NEW EVAL PLATFORM

EVALUATOR TRAINING
Logging In

The new Eval Platform lives on the True North Logic site with the new PD Platform.

Use the website: https://issaquah.truenorthlogic.com/U/P/Tab/Home

1st: click the forgot password button
2nd: this is the same as you just used to log into the computer
Select Employee

Click on the employee’s name

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>NAME</th>
<th>LOCATION</th>
<th>LASTUPDATED</th>
<th>EVALUATOR(S)</th>
<th>STUDENT GROWTH GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classified 101, Training</td>
<td>Test School 1</td>
<td>03/13/2019</td>
<td>Approver101, Training</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Classified 102, Training</td>
<td>Test School 1</td>
<td>11/09/2018</td>
<td>Approver101, Training</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Classified 102, Training</td>
<td>Test School 1</td>
<td>08/09/2018</td>
<td>Approver101, Training</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Classified 104</td>
<td>Test School 1</td>
<td>12/03/2018</td>
<td>Approver101, Training</td>
<td>N/A</td>
</tr>
</tbody>
</table>
OPEN EVALUATION

Click on ‘Evaluation’
START EVALUATION

Click ‘Start’
CONFIRM CORRECT EVALUATION

Double check to make sure the correct observation template appears.

Click ‘Start’.
Click the ‘+’ for each criterion, then enter ratings and comments.
SHARE WITH EMPLOYEE

Click on ‘Share’.

Choose ‘Evidence’ and ‘Ratings’ to share. Please do not choose ‘Details’.

Click ‘Save’.
Your ratings and comments have now been shared with the employee. Email the employee to inform them of this and encourage them to read it before coming to your evaluation meeting.
AT YOUR OBSERVATION MEETING

After your evaluation conversation, make any changes you want to based on the conversation, the click ‘Finalize’. This is your electronic signature.

Remind the employee to login and click ‘Acknowledge’, which is their electronic signature indicating they have received the evaluation.
YOU’RE DONE!

After finalizing, you will see this screen. It shows when and what you shared, as well as when you finalized.

Note the ‘Re-open’ button. If you need to make changes, this can be used. However, the ‘Finalize’ and ‘Acknowledge’ steps will need to be repeated.