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.
- If you forget your password, select "Forgot Password" from the login screen.
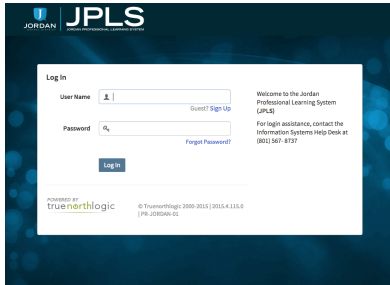
## Find and Begin Administrator Interim Evaluation

- From the **Home** page, select **"Evaluations"**.
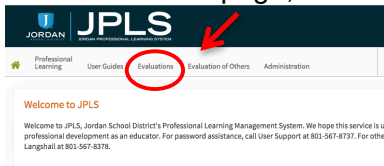
- If you have both the Administrator Interim Evaluation and the Administrator Full Evaluation, it is VERY IMPORTANT that you select the correct evaluation plan. If you have no evaluation or the wrong evaluation, please call someone from the contact list at the bottom of this document. (Evaluations from past years are located under the **Archived Evaluations** tab.)
- Find the appropriate evaluation and click directly on the title of the evaluation.
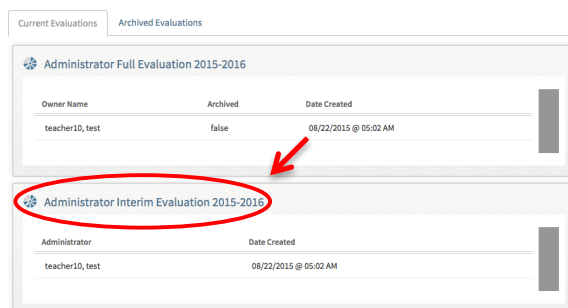
- Select **Administrator Interim Evaluation**. The Administrator Interim Evaluation is divided into two sections: **Beginning of Year and End of Year**. You can view the activities for each section by clicking on **Contains 3 Activities** or **Contains 2 Activities**. The magnifying glass to the right of the screen expands and collapses the activity lists as well.
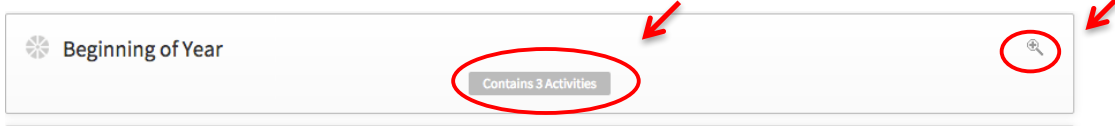

Beginning of Year Activities

- There are 3 Activities to complete for the beginning of year: Utah Educational Leadership Standards Self-Evaluation, Professional Growth Plan and Evaluator Approval.
- 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.
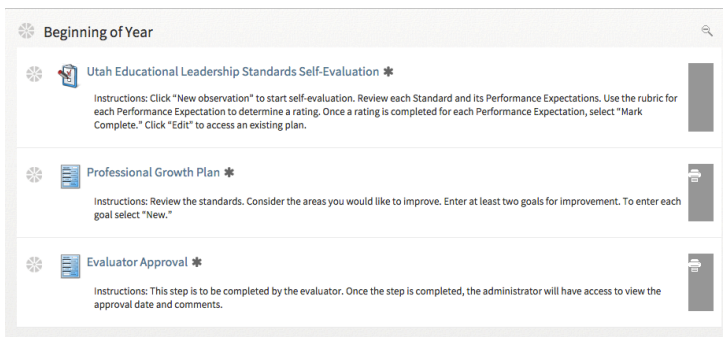
Utah Educational Leadership Standards Self Evaluation

- Select **Utah Educational Leadership Standards Self-Evaluation**
- Click **New Observation** to start your evaluation.

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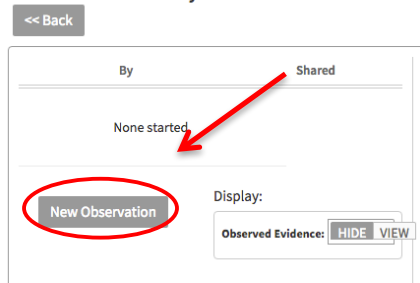
- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate Performance Expectations. The purpose of this activity is to provide an opportunity to review all standards and performance expectations to determine areas for professional growth.
- Use **View Rubric** to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of required evidence for each rating. Select **Hide Rubric** to hide the rubric.
- Use the **Indicator Rating** drop-down menu to select a rating based on the descriptions from the rubric. Keep in mind that you will select two performance expectations upon which

Performance Expectation 1A: Educational leaders establish high and measurable expectations for all students and educators.

Observed Evidence:	New Note
Evidence/Artifacts:	Upload File
Indicator Rating:	Select One

View Rubric

- The **New Note** and **Upload File** are optional and do not need to be used.
- Select **"Mark Complete"** and choose **"Shared with Rating"** when the evaluation is complete.

- Select "Back" to return to the Observation Summary page. To return to your evaluation, select "Edit." Select "Back" to return to the Main page.

Observation Summary
<< Back

		By			Shared
☑	A	test teacher10	Edit		P

Display:
Observed Evidence: HIDE VIEW

- Select **Professional Growth Plan.** This activity asks administrators to consider the standards and Performance Expectations from the Self-Evaluation that could be selected for professional growth.
- Select "**New**."

Instructions

Review the standards. Consider the areas you would like to improve. Enter at least two goals for improvement. To enter each goal select "New.

Click "Select Rubrics." Click on the words of the desired standard. Check the box next to the appropriate performance expectation to select. Then click "Choose Selected."

Write a goal that includes the following:

1. The goal
2. Your plan for accomplishing the goal
3. A description of how the effectiveness of the implementation of the goal will be determined.

Click "Save & Exit."

New Goals for Improvement [2 retake(s) required]

None found

- Choose "**Select Rubrics**"
- Review the Standards and click on the **WORDS** of the standard. (Clicking on the box next to the word will not allow you to select a Performance Expectation.)
- Find the desired Performance Expectation and click on the box and select "**Choose Selected**."
- Write a goal for improvement. The paragraph should include the goal, a plan for accomplishing the goal, and a description of how the effectivenss of the goal will be determined. Click "Save & Exit"
- Repeat for 2-4 goals.
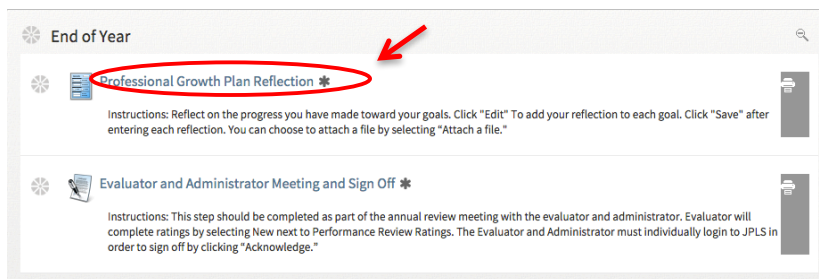- Select "Back" to return to main menu.
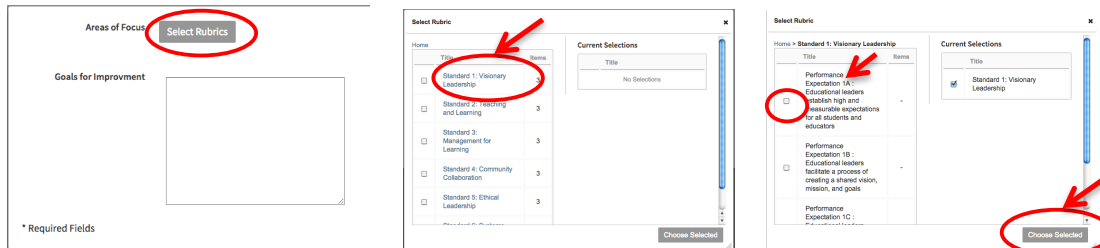
End of Year Activities

- There are two end of year activities, the Professional Growth Plan Reflection and the Evaluator and Administrator Meeting and Sign off.
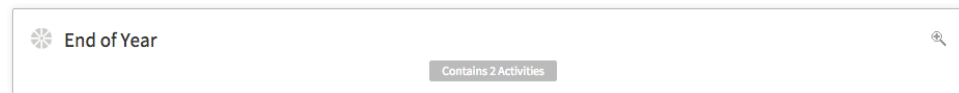
- Select "Professional Growth Plan Reflection"

- The Profesional Growth goals that were created at the beginning of the year should be available from this screen.
- Select "**Edit**" to enter your reflection. Uploading a file is **optional**. Select "**Save & Exit**" when done.
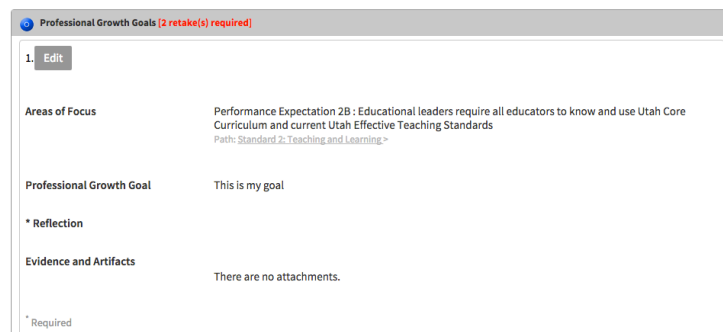
Evaluator and Administrator Meeting and Sign Off

- This step should be completed as part of an annual review meeting with the administrator and supervisor. The administrator and supervisor should each log into JPLS.
- Select **Acknowledge** to sign off that the evaluation has been completed.

Getting Additional Help or Addressing Technical Issues

- Contacts:

  Dawn Sargent   801-567-8239
  Rebecca Lee   801-567-8369

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