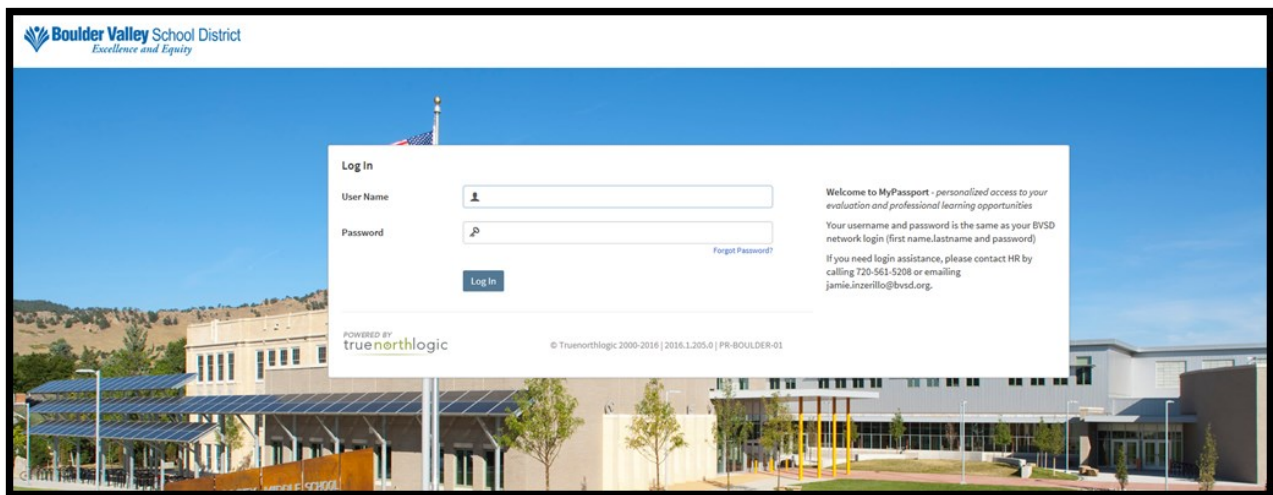


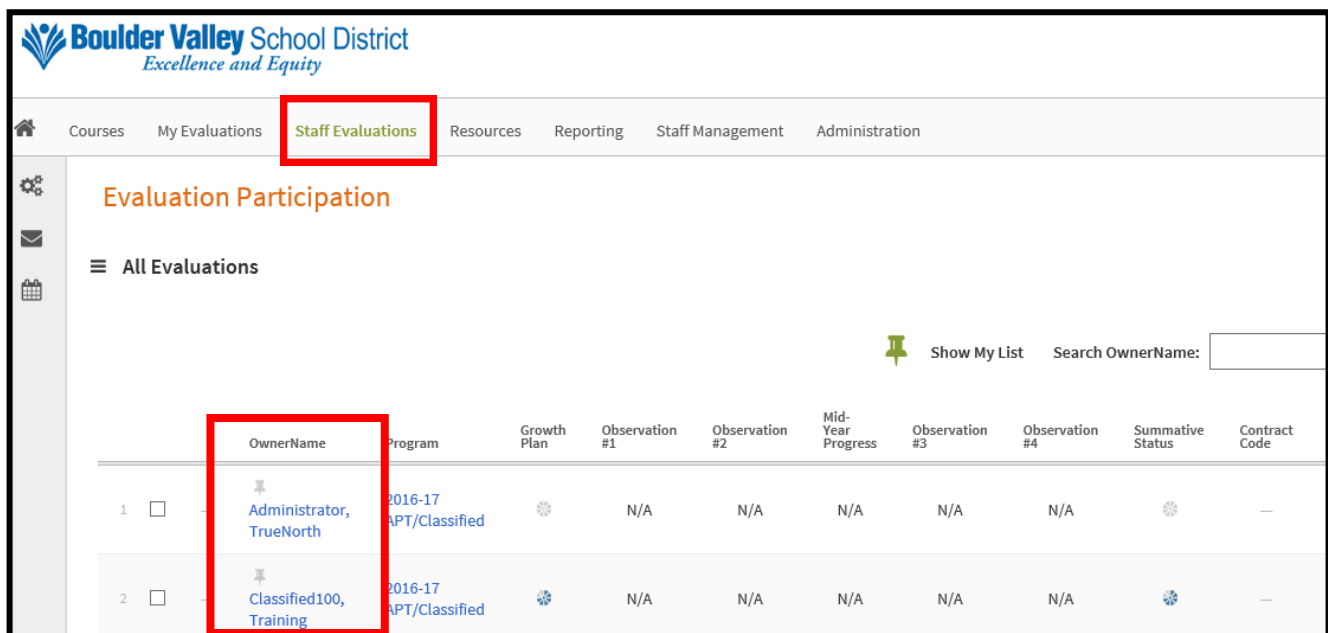


Instructions for Summative Evaluations (evaluator)

- 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 employee's name



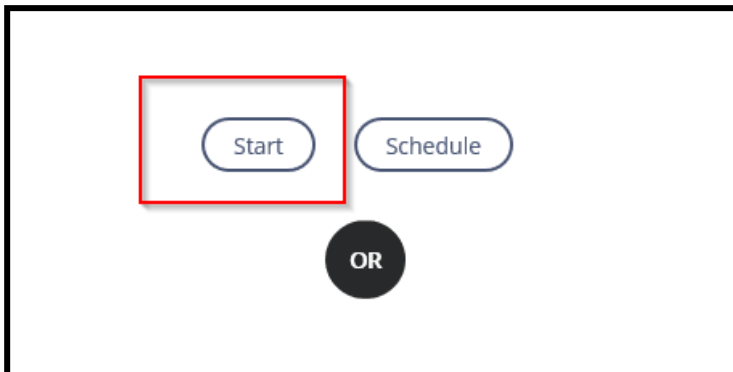


Instructions for Summative Evaluations (evaluator)

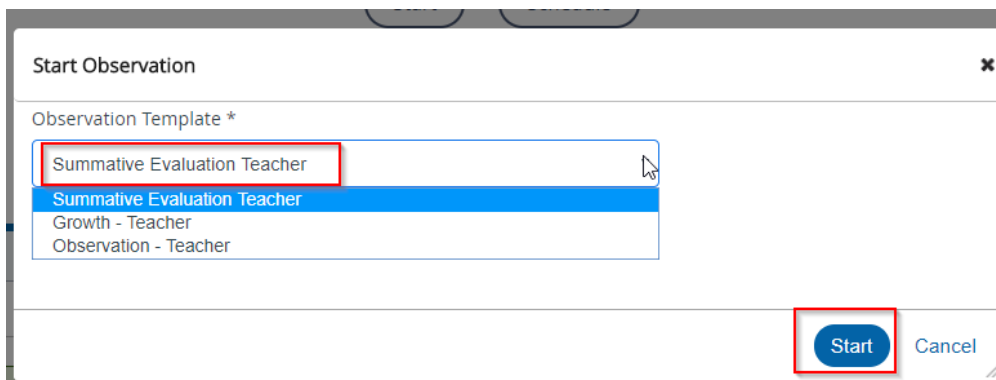
- Click on the Evaluation title (APT/Classified or Licensed or Principal) to open the Evaluation
- The Evaluation consists of containers (ex. Growth Plan) and activities (inside the containers)
- To open the Summative Evaluation container click on "Summative Evaluation" title
- Click on Summative Evaluation to begin the activity



- Click Start



- Choose Summative Evaluation Teacher from the dropdown and click Start





Instructions for Summative Evaluations (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.

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

Lorem ipsum dolor sit amet, diam vidit appetere in per, vel tritani minimum et.

Post



Instructions for Summative Evaluations (evaluator)

- Click the Ratings tab
- Click the "+" to open the standard
- 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 Standard Comments text box
- If you did not use the Evidence Session you can type in comments directly
- Click on the rating for each element
- You can use the Rich Text Editor if you want to format comments
- Summative Evaluation forms save automatically so there is no Save button

The screenshot displays the MyPassport Summative Evaluation interface. The main content area is titled "Summative Evaluation Teacher" and shows "STANDARD I: TEACHERS DEMONSTRATE MASTERY AND PEDAGOGICAL EXPERTISE IN THE CONTENT THEY TEACH". Below the standard title is a "Standard 1 Comments" text box with a "Rich Text Editor" icon. The rating scale is visible, with four options: "Essential Not Evident", "Partially Effective", "Effective", and "Highly Effective". The right side panel shows an "Evidence Session" for "Evidence Session 7/10/2018" with a list of notes. The interface includes a top navigation bar with "Prefill", "Finalize", "Share", and "Create PDF" buttons. The "Ratings" tab is highlighted in the top left. The "Evidence Session" panel is open on the right, showing a list of notes. The "Upload" button is located at the bottom left of the main content area.



Instructions for Summative Evaluations (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 might not want to share the Evidence Session. If so, leave the button set to NO.
- You will see Shared Status and Final inserted at the top of the observation

Share ✕

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