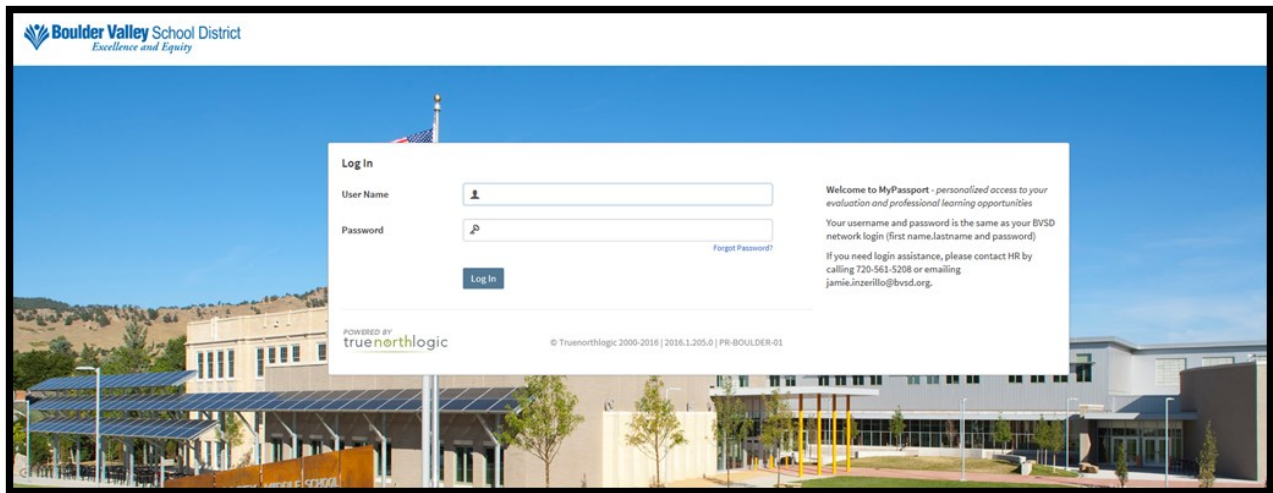




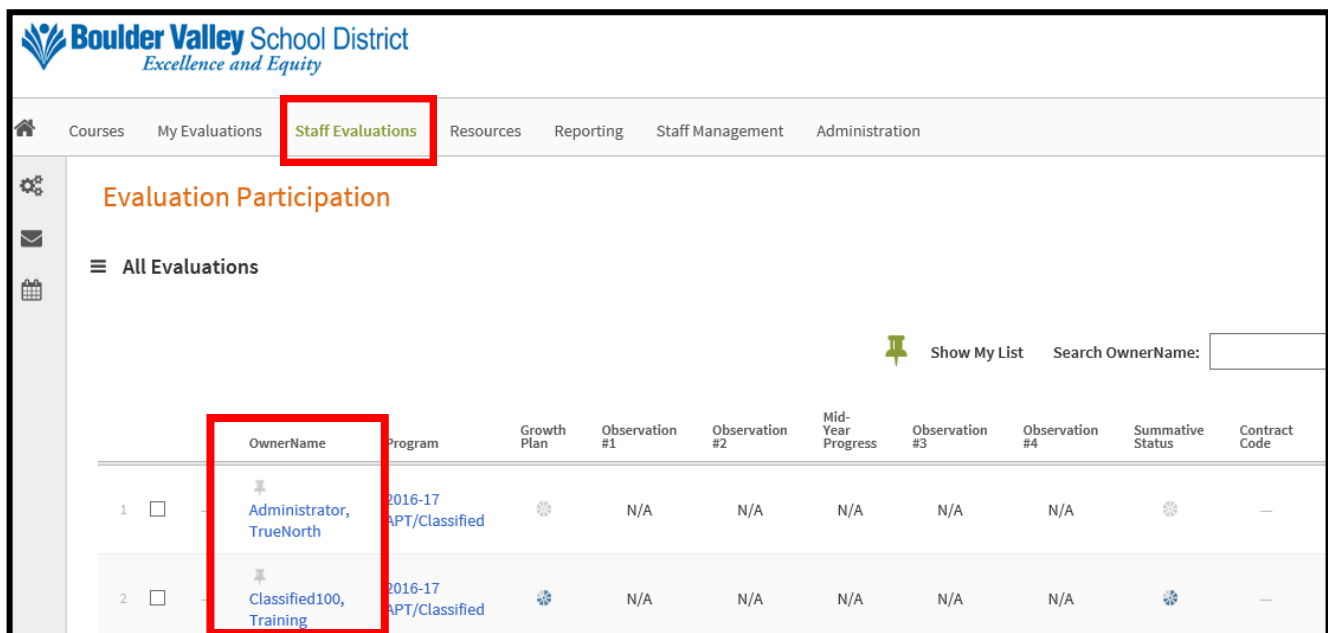
# Evaluation Instructions

## Notes Library

- 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

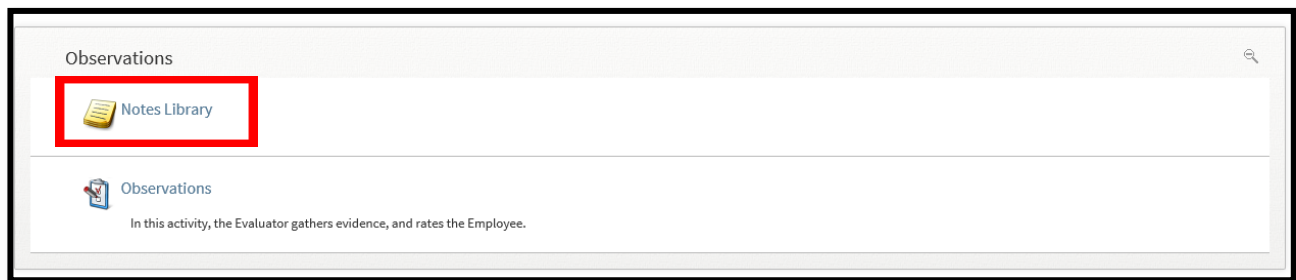




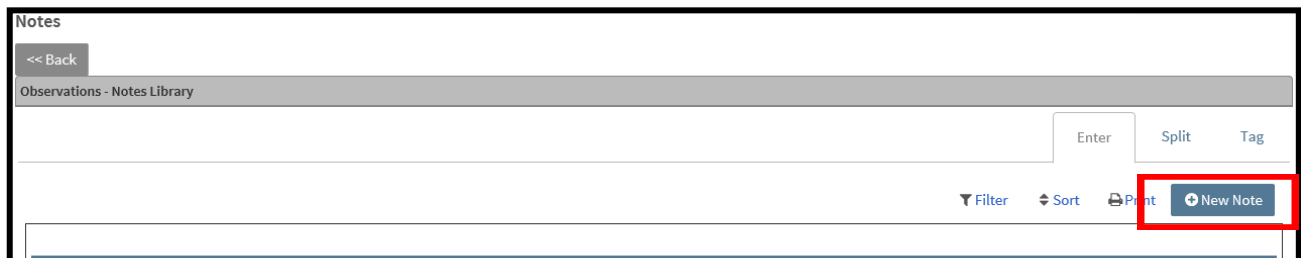
# Evaluation Instructions

## Notes Library

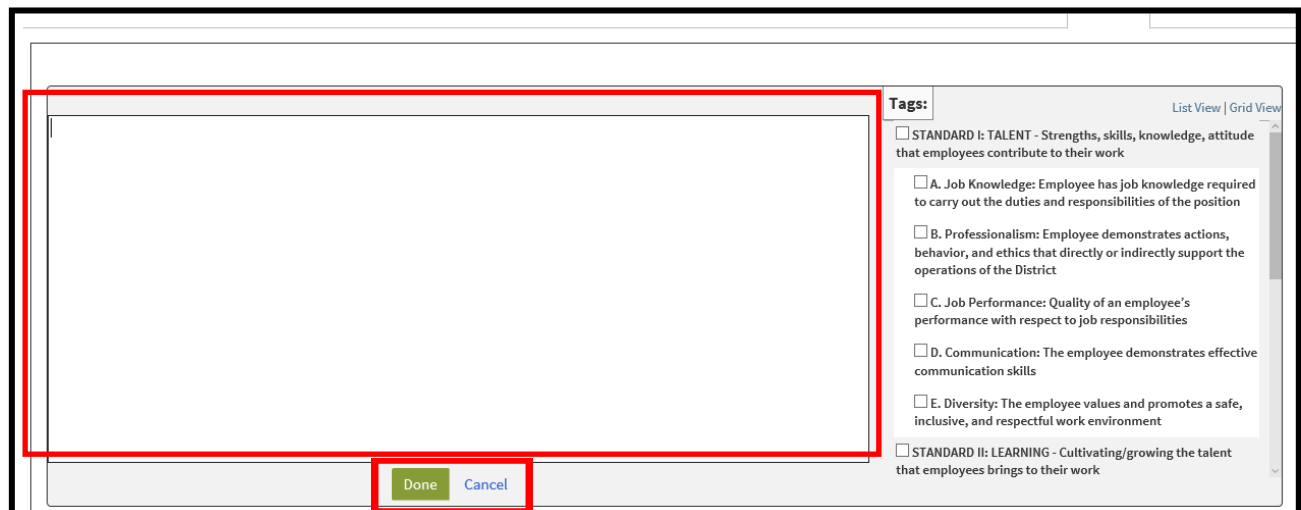
- Click on the Evaluation title (APT/Classified or Licensed or Principal) to open the Evaluation
- Scroll down until you reach the Observations container
- Click on the Notes Library



- Click New Note



- Begin typing in the text box. Click done when finished. If you want to use the tags, see the next page.





# Evaluation Instructions

## Notes Library

- If you want to place tags on the note as a whole, check the tags you want from the list on the right and click Done
- If you want to split up the note into separate notes and place a tag on each one, type Enter after each thought and click Done

Enter Split Tag

Saved

Tags: List View | Grid View

- 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
  - B. Professionalism: Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District
  - C. Job Performance: Quality of an employee's performance with respect to job responsibilities
  - D. Communication: The employee demonstrates effective communication skills
  - E. Diversity: The employee values and promotes a safe, inclusive, and respectful work environment
- STANDARD II: LEARNING - Cultivating/growing the talent that employees brings to their work

Done Cancel

- If you want to edit the note, click Edit, if you want to delete the note, click Delete
- This is not a good place to Attach a File
- Click the Split Tab

Enter Split Tag

Filter Sort Print New Note

Edit Delete

By Training Principal104 (07/11/2016 12:44:20 PM CDT)

Tags: None

Attachments: Attach File

- Click Split again

New Note

Split Edit Delete

By Training Principal104 (07/11/2016 12:44:20 PM CDT)



# Evaluation Instructions

## Notes Library

- Either click Split All or choose which parts of the note to Split
- Notice that the possible splits are occurring where there was a new paragraph
- At any point, you can click on the Enter Tab and edit the Note then go back to the Split Tab

Observations - Notes Library

Enter Split Tag

Split All

New Notes from Split

Split

Split

Split

Done

- Once you click the Split buttons, you will see the new notes on the right
- You can Edit or Remove any of the new notes
- Then click the Tag Tab

Observations - Notes Library

Enter Split Tag

Split All

Split

Split

Split

Done

New Notes from Split

Edit Remove

By: Training Principal104 (07/11/2016 01:24:53 PM CDT)

Nihil semper adolescens nam an. At quo hinc unum quaestio, at ferri feugiat mea. Idque harum discere an ius, eu eum aeterno deseruisse definitiones. Ex nam esse quot sonet. Ad sea mucus apparet, nisl persecuti duo ad. Ipsum tantas mediocrem ut est, ad per modo novum laoreet.

Edit Remove


By: Training Principal104 (07/11/2016 01:24:52 PM CDT)

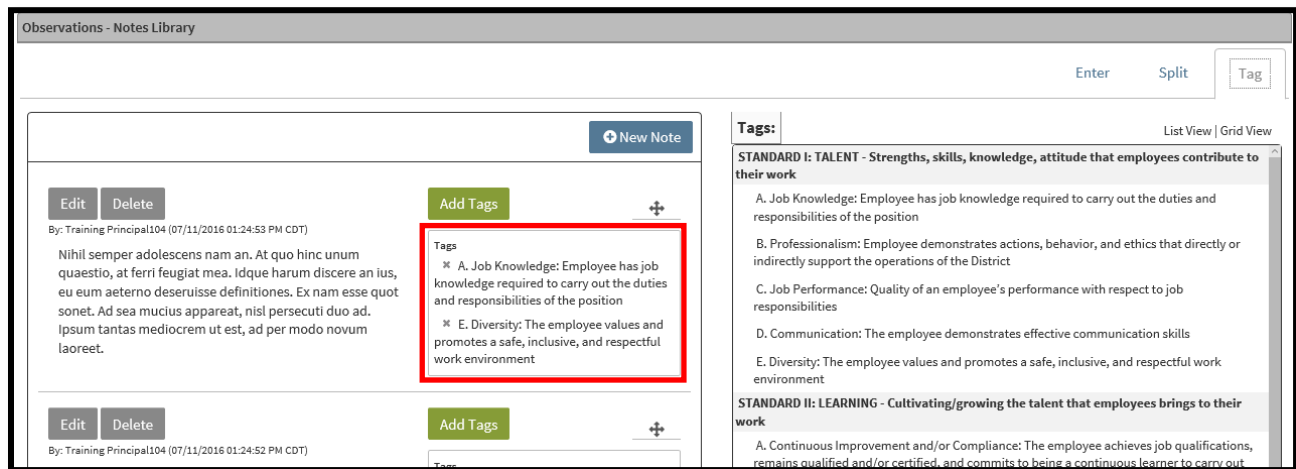
Reque tamquam voluptua usu id, in quo velit quidam facete, ex enim quodsi legendos pri. In alia tota sit, ne mea mediocrem definitiones. Porro discere mea id, mel electram dissentias ad. Sea id tota denique, ut quas maluisset his, no eum omittam facilisi.



# Evaluation Instructions

## Notes Library

- On the Tag Tab, you will see your notes listed on the left and the Standards & Elements on the right
- Hover over the desired Element until you see  (the “drag cursor” )
- Drag and Drop the Element onto the Note
- You can also Drag and Drop the Note onto the Element
- You will see the Elements added to the note
- Click the small x next to any tag you want to delete



Observations - Notes Library

Enter Split Tag

New Note

Edit Delete

By: Training Principal104 (07/11/2016 01:24:53 PM CDT)

Nihil semper adolescens nam an. At quo hinc unum quaestio, at ferri feugiat mea. Idque harum discere an ius, eu eum aeterno deseruisse definitiones. Ex nam esse quot sonet. Ad sea mucus appareat, nisi persecuti duo ad. Ipsum tantas mediocrem ut est, ad per modo novum laoreet.

Add Tags

Tags

- ✖ A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position
- ✖ E. Diversity: The employee values and promotes a safe, inclusive, and respectful work environment

Tags:

List View | Grid View

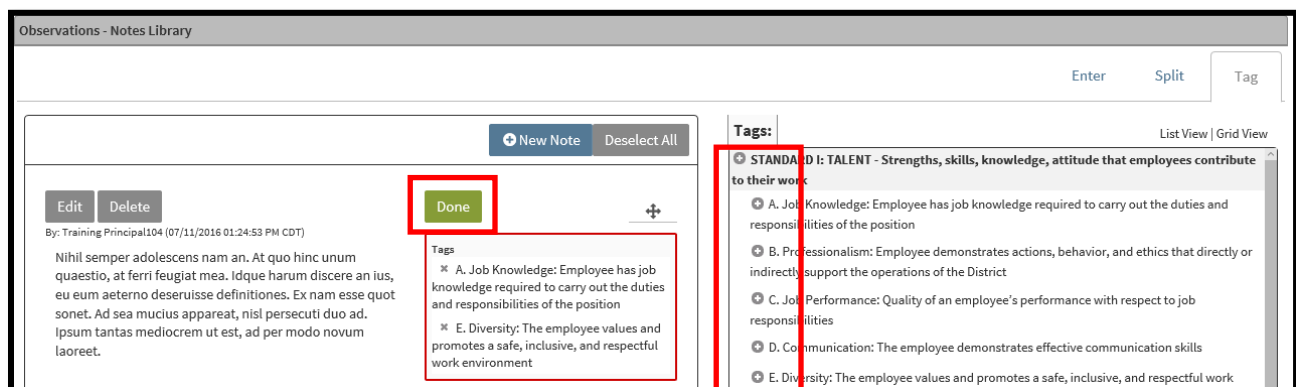
**STANDARD I: TALENT - Strengths, skills, knowledge, attitude that employees contribute to their work**

- A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position
- B. Professionalism: Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District
- C. Job Performance: Quality of an employee's performance with respect to job responsibilities
- D. Communication: The employee demonstrates effective communication skills
- E. Diversity: The employee values and promotes a safe, inclusive, and respectful work environment

**STANDARD II: LEARNING - Cultivating/growing the talent that employees brings to their work**

- A. Continuous Improvement and/or Compliance: The employee achieves job qualifications, remains qualified and/or certified, and commits to being a continuous learner to carry out

- IF you are using an iPad or other device that makes dragging difficult, click Add Tags (button changes to Done)
- A + sign will appear next to each Element, click on the + sign next to any Elements that you want to tag to the note
- Click Done when finished



Observations - Notes Library

Enter Split Tag

New Note Deselect All

Edit Delete

By: Training Principal104 (07/11/2016 01:24:53 PM CDT)

Nihil semper adolescens nam an. At quo hinc unum quaestio, at ferri feugiat mea. Idque harum discere an ius, eu eum aeterno deseruisse definitiones. Ex nam esse quot sonet. Ad sea mucus appareat, nisi persecuti duo ad. Ipsum tantas mediocrem ut est, ad per modo novum laoreet.

Done

Tags

- ✖ A. Job Knowledge: Employee has job knowledge required to carry out the duties and responsibilities of the position
- ✖ E. Diversity: The employee values and promotes a safe, inclusive, and respectful work environment

Tags:

List View | Grid View

**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
- ⊙ B. Professionalism: Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District
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- ⊙ D. Communication: The employee demonstrates effective communication skills
- ⊙ E. Diversity: The employee values and promotes a safe, inclusive, and respectful work