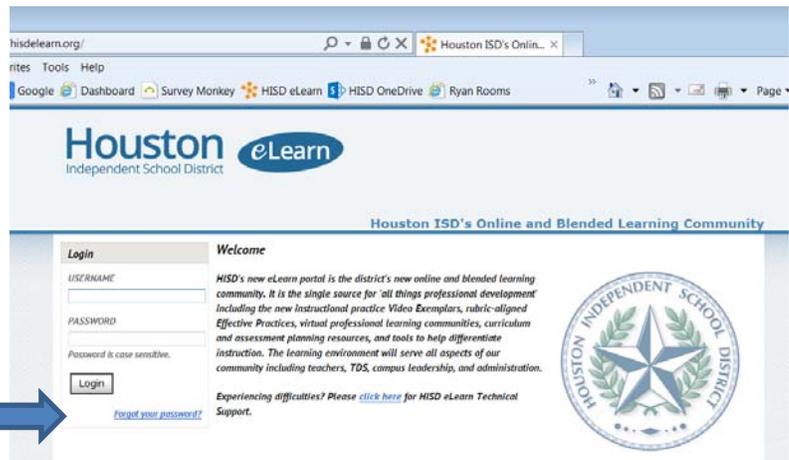
2. Log in to HISD eLearn and click on "Self Registration."

Click on the Self-Registration button.

The large Teacher Appraisal and Development System includes updates for all teachers and doesn't give you access to the course.

3. Choose "Course Offering Code – EL1604, Course Offering Name – Teacher Appraisal and Development System (TADS)."

Scroll down to find the course EL1604 and pick the first date available, *even if it is a date that has already passed*.

4. Click on the register button.

Click on the **Register** button.

5. Complete the required fields and click on Submit. On the next screen click Finish and on the following screen click Done.

Complete the required fields and the click on the **Submit** button. On the next screen click the **Finish** button. On the following screen click **Done.**

6.   Clicking **Done** on the previous screen takes you to the eLearn home page. In the top left corner, click "Select a Course" to see the dropdown menu. Find the course you registered for and begin.
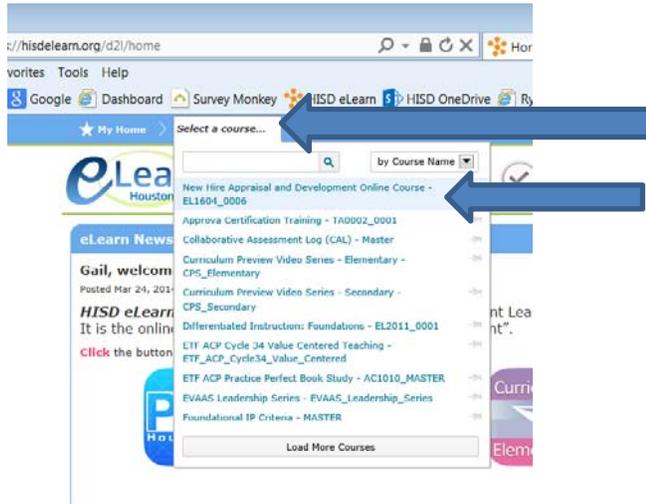
First click on "Select a Course" in the top left corner to display a dropdown list of all your self-registered courses.

Select the "Teacher Appraisal & Development System (TADS) selection.

7.   You will be able to begin the course immediately by clicking on the "Start" button.

Click on the **Start** button.
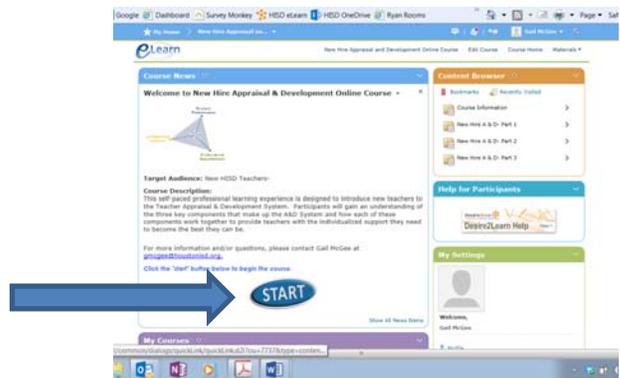
PLEASE NOTE: **You will have five instructional days from the day the course opened to complete the course.** *After the 5ᵗʰ day from the course start date, the course will close.* When you complete the course, the Course Completion Verification Quiz acknowledges the successful completion of the Teacher Appraisal & Development System (TADS) training. You will know you have successfully submitted the verification quiz when you see the verification screen with your name.
Please print this screen as your verification of completion to keep for your records and to submit to your appraiser. Within two weeks, your course completion will be posted to eTRAIN and you will receive an automated email confirming that you have completed the course. Your appraiser may check your eTRAIN transcript to verify completion. *PLEASE NOTE – You will not receive a certificate of completion. YOU MUST PRINT THE VERIFICATION SCREEN UPON COMPLETION BECAUSE YOU CANNOT RETURN TO THE SCREEN AFTER YOU END THE COURSE.*

Please contact Emily Smith, New Teacher Induction Coordinator, at esmith23@houstonisd.org with any questions or concerns.