# 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.
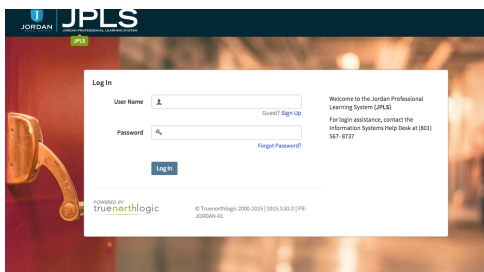


## Find and Begin Interim Evaluation

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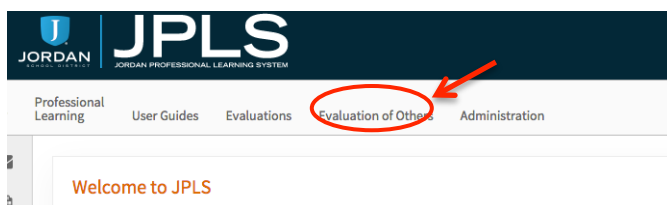


- All evaluations you are responsible for should be listed on the page. There are several options for finding Educator evaluations.
  - Option: Select the drop-down menu next to All Evaluations to access a specific type of evaluation. Choose Educator Interim Evaluations to see only Interim Evaluations.
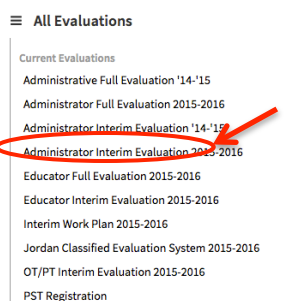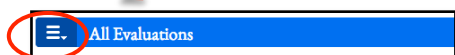
○ Option: Search for teachers by entering the name of the educator in the Search box.

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.
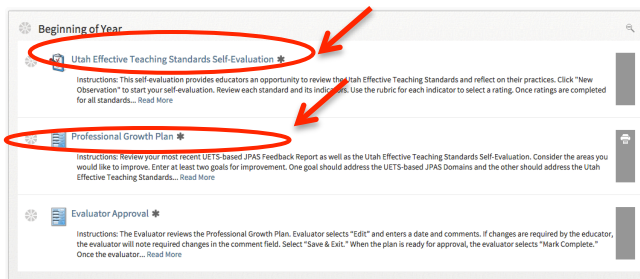


- Select Evaluator Approval to approve the Professional Development Plan.
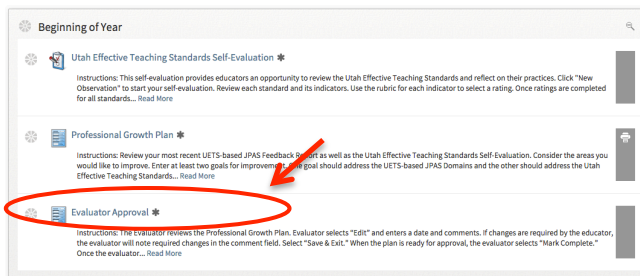
- Select **Edit** to choose the date and add any comments.
- Type in the date or click the calendar icon and select the date.
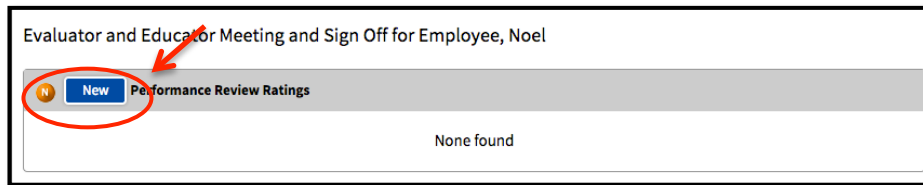- Type in comments if desired.
- Select **Save & Exit**.



- Select Mark Complete.



## Observations

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

## 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
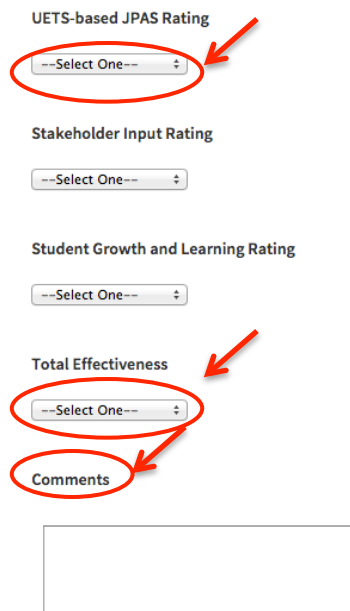    - ▪ Select New

Evaluator and Educator Meeting and Sign Off for Employee, Noel

(N) 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.



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



# Getting Additional Help or Addressing Technical Issues

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