## 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.
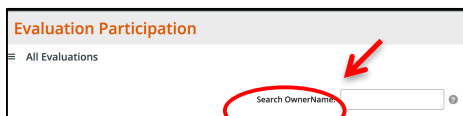- If you forget your password, select "**Forgot Password**" from the login screen.
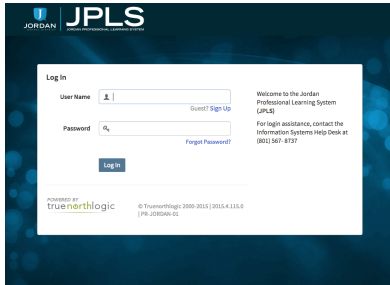
Find Administrator Full Evaluation

- From the **Home** page, select **"Evaluation of Others"**.
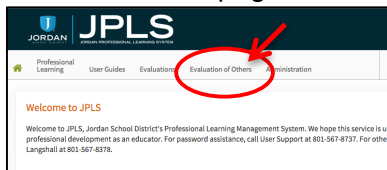
- Use the "**Search Ownername**" to access the administrator's evaluation. To narrow the search, select the name of the evaluation from the "**All Evaluations**" icon.


- Click on the administrator's name. If the administrator has both the Administrator Full Evaluation and the Administrator Interim Evaluation, it is VERY IMPORTANT that you select the correct evaluation. If you have no evaluation or the wrong evaluation, please call the JES Office. (Evaluations from past years are located under the **Archived Evaluations** tab.)

- Select **Administrator Full Evaluation**. The Administrator Full Evaluation is divided into four sections: **Provisional Administrator First Evaluation, Administrator Evaluation Planning, Observations and End of Year**. You can view the activities for each section by clicking on the **Activities** button.. The magnifying glass to the right of the screen expands and collapses the activity lists as well.
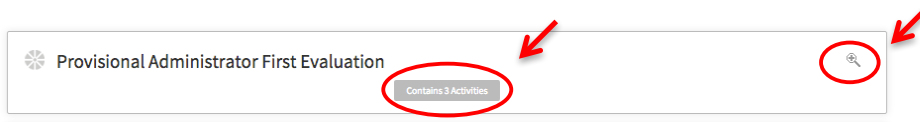
Complete Provisional Administrator First Evaluation

- **IMPORTANT NOTE:** The activities in this section are for Provisional Administrators only. Career Administrators will begin with the second section titled "**Administrator Evaluation Planning**."
- There are 3 Activities to complete for provisional administrator's first evaluation. The administrator will complete the "**Provisional Self-Evaluation Review**" and the "**Provisional Administrator Development Plan**." The "**Evaluator and Administrator Meeting and Sign Off**" will be completed together.
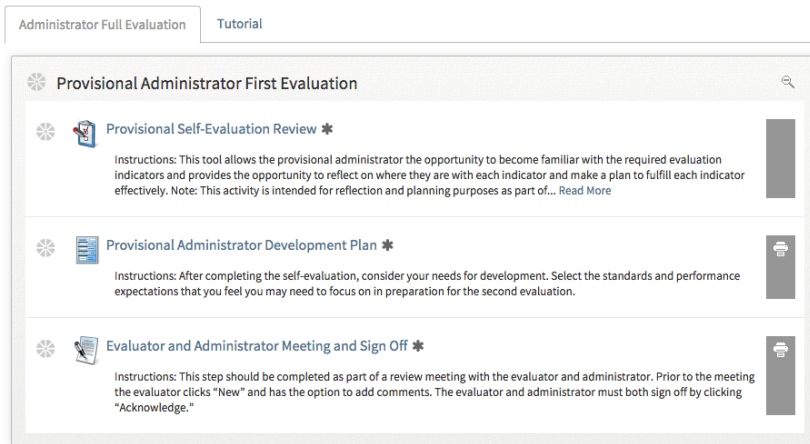

- Select "**Provisional Self-Evaluation Review**" to review the administrator's self-evaluation. **Important Note:** The purpose of the first evaluation is to provide an opportunity for the administrator to become familiar with the Utah Educational Leadership Standards. They are not required to add evidence at this point of the evaluation.
- Select "**Provisional Administrator Development Plan**" to review the administrator's goals.
- The "**Evaluator and Administrator Meeting and Sign Off**" should be completed as part of a review meeting. This meeting provides an opportunity for the provisional administrator to ask questions and identify possible evidence that can be used for the final evaluation.
- Click "Evaluator and Administrator Meeting and Sign Off." Select "New" to make comments and provide the date of the review meeting.

- The Provisional Administrator First Evaluation should be completed by October in order to give the administrator sufficient time to complete the final evaluation.
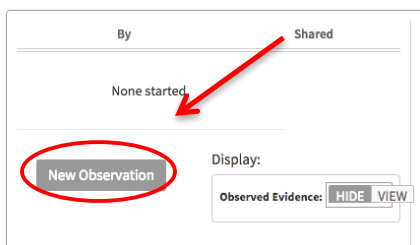
Complete Administrator Evaluation

- Click "**Administrator Evaluation Planning**" to review the administrator's self-evaluation.
- Click "**Utah Educational Leadership Standards Self-Evaluation**."
- Click "**View**" to see the self-evaluation by standard or select "**View**" within the "Display" box to view specific pieces of the self-evaluation. Use the small paper icon in the right corner to print the self-evaluation if needed.
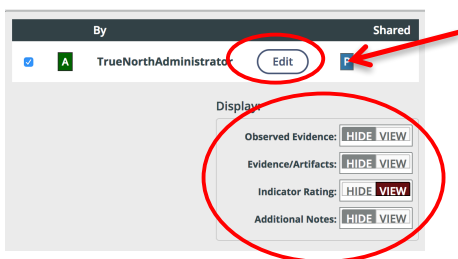
- Click "**End of Year**" to begin your evaluation of the administrator.
- Select "**Evaluation of Administrator**."
- Select "**New Observation**" to begin the evaluation.

- You should see the ratings of the administrator if they have completed their self-evaluation. You will not see attached documentation from this step. In order to view the attached documents, go to the "**Administrator Evaluation Planning**" step and view the administrator's self-evaluation.
- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate Performance Expectations.
- Use "**View Rubric**" to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of required evidence for each rating. Select "**Hide Rubric**" to hide the rubric.
- Select a rating for each Performance Expectation.
- Select **"New Note" or "Attach File"** to provide any evidence you want to add to the evaluation.

- When you have completed the evaluation, select **Mark Complete** AND select "**Shared with Rating**" from the drop-down menu. 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. The evaluation does not have to be completed in one setting.
- Select "Back" to return to the Observation Summary page. To return to your evaluation, select "Edit." Select "Back" to return to the Main page.

- Select "**Evaluator and Administrator Meeting and Sign Off.**" This step should be completed as part of a meeting with the administrator and evaluator.
- In preparation for the meeting, click "New" to add comments and the date. This is an important step because it generates the administrator's effectiveness rating.
- Both Evaluator and Administrator should be logged into JPLS. Each will select "Acknowledge"

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Getting Additional Help or Addressing Technical Issues

- Contacts:

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