# Educator Full Evaluation Instructions
(Educator)

IMPORTANT NOTE: The Educator Full Evaluation can be completed without using JPLS. Optional tools are provided on JPLS for planning purposes.

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.
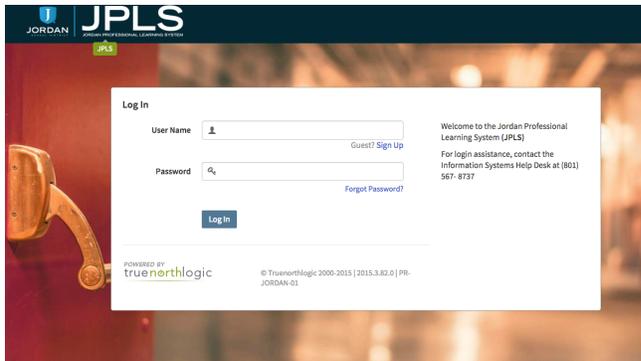

Find and Begin Full Evaluation

- From the **Home** page, select **Evaluations**.
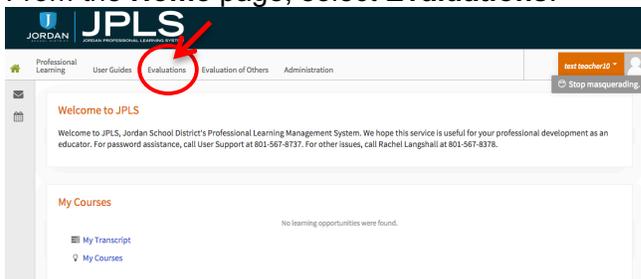
- The evaluations that have been targeted to you will appear on the evaluations page. If you have no evaluation or the wrong evaluation, please call someone from the support list at the bottom of this document. Educators will have both the Educator Full Evaluation and the Educator Interim Evaluation. It is VERY IMPORTANT that you select the correct evaluation plan and the correct year. (Evaluations from past years are located under the **Archived Evaluations** tab.)
- Click the **Start** button for the correct plan to begin.
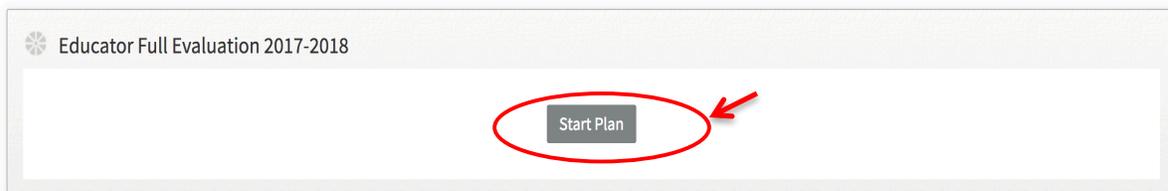
- The Educator Full Evaluation contains only one section: **Beginning of Year**. You can view the activities for this section by clicking on **3 Activities**. The magnifying glass to the right of the screen expands and collapses the activity lists as well.
- A collection of tutorials can be found under the **Tutorial** tab.

Beginning of Year Activities

- There are 3 Activities for the Beginning of the Year: (Optional) Utah Effective Teaching Standards Self-Evaluation, (Optional) Domains IV & V Planning, and (Optional) Domains IV & V Planning Notes.
- The instructions for each 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.
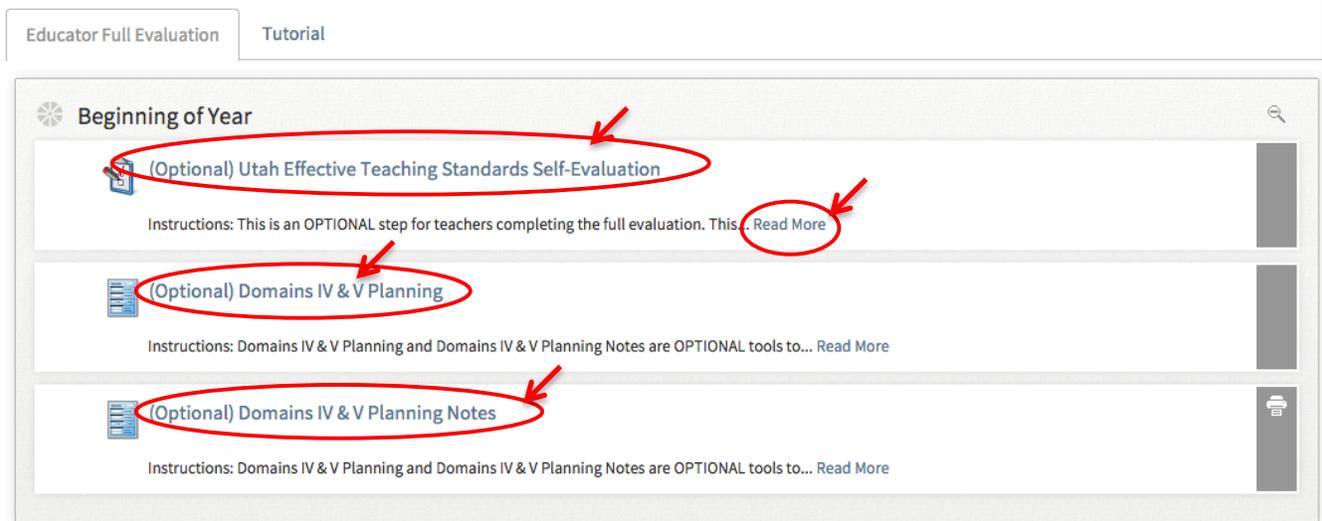
Utah Effective Teaching Standards Self-Evaluation

- **NOTE:** This is an OPTIONAL step. The Utah Effective Teaching Standards Self-Evaluation provides educators an opportunity to review the Utah Effective Teaching Standards and reflect on instructional practices.
- Click **New Observation** to start the evaluation.

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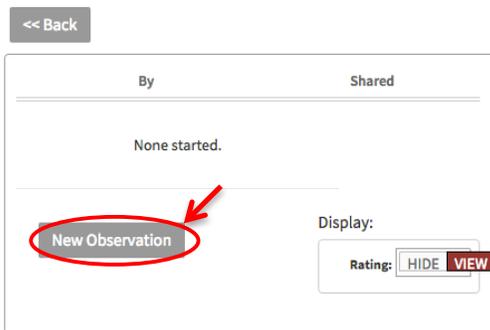
- The Standards are listed in the right hand column. Click on each Standard to bring up the Indicators and Rating scale.
- Select **View Rubric** to see a description of the ratings for each indicator. Use the Rating drop-down menu to select your rating. If your practice does not include items found in the rubric, mark **Not Effective**. Complete the ratings for each Standard. Changes are saved automatically.
- When you have completed the evaluation, select **Mark Complete**. If you have missed any items, a screen appears detailing missing indicators. You can also select the **Review Scores** tab to see an overview of all Standards, Indicators, and your ratings.
- Select **Back** to return to the previous page.
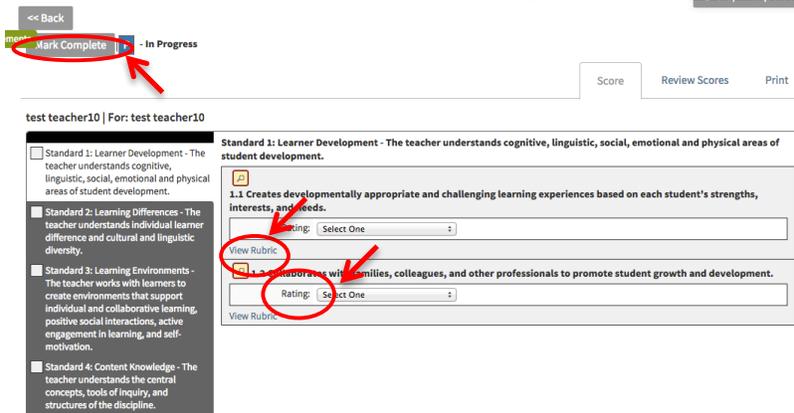
- Once an evaluation is started, select **Edit** to return to it. Select **Back** to return to the activities page.
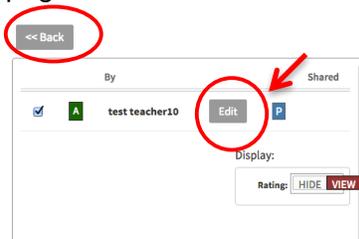
Domains IV & V Planning

- **NOTE:** This is an OPTIONAL step. Educators may prepare for the UETS-based JPAS interview portion of the evaluation by completing the Domains IV & V Planning, Domains IV & V Planning Notes, **OR** by completing the Teacher Checklist Folder.
- Select Domains IV & V Planning.

- Consider the questions included for each indicator and review the Rubric as you prepare for the interview with your administrator.
- Work on each indicator separately. Select the **question mark** to see each indicator's rubric. Select **NEW** to begin.

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(Optional) Domains IV & V Planning for teacher10, test

New   50. Rules and Consequences
Click ? to view rubric ?

Do you have a daily schedule? Rules? Consequences (+ and -)? Acknowledgement? How do you share the rules with your students? Do you differentiate your management for specific students or reasons? What roles/responsibilities do students play in your classroom management, routines, procedures? Do you have data for tracking and adjusting student behavior to make changes to the learning environment?

None found

- Mark the appropriate boxes. Remember that in order for a supervisor to mark **Effective**, all Minimally Effective items must be checked. All Minimally Effective and Effective items must be marked in order to mark **Highly Effective**.

Minimally Effective Indicators

Average of 1 or more
assessments per week   ☐

Effective Indicators

Teacher-initiated
home/school
communication   ☐

Highly Effective Indicators

Collaboration with
parents, colleagues, or
other stakeholders   ☐

Notes

- The **Notes** and the **Evidence and Artifacts** are optional if you feel they can help you prepare.
  - To attach a file, select **Attach a File**. A new button will appear allowing you to **Browse** your computer for the file.

Evidence and Artifacts   Attach a file
"Click on "Attach a file"
for each attachment you
want to add. A new
Browse button will pop
up."

Professional   Click here to view documentation on how to improve in this indicator
Development Materials

* Required Fields

  - Once you have selected and opened the file, the file will be attached, and the name of the file will appear on your screen.

Browse... Sample_Attachment.docx   Remove

  - Select **Attach a File** for EACH attachment!

- Click **Save**. Only one indicator can be "opened" at a time. If you do not have an **Edit** option or a **New** option, scroll through the page to find which indicator has not been saved or canceled.
- Click **Back** to return to the Menu page.

The Professional Development Materials provide a collection of ideas to improve practices within each indicator. Select **Click here to view documentation on how to improve in this indicator** to access the Professional Development Materials.

Domains IV & V Planning Notes

- **NOTE:** This is an OPTIONAL step. Educators may prepare for the UETS-based JPAS interview portion of the evaluation by completing the Domains IV & V Planning, Domains IV & V Planning Notes, **OR** by completing the Teacher Checklist Folder.
- Click on Domains IV & V Planning Notes
- Work on each indicator separately. Select **New** to begin. Fill in each field as needed with notes. At the bottom there is a place to **attach files**.
- When you are finished, click **Save & Exit**.

- Click **Back** to return to the Menu page.

Getting Additional Help or Addressing Technical Issues

- Contacts:

Cherice Thomson	801-567-8239	Rachel Langshall	801-567-8378
USER Support	801-567-USER		