Log in to JPLS
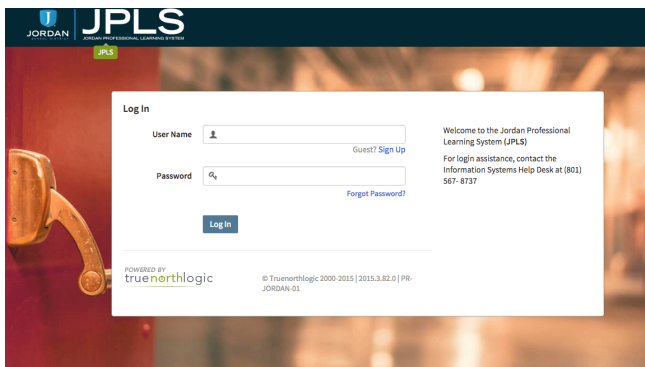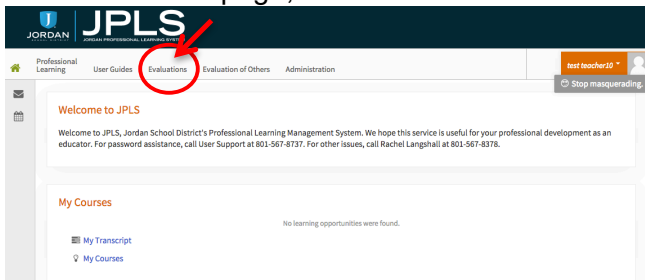
- Access JPLS by going to the Jordan School District website (www.jordandistrict.org) and selecting JPLS from the *Faculty & Staff* menu OR go directly to the site (jpls.truenorthlogic.com).
- Your username is your firstname.lastname (as it appears in your District email). The password for first time users is jsd. You will be required to change the password the first time you visit the site.

Find and Begin Full Evaluation

- From the **Home** page, select **Evaluations**.

- The evaluations that have been targeted to you will appear on the evaluations page. If you have no evaluation or the wrong evaluation, please call someone from the support list at the bottom of this document. Psychologist will have both the Psychologist Full Evaluation and the Psychologist Interim Evaluation. It is **VERY IMPORTANT** that you select the correct evaluation plan and the correct year. (Evaluations from past years are located under the **Archived Evaluations** tab.)
- Click the **Start** button for the correct plan to begin. The Psychologist Full Evaluation contains five sections: **Instructions, Provisional/Intern School Psychologist First Evaluation, Evaluation Planning, Observations, and Evaluation**. You can view the activities for each section by clicking on **2 Activities, 2 Activities, 1 Activity or 1 Activity, or 3 Activities**. The magnifying glass to the right of the screen expands and collapses the activity lists as well.
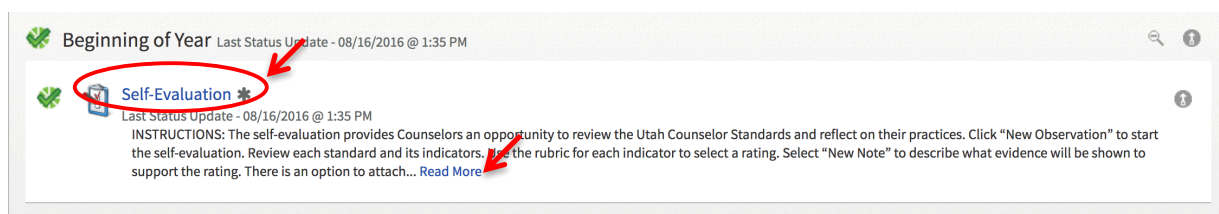- A collection of tutorials can be found under the **Tutorial** tab.

Instructions

- This section has two activities: Provisional/Intern School Psychologist Evaluation Instructions and Career School Psychologist Evaluation Instructions.

Provisional/Intern School Psychologist First Evaluation (Provisional/Intern Only)

- There are two activities: Provisional Self-evaluation and Evaluator and School Psychologist Meeting and Sign Off. 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.

Self-evaluation

- Select the self-evaluation activity by clicking on the words.

- Click **New Observation** to start the evaluation.

POWERED BY
truenorthlogic

- The Standards are listed in the left hand column. Click on each Standard to bring up the Indicators.
- Select **View Rubric** to see a description of the ratings for each indicator. Add notes if desired for individual standards. You will not mark ratings or add evidence at this time. Ratings and evidence will be added under the Evaluation Planning section. Changes are saved automatically.
- When you have completed the evaluation, select **Mark Complete**..
- Select **Back** to return to the previous page.

- Once an evaluation is started, select **Edit** to return to it. Select **Back** to return to the activities page.

- Click **Back** to return to the Menu page.

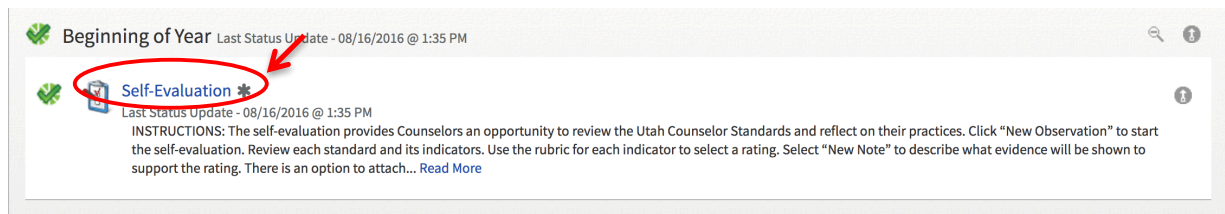**Evaluator and School Psychologist Meeting and Sign Off**

- The evaluator and school psychologist meet and then click the 'acknowledge' button to sign off.

POWERED BY
truenorthlogic

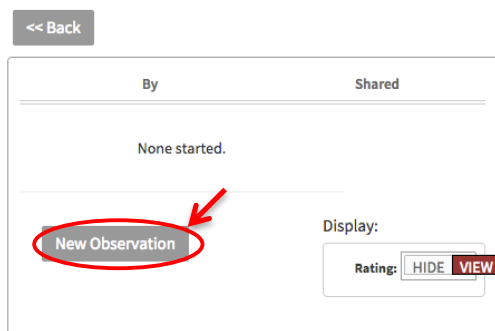## Evaluation Planning (Provisional/Interin/Career)

- There is one activity for evaluation planning: Self-evaluation.

Self-evaluation

- Select the self-evaluation activity by clicking on the words.

- Click **New Observation** to start the evaluation.

- The Standards are listed in the left hand column. Click on each Standard to bring up the Indicators and Rating scale.
- Select **View Rubric** to see a description of the ratings for each indicator. Use the Rating drop-down menu to select your rating. If your practice does not include items found in the rubric, mark **Not Effective**. Complete the ratings for each Standard. Changes are saved automatically.
- When you have completed the evaluation, select **Mark Complete**. If you have missed any items, a screen appears detailing missing indicators. You can also select the **Review Scores** tab to see an overview of all Standards, Indicators, and your ratings.

- Select **Back** to return to the previous page.

- Once an evaluation is started, select **Edit** to return to it. Select **Back** to return to the activities page.

- Click **Back** to return to the Menu page.

Observations

This a formative assessment tool that can be used by the evaluator to take notes.

Evaluation

This section contains three Activities: Domain I – Evaluated by District School Psychologist, Domains II–VI – Evaluated by home base evaluator, and Evaluator and School Psychologist Meeting and Sign Off.

Domain I – Evaluated By District School Psychologist

- This activity is completed by the district school psychologist specialist.

Domains II-VI – Evaluated by Home Base Evaluator

- This activity is completed by the home base evaluator.

Evaluator and School Psychologist Meeting and Sign Off

- By clicking on the Evaluator and School Psychologist Meeting and Sign Off you will be able to see your rating as well as any comments the evaluator has written.

- After reviewing the rating and comments both the evaluator and counselor will click "Acknowledge."

Sign Off Status			
Sign Off Status	Name	Sign Off Date	
Acknowledged	Test Evaluator	July 5, 2016 at 02:51 PM	
Acknowledged	Test Counselor2	July 5, 2016 at 02:52 PM	

Acknowledge

Second Evaluation

If a second evaluation is needed the evaluator will complete the Additional Evaluation of Counselor portion and the evaluator and counselor will then meet and sign off.

Getting Additional Help or Addressing Technical Issues

- Contacts:

  Dawn Sargent   801-567-8239
  USER Support   801-567-USER