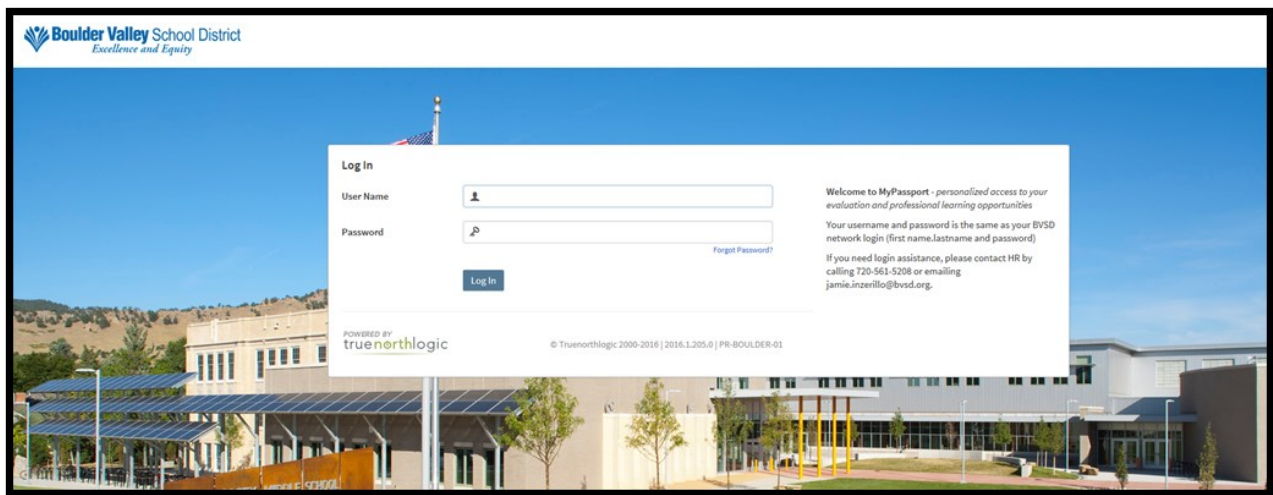


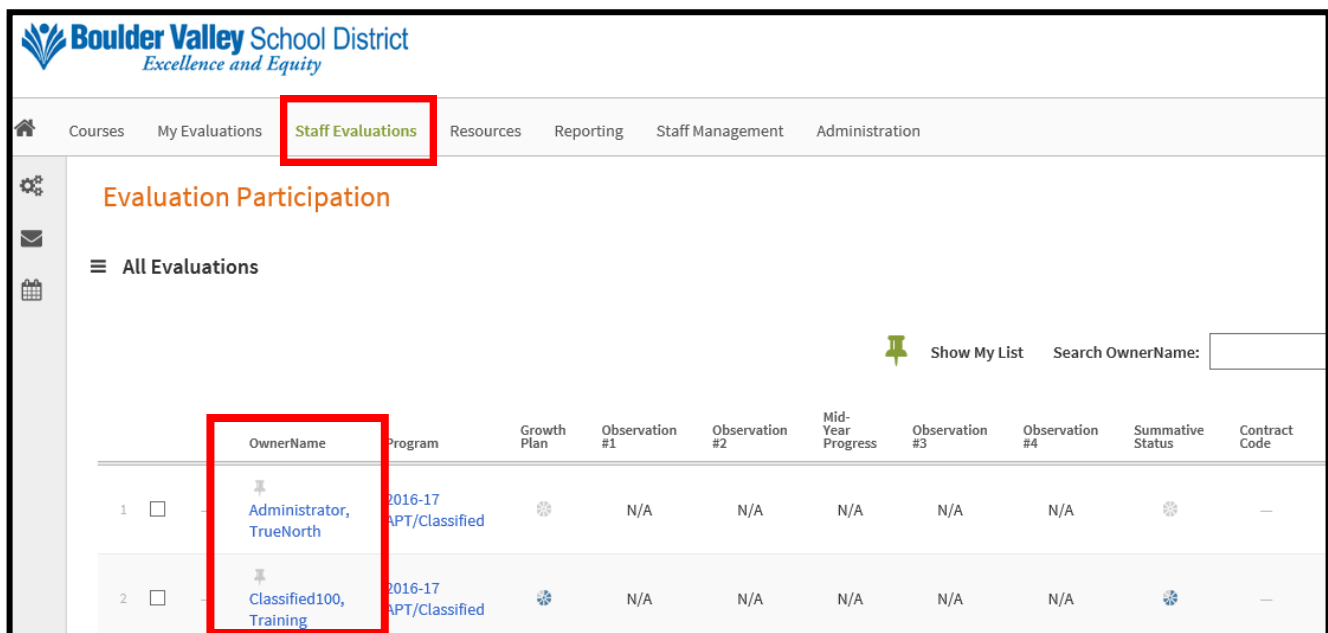


Instructions for Evaluations Growth Plan (Evaluator)

- 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





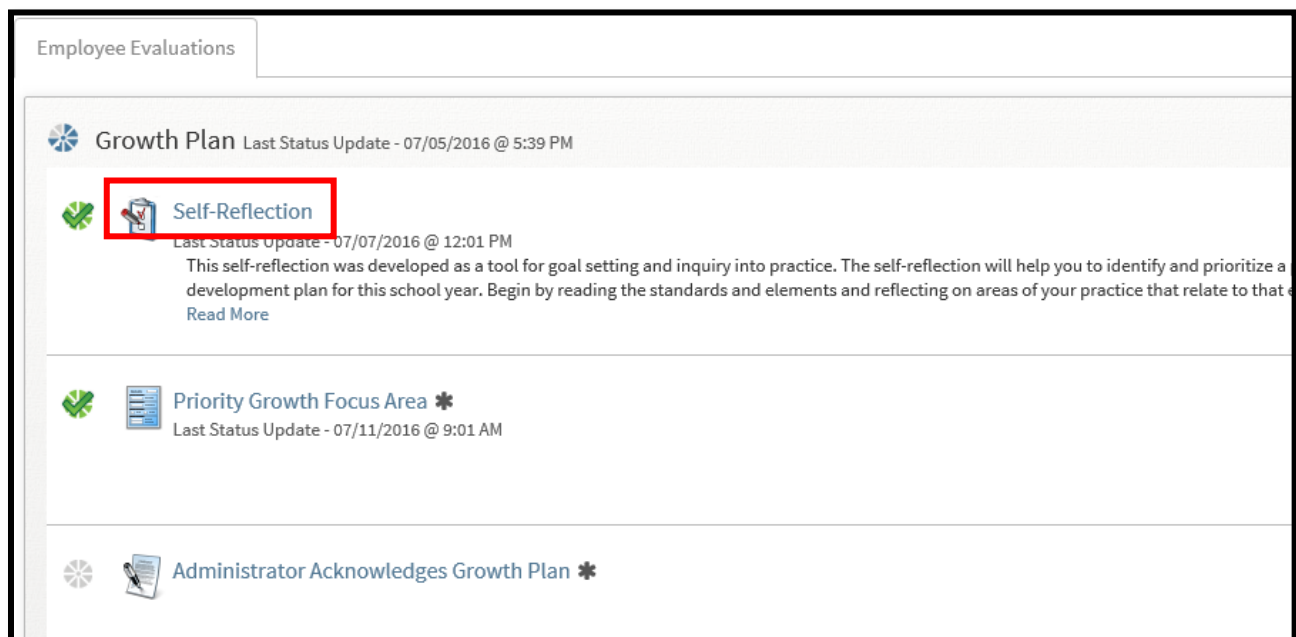
Instructions for Evaluations

Growth Plan (Evaluator)

- Click on the Evaluation title (APT/Classified or Licensed or Principal) to open the Evaluation
- The Evaluation consists of containers (ex. Growth Plan) and activities (inside the containers)
- To open the Growth Plan container, click on “Contains 3 Activities” or Growth Plan title



- The 3 activities are listed. You can click on Growth Plan to collapse the container again
- Click on “Self Reflection” to open the activity, note the green check—this indicates the activity is complete





Instructions for Evaluations Growth Plan (Evaluator)

Scroll Down to see the Self-Reflection

Standards and Elements are located on the left

Orange Box Icon indicates the employee's self rating

Paperclips indicate an attached document. Click on the paperclip to open the document

View Activity

<< Back View All Feedback 2016-17 APT/Classified

Self-Reflection

for Classified104, Training

This self-reflection was developed as a tool for goal setting and inquiry into practice. The self-reflection will help you to identify and prioritize a professional goal and personalized professional development plan for this school year. Begin by reading the standards and elements and reflecting on areas of your practice that relate to that element. Mark your individual level of mastery on the continuum for each element and use the descriptors below to guide your self-reflection.

Menu	By
A ▼	<input checked="" type="checkbox"/> Training Classified104

STANDARDS	Emerging	Exploring	Applying	Integrating	Innovating
STANDARD I: 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			A		
B. Professionalism: Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District				A	
C. Job Performance: Quality of an employee's performance with respect to job responsibilities				A	

- **OR, you can click on View All Feedback and get a pop up of the Self Reflection**
- **Click on the Adobe icon to export the Self-Reflection as a pdf and you can print**
- **Note that any uploaded documents will not appear on the pdf—there are no paperclips**
- **Click Back to go back to the Growth Plan**

Self-Reflection for Training Classified104

Evaluator: Training Classified104
Assessment Date: 07/05/2016

STANDARDS	Rating
STANDARD I: 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	Exploring
B. Professionalism: Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District	Applying
C. Job Performance: Quality of an employee's performance with respect to job responsibilities	Applying
D. Communication: The employee demonstrates effective communication skills	Integrating



Instructions for Evaluations Growth Plan (Evaluator)

- Click on Priority Growth Focus Area to open the next activity

Employee Evaluations

Growth Plan Last Status Update - 07/05/2016 @ 5:39 PM

Self-Reflection
Last Status Update - 07/07/2016 @ 12:01 PM
This self-reflection was developed as a tool for goal setting and inquiry into practice. The self-reflection will help you to identify and prioritize a professional development plan for this school year. Begin by reading the standards and elements and reflecting on areas of your practice that relate to that element. Mark
[Read More](#)

Priority Growth Focus Area *
Last Status Update - 07/11/2016 @ 9:01 AM

- Scroll down to look at the Priority Growth Focus Area
- Priority Growth Focus Area is the main employee focus area, scroll down to see other goals
- Click Print Forms to get a pdf of the Priority Growth Focus Area that can be printed
- Click Back to go back to the main evaluation page

<< Back Send Email 2016-17 APT/Classified-Priority Growth Focus Area for Classified104, Training

Priority Growth

Send Email
Print Forms
Print Screen

Review the areas of growth identified in the self-reflection.

Based on the self-reflection and consider some of the sources listed below, choose one standard/element to focus on as a priority growth area.

- previous evaluation
- conversations with your supervisor
- conversations with colleagues
- other

Classified Priority Growth

* Role Classified

* Priority Growth Focus Area: Standard 2 - Learning, Element B - Professional Growth



Instructions for Evaluations Growth Plan (Evaluator)

- Click Administrator Acknowledges Growth Plan to begin the next activity

Employee Evaluations

Growth Plan Last Status Update - 07/05/2016 @ 5:39 PM

Self-Reflection
Last Status Update - 07/07/2016 @ 12:01 PM
This self-reflection was developed as a tool for goal setting and inquiry into practice. The self-reflection will help you to identify and prioritize a professional goal and personal development plan for this school year. Begin by reading the standards and elements and reflecting on areas of your practice that relate to that element. Mark your individual
[Read More](#)

Priority Growth Focus Area *
Last Status Update - 07/11/2016 @ 9:01 AM

Administrator Acknowledges Growth Plan *

- Click Acknowledge
- The screen will return to the main evaluation page, you will see a green check next to the Administrator Acknowledges Growth Plan
- Once your employee finalizes their Priority Growth Goal Focus Area, the container (Growth Plan) will have a green check showing that all activities are complete
- The Growth Plan will then also have a green check in the Staff Evaluations dashboard

2016-17 APT/Classified

<< Back Print Forms ▾

Administrator Acknowledges Growth Plan for Classified104, Training

Sign Off Status

Acknowledge