

Perform System Quick Guide

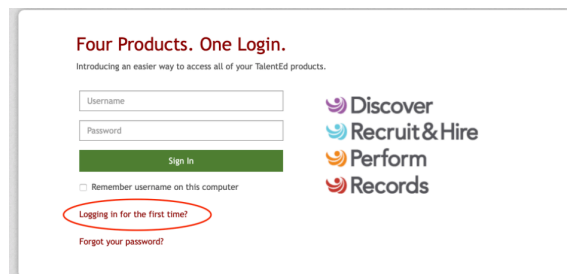
<https://jordandistrict.tedk12.com/sso/Account/Login>

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

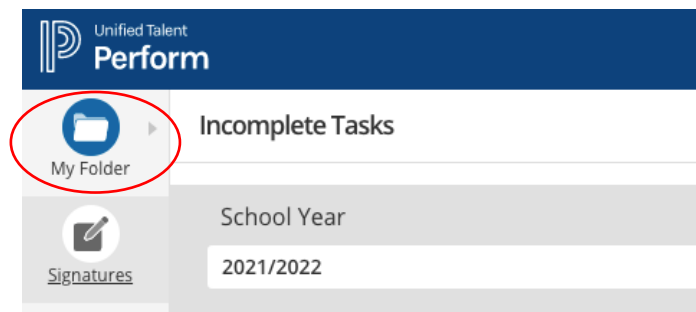
Password: the one just created



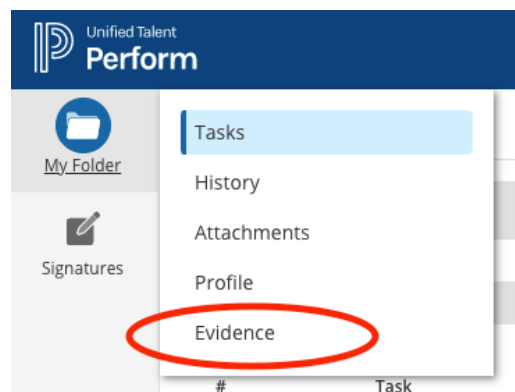
The image shows the Perform System login page. At the top, it says "Four Products. One Login." and "Introducing an easier way to access all of your TalentEd products." Below this are input fields for "Username" and "Password", a "Sign In" button, and a checkbox for "Remember username on this computer". To the right of the login fields are logos for "Discover", "Recruit & Hire", "Perform", and "Records". At the bottom left, there is a link "Logging in for the first time?" which is circled in red, and a link "Forgot your password?" below it.

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.

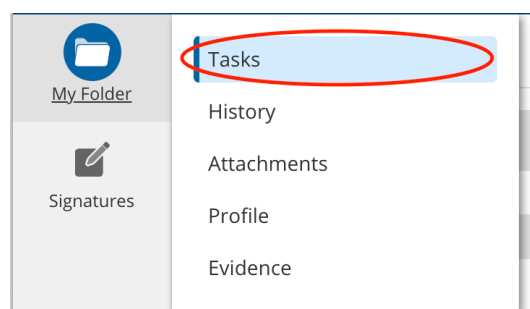
The screenshot shows the top section of the 'Evidence' page. It includes four filter dropdowns: 'School Year' (set to 2021/2022), 'Added By' (set to All Users), 'Process' (set to All Processes), and 'Associated With' (set to All Associations). Below these is a 'Date' input field. A table header is visible with columns: Date Added, Process, Associated With, Task, Added By, Type, Title, and Content. The table body is empty, showing 'No Results.' At the bottom right, there is a 'Bulk Action' dropdown set to 'Select Action' and a 'Go' button. A red arrow points to a blue 'Add Artifact' button located below the 'Go' 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.

The screenshot shows the 'Add Artifact' form. It has a 'Title' field with a red circle around the 'required' label. Below the title field are two radio buttons: 'File Upload' and 'URL', both circled in red. The 'File Upload' option has a text box for the file path and a 'Choose File' button. The 'URL' option has a text box for the URL. At the bottom right, there are 'Cancel' and 'Save Artifact' buttons. A red arrow points down towards the 'Save Artifact' button.

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

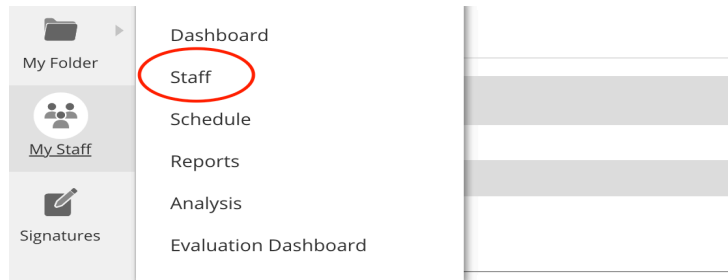
There are no tasks here because the administrator is tasked with completing the evaluation.

#	Task	Process	Scheduled	Due
You currently have no incomplete tasks for the selected school year.				

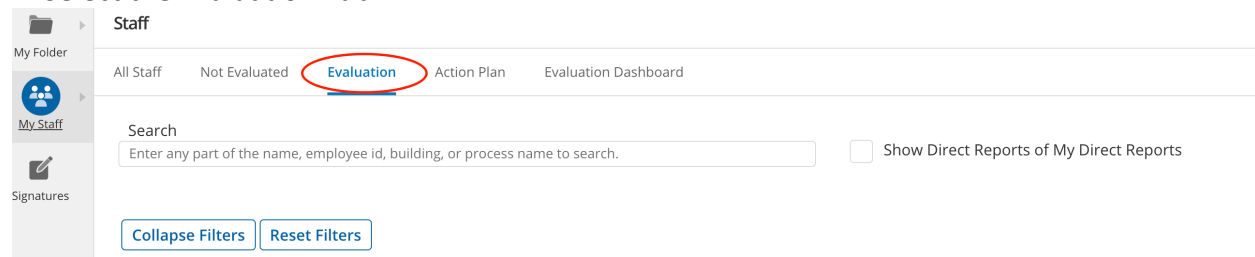
Completing an Evaluation

Full Evaluations

1. Go to My Staff – Staff



2. Select the Evaluation Tab



3. Select the Folder Button to the Right of the Educator

<input type="checkbox"/>	✓	Last	First	Employee ID	Process	Progress	Responsible	Tenure Level	Deadline	View	Folder
<input type="checkbox"/>		011	Educator	011	2021-2022 Full UETS-based JPAS Evaluation	0/4	R. Lee		07/16/2021	View	Folder
<input type="checkbox"/>		011	Educator	011	Teacher Specialist INTERIM	0/2	R. Lee		05/31/2022	View	Folder
<input type="checkbox"/>		012	Educator	012	Teacher Specialist FULL	0/2	R. Lee		03/31/2022	View	Folder

4. Click on Go to Form to Begin Evaluation


#	Task	Due Date	Date Completed	Responsible	Go To Form
1	2021/2022 JPAS Domains I-III ...	Not Assigned	Not Completed	R. Lee	Go To Form
2	2021/2022 JPAS Domains I-V wi...	Not Assigned	Not Completed	R. Lee	Go To Form
3	2021/2022 Summative JPAS Score	Not Assigned	Not Completed	R. Lee	Go To Form

5. Save & Submit Each Completed Form

Date Added	Added By	Associated With	Type	Title	Content	Actions
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No data available in table

Showing 0 to 0 of 0 entries

 AutoSave Enabled

Back

Save Progress

Save & Submit 