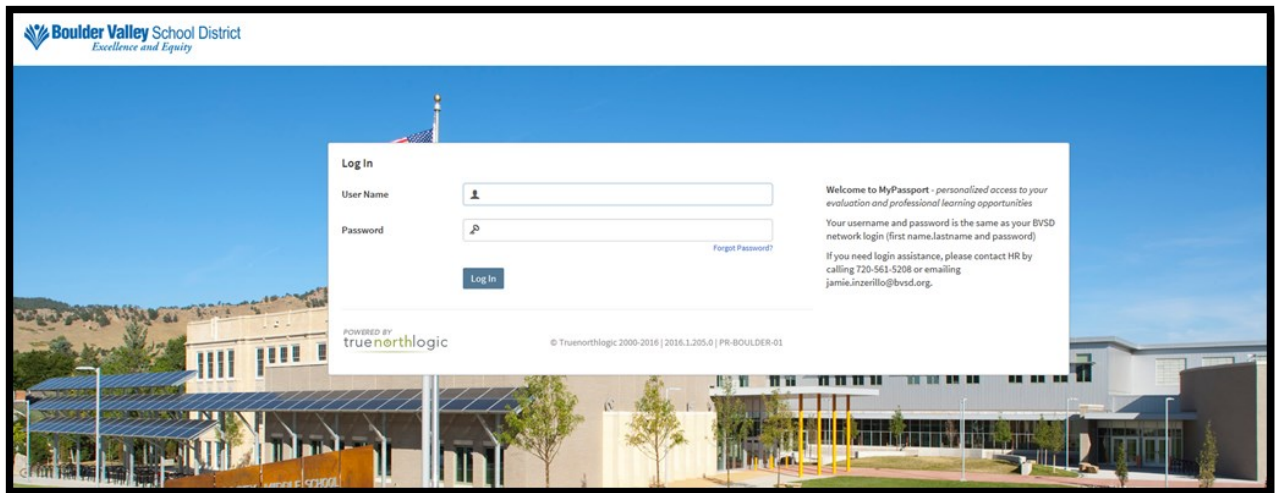


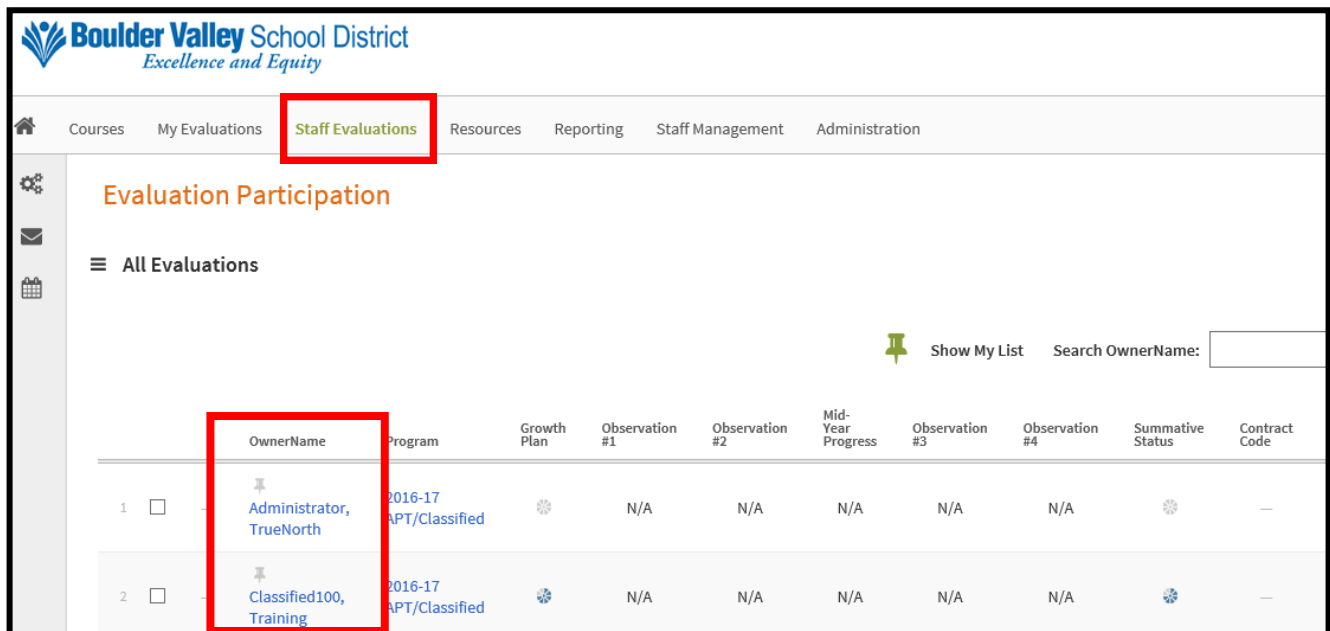


Dashboard Overview

- 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, this takes you to the Dashboard
- Click on the name of the employee to open their evaluation





Dashboard Overview

- The Program column shows the type of evaluation (Licensed/Classified/APT).
- The Plan columns show how far along a container is—grayed out means that the activity has never been opened, partial circle means that the activity has been started, green check means that the activity is done.
- The Plan columns will change as the year progresses and different activities become due.

	OWNERNAME ▲	PROGRAM	GROWTH PLAN	OBSERVATION #1	OBSERVATION #2
1	ABALU, OMUNU	2016-17 APT/Classified			N/A
2	ABANKWAH, GEORGE ADJEI	2016-17 APT/Classified			N/A
3	ABANKWAH, KARI MAU	2016-17 Licensed			
4	ABBEY, SCOTT M	2016-17 APT/Classified			N/A



Dashboard Overview

- The Contract Code column shows whether the employee is temporary, limited term, probationary, etc.
- The Next Evaluation date shows the next year that classified employees need to be evaluated. This date only takes effect after any probationary periods. Licensed, Admins and Prof Techs are evaluated yearly.
- If there are multiple evaluators in your building, you can assign evaluators on the Staff Management tab.
- Use the search box to search for a name.

SUMMATIVE STATUS	CONTRACT CODE	EVALUATION DATE	NEXT EVAL YEAR	ASSIGNED EVALUATOR
	Regular On-Going Position	05/29/2019	2018/19	STEPHANIE JACKMAN
	Regular On-Going Position	—	—	
	Non-Probationary Reg Contract	05/01/2017	2016/17	KRISTIN NELSON-STEINHOFF
	Regular On-Going Position	—	—	MIKE WILCOX
	Non-Probationary Reg Contract	05/01/2017	2016/17	JENNIFER BARR
	Probationary LT Contract YR1	—	—	CHRIS MEYER



Dashboard Overview

If you have multiple evaluators in your building, you might want to “pin” the employees you evaluate:

- Click the small pin above the employees you evaluate.
- Click Show My List to see just the pinned employees.
- To see all the employees again, click Show All.

The screenshot shows the 'Evaluation Participation' dashboard for Boulder Valley School District. The top navigation bar includes 'Home', 'Courses', 'My Evaluations', 'Staff Evaluations', 'Resources', 'Reporting', and 'Staff Management'. The main content area is titled 'Evaluation Participation' and shows a table of evaluations. The table has columns for 'OWNERNAME', 'PROGRAM', 'GROWTH PLAN', 'OBSERVATION #1', 'OBSERVATION #2', and 'MID-YEAR PROGRESS'. Three rows are visible, each with a small pin icon above the owner name. The 'Show My List' button is highlighted with a red box, and the pin icons for the first two rows are also highlighted with red boxes.

	OWNERNAME	PROGRAM	GROWTH PLAN	OBSERVATION #1	OBSERVATION #2	MID-YEAR PROGRESS
1	ABALU, OMUNU	2016-17 APT/Classified			N/A	N/A
2	ABANKWAH, GEORGE ADJEI	2016-17 APT/Classified			N/A	N/A
3	ABANKWAH, KARI MAU	2016-17 Licensed				

This close-up screenshot shows the 'Show All' button highlighted with a red box. Below it, the first two rows of the evaluation table are visible, with the pin icons for the first two rows highlighted with red boxes.

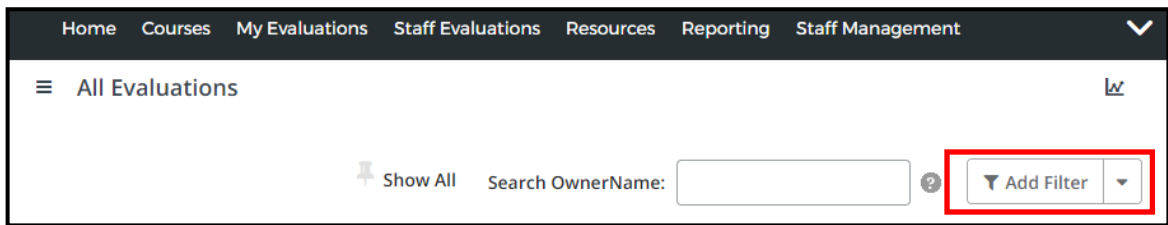
	OWNERNAME	PROGRAM	GROWTH PLAN	OBSERVATION #1	OBSERVATION #2	MID-YEAR PROGRESS
1	ABALU, OMUNU	2016-17 APT/Classified			N/A	N/A
2	ABANKWAH, KARI MAU	2016-17 Licensed				



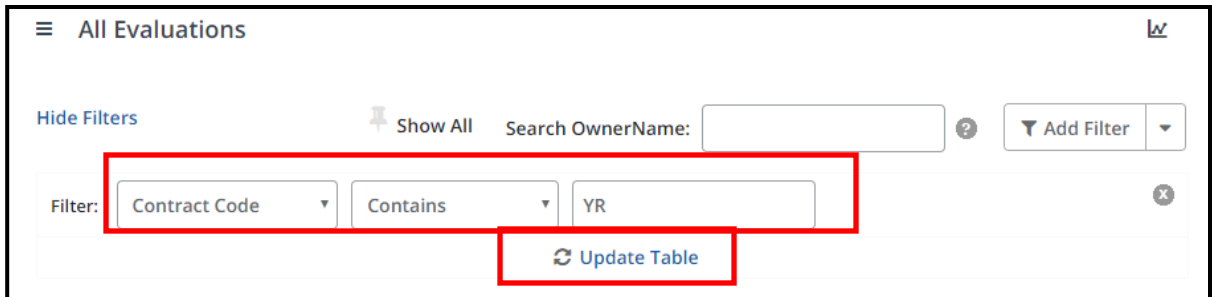
Dashboard Overview

Use Filters to change the employee you see.

- For example, if you want to see only your probationary employees, click Add Filter



- Choose the Contract Code field, choose Contains, Type in YR
- Click Update Table



- You will now see only the probationary licensed employees
- Add multiple filters by repeating the process
- To get the entire table back, click the drop down next to Add Filter and choose Remove Filters or click the X for each filter you want to remove. Then click Update Table

	OWNERNAME	PROGRAM	GROWTH PLAN	OBSERVATION #1	OBSERVATION #2	MID-YEAR PROGRESS	OBSERVATION #3	OBSERVATION #4	SUMMATIVE STATUS	CONTRACT CODE	EVALUATION DATE	NEXT EVAL YEAR	ASSIGNED EVALUATOR
1	ALLISON, JUDITH E	2016-17 Licensed	🟢	🟢	🟢	🟢	🟢	🟢	🟢	Probationary Reg Contract YR3	03/01/2017	2016/17	DIAN, GAMB
2	ANTHONY, MICHELLE M	2016-17 Licensed	🟡	🟡	🟡	🟡	🟡	🟡	🟡	Probationary LT Contract YR1	—	—	SHANN MINC
3	ARROYO, ANA L	2016-17 Licensed	🟢	🟢	🟢	🟢	🟢	🟢	🟢	Probationary LT Contract YR2	03/01/2017	2016/17	BIANC GALLEG
4	BERSHENYI, KATHERINE B	2016-17 Licensed	🟢	🟡	🟡	🟡	🟡	🟡	🟢	Probationary LT Contract YR2	03/01/2017	2016/17	DON STENSER



Dashboard Overview

You can send a message to one or more employees:

- Check the box next to the employees you want to message
- Click Message

23	<input type="checkbox"/>		MCNEIL, REBECCA	2016-17 Licensed				
24	<input checked="" type="checkbox"/>		MIKOLAS, MELANIE L	2016-17 Licensed				
25	<input checked="" type="checkbox"/>		MISKELLA, KIRA R	2016-17 Licensed				

52 results

<< 1 2 3 >>

Message All Message

- Type in the subject
- Click Add if you want to add anyone that isn't in your employee list
- Chose a delivery option (email is recommended)
- Type your message and click Send

Send Message

Subject:

Recipients:

MIKOLAS, MELANIE L MISKELLA, KIRA R

CC:

Send me a copy via email (cokey.stapleton@bvsd.org)

Send a copy to others via email

From: cokey.stapleton@bvsd.org

Delivery options for Recipients

Email

Announcement

Message

Type your message...