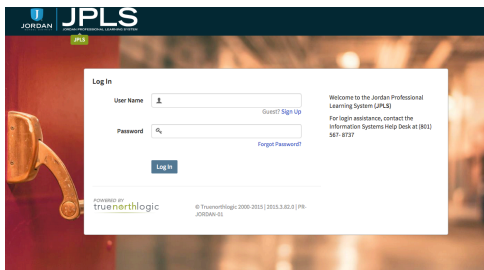


Evaluator Instructions for Educator Interim Evaluation

This document provides a step-by-step walkthrough for evaluators to complete an Educator Interim Evaluation in JPLS.

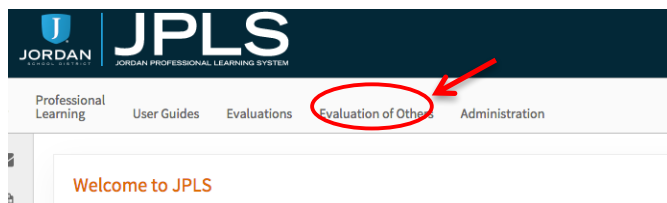
Log in to JPLS

- 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.

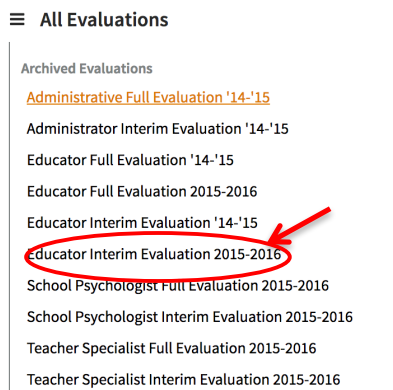
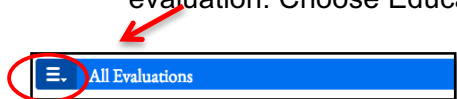


Find and Begin Interim Evaluation

- From the **Home** page, select the **Evaluations of Others** tab or the **My Staff Evaluations** tab



- All evaluations you are responsible for should be listed on the page. There are several options for finding Educator evaluations.
 - Option: Select the drop-down menu next to All Evaluations to access a specific type of evaluation. Choose Educator Interim Evaluations to see only Interim Evaluations.



- Option: Search for teachers by entering the name of the educator in the Search box.

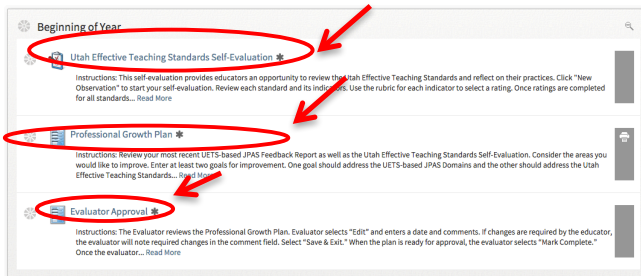
Search OwnerName: ?

- Click on the name of the educator to access the evaluation.

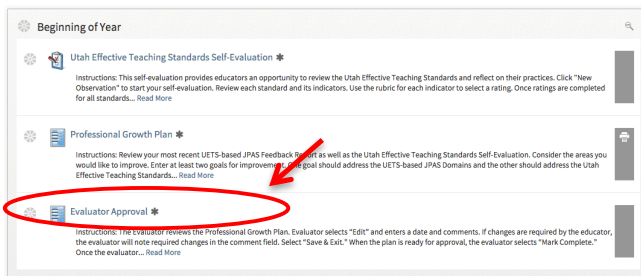
Owner	
1	Employee, Laura
2	Employee, Noel
3	employee, shelley
4	employee, terri

Beginning of Year Activities

- There are 3 Activities for the Beginning of the Year: Utah Effective Teaching Standards Self-Evaluation, Professional Growth Plan, and Evaluator Approval. The educator will complete the first two activities. Evaluators can view the Instructional Effectiveness Self-Evaluation and the Professional Growth Plan by clicking on each step. **Each piece must be completed for the beginning of the year.**



- Select Evaluator Approval to approve the Professional Development Plan.



- Select **Edit** to choose the date and add any comments.
- Type in the date or click the calendar icon and select the date.
- Type in comments if desired.
- Select **Save & Exit**.

The left screenshot shows the 'Approve Plan' section with the 'Edit' button circled in red. The right screenshot shows the 'Approve Plan' form with fields for Teacher Name, Academic Year, Date, and Evaluator Comments. The 'Date' field has a calendar icon and a 'Reset' button, both circled in red. The 'Save & Exit' button at the bottom right is also circled in red.

- Select Mark Complete. The educator does not acknowledge at this time.

The screenshot shows the 'Educator Interim Evaluation '14-'15' page. The 'Mark Complete' button is circled in red. Below it, the 'Approve Plan' section shows the 'Edit' button circled in red.

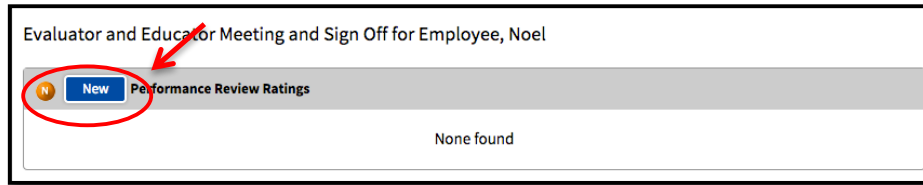
Observations

- The Observation tools are **Optional** and can be used to record notes or observation information.

The screenshot shows the 'Observations' section with four optional tools: Formative Observation Notes, Domains IV & V Observation Notes, Walkthrough, and Quick Check Observation. Each tool has a brief description and a 'Read More' link.

End of Year Activities

- The Professional Growth Plan Review and Reflection is completed by the educator. Select to view.
- The Evaluator and Educator Meeting and Sign Off includes two steps.
 - Step One: The following should be completed **before** meeting with the educator
 - Select **New**.

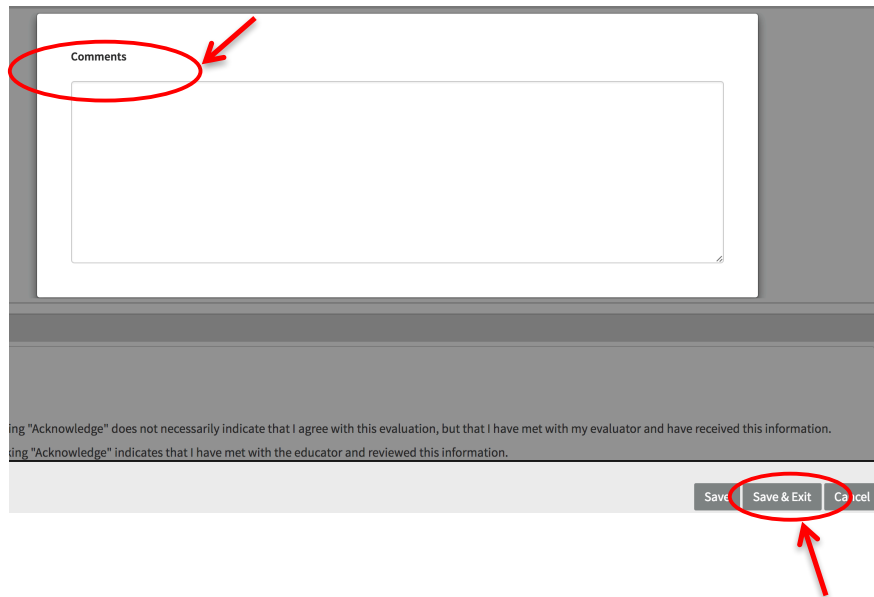


Evaluator and Educator Meeting and Sign Off for Employee, Noel

New Performance Review Ratings

None found

- Enter any comments for the educator in the **Comments** box.
- Select **Save & Exit**.

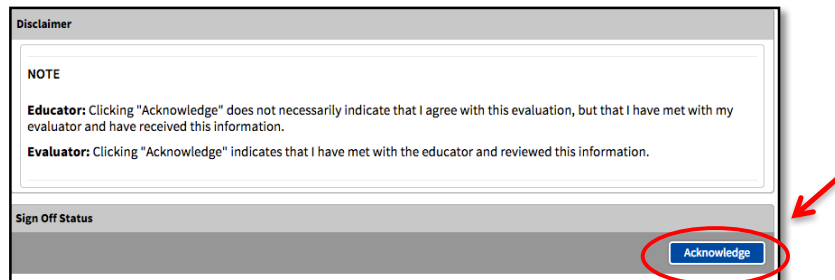


Comments

ing "Acknowledge" does not necessarily indicate that I agree with this evaluation, but that I have met with my evaluator and have received this information.
ing "Acknowledge" indicates that I have met with the educator and reviewed this information.

Save **Save & Exit** Cancel

- Step Two: The following should be completed as part of a year-end meeting with the educator. Both the educator and evaluator must be logged into JPLS.
 - Select Evaluator and Educator Meeting and Sign Off
 - Select **Acknowledge** to sign off. Both educator and evaluator must acknowledge completion.



The screenshot shows a web interface titled "Disclaimer". Below the title is a "NOTE" section with two paragraphs: "Educator: Clicking 'Acknowledge' does not necessarily indicate that I agree with this evaluation, but that I have met with my evaluator and have received this information." and "Evaluator: Clicking 'Acknowledge' indicates that I have met with the educator and reviewed this information." Below the note is a "Sign Off Status" section. At the bottom right of the "Sign Off Status" section, there is a blue button labeled "Acknowledge". A red circle highlights the button, and a red arrow points to it from the right.

Getting Additional Help or Addressing Technical Issues

- Contacts:

JES Office	801-567-8239
USER Support	801-567-USER