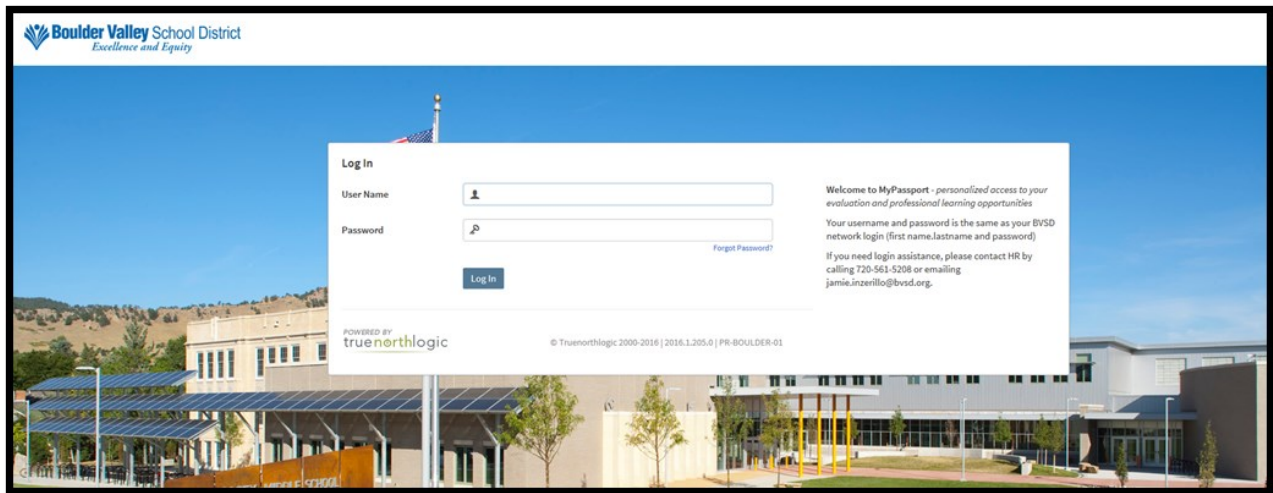


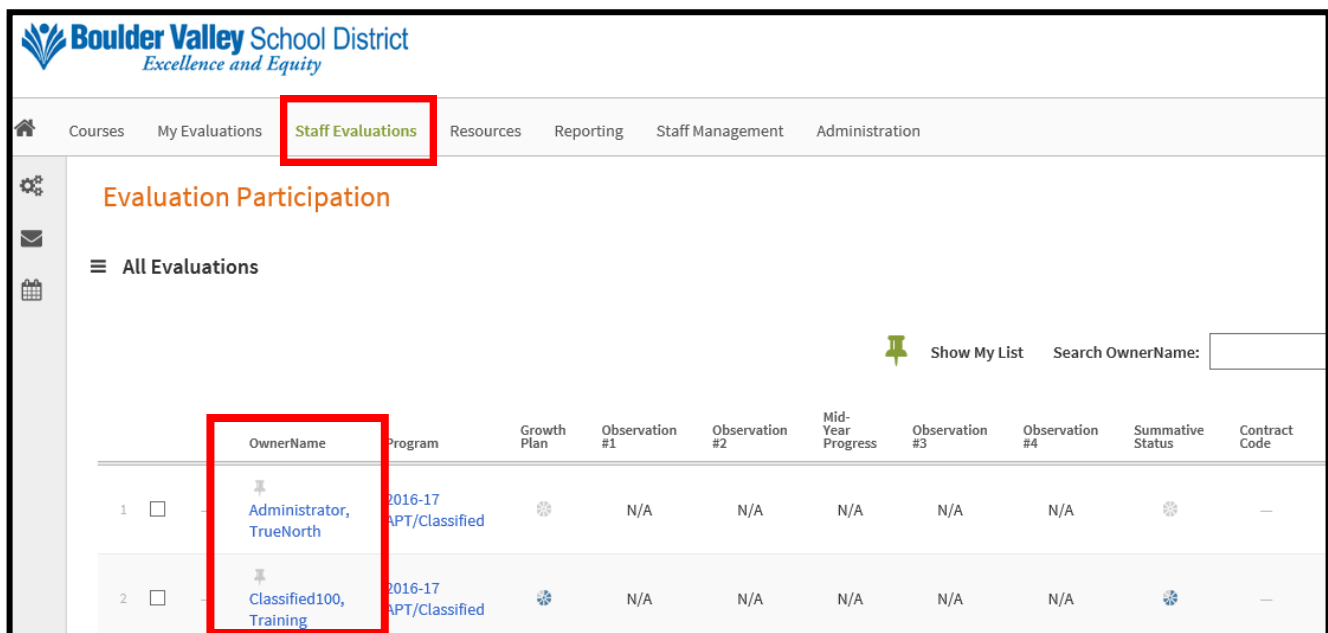


# Evaluation Instructions Observations (evaluator)

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



- The homepage will display once you've logged in
- Click on the "Staff Evaluations" tab on the top of the page
- Click on the name of the employee to open their evaluation

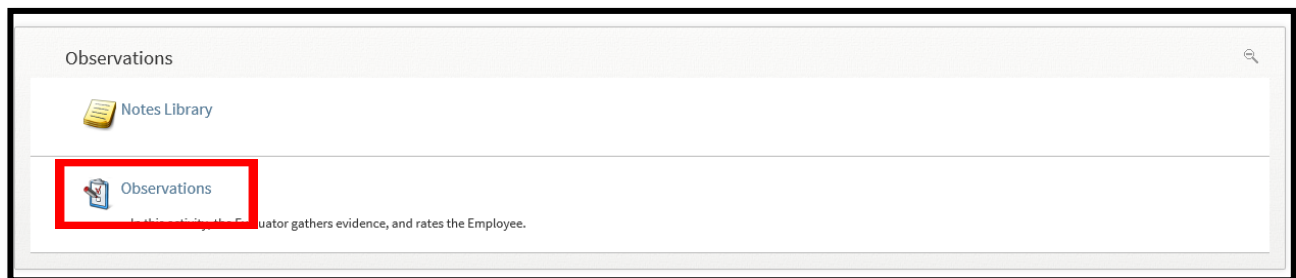




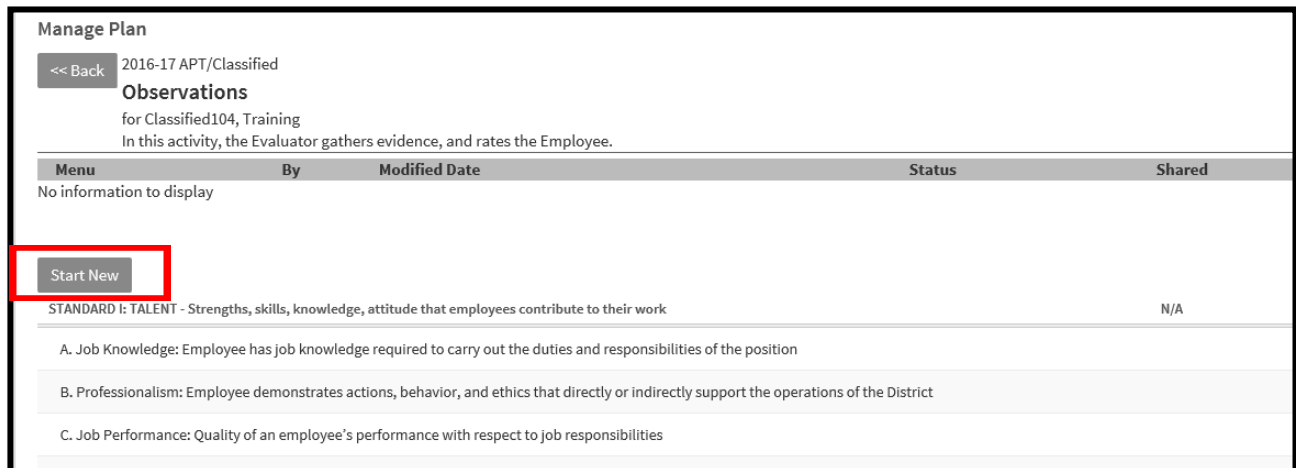
# Evaluation Instructions

## Observations (evaluator)

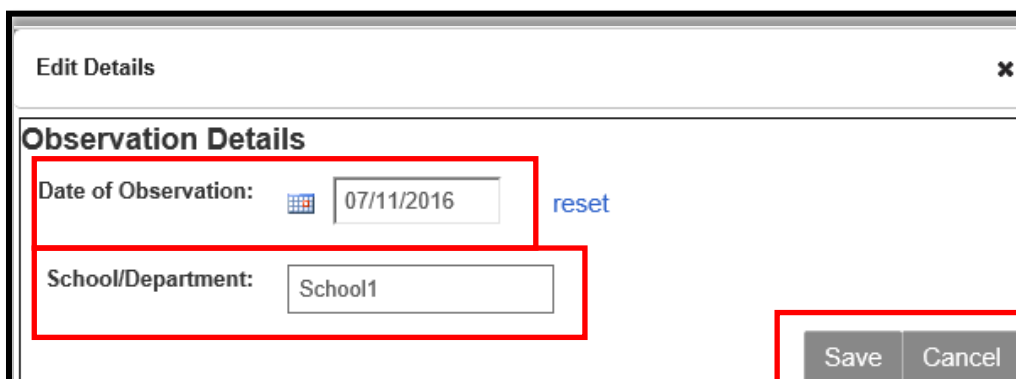
- Click on the Evaluation title (APT/Classified) to open the Evaluation
- Scroll down until you reach the Observations container
- Click on the Observations (for APT/Classified and Principal) or Observation #1 (for licensed evaluations)



- Click Start New



- Enter Date and Location of Observation and click Save





# Evaluation Instructions

## Observations (evaluator)

- If you have created Notes in the Notes Library, they will appear under Notes in each Element for which they are tagged
- If you have not created notes and would like to do so, you can click Enter Notes Library
- If you want to type your observations directly into the form, you can do so under Evidence/Feedback for each Element
- Click Save Changes to continue editing or click Save & Exit at the end of the form
- Click Share & Finalize when finished to make the Observation available to the person being evaluated

**Feedback** get a pdf of the Observation that can be printed

**Share & Finalize** if you have finished the observation

**Manage Files** to upload documents to the observation

**Delete** to delete the observation and begin again and cannot be reversed

- For APT/Classified and Principal evaluations, you can click Start New to begin another observation—there is no limit