



## Evaluation Navigation Overview

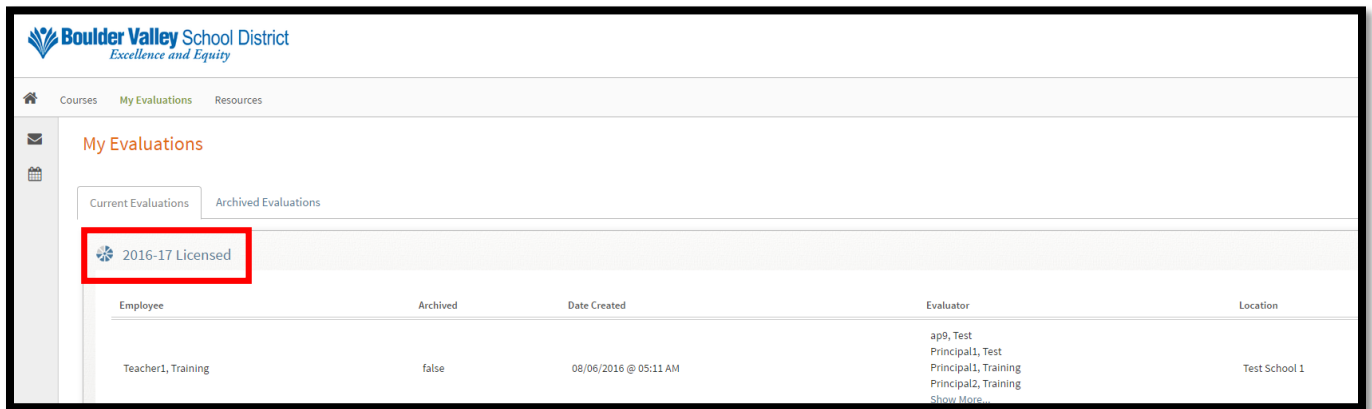
- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)

A screenshot of the MyPassport login page. The page features the Boulder Valley School District logo at the top left. The main content area has a light beige background with a repeating "MYPASSPORT" watermark. A white login form is centered, containing fields for "User Name" and "Password", a "Log In" button, and links for "Sign Up" and "Forgot Password?". To the right of the form, there is a "Welcome to MyPassport!" message with instructions for employees and external guests, and a support contact section. At the bottom of the form, it says "POWERED BY truenorthlogic" and "© Truenorthlogic 2000-2016 | 2016.3.261.0 | PR-BOULDER-01".

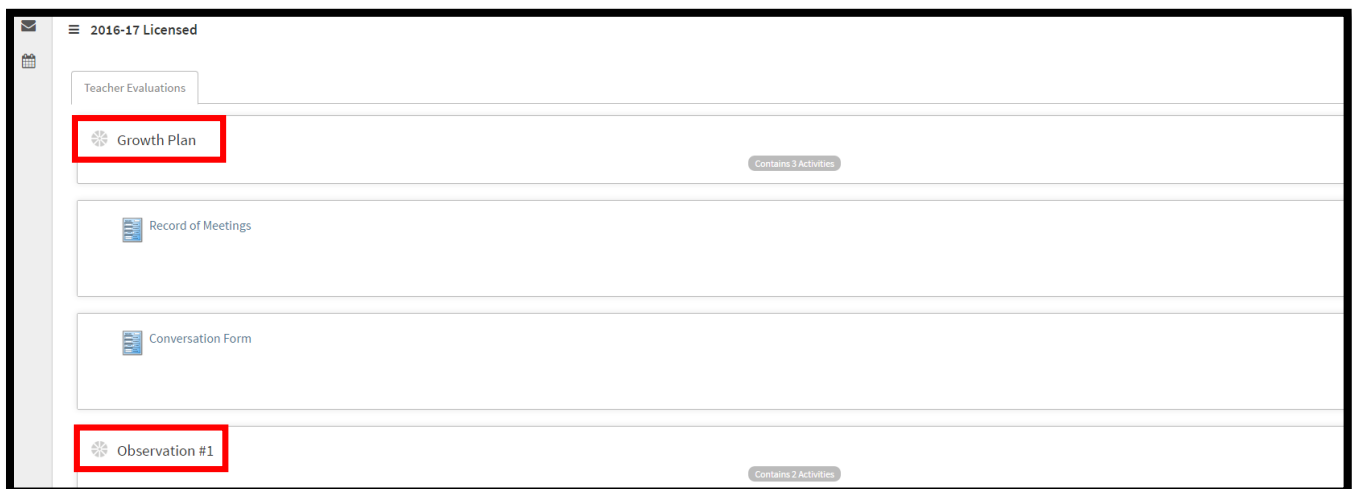
- The homepage will display once you've logged in
- Click on the "My Evaluations" tab

A screenshot of the MyPassport homepage. The page features the Boulder Valley School District logo at the top left. A navigation bar at the top contains "Courses", "My Evaluations" (highlighted with a red box), and "Resources". The main content area is divided into several sections: a "Welcome" message, "Recommended Training" (with a message "You currently have no Recommended courses."), "My Surveys" (with a link to "TNL Training Survey"), "Required Training" (with a message "You currently have no Required courses."), and "My Announcements" (with a message "You currently have no messages."). A large "MYPASSPORT" logo is displayed at the bottom of the page.

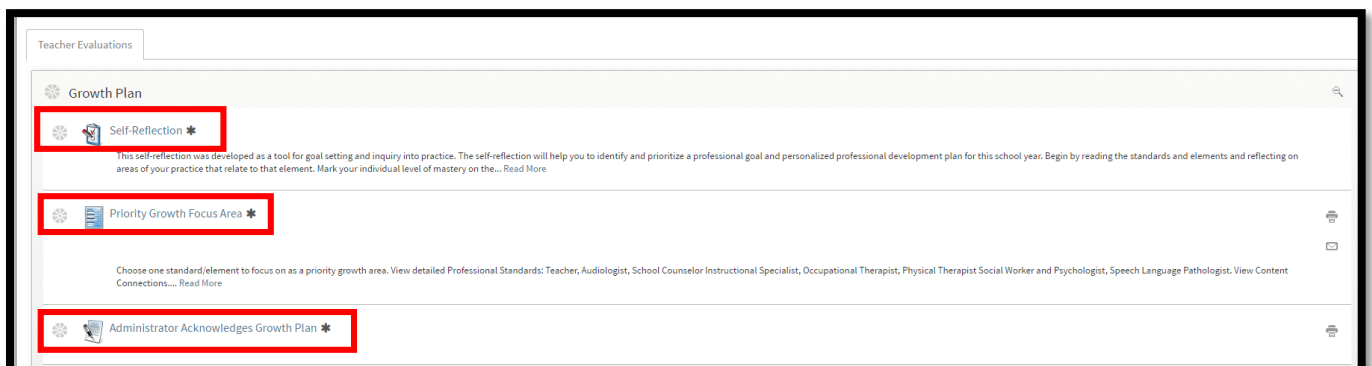
- Click on the name of the evaluation plan to open it



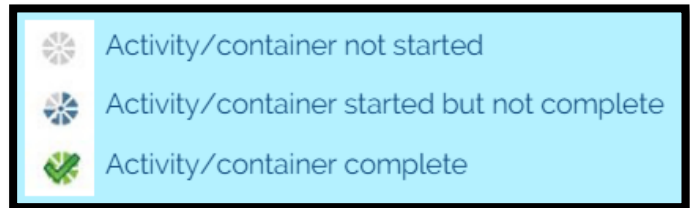
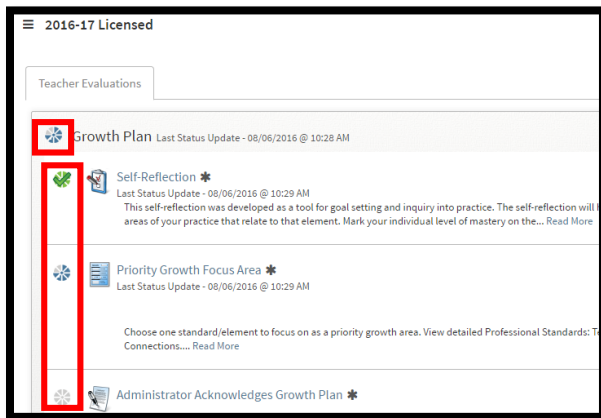
- The plan will open and list all containers and activities
- Containers house various components of the evaluation plan and group related activities. For example, the growth plan container has three activities: Self-Reflection, Priority Growth Focus Area, and the Administrator Acknowledgement of the growth plan.



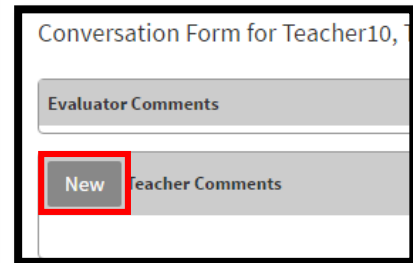
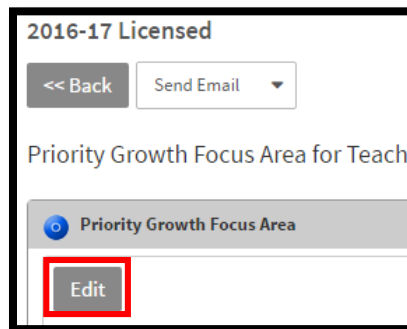
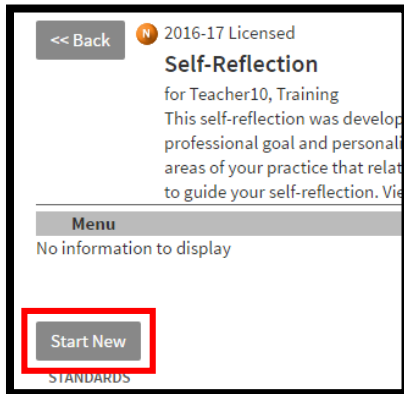
- Activities are the distinct components of an evaluation plan. For example, the Priority Growth Focus Area is a single component, or activity, of the Growth Plan container and the overall evaluation process.
- To view or access activities within a container, click anywhere on the container and the container will expand to list all activities
- Activities that are required will have an asterisk next to them



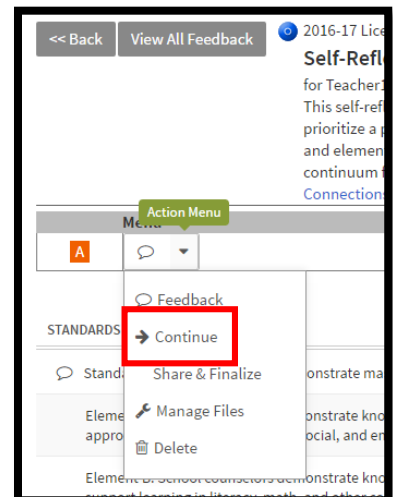
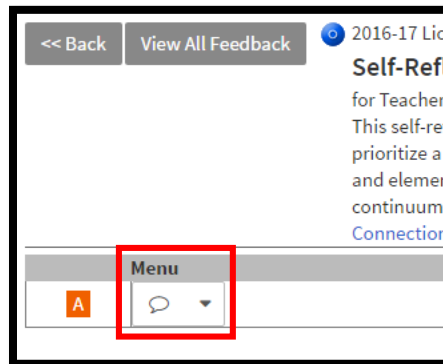
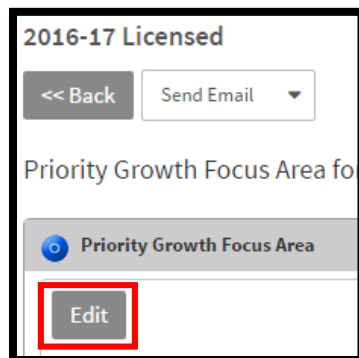
- Icons next to containers and activities note the status



- To begin an activity, click on the activity name
- Starting an activity will vary so look for a Start, Edit, or New button



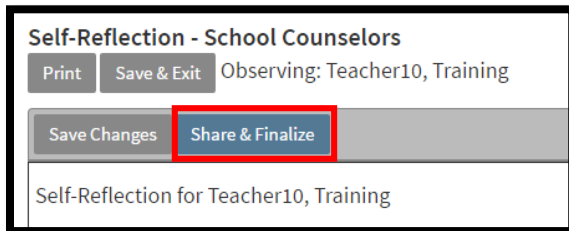
- To return to an activity that you started and saved, look for an edit button or an action menu where you can select Continue. This will vary by activity.



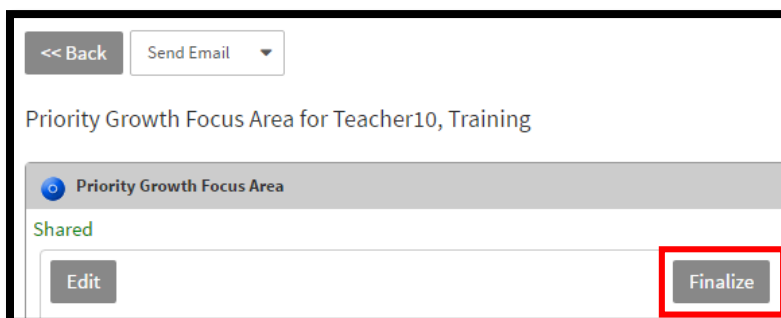
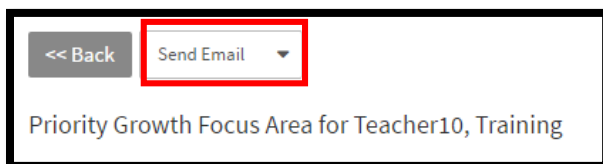
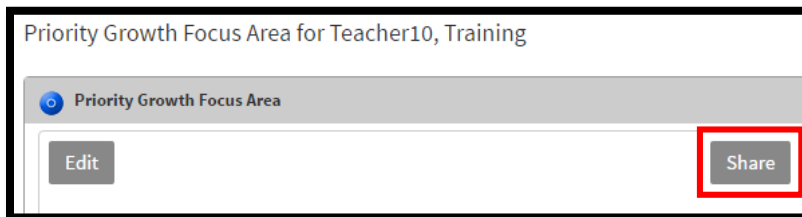
- To exit an activity, remember to click “save & exit” and then locate either an “exit” or “back” button. Do not use your browser’s back button.



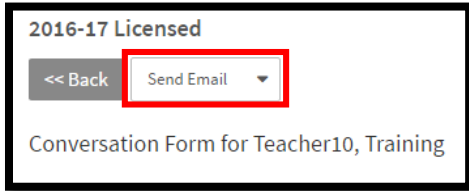
- To communicate with your evaluator about your evaluation activities, there are several methods, and it will vary by activity
  - Share & Finalize** – located at the top of an activity. This option allows your evaluator to review your activity responses and this notifies your evaluator through an email notification.



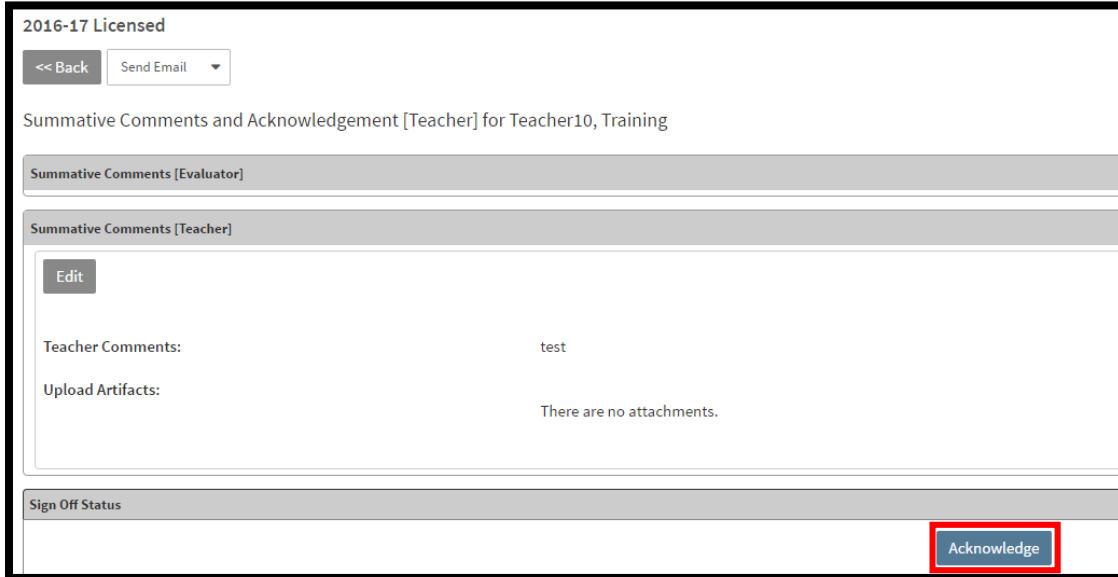
- Share, Send Email, Finalize** – located at the top of the activity.
  - Share** allows your evaluator to review your activity responses
  - Send Email** notifies your evaluator through an email notification
  - Finalize** completes the activity once you and your evaluator have had a conversation about the activity and agree it is ready to be finalized. This option will not appear until the Share button has been clicked.



- **Send Email** – located at the top of the conversation form. This option allows you to notify your evaluator that you have submitted a conversation form and it is ready for them to review



- **Acknowledge** – This option notifies your evaluator that you have seen a copy of your observation, mid year progress report (applies to licensed only), or summative evaluation



- As you learn how to navigate the MyPassport system, keep in mind the Resources tab, which will connect you to help documents and video tutorials.

