

## AVATAR—HOW TO Access Evaluations & Print Certificates

**Step 1: Login** - <http://profdev.bvsd.org/login.html>

**Note:** Login name and password are the *same as your email login*.

**Steps 2-4:** Access evaluations by viewing ALERTS – bottom left hand corner of screen



The screenshot shows the AVATAR Learning Platform interface. At the top right, it says "Boulder Valley School District". The user is logged in as "Hello, Lucy Simpson". There are navigation links for "Admin", "Community", "Help", "Logout", and "Search".

The main content area shows search filters: "Choose Contact", "Choose Facilitator", "Choose Category", and "Advanced Filters". Below the filters, it says "4 classes in search result." and displays a table:

Type	Class Code	Class Name	Contact	First Mtg
ILT	950.1390	Curriculum & Instruction: TIES	Lucy Simpson	10/10/2008
ILT	1000.1683	DRA2 Professional Learning (Superior & Lafayette)	Ann Hamilton	1/6/2009
ILT	870.1282	Standards Based Grading Design Team	Dan Felknor	9/16/2008
ILT	1098.1681	Superintendent's Office Professionals Trainings 2008-2009	Sandy Eicher	2/4/2009

At the bottom left, there is a "1 of 4 Alerts" section titled "Post-Class Evaluation" for "Avatar Training for System Administrators". A red arrow points to the text "# of Alerts listed." next to the alert count. Three callout boxes point to the alert area:

- Step 4: Select Evaluation by clicking on class title.
- Step 3: Scroll through ALERTS
- Step 2: Opens & closes ALERTS

**Step 5: Professional Development Feedback** – fill in ALL required fields, click on Next>> to proceed.

**NOTE:** AVATAR will log user off after 10 minutes of inactivity and does not save evaluation.

### Professional Development Feedback

To what degree did the professional development meet its intended outcome [add specific elements from the professional development training].

Outcome 1:

To what degree did the professional development meet its intended outcome [add specific elements from the professional development training].

Outcome 2:

To what degree did the professional development meet its intended outcome [add specific elements from the professional training].

Comment(s):

Next >>

Select next to proceed

**Step 6:** Click on Finalize—Evaluation COMPLETE!

## Finalize

Please click the button below to finalize your answers.

Finalize



**Step 7:** Click on “My Transcript to print certificate.

Avatar Learning Platform

Hello, Lucy Simpson

**My Learning Portfolio**

- Current Class List
- Completed Class List
- Planned Class List
- Pending Class List
- My Profile
- My Transcript
- My Calendar
- iCal Subscriptions

**Course Catalog**

- Catalog Calendar
- Show All Classes
- Show Next 7 Days
- Show Next 30 Days

**2 Step 2: Thank You**

Thank you for completing the evaluation! You may access your registered classes via the Current Classes screen.

**Evaluation complete.** You can now access certificate by clicking on "My Transcript."

**Step 8:** Print Certificate

Boulder Valley school district

Admin Community Help Logout Search

**My Transcript**

School Year: Current View: All

Type	Class Name	Status	Credit Date	Credits Earned	Credits Possible	Certificate
ILT	Grading and Reporting Systems for Student Learning at HS Level/Jan2009	Passed	1/6/2009	CDE Contact Hours: 7	CDE Contact Hours: 7	

**Click on Certificate**

