Welcome to Pivot!

Documents for the Staff Evaluation Tool are setup to allow Staff members to upload files from their computer, or making use of a public link, and attach those documents to an Indicator in a rubric.

To upload and relate a staff document to an Indicator, follow these steps:

1. To begin, you will need to log into Pivot and click the Evaluations tab and then click the Documents tab.
II. To attach a new document click "Add Document".

III. You will be presented with the options for your new document. First, select the Type of Document. You will either be able to Upload a Document, or provide a Web Link. If Uploading a Document click the button to browse to your file. If attaching a Web Link, provide it in the available textbox. You are also able to provide an optional description to your document better explaining it. Click "Add Document".

IV. Once you have your document added to Pivot, you can relate that document to an entire Rubric or a certain Indicator of a Rubric. Click the filename of the document you want to relate.
V. Click “Relate to Staff Evaluation” which will present you with the available Rubrics (if only one Rubric, it will preselect it and jump you to view the Dimensions). You can choose to relate this document to the entire Rubric, or click the appropriate Dimension, then Indicator. A list of document relations will be listed right above the “Relate to Staff Evaluation” button which you can manage as well.

*Your Evaluators will see “Supporting Document” with a show button under the Indicator to click and view.

Email Support at PIVOT@five-startech.com with questions or suggestions.