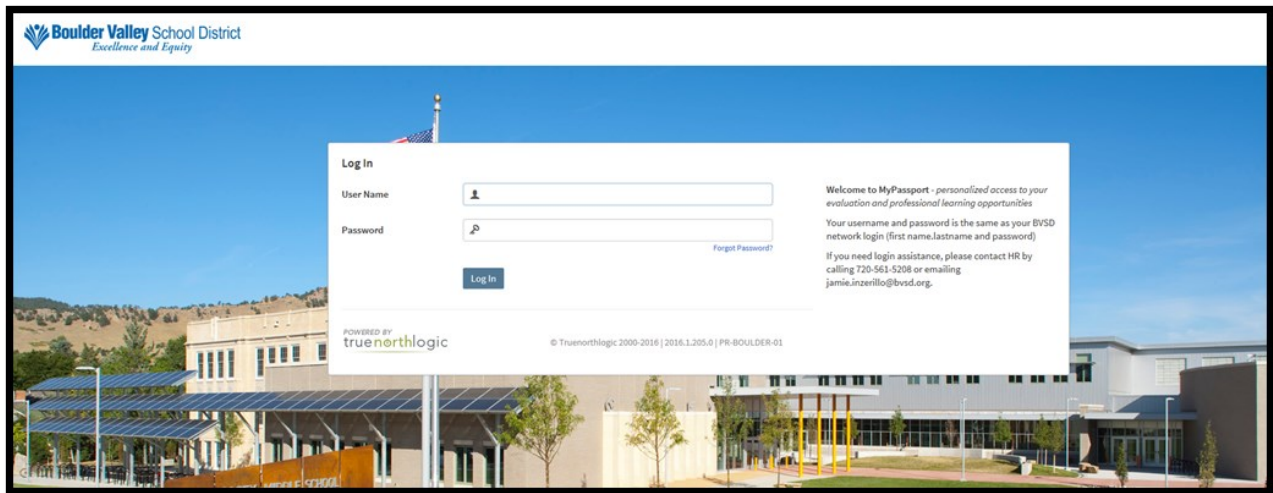




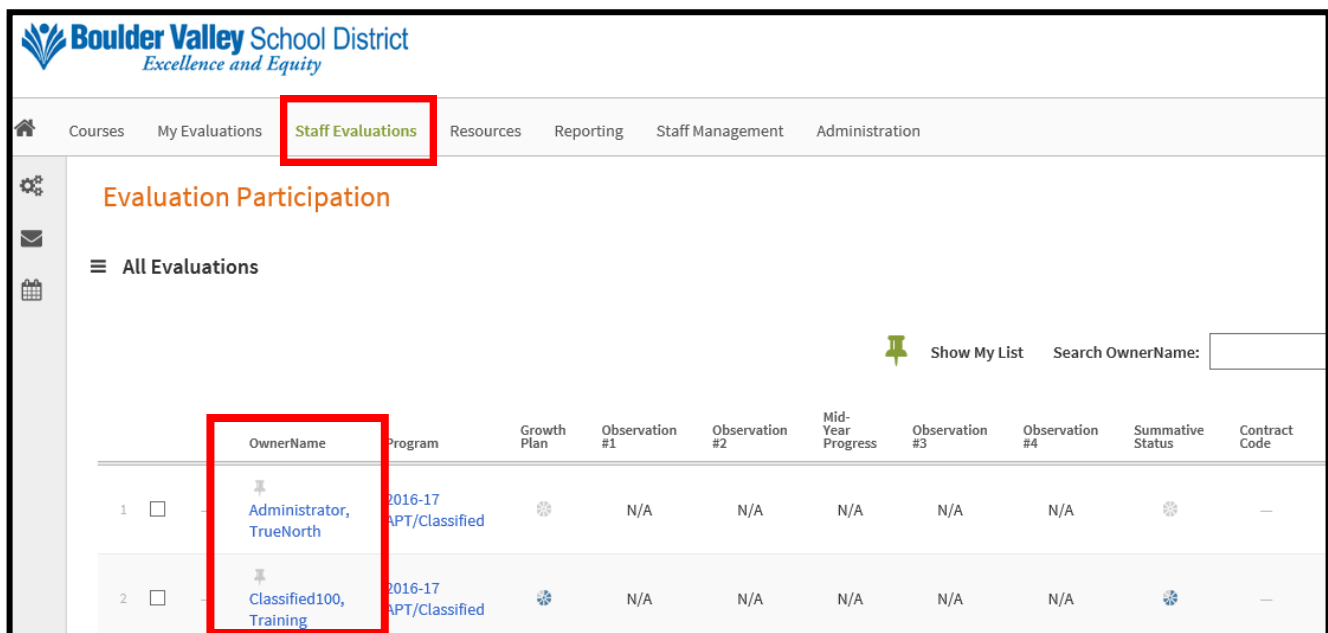
# Instructions for Evaluations

## Summative Evaluation (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

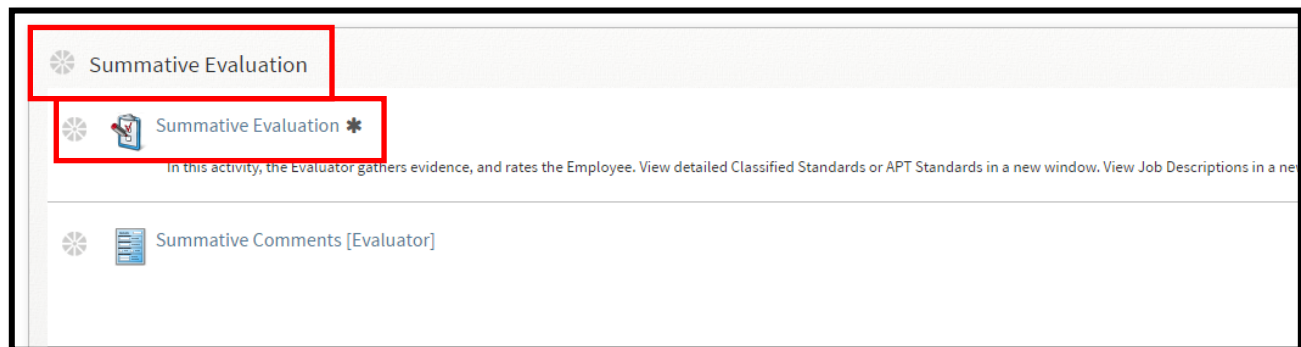




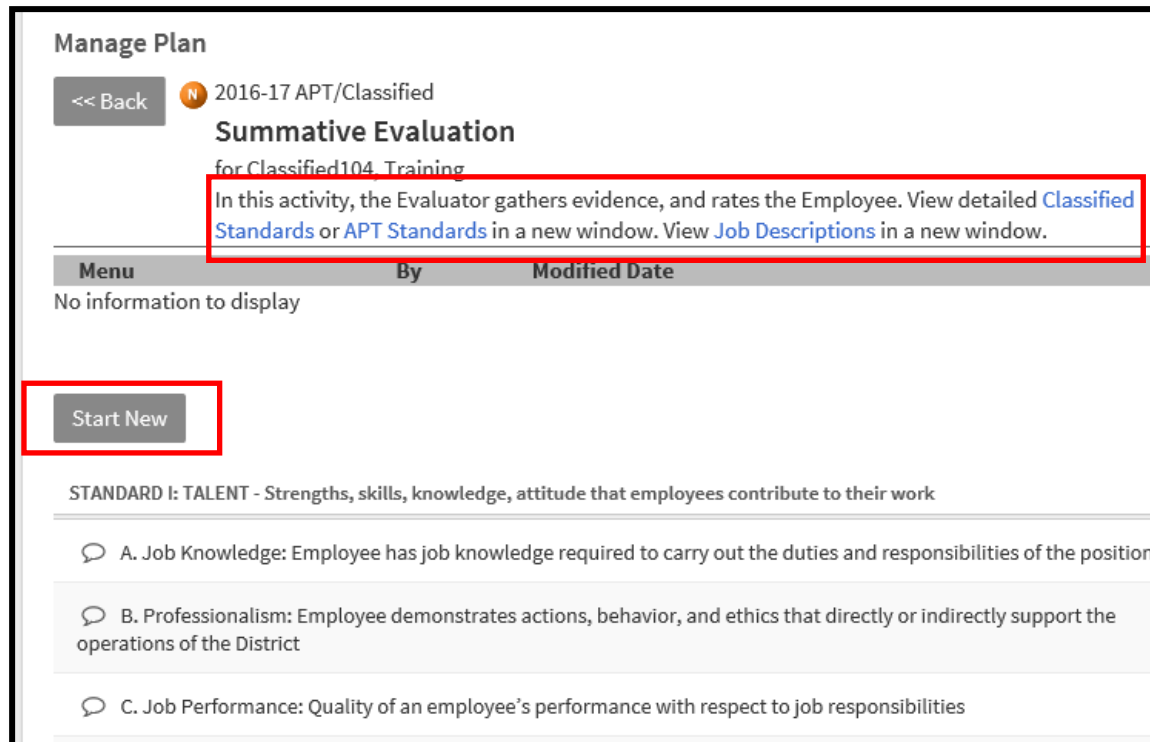
# Instructions for Evaluations

## Summative Evaluation (evaluator)

- Click on the Evaluation title (APT/Classified or Licensed or Principal) to open the Evaluation
- Click on Summative Evaluation to open the container
- Click on (the second) Summative Evaluation to begin the activity



- Open the Classified or APT Standards and Job Description for reference during the completion of the Summative Evaluation
- Click New to begin the Summative Evaluation





# Instructions for Evaluations

## Summative Evaluation (evaluator)

- Classified or APT Standards will open in a separate window

Boulder Valley School District Effective Classified Standards	
<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element A</b>	<b>Job Knowledge:</b> Employee has job knowledge required to carry out the duties and responsibilities of the position
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Understands:               <ul style="list-style-type: none"> <li>○ job duties, processes, procedures, responsibilities, equipment, and technology needed to maximize job performance</li> <li>○ appropriate/required training</li> </ul> </li> <li>• Possesses:               <ul style="list-style-type: none"> <li>○ problem-solving strategies to address current and potential problems</li> <li>○ skill and/or technical knowledge to perform job at a professional level</li> <li>○ knowledge of applicable laws, policies, regulations, and work procedures</li> <li>○ knowledge of appropriate resources to support job performances</li> </ul> </li> </ul>

Home > Human Resources > Job Descriptions  
Evaluations

Type	Name
<input type="checkbox"/>	Category : Admin/Prof-Tech (APT) Non-Supervisor (1)
<input type="checkbox"/>	Category : Admin/Prof-Tech (APT) Supervisor (1)
<input type="checkbox"/>	Category : Classified (BVCEA) (48)
<input type="checkbox"/>	Category : Non-Represented (1)
<input type="checkbox"/>	Category : Office Professionals (BVEOP) (25)
<input type="checkbox"/>	Category : Paraeducators (BVPA) (13)

- The Job Descriptions Link will lead to a web page within the BVSD website
- Click the + next to the Category to get the list of job descriptions
- Click on the appropriate job description



# Instructions for Evaluations

## Summative Evaluation (evaluator)

- Standards and Elements appear on the left side of the screen
- Click the desired rating for each element
- Click View Rubric to get pop up with additional explanation of the rating system, click View Rubric again and the pop up will disappear
- Click the Attach File button to attach documents

STANDARD 1: 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

[View Rubric](#)

Essentials Not Evident	Partially Effective	Effective	Highly Effective
<input type="radio"/> Essentials Not Evident	<input type="radio"/> Partially Effective	<input checked="" type="radio"/> Effective	<input type="radio"/> Highly Effective

Artifacts

[Attach File](#)

[Test.pdf](#)  
7/17/2016 8:40 PM by Principal10, Training

Essentials Not Evident	Partially Effective	Effective	Highly Effective
Employee demonstrates performance that does not meet expectations.	Employee demonstrates inconsistent performance that does not routinely meet expectations.	Employee demonstrates consistently strong performance that meets and occasionally exceeds expectations.	Employee demonstrates exceptional performance and consistently exceeds expectations. The employee maximizes and embraces new opportunities.

**Summative Evaluation Classified/APT**

[Print](#) [Save & Exit](#) Observing: Classified104, Training

**Observation Details**

Date of Observation: 07/11/2016

School/Department: School1

[Save Changes](#) [Share](#)

Summative Evaluation for Classified104, Training

Evaluator: Training Principal10  
Assessment Date: 07/17/2016

**Save & Exit** if you want to come back and edit your ratings later

**Save Changes** to save changes

**Share** if you have finished the Summative Evaluation and are ready for the employee to look at it.

**Print** get a printable/downloadable pdf of the Summative Evaluation



# Instructions for Evaluations

## Summative Evaluation (evaluator)

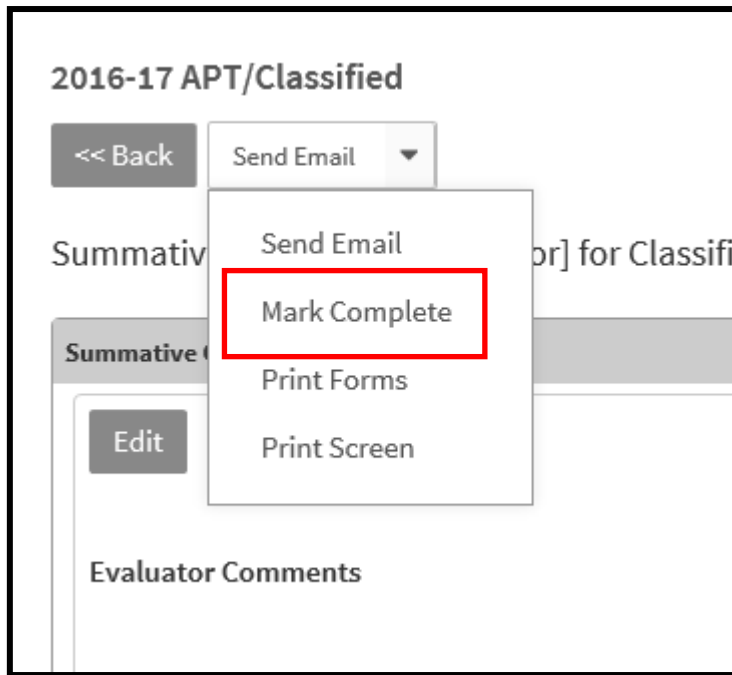
- General comments are typed into the Summative Comments form
- Go back to the main Evaluation screen
- Click on Summative Comments to begin the activity
- Click Edit to begin a new comment

- Type comments into the text box
- Click the Attach File button to attach documents
- Save or Save & Exit

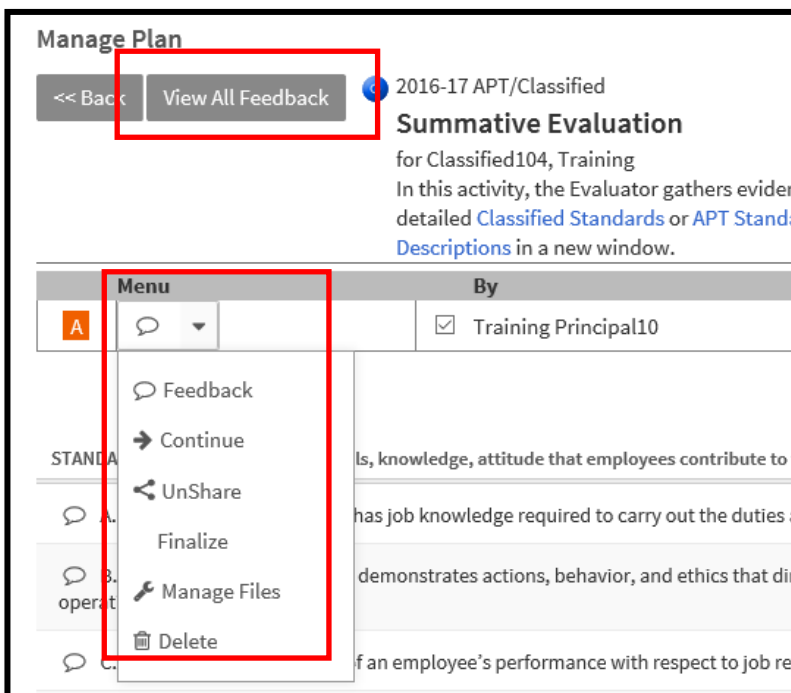


# Instructions for Evaluations

## Summative Evaluation (evaluator)



- When the comments form is complete, click the dropdown and click **Mark Complete**, this makes the comments available to the employee




- Once you have discussed the **Summative Evaluation** with the employee, and they have filled out the **Employee Comment and Acknowledgement** form, you will need to make any changes to the **Summative Evaluation** and **Finalize** the form.
- Open the **Summative Evaluation** and click **Continue** to edit the form or click **Finalize** to complete the form.
- Click **View All Feedback** to get a pdf to download or print
- The only activity left is the **Evaluator Acknowledgement**





# Instructions for Evaluations

## Summative Evaluation (evaluator)



- Go to the main Evaluation page and click Summative Acknowledgement [Evaluator]
- Click Acknowledge

 Summative Evaluation Last Status Update - 07/18/2016 @ 8:43 AM



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  Summative Evaluation \*  
Last Status Update - 07/18/2016 @ 9:41 AM  
In this activity, the Evaluator gathers evidence, and rates the Employee. View detailed Classified Standards or APT Standards



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  Summative Comments [Evaluator]  
Last Status Update - 07/18/2016 @ 9:00 AM



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  Summative Comments and Acknowledgement [Employee] \*  
Last Status Update - 07/18/2016 @ 9:41 AM

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  Summative Acknowledgment Override  
The override acknowledgement shall only be used when the employee refuses to complete the evaluation process through th

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  Summative Acknowledgment [Evaluator] \*  
Last Status Update - 07/18/2016 @ 9:41 AM

Sign Off Status

