Evaluator Instructions for Educator Interim Evaluation



POWERED BY

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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.

		P.CL CHUR	
Sec.	Log In		
	User Name	1 Guest? Sign Up	Welcome to the Jordan Professional Learning System (JPLS) For login assistance, contact the
	Password	Ree Forgot Password?	Information Systems Help Desk at (801) 567- 8737
		Login	
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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.

E. All Evaluations	■ All Evaluations
	Current Evaluations
	Administrative Full Evaluation '14-'15
	Administrator Full Evaluation 2015-2016
	Administrator Interim Evaluation '14-'15
<	Administrator Interim Evaluation 2013-2016
	Educator Full Evaluation 2015-2016
	Educator Interim Evaluation 2015-2016
	Interim Work Plan 2015-2016
	Jordan Classified Evaluation System 2015-2016
	OT/PT Interim Evaluation 2015-2016
	PST Registration

Educator Interim Evaluation Instructions Updated 6/05/2014 o Option: Search for teachers by entering the name of the educator in the Search box.

Search OwnerName:	0

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

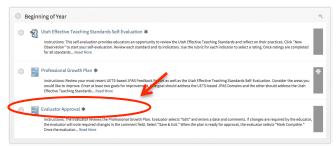
	Owner	
1	Employee, Laura	
2	Employee, Noel	
3	employee, shelley	
4	employee, terri	

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.

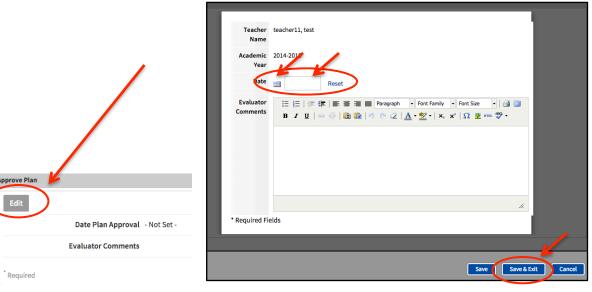
@ E	Begin	ning of Year	e,
\$	2	Usin Effective Teaching Standards Self-Svaluation a maximum, Thin all-evaluation provides education an opportunity to review that this fiftetive Teaching Standards and reflect on their practices. Click "two molecularity" in strange will evaluation. Brokew each standard and is index is Use the rubric for each indicator to select a rating. Disc antings are completed for all standards Read More	
-	ini i	Professional Growth Plan * Instructions Rentwork Plan * Instructions Rentwork Format Net Testing Standards Self Solution Consider the areas you mobile the support, front rent least to goals for improvement. One goal should address the URS based JPAS Domains and the other should address the URA Effective Teaching Standards Rend Net	•
*	101	Evaluator Approval * Instructions The Probation relevant the Professional Graveth Flax. Evaluator palents "Edit" and enters a data and comments. If charges are required by the inducator in the evaluator and/enter required danges in the comment field. Select "Save & Edit." When the plan is ready for approval, the evaluator selects "Mark Complete." Once the evaluator Road More	
	\$		Observation'to start, your self evaluation. Review each taindard and its lodg: "Us Use the rubic for each indicator to select a rating. Once ratings are completed for all address. The self address. The self address. The self address. The self address are required by the valuation. Consider the areas you would like to improve Enter at least the gala to improvement. One goal includ address the UTah Effective Teaching Standards. Self-Evaluation. Consider the areas you would like to improve Enter at least the gala to improvement. One goal includ address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards. Loss from the self address the UTah Effective Teaching Standards address the UTah Effective

• 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.

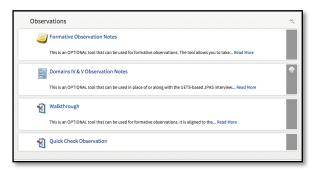


• Select Mark Complete.

Educator Interim Evaluation '14-'15				
<back -<="" complete="" mark="" th=""></back>				
Evaluator Approval for teacher11, test				
Approve Plan				
Edit	Delete			
Teacher Name	teacher11, test			
Academic Year	2014-2015			
Date	04/09/2015			
Evaluator Comments	You have worked hard to meet your goals.			

Observations

• The Observation tools are optional and can be used to record notes or observation information.



Educator Interim Evaluation Instructions Updated 8/25/15



End of Year Activities

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- 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				

- Use the teacher rating on the most recent color-coded JPAS list from the column that says "most recent full JPAS score." Use the drop-down menu for the UETS-based JPAS and highlight the rating level. (4 = Highly effective; 3 = Effective; 2= Minimally Effective; 1 = Not Effective) Use the same rating level for the Total Effectiveness rating. Do not complete the Stakeholder Input Rating or Student Growth and Learning Rating at this time.
- Add additional comments as needed.
- Select Save & Exit

UETS-based JPAS Rating
Select One ÷
Stakeholder Input Rating
Select One +
Student Growth and Learning Rating
Select One ‡
Total Effectiveness
Select One ‡
Comments



- 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 Evaluator
 - Ratings will be listed.

🧭 Performance Review Ratings
Edit
UETS-based JPAS Rating
Effective
Stakeholder Input Rating
Select One
Student Growth and Learning Rating
Select One
Total Effectiveness
Effective
Comments

Select Acknowledge to sign off. Both educator and evaluator must acknowledge completion.

Disclaimer			
	NOTE		
	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.		
	Evaluator: Clicking "Acknowledge" indicates that I have met with the educator and reviewed this information.		
s	ign Off Status		
	Acknowledge	>	

Getting Additional Help or Addressing Technical Issues

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

