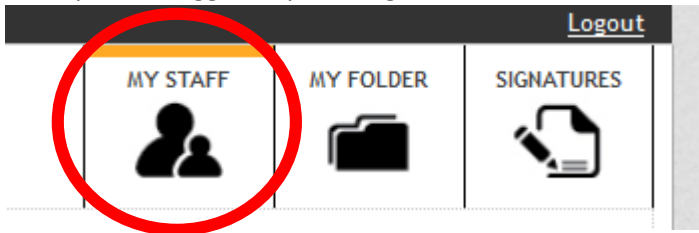
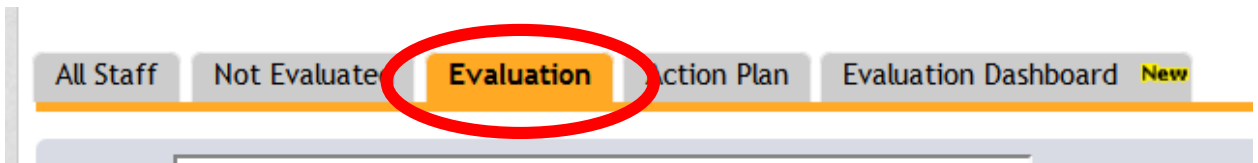


Supervisor BriteLocker QuickStart Guide

1. In order to access your teacher's portfolio you will first log into TalentEd Perform
2. Once you are logged in you will go to the MY STAFF icon



3. You will then click on the EVALUATION tab



4. This shows you the list of teacher's you evaluate with the TalentEd Perform product. You will click on the FOLDER icon to the right of a teacher's name
 - a. If you do not see the ARTIFACT PORTFOLIO icon make sure you are in the FOLDER and not VIEW

A screenshot of the TalentEd Perform interface showing a table of teachers. The table has columns: Last, First, Employee ID, Process, Progress, Responsible, Deadline, and Results. The 'FOLDER' icon is circled in red.

■	▼	Last	First	Employee ID	Process	Progress	Responsible	Deadline	Results
<input type="checkbox"/>		teacher1	teacher1	100010	VIDE TVAL Process	0/15	p. principal10 + 1	06/09/2015	VIEW FOLDER
<input type="checkbox"/>		teacher11	teacher11	100020	VIDE TVAL Process	1/17	p. principal10	06/09/2015	VIEW FOLDER

5. Across the top of the screen look for the icon called ARTIFACT PORTFOLIO and click it

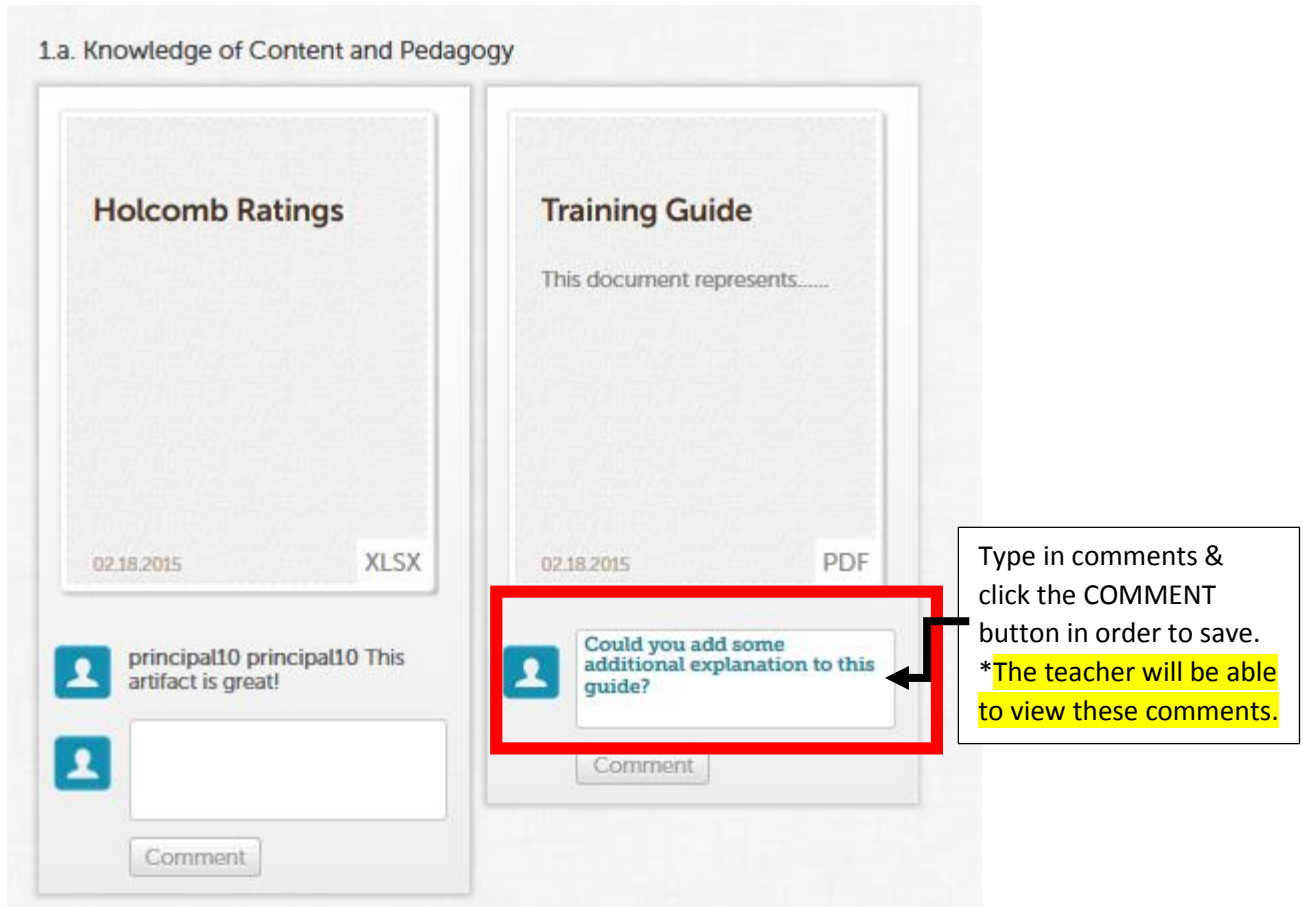


6. If the teacher has shared their portfolio with you then DOMAIN 1: PLANNING AND PREPARATION with the components will appear. If they have added an artifact under that component it will appear here.



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7. In order to view the artifact you will simply click on the icon. You can also add comments below each artifact that the teacher can view. Hit the COMMENT button in order to save your comments with that artifact.



1.a. Knowledge of Content and Pedagogy

Holcomb Ratings

02.18.2015 XLSX

principal10 principal10 This artifact is great!

Comment

Training Guide

This document represents.....

02.18.2015 PDF

Could you add some additional explanation to this guide?

Comment

Type in comments & click the COMMENT button in order to save.
*The teacher will be able to view these comments.

8. Click on page 2 to access Domain 4. This is located to the right hand side of your screen.



Domain 4: Professional Responsibilities

Click - To Edit Page Description

1
2

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9. There is also a red tab that appears to the right hand side of your screen. By clicking on this you can quickly view which components have artifacts attached to them and which do not.



*Once you click on the red tab this is what will appear:

