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.
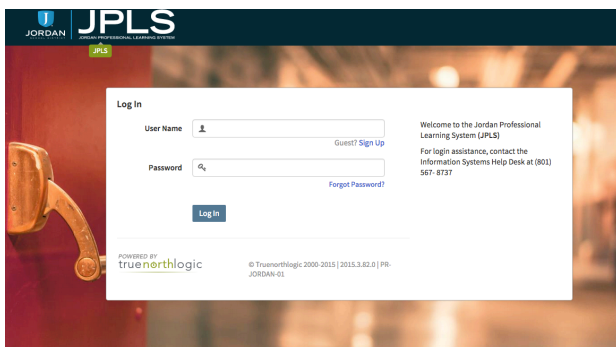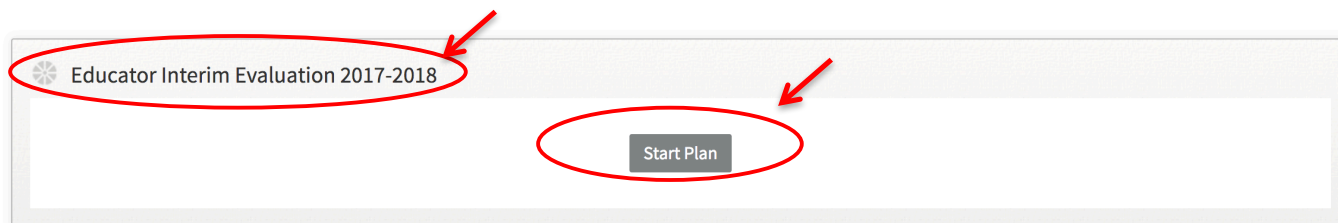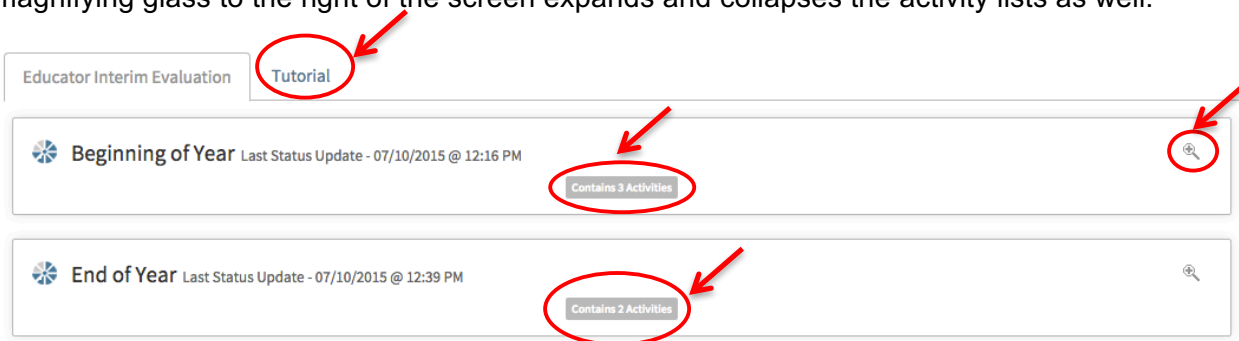

Find and Begin Interim Evaluation

- From the **Home** page, select **Evaluations**.
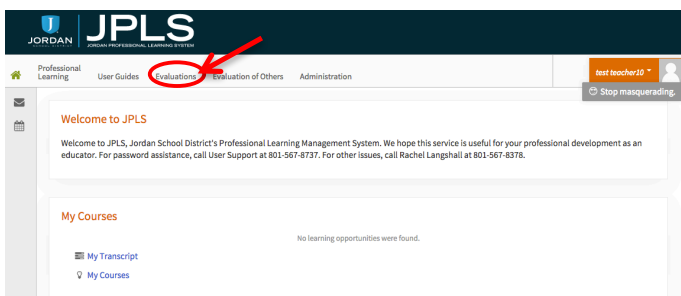
- The evaluations that have been targeted to you will appear on the evaluations page. If you have no evaluation or the wrong evaluation, please call someone from the support list at the bottom of this document. Educators will have both the Educator Full Evaluation and the Educator Interim Evaluation. 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 **Start** button on the appropriate evaluation.

- 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.

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. All three activities are required for the Interim Evaluation.
- 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.

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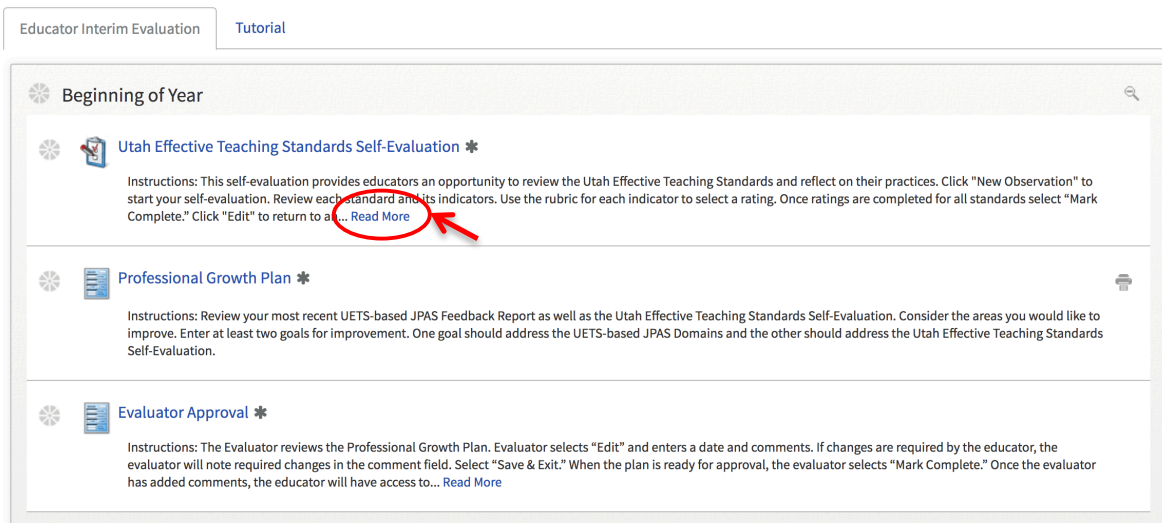
Utah Effective Teaching Standards Self-Evaluation

- 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 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.

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

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, one goal should be based on the Self-Evaluation and one goal will be based on student growth and performance and stakeholder feedback.
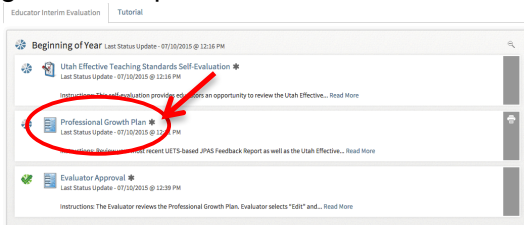
- Select **New** Goals for Improvement – UETS-based JPAS to enter your first goal. Then select **New** Goals for Improvement – UETS Standards to enter your second goal. Make sure to read the instructions to know what to include in your goals. Both goals are required.
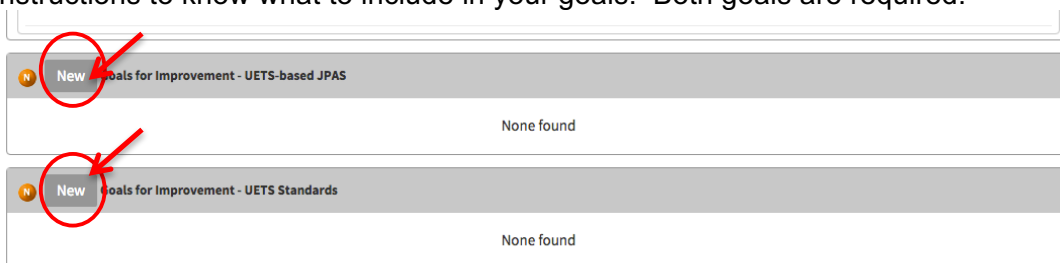
- The first Area of Focus of one goal will be based on the UETS-based JPAS. The second Area of Focus will be based on the UETS Standards. To identify your area of focus click **Select Rubrics**.

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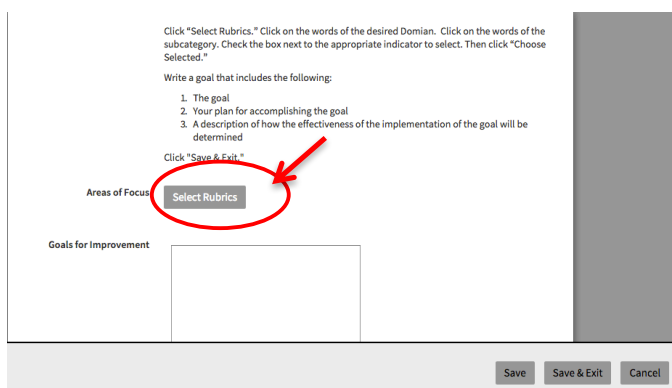
- Click on the on the **words** of the desired Domain. Then click on the **words** for the desired subcategory. Select the box next to desired indicator(s). Click **Choose Selected**.

- Repeat the steps above to complete the second Area of Focus, the UETS Standards.
- For student growth and performance and stakeholder feedback, click **New**. Complete the checklist and description detailing how you will address student growth and performance and stakeholder feedback. Click **Save and Exit**.

  □ A learning goal based on a Utah Core Standard (s)
  □ A Pre- and Post- Assessment
 □ A target wherein the majority of the class demonstrates growth

  Description:

Evaluator Approval

- Once the evaluator has completed this step, comments will be viewable. The educator does not acknowledge at this time.

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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.
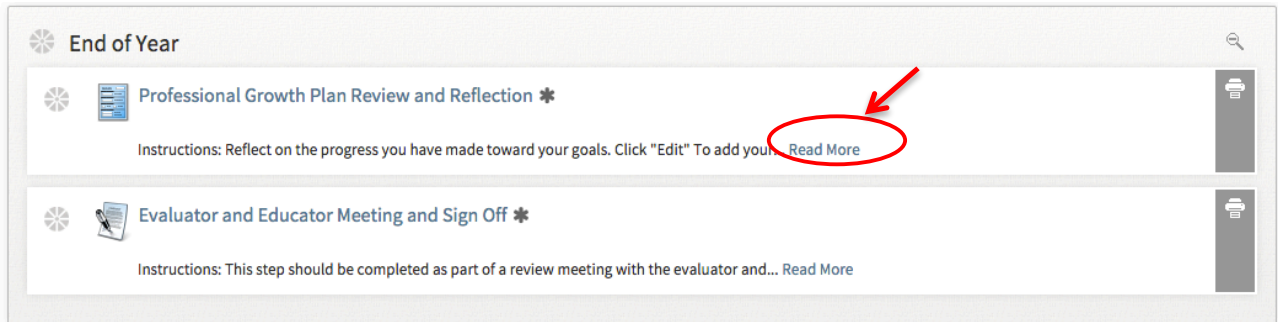
Professional Learning Plan Review and Reflection

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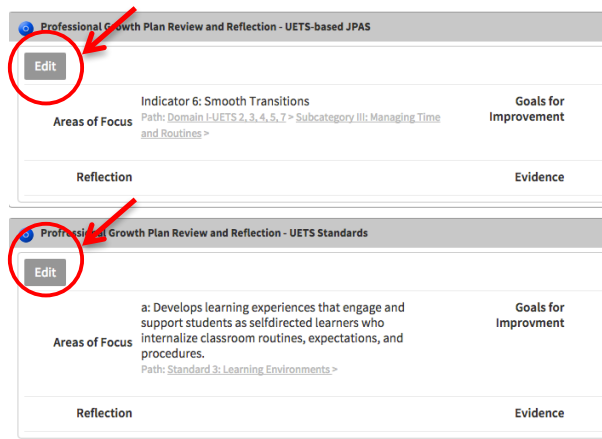
- You may choose to add a file by clicking **Attach a File.** Attaching a file is optional.
  - To attach a file, select **Attach a File**. A new button will appear allowing you to **Browse** your computer for the file.

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

- Repeat the above steps to reflect on student growth and performance and stakeholder feedback.

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.

- Select "Acknowledge" to sign off.

Getting Additional Help or Addressing Technical Issues

- Contacts:
  Dawn Sargent   801-567-8239   Rachel Langshall   801-567-8378
  USER Support   801-567-USER