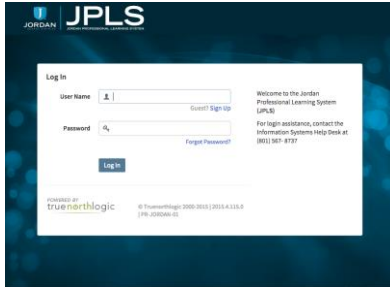


Administrator Full Evaluation Instructions (Administrator)

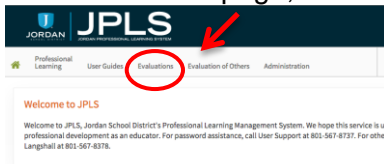
Log in to JPLS

- 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.

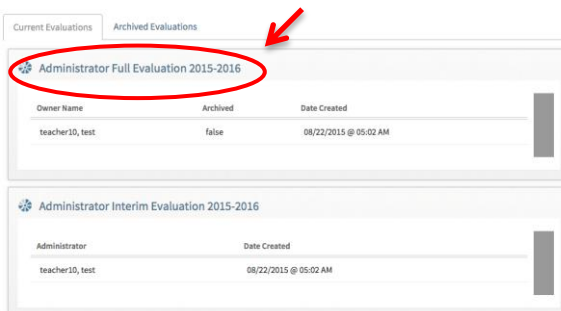


Find and Begin Administrator Full Evaluation

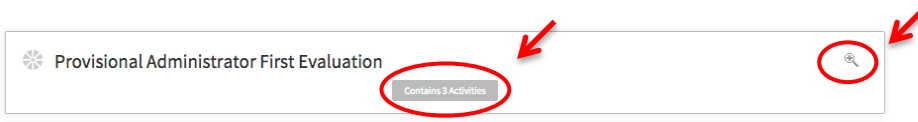
- From the **Home** page, select “Evaluations”.



- Administrators will have both the Administrator Full Evaluation 2015-2016 and the Administrator Interim Evaluation 2015-2016. It is VERY IMPORTANT that you select the correct evaluation plan and the correct year. If you have no evaluation or the wrong evaluation, please call someone from the contact list at the bottom of this document. (Evaluations from past years are located under the **Archived Evaluations** tab.)
- Find the appropriate evaluation and click directly on the title of the evaluation.



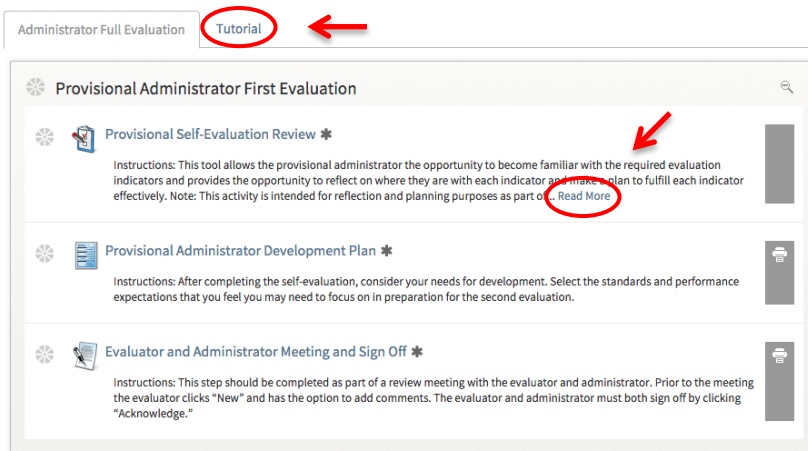
- Select **Administrator Full Evaluation 2015-2016**. The Administrator Full Evaluation is divided into three sections: **Provisional Administrator First Evaluation, Administrator Evaluation Planning, and End of Year**. You can view the activities for each section by clicking on **3 Activities, 1 Activity, or 2 Activities**. The magnifying glass to the right of the screen expands and collapses the activity lists as well.



Career Administrators continue to page 6 “Administrator Evaluation Planning”

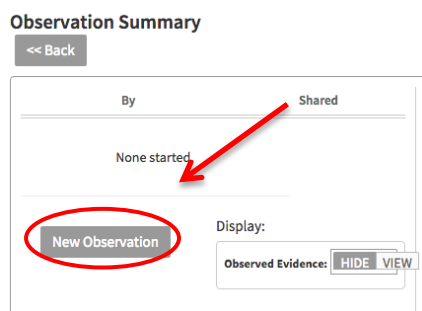
Provisional Administrator First Evaluation (For Provisional Administrators Only)

- **IMPORTANT NOTE:** The activities in this section are for Provisional Administrators only. Career Administrators will begin with the second section titled “Administrator Evaluation Planning.”
- There are 3 Activities to complete for provisional administrator’s first evaluation: Provisional Self-Evaluation Review, Provisional Administrator Development Plan, and Evaluator and Administrator 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.
- A collection of tutorials can be found under the **Tutorial** tab.

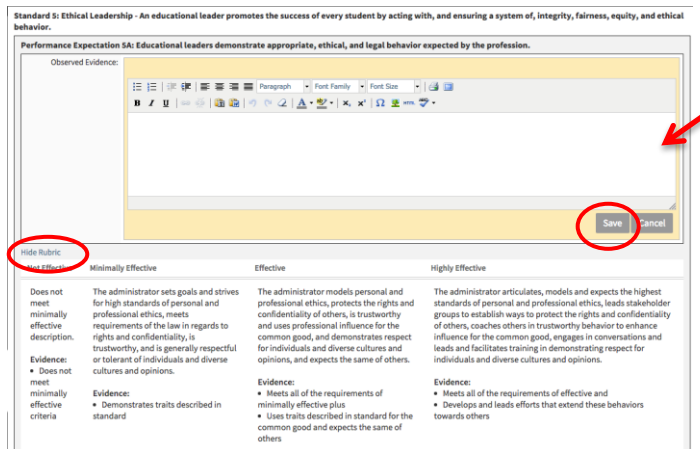
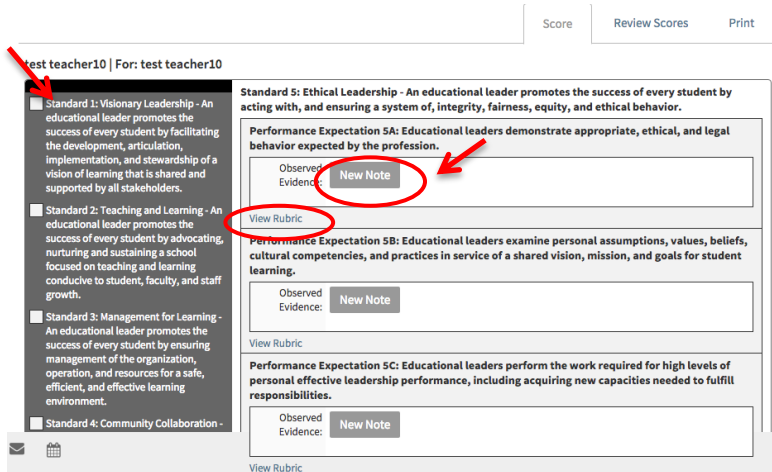


Provisional Self-Evaluation Review

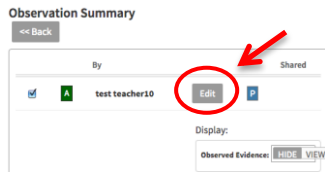
- Select **Provisional Self-Evaluation Review**
- Click **New Observation** to start your evaluation.



- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate Performance Expectations.
- Use **View Rubric** to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of required evidence for each rating. Select **Hide Rubric** to hide the rubric. The purpose of this activity is to provide an opportunity for a provisional administrator to review all standards and performance expectations without selecting a rating. It is expected that the administrator will use the review to prepare for the second evaluation that occurs towards the end of the year.
- Select **“New Note”**. Make note of any preparations that can be done before the second evaluation, when a rating and evidence will be expected. Select **“Save.”** Complete for each Performance Expectation.



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



- Select **Provisional Administrator Development Plan**. This activity asks provisional administrators to consider the standards and Performance Expectations from the Self-Evaluation they may need to focus on in preparation for the second evaluation.
- Select “New.”
-

Evaluations

Administrator Full Evaluation 2015-2016

<< Back Print Forms

Provisional Administrator Development Plan for teacher10, test

Instructions

Click “New” to begin the process. Click “Select Rubrics.” Click on the words of the desired Standard. Check the box next to the appropriate performance expectation. Then choose “Choose Selected.” Make comments in the text field. Select “Save & Exit.” Repeat as desired.

* Required

New Goals for Improvement

Click “New” to begin the process. Click “Select Rubrics.” Click on the words of the desired Standard. Check the box next to the appropriate performance expectation. Then choose “Choose Selected.” Make comments in the text field. Select “Save & Exit.” Repeat as desired.

None found

- Choose “Select Rubrics”
- Review the Standards and click on the WORDS of the standard. (Clicking on the box next to the word will not allow you to select a Performance Expectation.)
- Find the desired Performance Expectation and click on the box and select “Choose Selected.”
- Write a goal for improvement. The goal should include the areas that are need of preparation for the second evaluation. Click “Save & Exit”
- Repeat for 2-4 goals.
- Select “Back” to return to main menu.

Areas of Focus **Select Rubrics**

Goals for Improvement

* Required Fields

Select Rubrics

Home	Title	Points
<input checked="" type="checkbox"/>	Standard 1: Visionary Leadership	3
<input type="checkbox"/>	Standard 2: Learning and Learning	3
<input type="checkbox"/>	Standard 3: Management for Learning	3
<input type="checkbox"/>	Standard 4: Community Collaboration	3
<input type="checkbox"/>	Standard 5: Ethical Leadership	3

Current Selections

Title

No Selections

Choose Selected

Select Rubrics

Home > Standard 1: Visionary Leadership

Title	Points
<input checked="" type="checkbox"/> Performance Expectation 1A: Substantial leaders establish high and measurable expectations for all students and educators	3
<input type="checkbox"/> Performance Expectation 1B: Educational leaders facilitate a process of creating a shared vision, mission, and goals	3
<input type="checkbox"/> Performance Expectation 1C: ...	3

Current Selections

Title

Standard 1: Visionary Leadership

Choose Selected

- Select “Evaluator and Administrator Meeting and Sign Off.” This step should be completed as part of a meeting with the provisional administrator and evaluator. The self-evaluation and development plan are reviewed in preparation for the second evaluation.
- Both Evaluator and Administrator should be logged into JPLS. Each will select “Acknowledge”

The screenshot shows a web interface for 'Evaluations'. At the top, it says 'View Activity' and 'New Items'. The main heading is 'Administrator Full Evaluation 2015-2016-Evaluator and Administrator Meeting and Sign Off for teacher10, test'. Below this, there are sections for 'Comments', 'Disclaimer', and 'Signatures'. The 'Acknowledge' button is located at the bottom right of the 'Signatures' section and is circled in red with a red arrow pointing to it.

Administrator Evaluation Planning

- This is the first step for career administrators completing an Administrator Full Evaluation. This is the second evaluation for all provisional administrators.
- Select “Utah Educational Leadership Standards Self-Evaluation”
- Click **New Observation** to start your evaluation.

Observation Summary

<< Back

By: Shared

None started.

New Observation

Display:

Observed Evidence: **HIDE** **VIEW**

- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate Performance Expectations.
- Use **View Rubric** to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of required evidence for each rating. Select **Hide Rubric** to hide the rubric. Use the Rating drop-down menu to select your rating. Complete the ratings for each Performance Expectation. Changes are saved automatically.
- “New Note” and “Upload File” can be used to identify evidence that will be used to support the ratings that are selected. Evidence is required for each of the 18 Performance Expectations; however, the evidence does not have to be stored on JPLS.

View Observation

<< Back

Mark Complete **P** - In Progress

Score Review Scores Print

test teacher10 | For: test teacher10

Standard 1: Visionary Leadership - An educational leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

Performance Expectation 1A: Educational leaders establish high and measurable expectations for all students and educators.

Observed Evidence: **New Note**

Evidence/Artifacts: **Upload File**

Indicator Rating: Select One

Standard 2: Teaching and Learning - An educational leader promotes the success of every student by advocating, nurturing and sustaining a school focused on teaching and learning conducive to student, faculty, and staff growth.

Standard 3: Management for Learning - An educational leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

Standard 4: Community Collaboration - An educational leader promotes the success of every student by

Performance Expectation 1B: Educational leaders facilitate a process of creating a shared vision, mission, and goals.

Observed Evidence: **New Note**

Evidence/Artifacts: **Upload File**

Indicator Rating: Select One

- Select **New Note**, if desired, to add details regarding rating selection. Select **Upload File** to attach any file to the evaluation. Any note added or file uploaded will be available to the supervisor.
 - To attach a file, select **Upload File**. A new button will appear allowing you to **Browse** your computer for the file. Find the file and select **Upload File**.

Observed Evidence: **New Note**

Evidence/Artifacts: **Upload File**

Indicator Rating: Select One

Attach File

File: **Browse...** No file selected.

Upload File **Cancel**

- Once you have selected and opened the file, the file will be attached, and the name of the file will appear on your screen.

Observed Evidence: [New Note](#)

Evidence/Artifacts: [Sample_Attachment.docx](#)

[Upload File](#)

Indicator Rating: [Select One](#)

- 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.
- Once an evaluation is started, select **Edit** to return to it.
- Select **View** to see Observed Evidence (Notes) and Evidence/Artifacts (Files)

Display:

Observed Evidence: [HIDE](#) [VIEW](#)

Evidence/Artifacts: [HIDE](#) [VIEW](#)

Indicator Rating: [HIDE](#) [VIEW](#)

1. Uses varied sources of evidence and analyzes data about current practices and outcomes to shape vision, mission, and goals with high, measurable expectations for all students and educators.

Evidence/Artifacts:

[Sample_Attachment.docx](#)

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

Performance Expectations Evaluation

- This step will be completed by the supervisor and is similar to the **Performance Expectations Self-Evaluation**. The evaluation will be available to the administrator once it is completed and shared by the supervisor. All notes and files added to the **Performance Expectations Self-Evaluation** will be available to the supervisor from this step.
- If the **Observation Summary** indicates “None Started”, the supervisor has not completed or has not shared the evaluation.

Observation Summary

[<< Back](#)

By	Shared	Score
None started.		

Administrative Full Evaluation Supervisor and Administrator Meeting and Sign Off

- This step should be completed as part of an annual review meeting with the administrator and supervisor. The administrator and supervisor should each log into JPLS.
- View the performance ratings by clicking on the + sign next to **Forms**. This step will show only the Performance Expectation rating until full implementation of the evaluation process is in place, as directed by USOE.
- Select **Acknowledge** to sign off that the evaluation has been completed.

Evaluations

View Activity

Print Forms

<< Back

Administrative Full Evaluation '14-'15-Supervisor and Administrator Meeting and Sign Off

This step should be completed as part of the annual review meeting with the evaluator and administrator. Supervisor will complete ratings by selecting New next to Performance Review Ratings. Use the drop-down boxes to indicate the ratings for each applicable category. Administrator will view the performance ratings by clicking on the + sign next to "Forms." The Supervisor and Administrator must individually login to JPLS in order to sign-off by clicking "Acknowledge."

+ Forms

Signatures

No Signatures

Acknowledge

Getting Additional Help or Addressing Technical Issues

- Contacts:

Cherice Thomson
Shelley Nordick

801-567-8239
801-567-8364

Rachel Langshall
USER Support

801-567-8378
801-567-USER