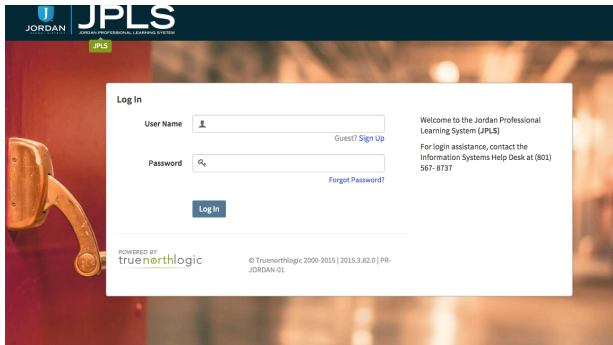


Educator Interim Evaluation Instructions (Educator)

IMPORTANT NOTE: The Educator Interim Evaluation is available only on JPLS. This document provides a step-by-step walkthrough of the process for completing an Educator Interim Evaluation on JPLS.

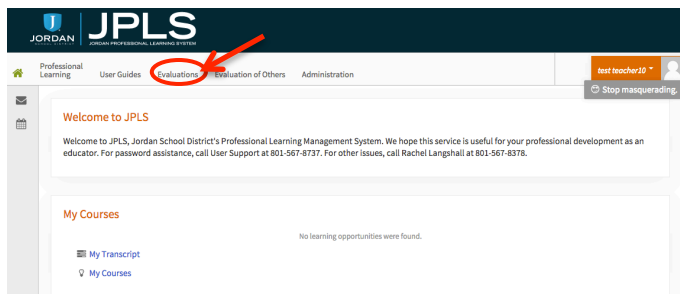
Log in to JPLS

- 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 asked to change the password the first time you visit the site.



Find and Begin Interim 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 on the title of the appropriate evaluation.

Educator Full Evaluation 2015-2016

Owner	Date Created
teacher10, test	07/09/2015 @ 05:00 AM

Educator Interim Evaluation 2015-2016

Owner	Date Created
teacher10, test	07/09/2015 @ 05:00 AM

- A collection of tutorials can be found under the **Tutorial** tab.
- The Educator Interim Evaluation is divided into two sections: **Beginning of Year** and **End of Year**. You can view the activities for each section by clicking on **3 Activities** or **2 Activities**. The magnifying glass to the right of the screen expands and collapses the activity lists as well.

Educator Interim Evaluation **Tutorial**

Beginning of Year Last Status Update - 07/10/2015 @ 12:16 PM **Contains 3 Activities**

End of Year Last Status Update - 07/10/2015 @ 12:39 PM **Contains 2 Activities**

Beginning of Year Activities

- There are 3 Activities for the Beginning of the Year: Utah Teaching Standards Self-Evaluation, Professional Growth Plan, and Evaluator Approval.
- 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.

Educator Interim Evaluation **Tutorial**

Beginning of Year Last Status Update - 07/10/2015 @ 12:16 PM

- Utah Effective Teaching Standards Self-Evaluation ***
Last Status Update - 07/10/2015 @ 12:16 PM
Instructions: This self-evaluation provides educators an opportunity to review the Utah Effective... **Read More**
- Professional Growth Plan ***
Last Status Update - 07/10/2015 @ 12:31 PM
Instructions: Review your most recent UETS-based JPAS Feedback Report as well as the Utah Effective... **Read More**
- Evaluator Approval ***
Last Status Update - 07/10/2015 @ 12:39 PM
Instructions: The Evaluator reviews the Professional Growth Plan. Evaluator selects "Edit" and... **Read More**

Utah Effective Teaching Standards Self-Evaluation

- The Utah Effective Teaching Standards Self-Evaluation provides educators an opportunity to review the Utah Effective Teaching Standards and reflect on their practices.
- Click **New Observation** to start your evaluation.

The screenshot shows a web interface with a '<< Back' button at the top left. Below it, there are two columns: 'By' and 'Shared'. Under 'By', it says 'None started.' and a red arrow points to a 'New Observation' button which is circled in red. To the right, there is a 'Display:' section with a 'Rating:' dropdown menu showing 'HIDE' and 'VIEW' options.

- The Standards are listed in the right hand column. Click on the Standard to bring up the Indicators and a rating scale. Review each standard and its indicators.
- 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.

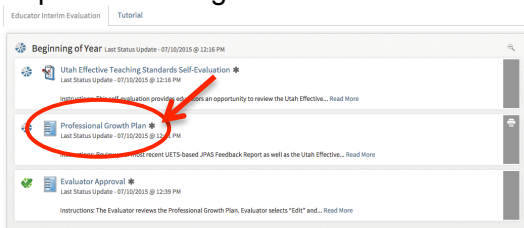
The screenshot shows a web interface with a '<< Back' button at the top left. Below it, there are two columns: 'By' and 'Shared'. Under 'By', it says 'None started.' and a red arrow points to a 'Mark Complete' button which is circled in red. To the right, there is a 'Display:' section with a 'Rating:' dropdown menu showing 'HIDE' and 'VIEW' options.

- Once an evaluation is started, select **Edit** to return to it. Select **Back** to return to the activities page.

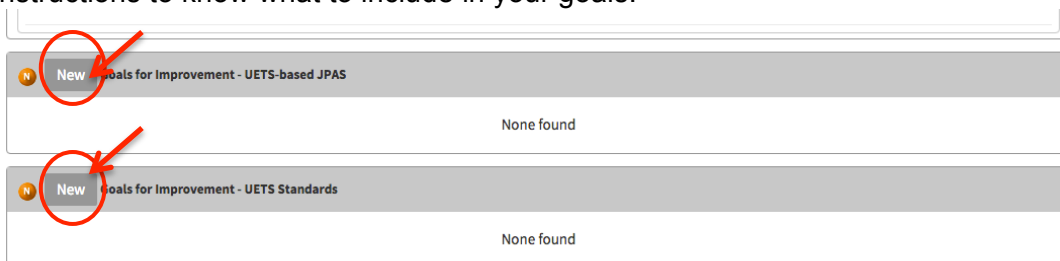
The screenshot shows a web interface with a '<< Back' button at the top left. Below it, there are two columns: 'By' and 'Shared'. Under 'By', it says 'test teacher10' and a red arrow points to an 'Edit' button which is circled in red. To the right, there is a 'Display:' section with a 'Rating:' dropdown menu showing 'HIDE' and 'VIEW' options.

Professional Growth Plan

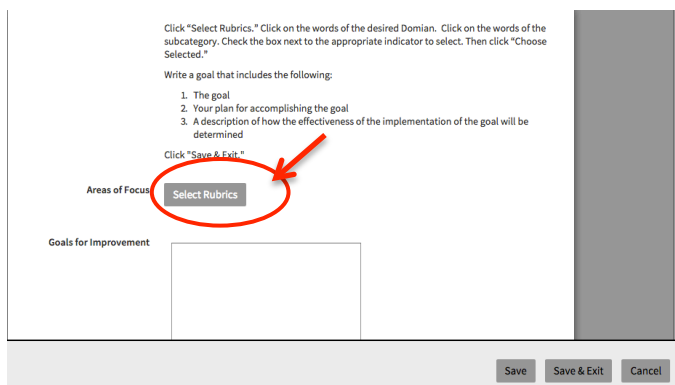
- From the Activity Menu screen, select **Professional Growth Plan**. Review your most recent JPAS Feedback Report and the Utah Effective Teacher Standards Self-Evaluation to identify areas in which you would like to improve. One goal should be based on results of your JPAS Feedback Report and one goal should be based on the Self-Evaluation.



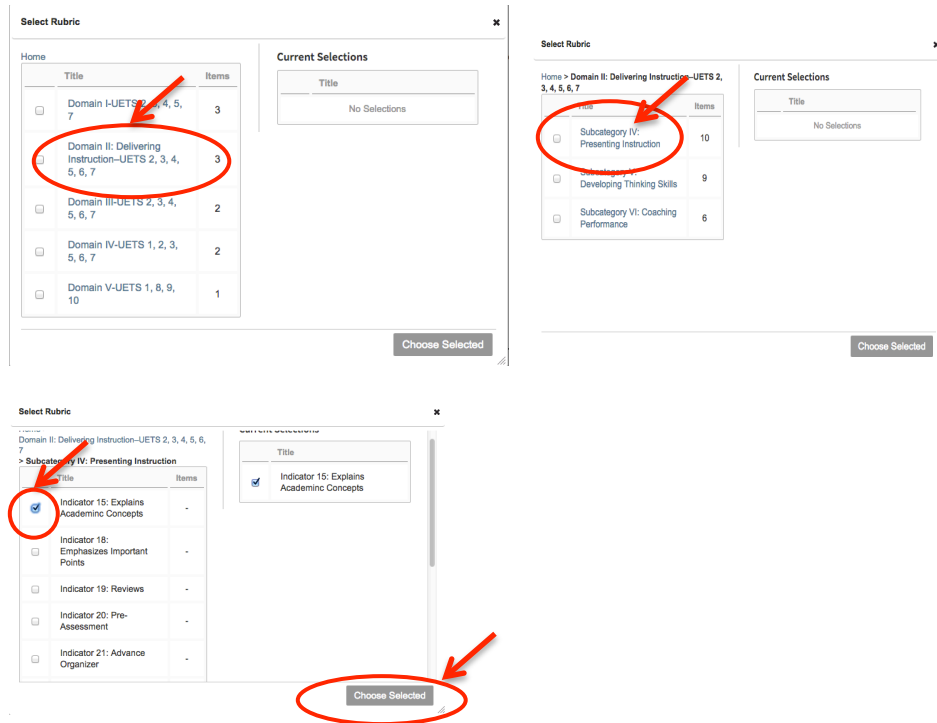
- Select **New** Goals for Improvement – UETS-based JPAS to enter your first goal. Then select **New** Goals for Improvement – UETS Standards to enter your second goal. Make sure to read the instructions to know what to include in your goals.



- The first Area of Focus of one goal will be based on the UETS-based JPAS. The second Area of Focus will be based on the UETS Standards. To identify your area of focus click **Select Rubrics**.



- Click on the **words** of the desired Domain. Then click on the **words** for the desired subcategory. Select the box next to desired indicator(s). Click **Choose Selected**.



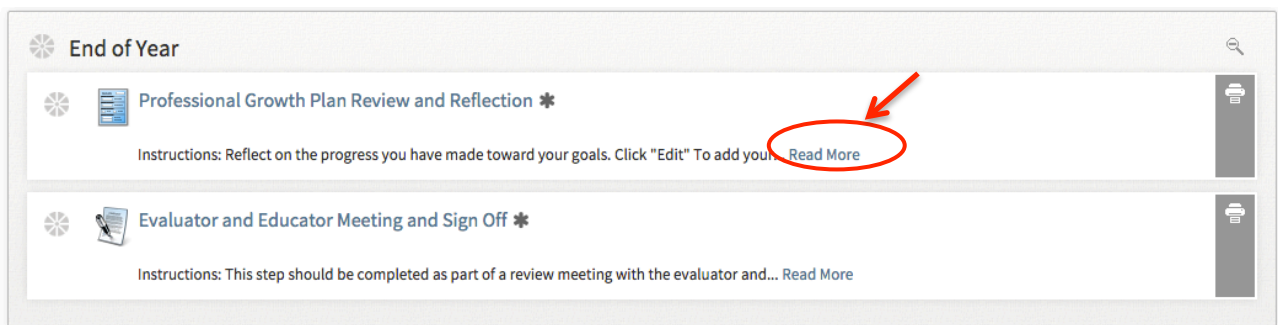
- Repeat the steps above to complete the second Area of Focus, the UETS Standards.

Evaluator Approval

- Once the evaluator has completed this step, comments will be viewable.

End of Year

- There are 2 Activities for the End of the Year: Professional Growth Plan Review and Reflection, and Evaluator and Educator Meeting and Sign off.
- 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.



Professional Learning Plan Review and Reflection

- Select **Professional Learning Plan Review and Reflection**. The goals you made at the beginning of the year should be on the screen. Reflect on the progress you've made towards your goals. Select **Edit** to add your reflections.

- You may choose to add a file by clicking **Attach a File**. Attaching a file is optional.
 - To attach a file, select **Attach a File**. A new button will appear allowing you to **Browse** your computer for the file.

Attach a file

Browse: No file selected.

Remove

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

Attach a file

Browse: Sample_Attachment.docx

Remove

Evaluator and Educator Meeting and Sign Off

- This step should be completed as part of a year-end meeting with your supervisor. The educator and evaluator must each log into JPLS.
- View the performance ratings by clicking on the + sign next to "Forms."
- Select "Acknowledge" to sign off

Getting Additional Help or Addressing Technical Issues

- Contacts:

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