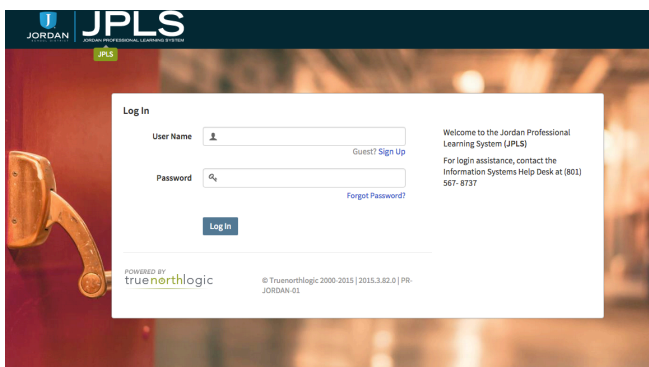


Evaluator Counselor Full Evaluation Instructions

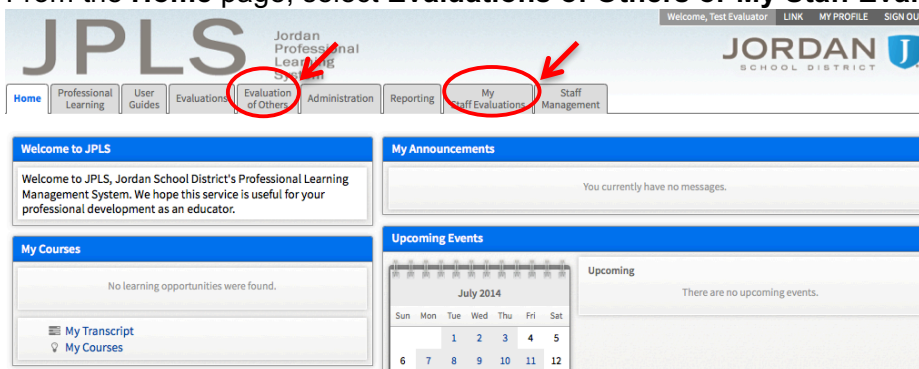
Log in to JPLS

- Access JPLS by going to the Jordan School District website (www.jordandistrict.org) and selecting JPLS from the **Faculty & Staff** menu OR go directly to the site (jpls.truenorthlogic.com).
- Your username is your firstname.lastname (as it appears in your District email). The password for first time users is jsd. You will be required to change the password the first time you visit the site.

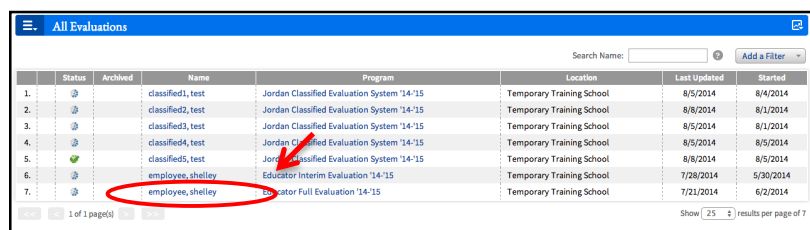


Find and Begin Counselor Full Evaluation

- From the **Home** page, select **Evaluations of Others** or **My Staff Evaluations**.

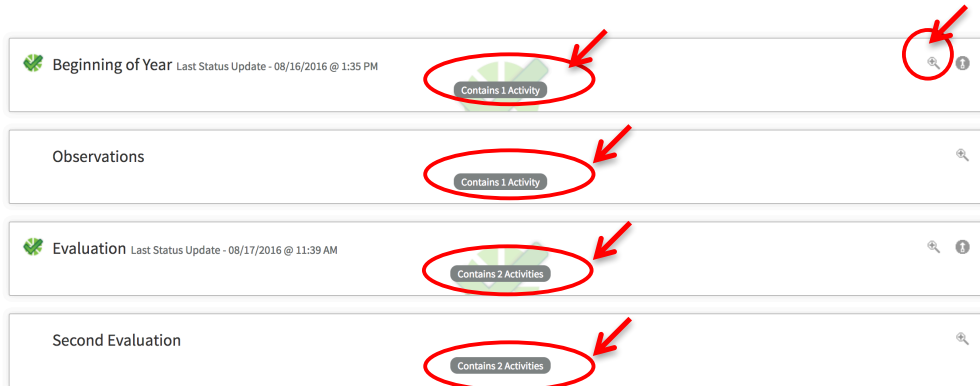


- Search for a specific individual using the **Search Name** box.
- Selecting the individual's name will take you directly to his or her evaluation.



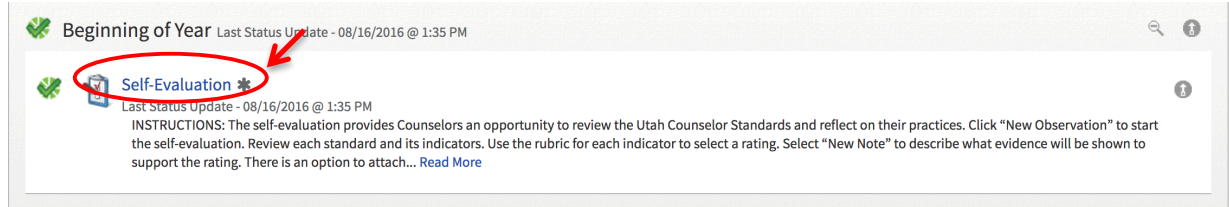
Counselor Full Evaluation

- The Counselor Full Evaluation is divided into three sections: **Beginning of the Year, Observations, and Evaluation.** You can view the activities for each section by clicking on **1 Activity, 1 Activity, or 2 Activities.** The magnifying glass to the right of the screen expands and collapses the activity lists as well.



Beginning of Year Activity

- There is one Activity for the Beginning of the Year: Self-Evaluation.
- The instructions for the activity are available from this screen. It will be helpful to read the instructions before beginning. Select **Read More** to see all the instructions.
- Click on the title to access each activity.
- The evaluator will be able to see counselor ratings and evidence for each standard.



- Select **Back** to return to the activities page.

Observations

This a formative assessment tool that can be used by the evaluator to take notes.

Evaluation

This section contains two Activities: Evaluation of Counselor and Evaluator and Counselor Meeting and Sign Off.

- Click on **Evaluation of Counselor.**
- Select **New Observation.**

- Choose the appropriate rating from the drop down menu for each item. Click on “View Rubric” to see a description of the rating scale. Select “Hide Rubric” to close the rubric. The evaluation saves automatically .
- There are seven standards to evaluate. Click on the title of each area to access its ratings. Remember to complete all sections.
- The Evaluation does not have to be completed in one sitting. It can be reviewed and edited anytime prior to the due date. To return to the evaluation, follow steps 2 and 3 and then select “Edit” from the “Observation Summary” page.
- When the evaluation is complete, select “Shared with Rating” from the drop-down menu and select “Mark Complete.”
- Click “Back” to return to the “Observation Summary” page.
- Click “Back” to return to the Menu.

Evaluator and Counselor Meeting and Sign Off

- This step should be completed as part of a review meeting with the evaluator and Counselor. Prior to the meeting, the evaluator clicks “New” to view the performance rating and has the option to add comments. The Counselor can view the performance rating by clicking on the + sign next to “Forms.” The evaluator and Counselor must both sign off by clicking “Acknowledge.”

Sign Off Status		
Sign Off Status	Name	Sign Off Date
Acknowledged	Test Evaluator	July 5, 2016 at 02:51 PM
Acknowledged	Test Counselor2	July 5, 2016 at 02:52 PM

Acknowledge

Second Evaluation

If a second evaluation is needed the evaluator will complete the Additional Evaluation of Counselor portion and the evaluator and counselor will then meet and sign off.

Getting Additional Help or Addressing Technical Issues

- Contacts:

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801-567-USER

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