

# Educator Full Evaluation Instructions for Evaluator (Evaluator)

**IMPORTANT NOTE:** Currently, the Educator Full Evaluation can be completed partially within JPLS or without using JPLS.

- The Utah Effective Teaching Standards Self-Evaluation is an **optional activity** that can be completed to review the Utah Effective Teaching Standards.
- Domains IV & V Planning and Domains IV & V Planning Notes are **optional tools** that can be completed using JPLS or the Teacher Checklist Folder.
- All other documentation will be completed through the UETS-based JPAS observation process.

This document provides a step-by-step walkthrough for EVALUATORS using JPLS for Educator's Full Evaluation.

## 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 Educator's Full Evaluation

- There are several ways to access teacher evaluations. If the Delegation Sheet has been completed and submitted AND **if the evaluation has been started**, evaluations can be accessed from the **Evaluation of Others** tab or the **My Staff Evaluations** tab.

- Search for a specific individual using the **Search Name** box.
- All evaluations that you are responsible for should be listed. If they are not, please contact someone from the support list at the bottom of this document.
- Selecting the individual's name will take you directly to his or her evaluation.

#	Status	Archived	Name	Program	Location	Last Updated	Started
1.			classified1, test	Jordan Classified Evaluation System '14-'15	Temporary Training School	8/5/2014	8/4/2014
2.			classified2, test	Jordan Classified Evaluation System '14-'15	Temporary Training School	8/8/2014	8/1/2014
3.			classified3, test	Jordan Classified Evaluation System '14-'15	Temporary Training School	8/5/2014	8/1/2014
4.			classified4, test	Jordan Classified Evaluation System '14-'15	Temporary Training School	8/5/2014	8/5/2014
5.			classified5, test	Jordan Classified Evaluation System '14-'15	Temporary Training School	8/8/2014	8/5/2014
6.			employee, shelley	Educator Interim Evaluation '14-'15	Temporary Training School	7/28/2014	5/30/2014
7.			employee, shelley	Educator Full Evaluation '14-'15	Temporary Training School	7/21/2014	6/2/2014

## Educator Full Evaluation

- The Educator Full Evaluation is divided into two sections: **Beginning of Year and Observations**. You can view the activities for each section by clicking on **3 Activities** or **4 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.

Educator Full Evaluation

**Tutorial**

Beginning of Year

Contains 3 Activities


Observations

Contains 4 Activities


## Select Beginning of Year Activities

- There are 3 Activities for the Beginning of the Year: Utah Effective Teaching Standards Self-Evaluation, Domains IV & V Planning and Domains IV & V Planning Notes. All of these activities are designed for the educator to complete. The Utah Effective Teaching Standards Self-Evaluation is **optional**. It provides an opportunity for the educator to review the Utah Effective Teaching Standards. The Domains IV & V Planning and Domains IV & V Planning Notes are **optional tools** educators can use to prepare for the interview portion of the full UETS-based JPAS. Any text or attachments added to these tools by the teacher will be viewable by the evaluator. Educators may choose to use the Domains IV & V Planning Teacher folder to prepare.
- 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.


**Beginning of Year**

 (Optional) Utah Effective Teaching Standards Self-Evaluation

Instructions: This is an optional step for teachers completing the full evaluation. This self-evaluation provides educators an opportunity to review the Utah Effective Teaching Standards and reflect on their practices. Click "New Observation" to start your self-evaluation. Review each standard and its indicators. Use the rubric for each... [Read More](#)

 (Optional) Domains IV & V Planning

Instructions: Domains IV & V Planning and Domains IV & V Planning Notes are OPTIONAL tools to reflect on your teaching practice to help prepare you for the interview that occurs within five working days after the second UETS-based JPAS Observation. This planning is an on-going process to document the best practices and instruction you do on... [Read More](#)

 (Optional) Domains IV & V Planning Notes

Instructions: Domains IV & V Planning and Domains IV & V Planning Notes are OPTIONAL tools to reflect on your teaching practice to help prepare you for the interview that occurs within five working days after the second UETS-based JPAS Observation. This planning is an on-going process to document the best practices and instruction you do on... [Read More](#)

## 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. Educators completing the full UETS-based JPAS will be reviewing the standards in preparation for the interview and, therefore, are not required to complete the self-evaluation.
- The Observation Summary page lists any observations that have been started as well as an overview of the ratings. The samples below show the page if no observations have been started and if one observation has been started. The ratings are listed to the right.

An evaluation has not been started.

**Observation Summary**

[← Back](#) [Download PDF](#)

By	Shared
None started.	

Display:  Rating:

**Standard 1: Learner Development -**  
The teacher understands cognitive, linguistic, social, emotional and physical areas of student development.

Creates developmentally appropriate and challenging learning experiences based on each student's strengths, interests, and needs. [View Rubric](#)


Collaborates with families, colleagues, and other professionals to promote student growth and development. [View Rubric](#)

Not Effective	Emerging/Minimally Effective	Effective	Highly Effective

An evaluation has been started.

**Observation Summary**

[← Back](#) [Download PDF](#)



By	Shared
<input checked="" type="checkbox"/>  shelley employee <a href="#">View</a> <input type="button" value="P"/>	

Display:  Rating:

**Standard 1: Learner Development -**  
The teacher understands cognitive, linguistic, social, emotional and physical areas of student development.

Creates developmentally appropriate and challenging learning experiences based on each student's strengths, interests, and needs. [View Rubric](#)

Collaborates with families, colleagues, and other professionals to promote student growth and development. [View Rubric](#)

Not Effective	Emerging/Minimally Effective	Effective	Highly Effective
			

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

## Domains IV & V Planning

- **NOTE:** Educators may prepare for the UETS-based JPAS interview portion of the evaluation by completing the Domains IV & V Planning step **OR** by completing the Teacher Checklist Folder. Any text or file attached to this step will be viewable to you.
- Select Domains IV & V Planning to view teacher comments and/or files.
- From this screen you can 1) view the rubric by clicking on the blue question mark; 2) view teacher's attached files by clicking on the name of the document(s); and 3) view professional development materials to address each indicator by selecting **Click here to view documentation on how to improve in this indicator.**

59. Plans for Substitutes  
Click ? to view rubric

Do you have a substitute plan for an unplanned day of absence? Where do you keep it? What learning activities are planned? What management information is included?

Has sub plans for one day with appropriate learning activities: Yes

Has at least two pieces of management info for the substitute: Yes

Notes: Plans are located in the tote behind my desk.

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

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

The screenshot shows a form titled '59. Plans for Substitutes'. At the top, there is a blue question mark icon with a red circle and an arrow pointing to it, and the text 'Click ? to view rubric'. Below this is a text input field. Further down, there are two checkboxes: 'Has sub plans for one day with appropriate learning activities: Yes' and 'Has at least two pieces of management info for the substitute: Yes'. Below these is a 'Notes' section with the text 'Plans are located in the tote behind my desk.' Underneath the notes is an 'Evidence and Artifacts' section with a red circle around the text 'Click on "Attach a file" for each attachment you want to add. A new Browse button will pop up.' and a red arrow pointing to a file named 'Sample\_Attachment.docx'. At the bottom, there is a 'Professional Development Materials' section with a red circle around the text 'Click here to view documentation on how to improve in this indicator' and a red arrow pointing to it.

## Domains IV & V Planning Notes

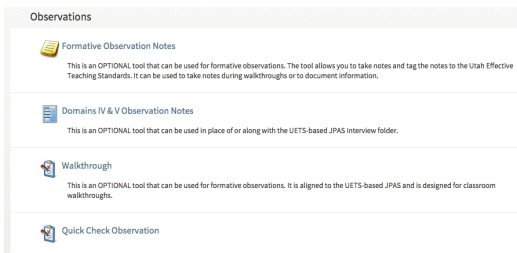
- **NOTE:** Domains IV & V Planning Notes is an **OPTIONAL** tool for teachers to reflect on their teaching practices and help them prepare for the interview that occurs within five working days after the second UETS-based JPAS Observation. This planning tool is an on-going process to document the best practices and instruction a teacher does on a regular bases.
- Select Domains IV & V Planning Notes to view teacher comments and/or files.
- From this screen you can view comments and evidence the teacher has written or uploaded for each indicator for Domains IV & V.

50. Rules and Consequences	No answers.
51. Learning Goals	No answers.
52. Varied Assessments	No answers.
53. Feedback	No answers.
54. Assessment of Student Performance	No answers.
55. Cross-disciplinary Instruction	No answers.
56. Learning Differences	No answers.
57. Student-directed Learning	No answers.

Comments and evidence will show here if it has been completed.

## Observations

- There are four options for observations: Formative Observation Notes, a tool that can be used to take notes and/or take notes and tag them to the Utah Effective Teaching Standards; Domains IV & V Observation Notes, a tool that can be used in place of or along with the UETS-based JPAS Interview Folder; Walkthrough, a tool that is based on the UETS-based JPAS and can be used for formative classroom observations/walkthroughs; Quick Check Observation, a tool that can be used to make notes about teacher and/or student actions. Each tool will be described in detail below.

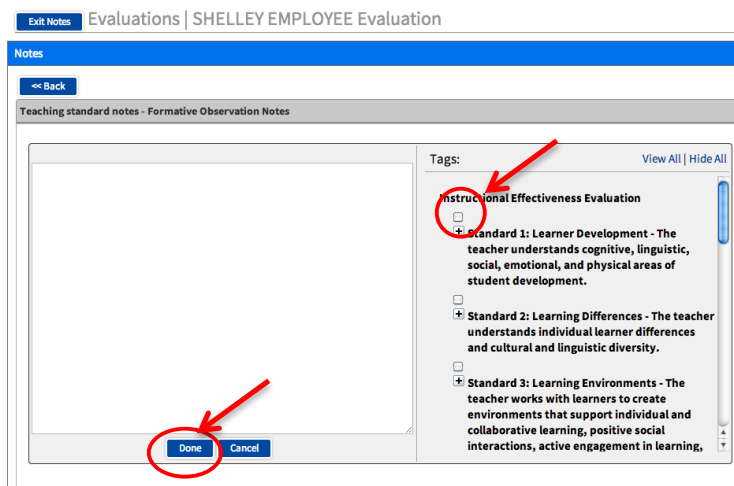


## Formative Observation Notes

- This tool can be used to take notes and/or take notes and tag them to the Utah Effective Teaching Standards
- Select **New Note** to add a note.



- Adding notes – Type in the appropriate note in the box to the left. In the right-hand column, you can **tag** applicable standards and/or indicators. Tagging notes allows you to sort and filter the notes by standard and/or indicator. It is not necessary to tag your notes.
- Click the box next to the standard to tag a note at the standard level. Click the plus sign next to the standard to “drill down” to the indicator level. Click the box next to the indicator to tag a note at the indicator level. Select **Done**.



- The screen will show the note and the tagged standards and/or indicators. Select Edit to change a note. Select Delete to delete the note. Select Attach a File to attach documentation.
- Notes can be Sorted, Filtered and Printed with the options found at the top of the box.
- Click on Back or Exit Notes to return to the Activities Page.

Exit Notes Evaluations | SHELLEY EMPLOYEE Evaluation

Notes

<< Back

Teaching standard notes - Formative Observation Notes

Add Filter Sort

Edit Delete by: Test Principal (06/11/2014 02:20:49 PM MDT)

Shared information with teachers and parents. Great building of culture.

Tags:

3.a - Develops learning experiences that engage and support students as self-directed learners who internalize classroom routines, expectations, and procedures.

3.b - Collaborates with students to establish a positive learning climate of openness, respectful interactions, support, and inquiry.

Attachments: No file found Attach File

## Domains IV & V Observation Notes

- This is an **OPTIONAL** tool that can be used in place of or along with the UETS-based JPAS Interview folder. The tool follows the UETS-based JPAS interview questions and allows you to take notes electronically.
- Select **New** to access each indicator. Remember to **Save** each time you add information to an indicator. Only one indicator can be "opened" at a time.
- If you do not have a **New** option or an **Edit** option, scroll through the page to find which indicator has not been saved.
- Select **Back** to return to the Menu Page.

Educator Full Evaluation '14-'15

<< Back Print Forms Domains IV & V Observation Notes for shelley employee Auto Create Notes

New S0. Rules and Consequences View Notes Not completed

None found

New S1. Learning Goals View Notes Not completed

None found

## Walkthrough

- The Walkthrough is a tool that is based on the UETS-based JPAS and can be used for formative classroom observations. The purpose of the walkthrough is to allow you to visit classrooms and check off items observed. Reports are available.
- Select **Start New** and then **Edit** to enter the start time, duration and subject. Click Save when finished.

Edit Details ✕

Observation Details

Start Time:

Duration: 5

Subject:

Save Cancel

\* Required

- Enter text notes in the boxes provided for each Domain as to what was observed during the walkthrough. Click **Save Changes** when done. Click the **Back** button to return to the activities page.

Domain I: Managing the Classroom

Domain I: UETS 2, 3, 4, 5, 7

Domain I: Number of Students

Domain I: Number of Students Off-Task

Domain I: Observed Actions

Domain I: Classroom Management Level

Domain I: Notes

## Quick Check Observation

- The Quick Check Observation tool allows the evaluator to take notes on teacher actions, student actions, and observed feedback to students.
- Click on the **Start New** button and fill in the the information under each section.
- When finished click the **Save and Exit** button.

Menu	By	Modified Date	Status	Shared
No information to display				

**Start New**

Actions

Observed

The teacher was observed checking for understanding.

Teacher Actions

Student Actions

The teacher was observed providing timely feedback to students

Teacher Actions	<input type="checkbox"/> Discusses miscues and misunderstandings <input type="checkbox"/> Notices non-verbal cues <input type="checkbox"/> Interactive writing <input type="checkbox"/> Uses graphic organizers <input type="checkbox"/> Formative assessment
Student Actions	<input type="checkbox"/> Response cards <input type="checkbox"/> Hand signals <input type="checkbox"/> Class responds verbally <input type="checkbox"/> Class responds with technology <input type="checkbox"/> Think-Pair-Share <input type="checkbox"/> Summary writing <input type="checkbox"/> Student presentation <input type="checkbox"/> Student projects
<p>The teacher was observed providing timely feedback to students</p> <input type="checkbox"/> Immediate feedback regarding specific aspects of the learning target. <input type="checkbox"/> Observations made about strategies students used or can use <input type="checkbox"/> Connections drawn between student's work and the learning target <input type="checkbox"/> Discussion of rubric as it applies to student work <input type="checkbox"/> Suggestions about what can be done for improvement <input type="checkbox"/> Specific feedback given regarding the process of a task <input type="checkbox"/> Feedback concerning self-regulation <input type="checkbox"/> Feedback is descriptive, not judgmental <input type="checkbox"/> Written feedback <input type="checkbox"/> Positive comments <input type="checkbox"/> Individual feedback	

Save Changes

Save & Exit

## Getting Additional Help or Addressing Technical Issues

- Contacts:

Dawn Sargent  
Verlene Jensen

801-567-8239  
801-567-8296

Rachel Langshall  
USER Support

801-567-8378  
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