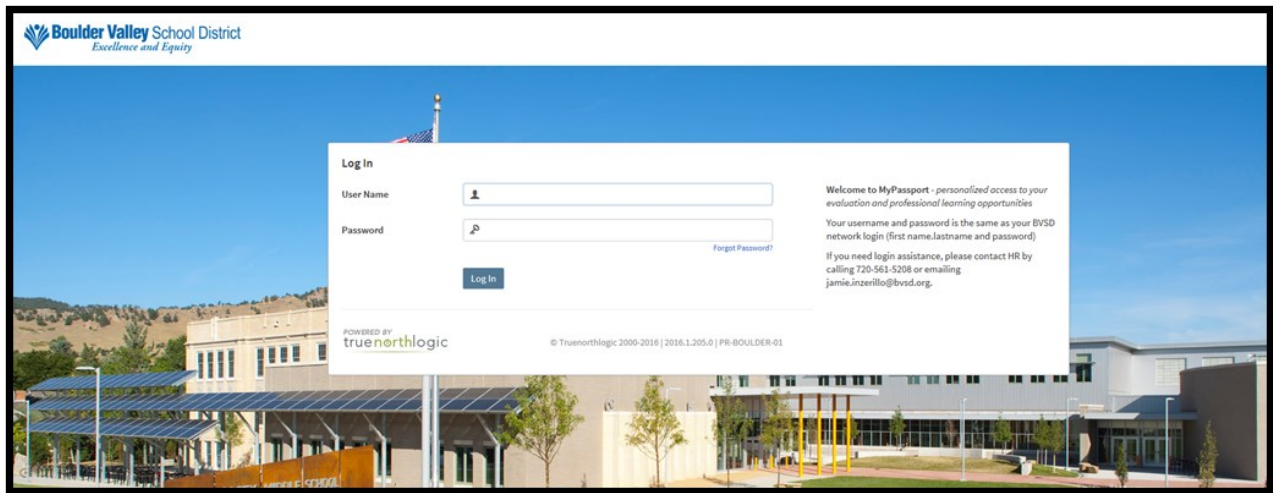


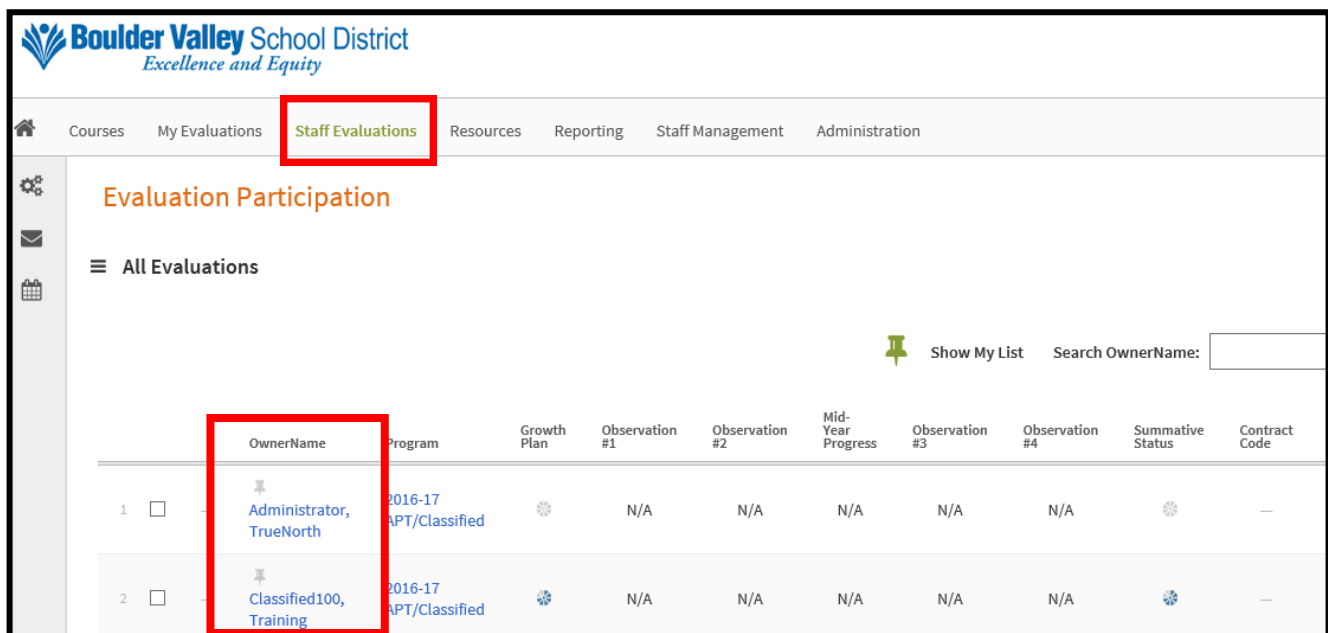


# Evaluation Instructions Observations (evaluator)

- 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

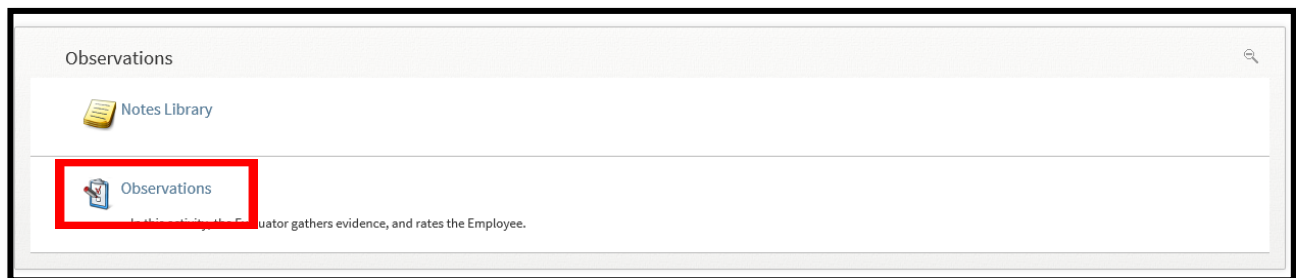




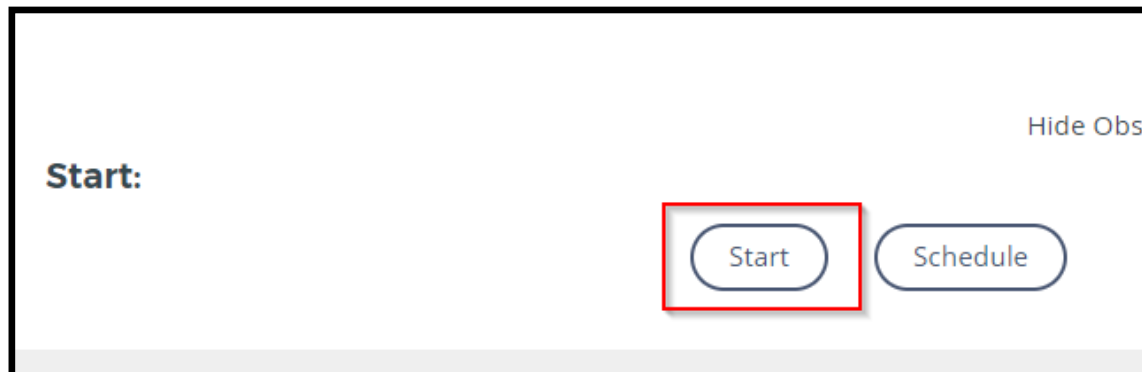
# Evaluation Instructions

## Observations (evaluator)

- Click on the Evaluation title (Licensed or APT/Classified) to open the Evaluation
- Scroll down until you reach the Observations container
- Click on the Observations (for APT/Classified and Principal) or Observation #1 (for licensed evaluations)



- Click Start



- Click the Observation Template dropdown and choose Observation-Teacher and click Start





# Evaluation Instructions

## Observations (evaluator)

- Click on the Evidence Session tab
- Click Start Evidence Session or Resume Session
- If you already have an evidence session you can Edit or Remove any note from this screen

2018-19 Licensed / Observation #1

### Observation - Teacher on Tuesday, August 21.

Teacher1, Training

Unlink

Prefill Finalize Share Create PDF

Ratings Evidence Session Details

Start Evidence Session

Import a document

Resume session

Evidence Session  
8/21/2018

Started on Aug 21, 2018, at 8:41 AM.

8:42 AM Lorem ipsum dolor sit amet, diam vidit appetere in per, vel tritani minimum et. Nam cu stet illud cotidieque. Pri dicat legimus ullamcorper eu. Sea ea quis erat accusam, nulla

Edit Remove

- Type in the box at the bottom of the screen, click Post to end one note then you can begin another note
- Notes will appear at the top of the screen.
- Click Done when finished

### Evidence Session 8/21/2018

Elapsed time: 00:01:04  
Started on Aug 21, 2018, at 8:41 AM.

8:42 AM Lorem ipsum dolor sit amet, diam vidit appetere in per, vel tritani minimum et. Nam cu stet illud cotidieque. Pri dicat legimus ullamcorper eu. Sea ea quis erat accusam, nulla temporibus omittantur quo at, aperiri quaestio eu mel. Ex mei duis consulatu vituperata, eu nec velit feugait. Adhuc diceret ei per. Utamur prodesset sea ad.

8:42 AM Lorem ipsum dolor sit amet, diam vidit appetere in per, vel tritani minimum et. Nam cu stet illud cotidieque. Pri dicat legimus ullamcorper eu. Sea ea quis erat accusam, nulla temporibus omittantur quo at, aperiri quaestio eu mel. Ex mei duis consulatu vituperata, eu nec velit feugait. Adhuc diceret ei per. Utamur prodesset sea ad.

8:42 AM Lorem ipsum dolor sit amet, diam vidit appetere in per, vel tritani minimum et. Nam cu stet illud cotidieque. Pri dicat legimus ullamcorper eu. Sea ea quis erat accusam, nulla temporibus omittantur quo at, aperiri quaestio eu mel. Ex mei duis consulatu vituperata, eu nec velit feugait. Adhuc diceret ei per. Utamur prodesset sea ad.

Ended on Aug 21, 2018, at 8:42 AM. Total time elapsed 0:00:39.

8:42 AM Lorem ipsum dolor sit amet, diam vidit appetere in per, vel tritani minimum et. 1

Post



# Evaluation Instructions

## Observations (evaluator)

- Click on the Ratings Tab
- Click on the + next to Standard to open all the Elements for that Standard
- Click NA or Observed—you MUST click one
- If you created an Evidence Session, click the 8 small dots and open the Right Side Panel
- Drag and drop 1 or more notes into the Evidence Feedback text box
- If you did not use the Evidence Session you can type in comments directly

- **Rich Text Editor**

**Prefill** if you have already finalized an observation you can click Prefill to fill all the fields then just edit **Rich Text Editor** to format text

**Right Side Panel** if you have an Evidence Session, click the 8 small dots to open the right side panel

**Evidence Session dropdown** if you have more than one Evidence Session you can choose the one to view

**Notes** drag notes to the Evidence/Feedback text field

- **Observations save automatically every few seconds so there is no Save button**



# Evaluation Instructions

## Observations (evaluator)

- Click **Share and Finalize**. When you share, you will be asked which elements you would like shared. Click each button to change it to **On** and click **Save**
- You will see **Shared Status** and **Final** inserted at the top of the observation

**Share** [Close]

Which elements would you like to share with all participants of this observation?

3 sharable elements.

SHARE	ELEMENTS
<input checked="" type="checkbox"/>	Details Shares the details for this observation.
<input checked="" type="checkbox"/>	Evidence Shares the comments in the evidence field for each part of the competency framework.
<input checked="" type="checkbox"/>	Ratings Shares the rating for each part of the competency framework.

**Save** Cancel

Observation - Teacher on Tuesday, July 10.  
Teacher5, Test

**Shared Status**  
Shared: Evidence, Ratings

**Final**  
✓ Principal1, Test finalized this Observation on July 10, 2018 at 12:33 PM.