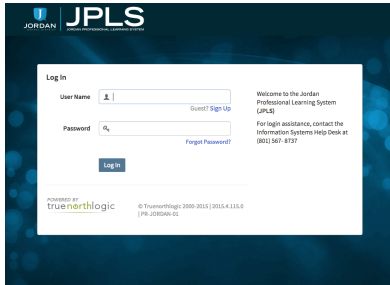


Teacher Specialist Full Evaluation Instructions (Teacher Specialist)

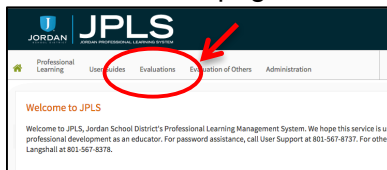
Log in to JPLS

- 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.
- If you forget your password, select **"Forgot Password"** from the login screen.

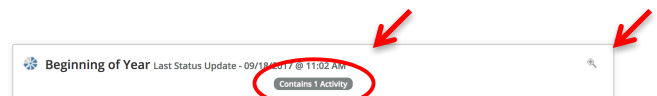
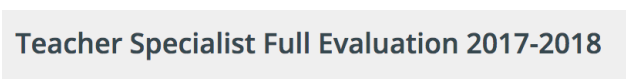


Find Teacher Specialist Full Evaluation

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



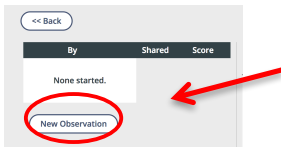
- You may have both the Full Evaluation and the Interim Evaluation, it is VERY IMPORTANT that you select the correct evaluation. If you have no evaluation or the wrong evaluation, please call the JES Office. (Evaluations from past years are located under the **Archived Evaluations** tab.)
- Select **Teacher Specialist Full Evaluation**. The Teacher Specialist Full Evaluation is divided into four sections: **Beginning of Year, Observations, Evaluation, and Second Evaluation**. You can view the activities for each section by clicking on the **Activities** button. The magnifying glass to the right of the screen expands and collapses the activity lists as well.



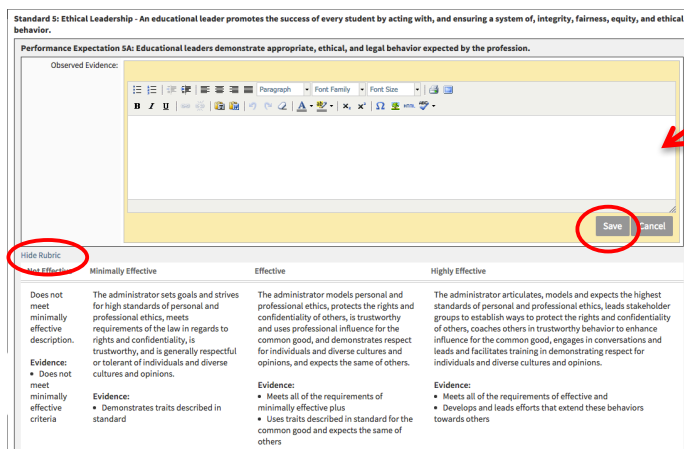
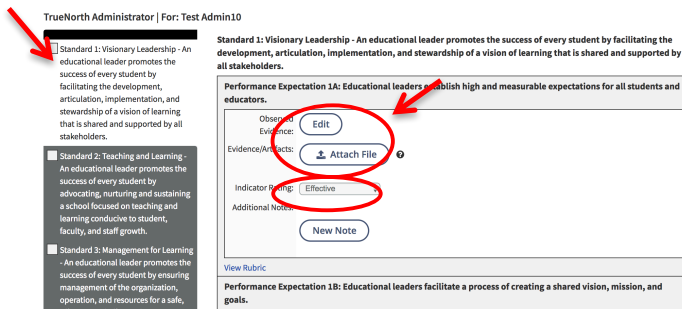
Beginning of Year

- The Beginning of Year section contains one activity, "Self-Evaluation." Use the self-evaluation to provide a personal rating, make notes, and attach evidence to support your rating for each indicator.

- Teacher Specialists can view a list of possible evidence from the document found at <https://goo.gl/1oLzMz>
- Click “Self-Evaluation.”
- Click “New Observation” to begin the evaluation.



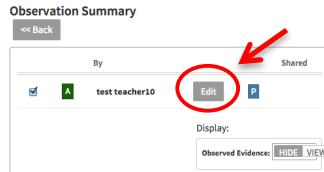
- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate indicators.
- Use “**View Rubric**” to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of possible evidence for each rating. Select “**Hide Rubric**” to hide the rubric.
- Select a rating for each Indicator.
- Select “**New Note**” or “**Attach File**” to provide any evidence you want to add to the evaluation. Each indicator should include evidence to support the rating selected.



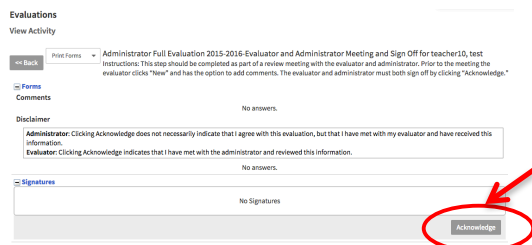
- When you have completed the evaluation, select **Mark Complete**. If you have missed any items, a screen appears detailing missing indicators. You can also select the **Review Scores** tab to see an

overview of all Standards, Indicators, and your ratings. The evaluation does not have to be completed in one setting.

- Select “Back” to return to the Observation Summary page. To return to your evaluation, select “Edit.” Select “Back” to return to the Main page.



- The “**Evaluator and Teacher Specialist Meeting and Sign Off**” step should be completed as part of a meeting with the Teacher Specialist and the evaluator.
- Both Evaluator and Teacher Specialist need to log into JPLS. The Performance Rating should appear on the screen.
- To complete the evaluation, the Teacher Specialist and the evaluator each log into JPLS and select “Acknowledge.”



Getting Additional Help or Addressing Technical Issues

- Contacts:

| | |
|--------------|--------------|
| Dawn Sargent | 801-567-8239 |
| Rebecca Lee | 801-567-8369 |