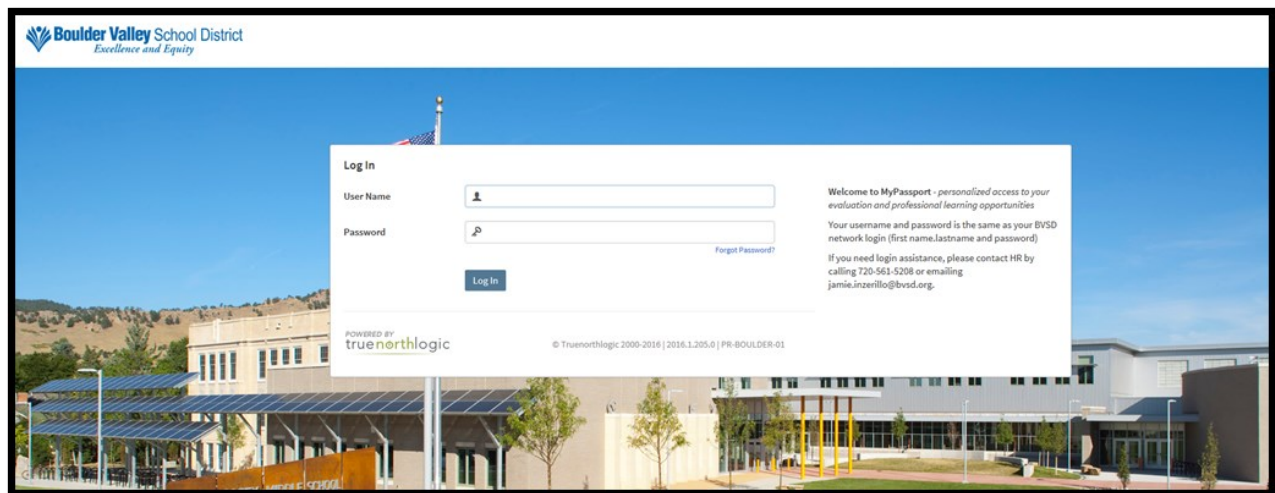




# Instructions for Evaluations

## Evaluation Completion Report

- Go to <http://bvsd.truenorthlogic.com>



- The homepage will display once you've logged in
- Click on the "Staff Evaluations" tab on the top of the page



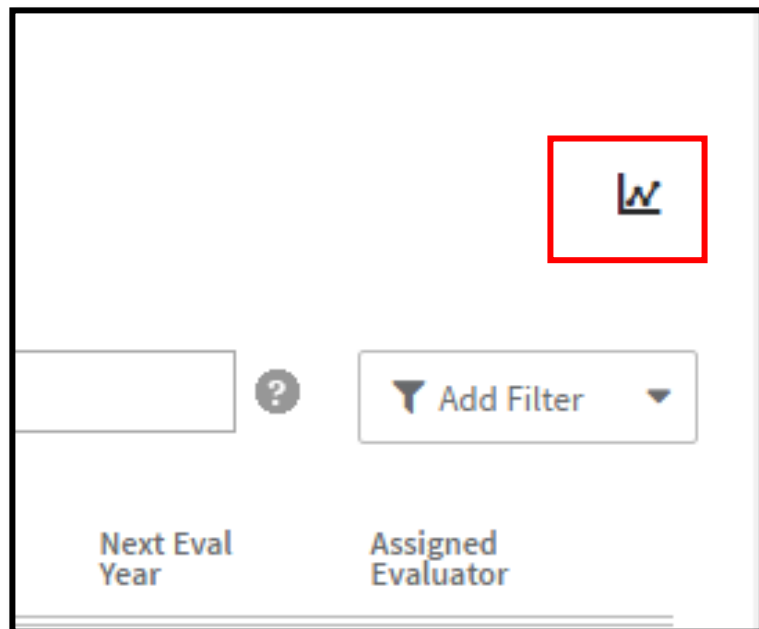


# Instructions for Evaluations

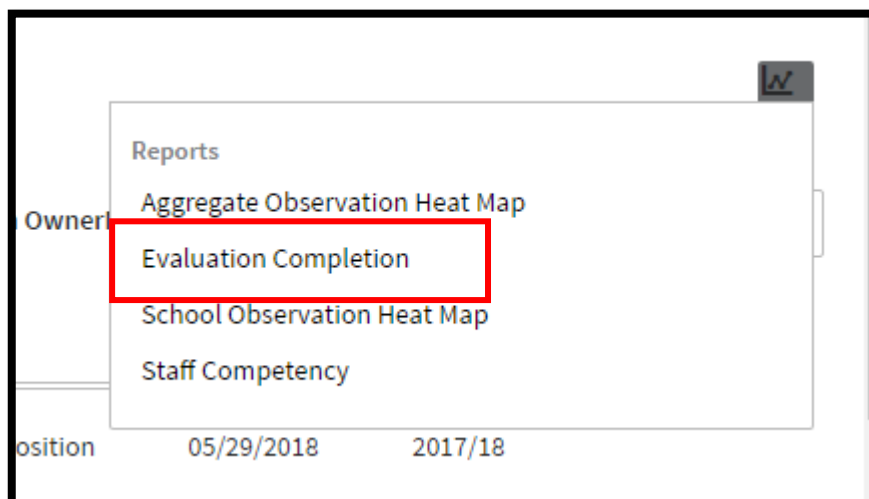
## Evaluation Completion Report

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- Click on the graph icon in the upper right corner



- Click on Evaluation Completion from the dropdown list





# Instructions for Evaluations

## Evaluation Completion Report

- Choose the plan, the evaluation activities and click Refresh

**Evaluation Completion**

Evaluation Status

**Plan:** 2016-17 Licensed

Self-Reflection  
 Priority Growth Focus Area  
 Administrator Acknowledges Growth Plan  
 Observation #1  
 Observation #1 - Teacher Acknowledgement  
 Documentation of Teacher's Acknowledgement Refusal  
 Observation #2  
 Observation #2 - Teacher Acknowledgement  
 Documentation of Teacher's Acknowledgement Refusal  
 Mid Year Progress Report  
 Mid Year Progress Report Acknowledgment (Teacher)  
 Observation #3  
 Observation #3 - Teacher Acknowledgement  
 Documentation of Teacher's Acknowledgement Refusal  
 Observation #4  
 Observation #4 - Teacher Acknowledgement  
 Documentation of Teacher's Acknowledgement Refusal  
 Summative Evaluation  
 Summative Comments [Evaluator]  
 Continued Professional Growth [Teacher]  
 Summative Comments and Acknowledgement [Teacher]  
 Summative Acknowledgment Override  
 Summative Acknowledgment [Evaluator]  
 Supervisor Signature

**Steps:**

**Refresh** Refresh

Select All Deselect All

**To check on the completion of the Growth Plan activities:**

1. Choose the plan
2. Click Deselect All
3. Check the Self-Reflection, Priority Growth and Administrator Acknowledges
4. Click Refresh



# Instructions for Evaluations

## Evaluation Completion Report

- The top part of the report is the summary (click the + next to Growth Plan to see the summary)
- The lower part of the report is by individual
- There is a status column for each evaluation activity (Note: Overall Status refers to the entire evaluation not just a container)
- Click on the spreadsheet icon just above the list of names to download the report into Excel

Plan	# of Participants	Not Started	In Progress	Complete
+ 2016-17 Licensed	2029	0 (0%)	2029 (100%)	0 (0%)
<div style="border: 1px solid red; padding: 2px; display: inline-block;">- Growth Plan</div>				
Self-Reflection	353 (17%)	210 (10%)	1466 (72%)	
Priority Growth Focus Area	333 (16%)	410 (20%)	1286 (63%)	
Administrator Acknowledges Growth Plan	847 (42%)	1 (0%)	1181 (58%)	

Name	Location	Overall Status	Self-Reflection	Priority Growth Focus Area	Administrator Acknowledges Growth Plan
ABANKWAH, KARI	ESCUELA BILINGUE PIONEER	In Progress	Complete	Complete	Complete
ABBOTT, JUSTIN	MONARCH HIGH	In Progress	Complete	Complete	Complete
ABBOTT, SARAH	BROOMFIELD HEIGHTS MIDDLE	In Progress	Complete	Complete	Complete
ABRAHAM-ROSE, JO-DEE	ANGEVINE MIDDLE	In Progress	Complete	Complete	Complete
ABRAMS, STEFANIE	ELDORADO K-8	In Progress	Complete	In Progress	Complete
ACOSTA, ALEXIS	CREST VIEW ELEMENTARY	In Progress	Complete	In Progress	Not Started
ADAMS, ALISON	MONARCH K-8	In Progress	In Progress	Not Started	Not Started
ADAMS, CHRISTIAN	BROOMFIELD HEIGHTS MIDDLE	In Progress	Not Started	Not Started	Not Started
ADAMS, MATT	CENTENNIAL MIDDLE	In Progress	Complete	In Progress	Not Started
ADAMS, SUNNI	HIGH PEAKS ELEMENTARY	In Progress	Complete	Complete	Complete