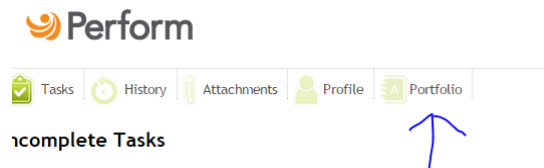


Directions to use Talent Perform Brite Locker Teacher Artifacts Portfolio

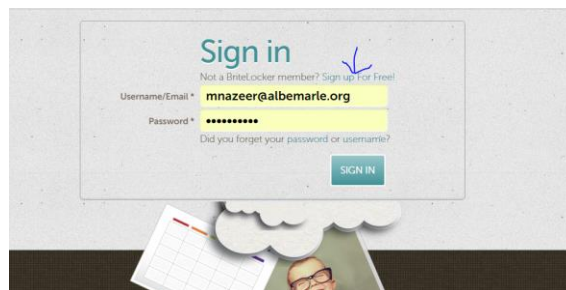
One of the requirements in the TPA for those teachers in an evaluation year is to collect evidence that is held in the Talent Perform Brite Locker portfolio. This evidence may take many forms, to include pictures, video clips, links and uploaded documents. Please share with your teachers how to access the Electronic Portfolio and upload their performance evidence for the Teacher Performance Appraisal. This information will also be posted as part of the TPA website. Administrative Portfolios are currently being developed and should be available in January 2017.

Here are the directions:

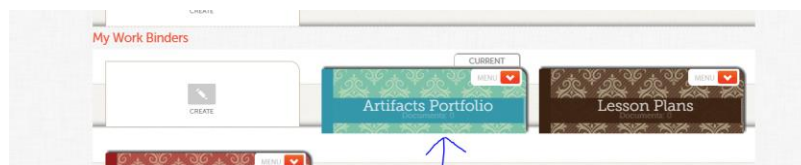
1) Once in Perform, go to "My Folder". You will see the following screen shot at the top of the screen. Click on "Portfolio" next.



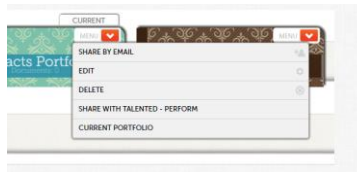
2) You will come to the BriteLocker log-in. For first time users, click on "Sign up For Free!" Follow the directions to register and log on.



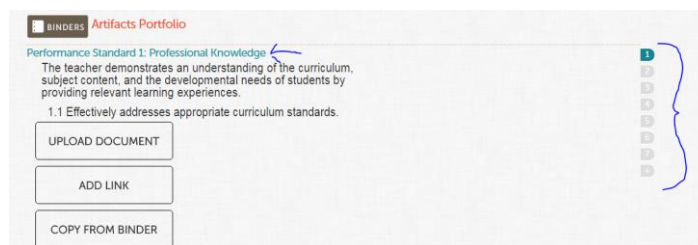
3) Once you are logged on, click on the "Artifacts Portfolio."



You can use the drop down as shown below to provide access to the portfolio and to share with your supervisor/evaluator.



4) Once inside the Portfolio, you will find each ACPS Performance Standard listed. You can upload any documents, add links, or copy and upload documents from your computer drives. You can also access each domain by clicking on the numbered tabs on the right of this screen shot shown below.



Please email or call Mitsuko Clemmons-Nazeer using mnazeer@albemarle.org or 296-5827 ext. 3846 if you have any questions.