

Perform System

<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: first.last name

Password: the one just created

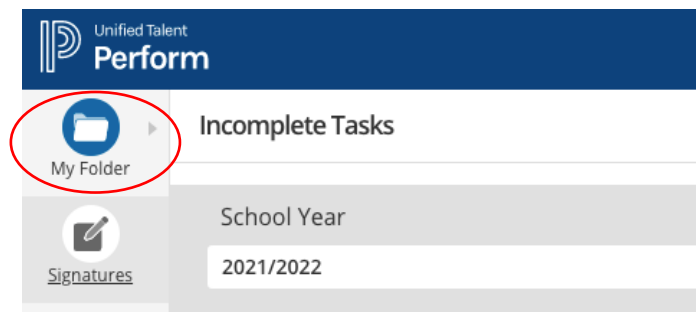
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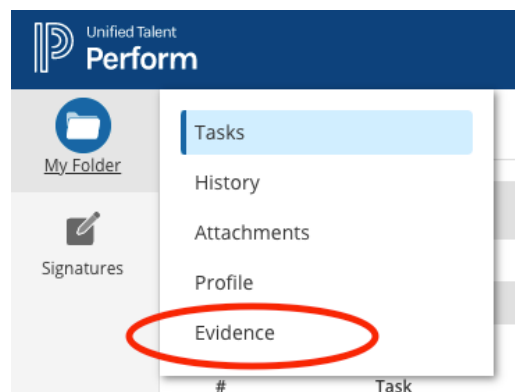
Username
Password
Sign In
 Remember username on this computer
Logging in for the first time?
Forgot your password?

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 a web interface for managing evidence. At the top, there are four dropdown menus for filtering: '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 with columns 'Date Added', 'Process', 'Associated With', 'Task', 'Added By', 'Type', 'Title', and 'Content' is shown, but it contains '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.

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 '(required)' label. Below the title field are two radio button options: 'File Upload' and 'URL', both of which are circled in red. The 'File Upload' option includes a text input field for the file path and a 'Choose File' button. Below the 'URL' option is a text input field for the URL. At the bottom of the form, there is a checkbox labeled 'Associate the artifact with one or more rubric items.' and two buttons: 'Cancel' and 'Save Artifact'. A red arrow points down towards the 'Save Artifact' button.