

Perform System Quick Guide

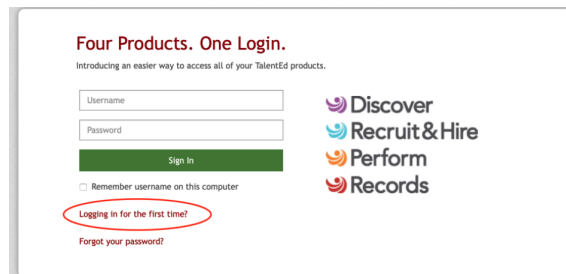
<https://jordandistrict.tedk12.com/sso/Account/Login>

Logging In

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

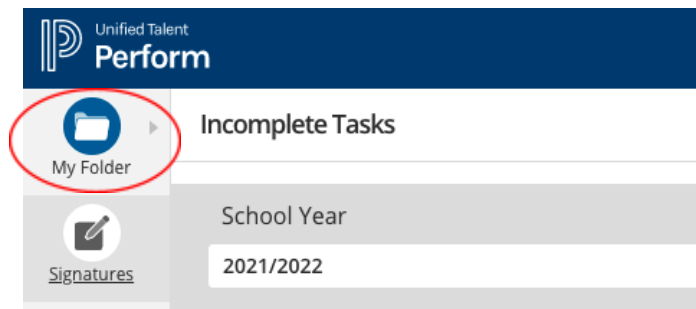
Username: district email

Password: the one just created

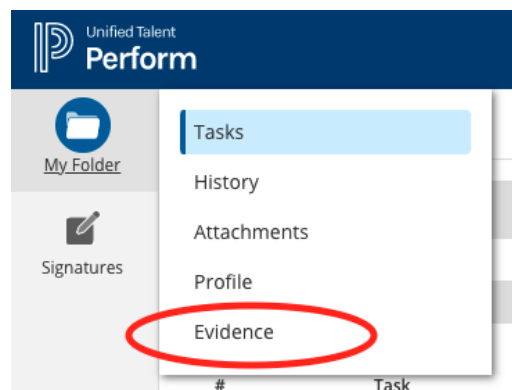


Uploading Evidence

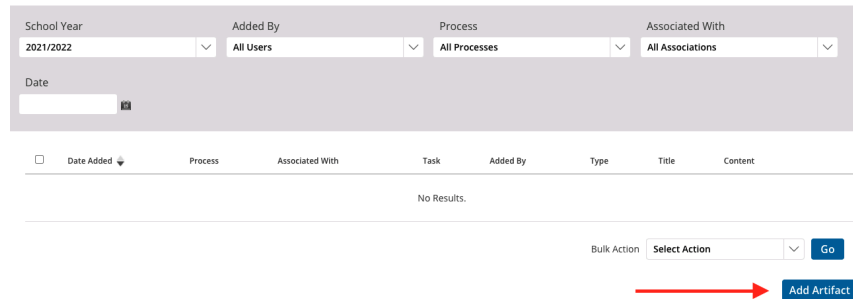
1. Login to Perform.
2. Click on the ‘My Folder’ icon in the upper left-hand corner.



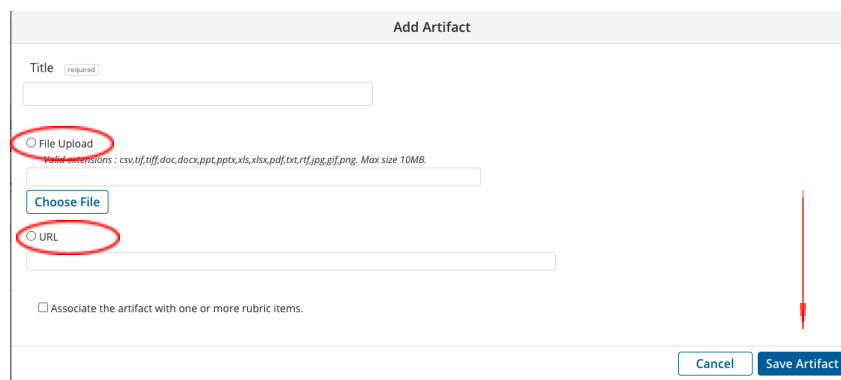
3. From the dropdown select ‘Evidence.’



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

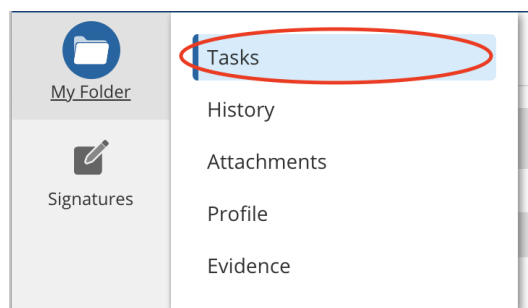


5. Complete the 'Add Artifact' box with the required information and then click 'Save Artifact.' Remember to explicitly title each piece of evidence so evaluators can easily access the artifact. Choose to either upload a file or provide a URL.



Tasks

The task tab, found under My Folder, is for completing any tasks that have been assigned to the 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