



## Evaluation Growth Plan: Self-Reflection

- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)

**Boulder Valley School District**  
Excellence and Equity

**Log In**

User Name  [Sign Up](#)

Password  [Forgot Password?](#)

[Log In](#)

**Welcome to MyPassport!**

**BVSD Employees:** Your username and password is the same as your BVSD network login (first name, lastname and password)

**External Guests:** New guests can create a login by clicking on the "Guest? Sign up" link. If you are a returning guest, please sign in with the username and password you previously created.

**Support:** If you need login assistance, please contact HR by calling 720-561-5208 or emailing [MyPassportHelp@bvsd.org](mailto:MyPassportHelp@bvsd.org)

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- The homepage will display once you've logged in
- Click on the "My Evaluations" tab

**Boulder Valley School District**  
Excellence and Equity

Courses **My Evaluations** Resources

**Welcome**

**Welcome to MyPassport**

MyPassport is BVSD's online evaluation and professional learning system.  
Help: Click on the Resources tab or go to <http://www.bvsdpl.org>

**Recommended Training**  
You currently have no Recommended courses.

**My Surveys**  
[TNL Training Survey](#)

**Required Training**  
You currently have no Required courses.

**My Announcements**  
You currently have no messages.

**BUSD GROWTH & DEVELOPMENT**  
**MYPASSPORT**

- Click on the name of the evaluation plan to open it

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Courses My Evaluations Resources

### My Evaluations

Current Evaluations Archived Evaluations

**2016-17 APT/Classified**

Employee	Archived	Date Created	Evaluator
Classified100, Training	false	08/06/2016 @ 05:18 AM	Principal1, Test Principal1, Training Principal2, Training Principal3, Training Show More...

- Click on the Growth Plan container

☰ 2016-17 APT/Classified

Employee Evaluations

**Growth Plan**

Contains 3 Activities

- Click on the Self-Reflection

Employee Evaluations

**Growth Plan**

**Self-Reflection**

This self-reflection was developed as a tool for goal setting and inquiry into practice. The self-reflection will help you to identify and prioritize a professional goal and personalized professional development areas of your practice that relate to that element. Mark your individual level of mastery on the... [Read More](#)

- Click on "Start New"

<< Back 2016-17 APT/Classified

### Self-Reflection

for Classified100, Training

This self-reflection was developed as a tool for goal setting and inquiry into practice. The self-reflection will help you to identify and prioritize a professional goal and personalized professional development plan for this school year. Begin by identifying areas of your practice that relate to that element. Mark your individual level of mastery on the scale to guide your self-reflection. View detailed [Classified Standards](#) or [APT Standards](#) in a new window.

Menu	By	Modified Date
No information to display		

**Start New**

STANDARDS

STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work

A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position.

- Begin to self-assess yourself for each standard and element by clicking the option you feel best describes your work
  - HINT: click on the “View Rubric” link for descriptions of the choices

**Self-Reflection - APT/Classified**  
 Observing: Classified100, Training

Print Save & Exit

Save Changes Share & Finalize

Self-Reflection for Classified100, Training

Evaluator: Training Classified100  
 Assessment Date: 08/07/2016

STANDARDS	Emerging	Exploring	Applying	Integrating	Innovating
STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work <a href="#">View Rubric</a>					
* A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position	<input type="radio"/> Emerging	<input type="radio"/> Exploring	<input type="radio"/> Applying	<input checked="" type="radio"/> Integrating	<input type="radio"/> Innovating
* B. Professionalism: Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District	<input type="radio"/> Emerging	<input type="radio"/> Exploring	<input type="radio"/> Applying	<input type="radio"/> Integrating	<input type="radio"/> Innovating
* C. Job Performance: Quality of an employee's performance with respect to job responsibilities	<input type="radio"/> Emerging	<input type="radio"/> Exploring	<input type="radio"/> Applying	<input type="radio"/> Integrating	<input type="radio"/> Innovating

**Self-Reflection - APT/Classified**  
 Observing: Classified100, Training

Print Save & Exit

Save Changes Share & Finalize

Self-Reflection for Classified100, Training

Evaluator: Training Classified100  
 Assessment Date: 08/07/2016

STANDARDS	Emerging	Exploring	Applying	Integrating	Innovating	Artifacts
STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work <a href="#">View Rubric</a> <span>Attach File</span>						
	Emerging indicates that an employee is just beginning in their journey to mastery in this area.	Exploring indicates that the employee is "trying out" parts of this element: demonstrates knowledge of this element occasionally.	Applying indicates that this element has been implemented and is a part of an employee's practice.	Integrating indicates that this element is exemplified in an employee's practice. It is routinely present.	Innovating indicates that an employee has taken this element to the next level and made it their own. The employee maximizes and embraces opportunities for new extensions in this area.	
* A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position	<input type="radio"/> Emerging	<input type="radio"/> Exploring	<input type="radio"/> Applying	<input checked="" type="radio"/> Integrating	<input type="radio"/> Innovating	

- When you are finished, click on “Save & Exit” if you are not complete and plan to return to the activity later. Click “Save Changes” to stay on the page and complete the activity.

Save Changes Save & Exit

- Scroll to the top of the activity
- Click “Share & Finalize.” This option allows your evaluator to review your responses and this notifies your evaluator through an email notification. It also means that you have completed the activity and cannot make additional changes.

**Self-Reflection - APT/Classified**  
 Observing: Classified100, Training

Print Save & Exit

Save Changes **Share & Finalize**

Self-Reflection for Classified100, Training

Evaluator: Training Classified100  
 Assessment Date: 08/07/2016

STANDARDS	Emerging	Exploring	Applying	Integrating
STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work <a href="#">View Rubric</a>				
* A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- Click “Exit”

**Self-Reflection - APT/Classified**  
 Observing: Classified100, Training

Print **Exit**

Self-Reflection for Classified100, Training

Evaluator: Training Classified100  
 Assessment Date: 08/07/2016

STANDARDS	Emerging	Exploring	Applying	Integrating	Innovating
STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work <a href="#">View Rubric</a>					
* A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- Click “Back”

**Manage Plan**

**<< Back** View All Feedback ✔ 2016-17 APT/Classified

**Self-Reflection**  
 for Classified100, Training

This self-reflection was developed as a tool for goal setting and inquiry into practice. The self-reflection will help you to identify and prioritize a professional goal and personalized professional development plan for this school year. Begin by reading the standards and elements and reflecting on areas of your practice that relate to that element. Mark your individual level of mastery on the continuum for each element and use the descriptors below to guide your self-reflection. View detailed [Classified Standards](#) or [APT Standards](#) in a new window. View [Job Descriptions](#) in a new window.

Menu	By	Modified Date
	<input checked="" type="checkbox"/> Training Classified100	08/07/2016

STANDARDS

STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work

- To return to the Self-Reflection activity that you started and saved, click on the Self-Reflection and look for the action menu where you can select “Continue.”

