

Perform System Quick Guide

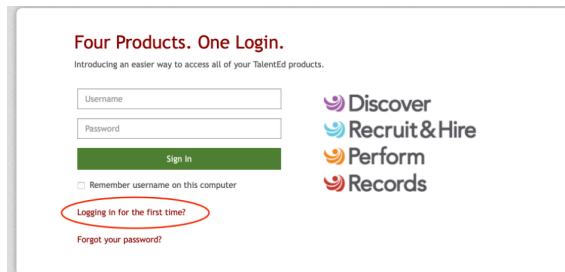
<https://jordandistrict.tedk12.com/sso/Account/Login>

Logging In

1. Access Perform by going to <https://jordandistrict.tedk12.com/sso/Account/Login>.
2. Click on the “Logging in for the first time?” to create a password.
3. Once a password has been created, login to Perform with the following.

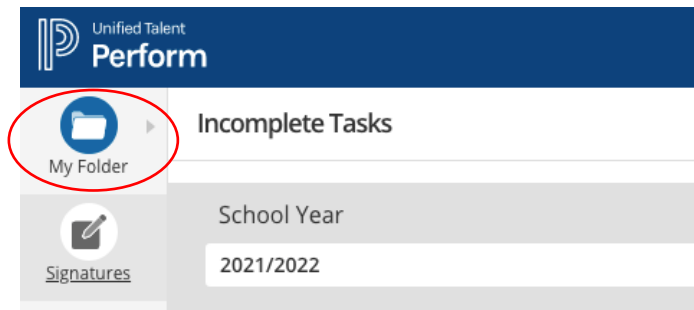
Username: district email

Password: the one just created

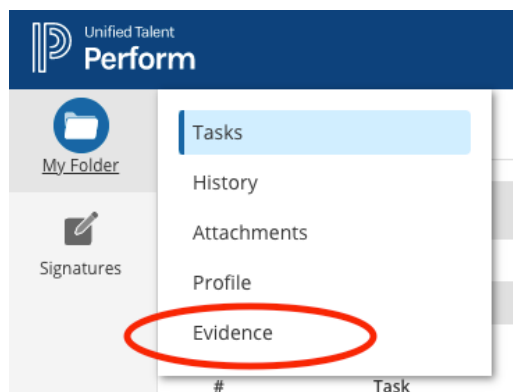


Uploading Evidence

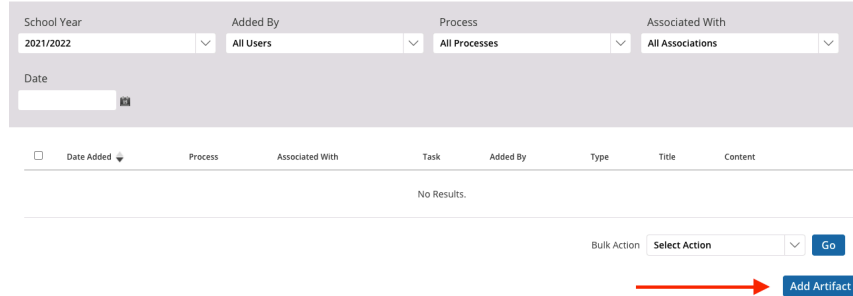
1. Login to Perform.
2. Click on the ‘My Folder’ icon in the upper left-hand corner.



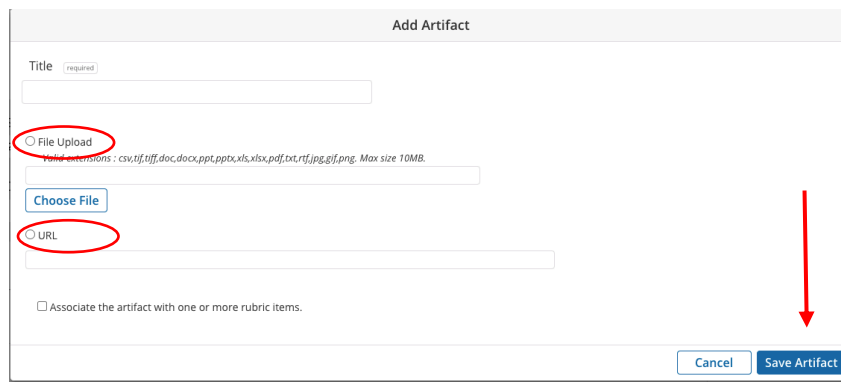
3. From the drop down select ‘Evidence.’



4. Scroll to the bottom of the 'Evidence' page and find the 'Add Artifact' button.

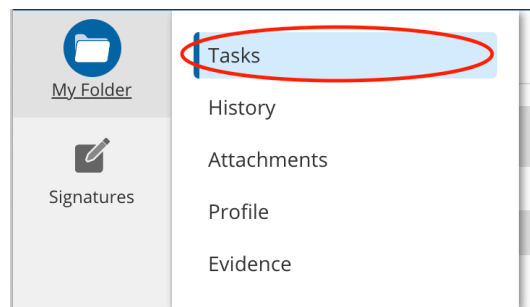


5. Complete the 'Add Artifact' box with the required information and then click 'Save Artifact.' Remember to explicitly title each piece of evidence so evaluators can easily access the artifact. Choose to either upload a file or provide a URL.



Tasks



The task tab, found under My Folder, is for completing any tasks that have been assigned to educator being evaluated. If nothing is under this tab it means that the evaluator is assigned the task and not the educator.



Evaluation	Educator Task
Educator Full	Nothing under task, but will upload SLO with data and stakeholder input
Educator Interim	Beginning of the Year End of the Year
Teacher Specialist, Media, Counselor Full	Standards Document (optional), upload all evidence
Teacher Specialist, Media, Counselor Interim	Beginning of the Year End of the Year
Nurses, Audiologists, OT/PT Full	No task
Nurse, Audiologists, OT/PT Interim	Beginning of the Year End of the Year
Administrator Full	Standards Document (optional), upload all evidence
Administrator Interim	Beginning of the Year End of the Year
Psychologist Full	No task, gather evidence to show
Psychologist Interim	Beginning of the Year End of the Year


Interim Evaluations

Incomplete Tasks

School Year					
2021/2022					
All interim evaluations will look the same.					
#	Task	Process	Scheduled	Due	
1	 Teacher Specialist INTERIM - ... *	Teacher Specialist INTERIM			Go To Form
2	 Teacher Specialist INTERIM - ... *	Teacher Specialist INTERIM			Go To Form

Full Evaluation with Standards Document

Incomplete Tasks

School Year					
2021/2022					
Each evaluation type, with the exception the UETS-based JPAS full evaluation, nurses, audiologists, OT/PT, will have a standards document that is optional for educators to use.					
#	Task	Process	Scheduled	Due	
1	 Teacher Specialist Standards	Teacher Specialist FULL			Go To Form

UETS-based JPAS Full Evaluation

Incomplete Tasks

School Year					
2021/2022					
There are no tasks here because the administrator is tasked with completing the evaluation.					
#	Task	Process	Scheduled	Due	
You currently have no incomplete tasks for the selected school year.					

