

# Educator Full Evaluation Instructions for Evaluator (Evaluator)

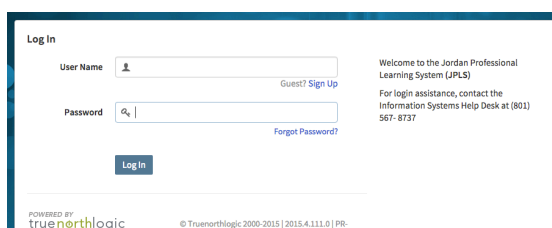
**IMPORTANT NOTE:** Currently, the Educator Full Evaluation can be completed partially within JPLS or without using JPLS.

- 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.

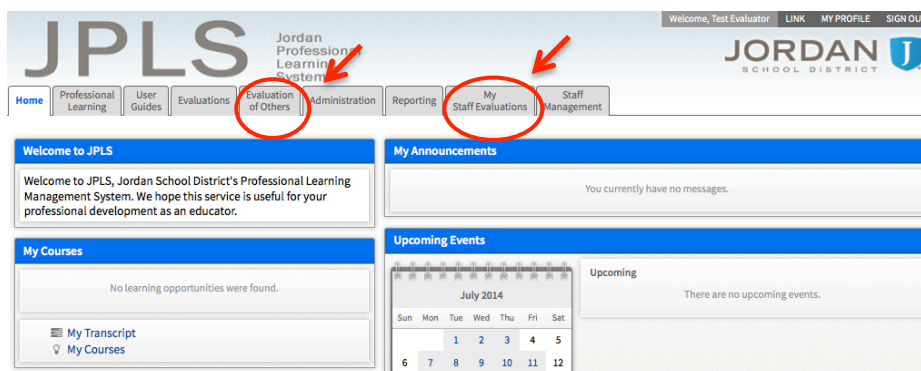
## Log in to JPLS

- Access JPLS by going to the Jordan School District website ([www.jordandistrict.org](http://www.jordandistrict.org)) and selecting JPLS from the **Faculty & Staff** menu OR go directly to the site ([jpls.truenorthlogic.com](http://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.

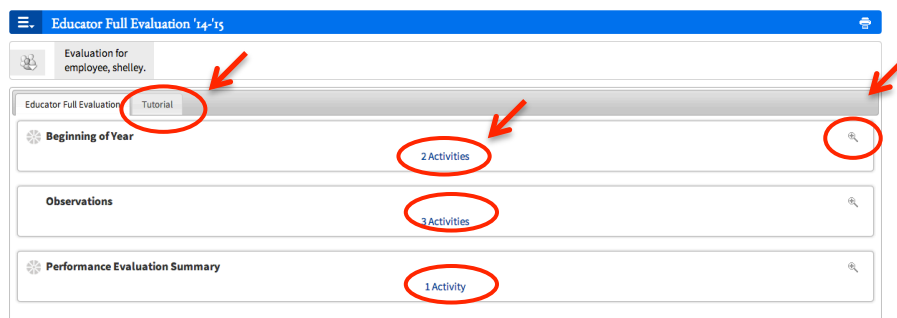


- Search for a specific individual using the **Search Name** box.
- All evaluations that you are responsible for should be listed. If they are not, please contact someone from the support list at the bottom of this document.
- Selecting the individual's name will take you directly to his or her evaluation.

|    | 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  |

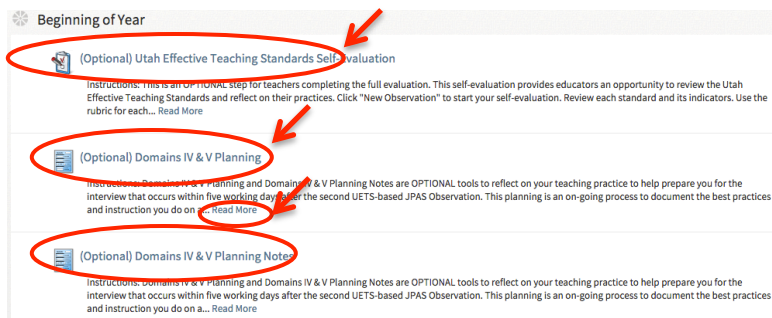
## Educator Full Evaluation

- The Educator Full Evaluation is divided into three sections: **Beginning of Year, Observations, and Performance Evaluation Summary**. You can view the activities for each section by clicking on **2 Activities, 3 Activities** or **1 Activity**. 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.



## Select Beginning of Year Activities

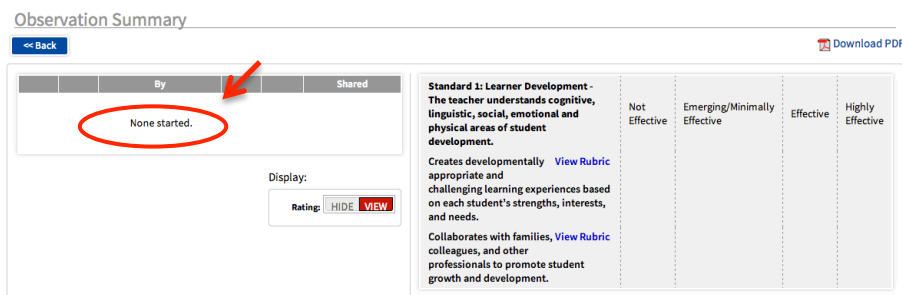
- There are 3 Activities for the Beginning of the Year: Utah Effective Teaching Standards Self-Evaluation, Domains IV & V Planning and Domains IV & V Planning Notes. All of these activities are designed for the educator to complete. The Utah Effective Teaching Standards Self-Evaluation is **optional**. 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.



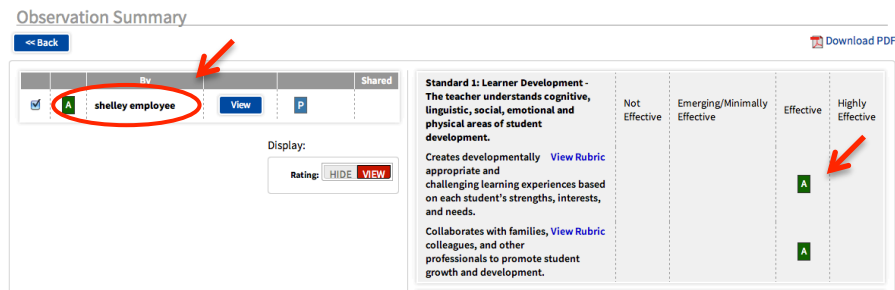
## Utah Effective Teaching Standards Self-Evaluation

- **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.



An evaluation has been started.



- 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

## Domains IV & V Planning Notes

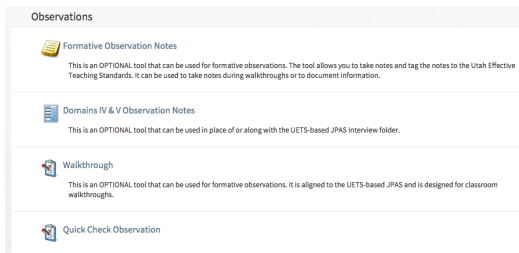
- **NOTE:** Domains IV & V Planning Notes is an OPTIONAL tool for teachers to reflect on their teaching practices and help them prepare for the interview that occurs within five working days after the second UETS-based JPAS Observation. This planning tool is an on-going process to document the best practices 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.

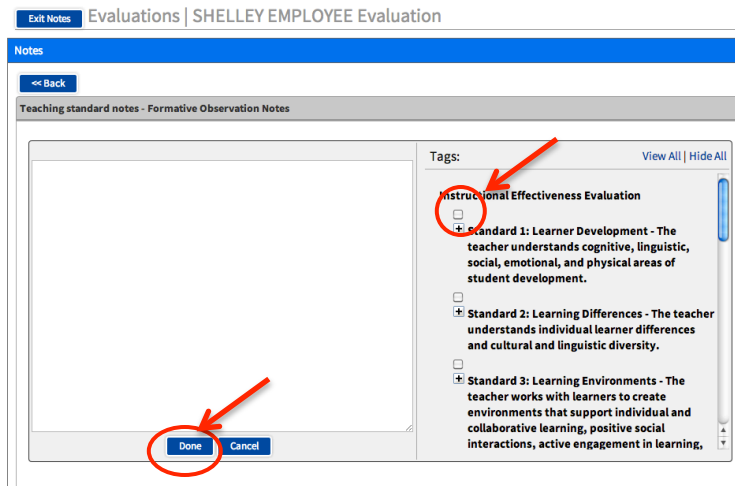


## Formative Observation Notes

- 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 (08/11/2014 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 S1. 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

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

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Domain I: Number of Students

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Domain I: Number of Students Off-Task

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Domain I: Observed Actions

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Domain I: Classroom Management Level

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Domain I: Notes

## Performance Evaluation Summary

- The professional learning plan and signatures will be completed using the UETS-based JPAS Feedback form. The Performance Evaluation Summary is NOT APPLICABLE for the UETS-based JPAS Full Evaluation.

**Performance Evaluation Summary** Last Status Update - 06/02/2014 @ 2:34 PM

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**Performance Review**  
Last Status Update - 06/02/2014 @ 2:34 PM

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NOT APPLICABLE until full implementation of the evaluation process as directed by USOE.

## Getting Additional Help or Addressing Technical Issues

- Contacts:

Cherice Thomson  
Verlene Jensen

801-567-8239  
801-567-8296

Rachel Langshall  
USER Support

801-567-8378  
801-567-USER