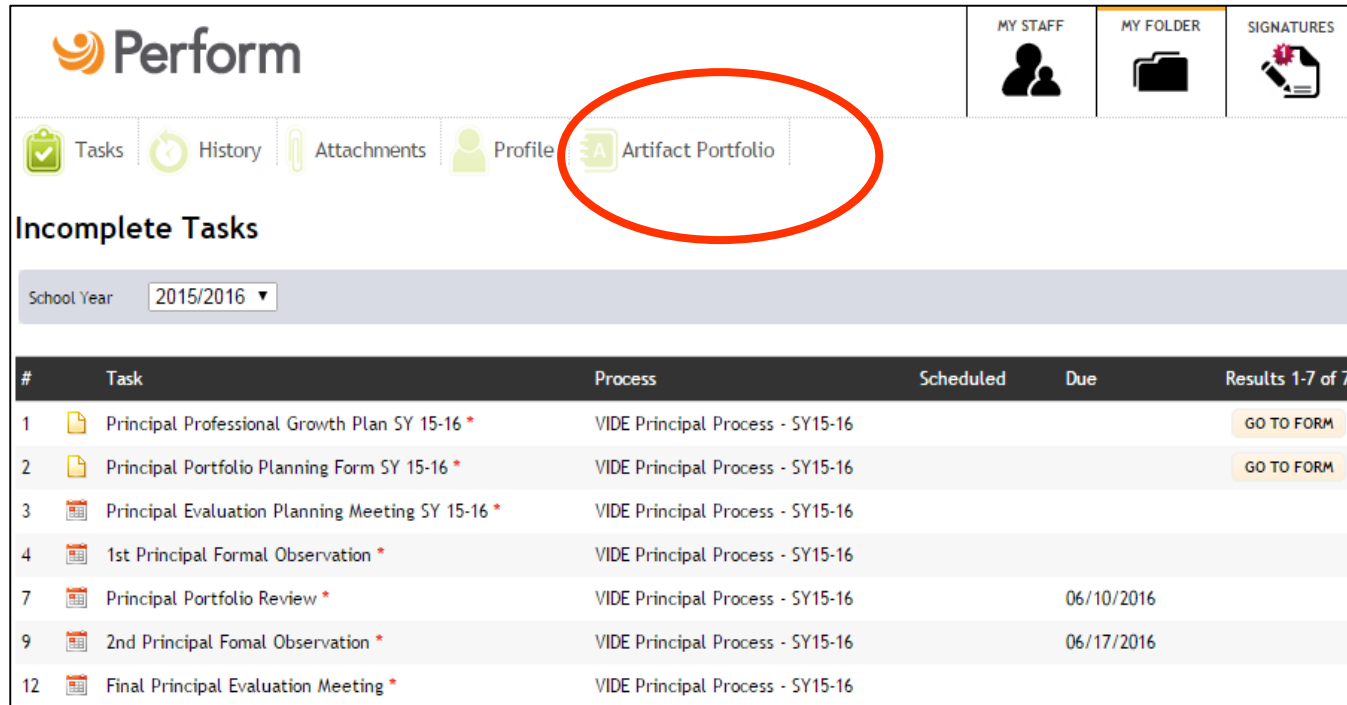


BriteLocker Quick Guide for Administrators and Other Staff

U.S. Virgin Islands Department of Education

Creating an Account

- Once you are logged into Perform on the top of your screen look for the icon ARTIFACT PORTFOLIO & click it.



The screenshot shows the Perform web application interface. At the top, there is a navigation bar with the Perform logo on the left and three icons on the right: 'MY STAFF' (people icon), 'MY FOLDER' (folder icon), and 'SIGNATURES' (signature icon). Below the navigation bar, there is a horizontal menu with five items: 'Tasks' (checklist icon), 'History' (clock icon), 'Attachments' (paperclip icon), 'Profile' (person icon), and 'Artifact Portfolio' (portfolio icon). The 'Artifact Portfolio' item is circled in red. Below the horizontal menu, there is a section titled 'Incomplete Tasks'. Under this section, there is a dropdown menu for 'School Year' set to '2015/2016'. Below the dropdown, there is a table with the following columns: '#', 'Task', 'Process', 'Scheduled', 'Due', and 'Results 1-7 of 7'. The table contains seven rows of data.

#	Task	Process	Scheduled	Due	Results 1-7 of 7
1	Principal Professional Growth Plan SY 15-16 *	VIDE Principal Process - SY15-16			GO TO FORM
2	Principal Portfolio Planning Form SY 15-16 *	VIDE Principal Process - SY15-16			GO TO FORM
3	Principal Evaluation Planning Meeting SY 15-16 *	VIDE Principal Process - SY15-16			
4	1st Principal Formal Observation *	VIDE Principal Process - SY15-16			
7	Principal Portfolio Review *	VIDE Principal Process - SY15-16		06/10/2016	
9	2nd Principal Fomal Observation *	VIDE Principal Process - SY15-16		06/17/2016	
12	Final Principal Evaluation Meeting *	VIDE Principal Process - SY15-16			

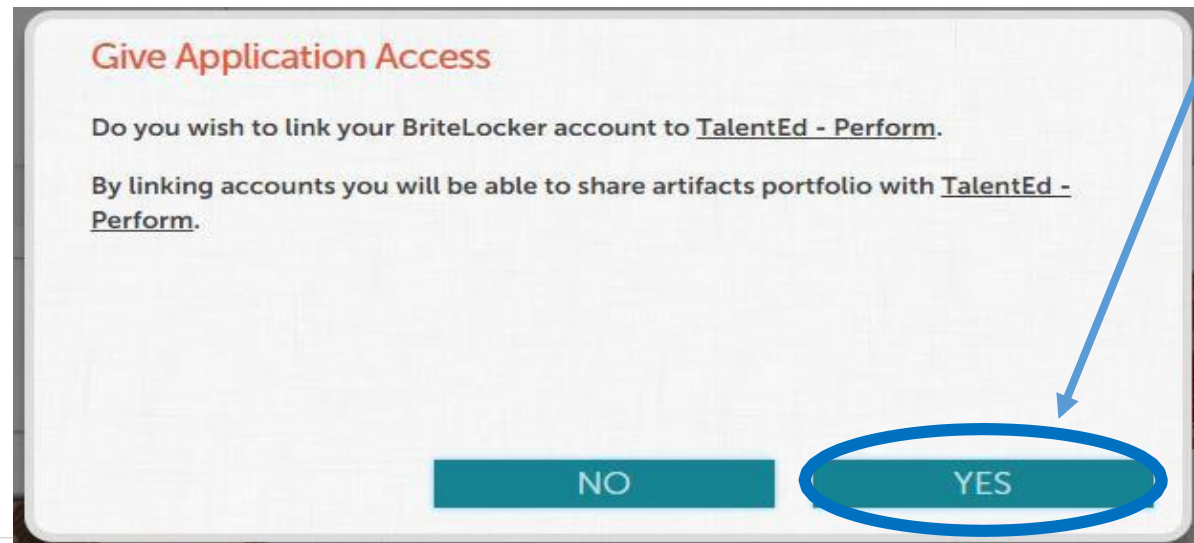
Creating an Account

- If you have not done so, already you will be prompted to create a username and password. If you have already created a username and password for BriteLocker, go ahead and log in. (This username and password WILL NOT be the same as your Perform information.)

The screenshot shows the BriteLocker login interface. At the top, the text "Sign in" is displayed in a large, teal font. Below it, the text "Not a BriteLocker member?" is followed by a link "Sign up For Free!" which is circled in red. A callout box with an arrow points to this link, containing the text "Click here to create a profile in BriteLocker." Below the link are two input fields: "Username/Email *" and "Password *", both of which are circled in red. A callout box with an arrow points to the "Password *" field, containing the text "Sign in if you already created a BriteLocker username and password." At the bottom right, there is a teal button labeled "SIGN IN". Below the input fields, the text "Did you forget your password or username?" is visible.

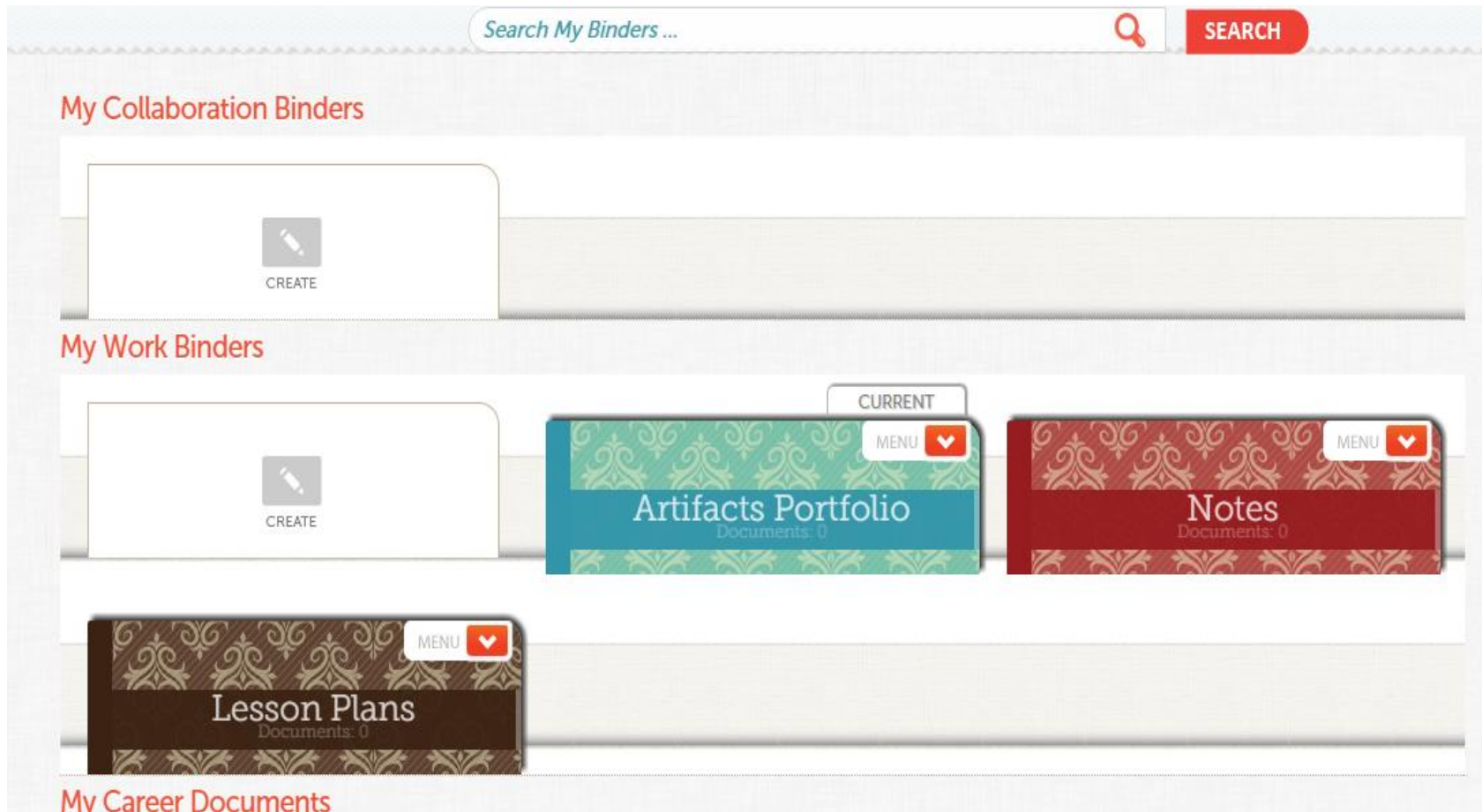
Creating an Account

- An email will be sent to you for the final step of registration.
- Now that you have created your username and password you can access BriteLocker through Perform by following STEP #1 above.
- The first time you log into BriteLocker you should see the “Give Application Access” message and you want to click YES.

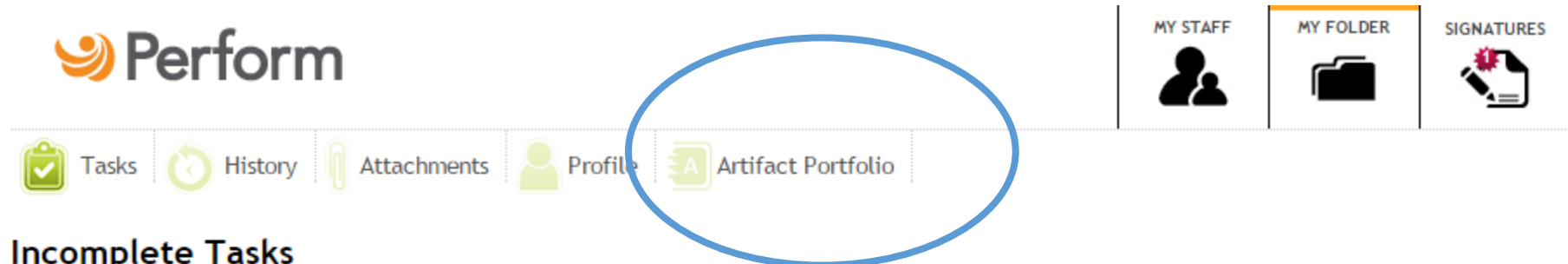


Creating an Account

- Once you click YES, the main page will appear.



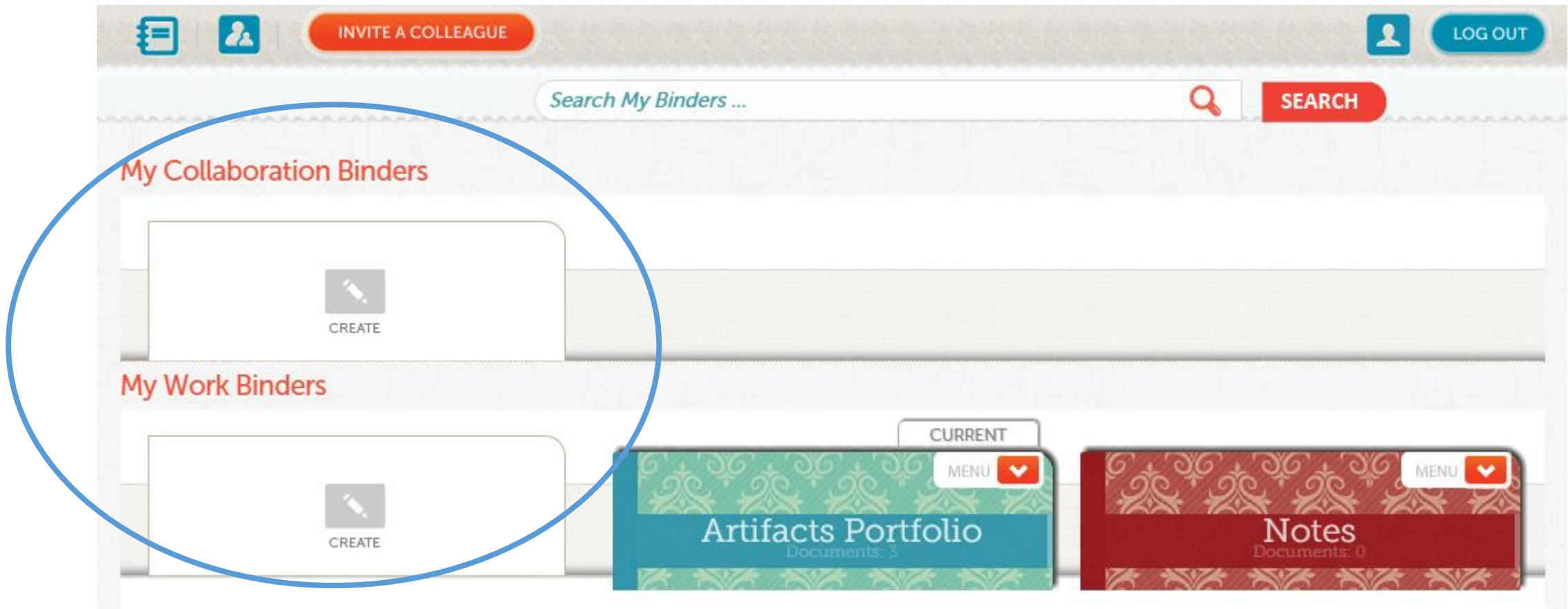
BriteLocker: Accessing the Portfolio



The screenshot shows the Perform BriteLocker interface. At the top left is the 'Perform' logo. To the right are three tabs: 'MY STAFF' (with a person icon), 'MY FOLDER' (with a folder icon), and 'SIGNATURES' (with a document and pen icon). Below these is a horizontal menu with five items: 'Tasks' (checkmark icon), 'History' (clock icon), 'Attachments' (paperclip icon), 'Profile' (person icon), and 'Artifact Portfolio' (document with 'A' icon). The 'Artifact Portfolio' item is circled in blue. Below the menu is the section 'Incomplete Tasks' with a 'School Year' dropdown set to '2015/2016'. A table follows with columns: '#', 'Task', 'Process', 'Scheduled', 'Due', and 'Results 1-7 of 7'.

#	Task	Process	Scheduled	Due	Results 1-7 of 7
1	Principal Professional Growth Plan SY 15-16 *	VIDE Principal Process - SY15-16			GO TO FORM
2	Principal Portfolio Planning Form SY 15-16 *	VIDE Principal Process - SY15-16			GO TO FORM
3	Principal Evaluation Planning Meeting SY 15-16 *	VIDE Principal Process - SY15-16			
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9	2nd Principal Fomal Observation *	VIDE Principal Process - SY15-16		06/17/2016	
12	Final Principal Evaluation Meeting *	VIDE Principal Process - SY15-16			

BriteLocker: Binders



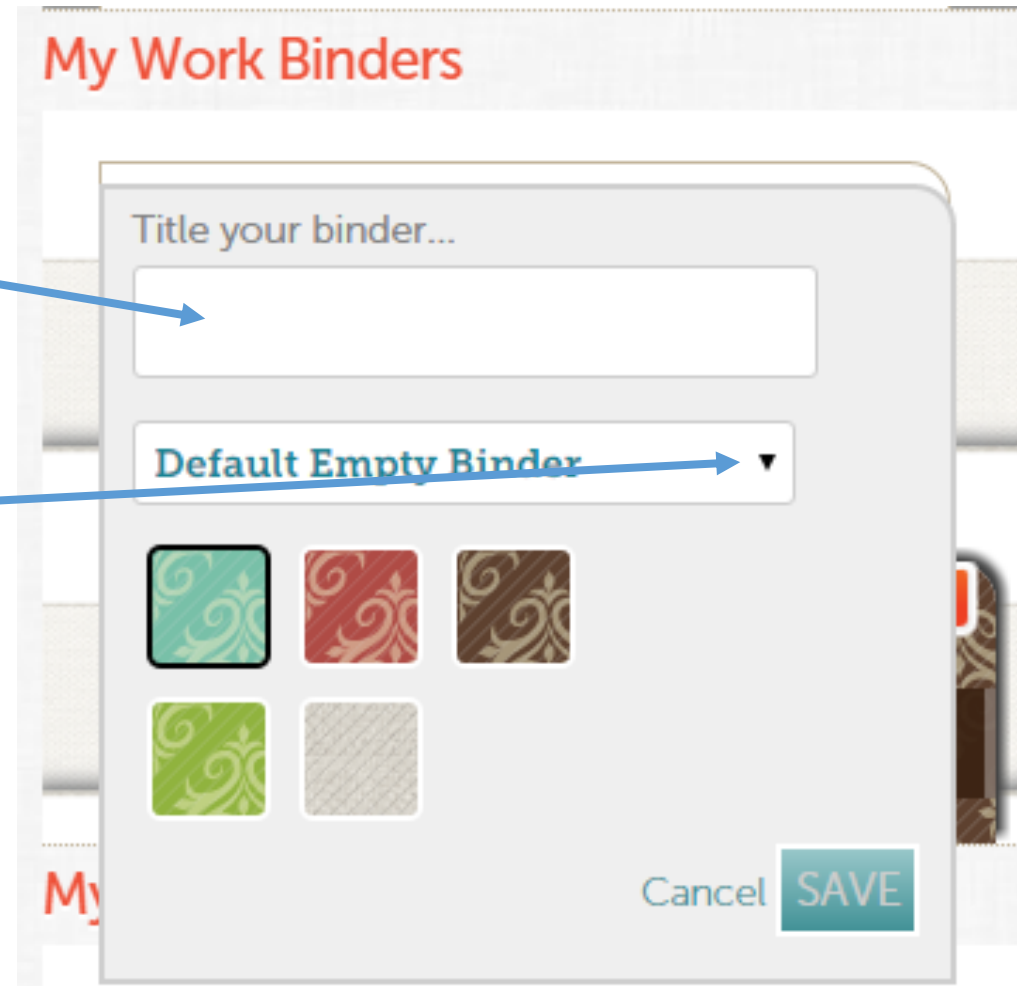
BriteLocker: Creating Portfolio Binder

- Click on CREATE to create your Portfolio.



BriteLocker: Creating Portfolio Binder

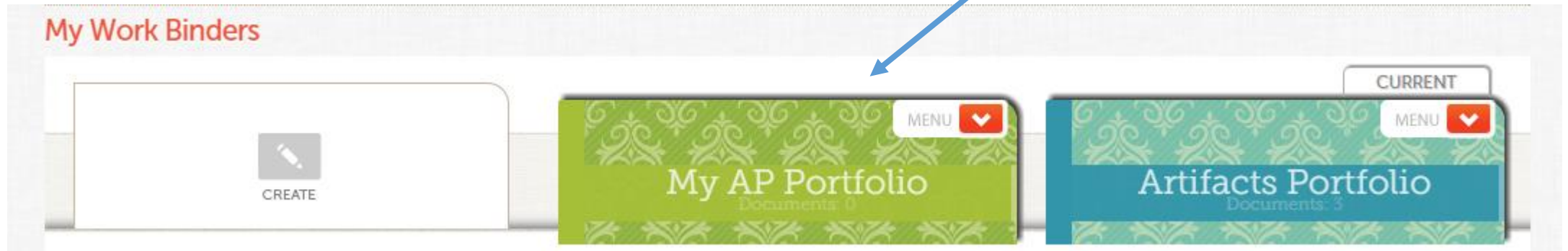
- Type a Title for your portfolio.
- Select a cover for your portfolio.



The screenshot shows a web interface titled "My Work Binders" in red text. A modal dialog box is open, titled "Title your binder..." in grey text. It contains a white text input field. Below the input field is a dropdown menu with the text "Default Empty Binder" in blue and a downward arrow. Below the dropdown are five square cover thumbnails: a teal one with a white swirl pattern, a red one with a white swirl pattern, a brown one with a white swirl pattern, a green one with a white swirl pattern, and a grey one with a white swirl pattern. At the bottom right of the modal are two buttons: "Cancel" in grey and "SAVE" in a teal box with white text. Two blue arrows point from the text in the list on the left to the input field and the dropdown menu in the modal.

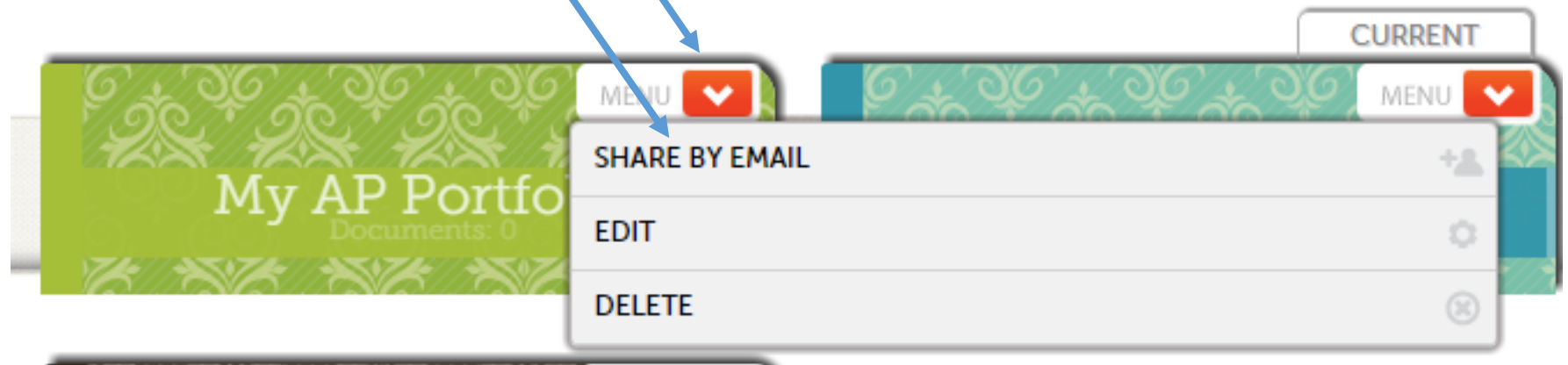
BriteLocker: Creating Portfolio Binder

- Your portfolio will appear under **My Work Binders**



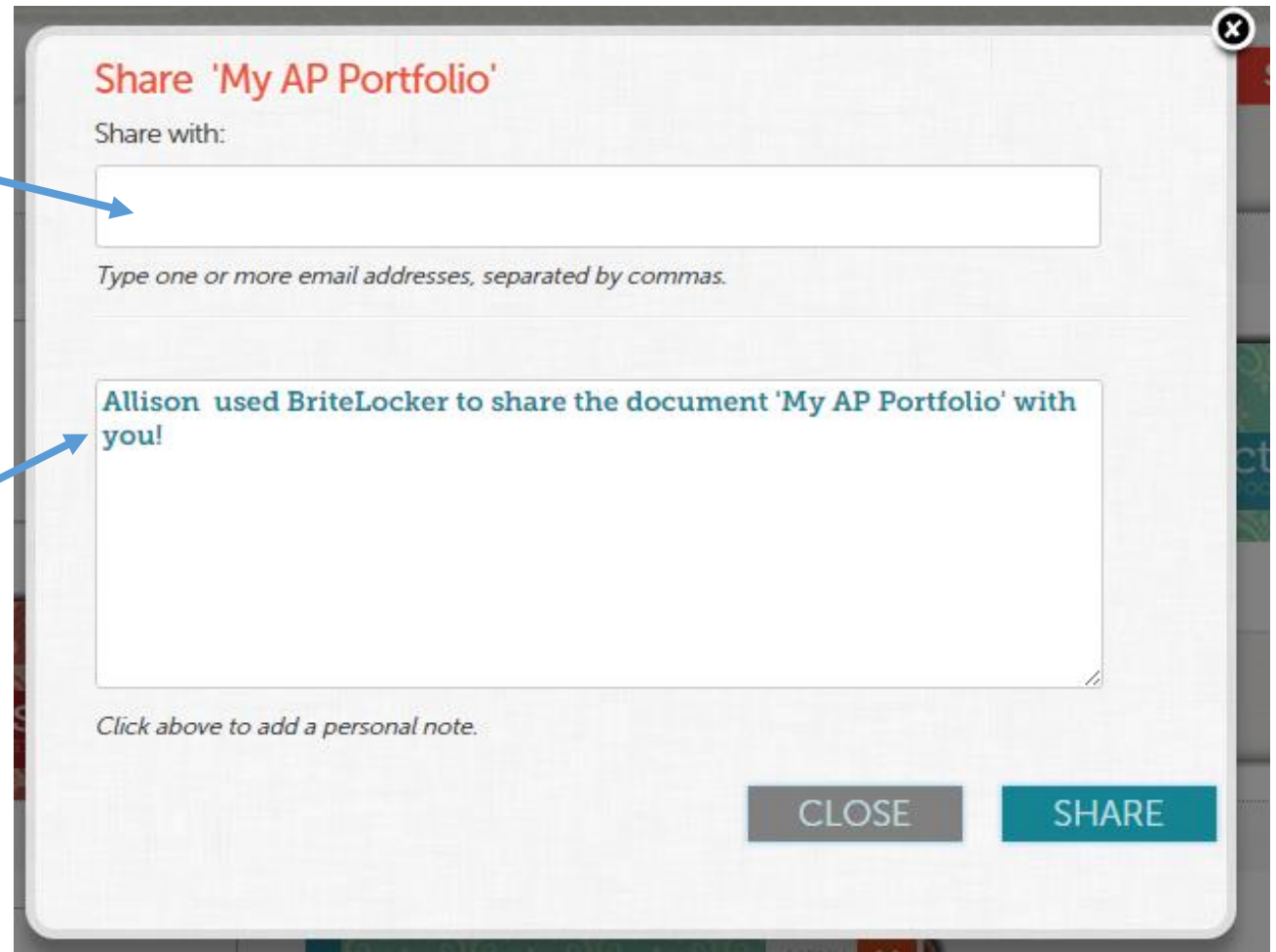
BriteLocker: Sharing Portfolio

- Click on the Menu arrow.
- Select SHARE BY EMAIL to share your portfolio with your supervisor



BriteLocker: Sharing Portfolio

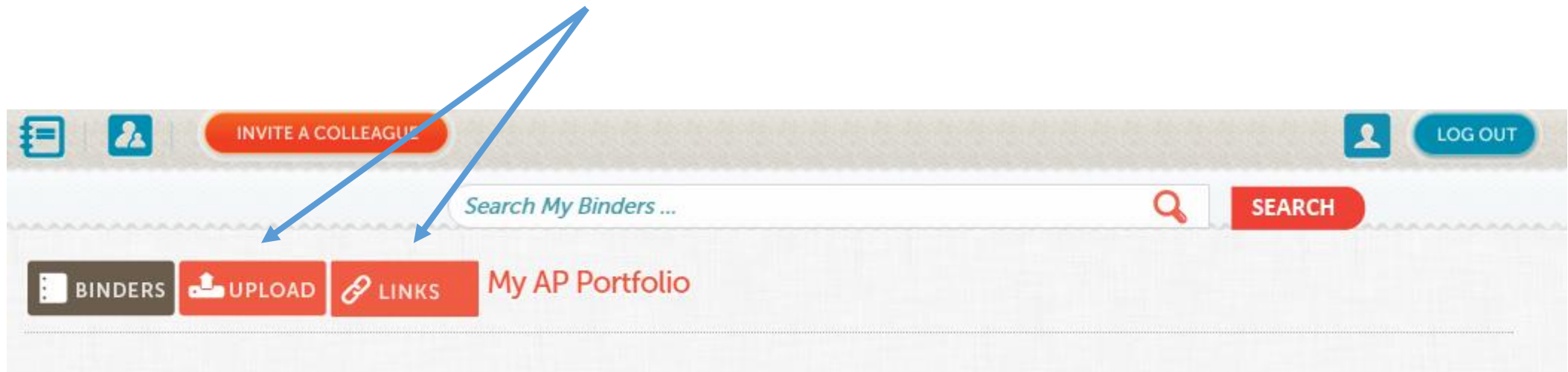
- Type the email address of your supervisor.
- This message will be sent in the invitation sent to your supervisor to view your portfolio. You can edit the message by clicking in the box, if you want to.



The screenshot shows a 'Share' dialog box titled 'Share 'My AP Portfolio'' in red text. Below the title is a 'Share with:' label and a text input field. A blue arrow points from the first bullet point of the list to this input field. Below the input field is the instruction 'Type one or more email addresses, separated by commas.' Below this is a larger text area containing the message 'Allison used BriteLocker to share the document 'My AP Portfolio' with you!'. A blue arrow points from the second bullet point of the list to this text area. Below the text area is the instruction 'Click above to add a personal note.' At the bottom right are two buttons: 'CLOSE' and 'SHARE'.

BriteLocker: Adding Artifacts

- Artifacts can be uploaded by clicking on the UPLOAD tab.
- You can also add a link to a document, video or other artifact by clicking on the LINKS tab



BriteLocker: Uploading Documents

Uploading 0.83MB of 0.83MB

SEARCH

1 of 1 | UPLOAD

Title it... 5slide exemplar portfolio Xio

arts career/technical english as a second language (esl/ell) environmental education gifted

health/p.e./wellness kindergarten skills language arts & reading library skills mathematics

science social/emotional development social studies/history special education

technology education writing

Summarize it...

Tag it... ADD

I'm done here

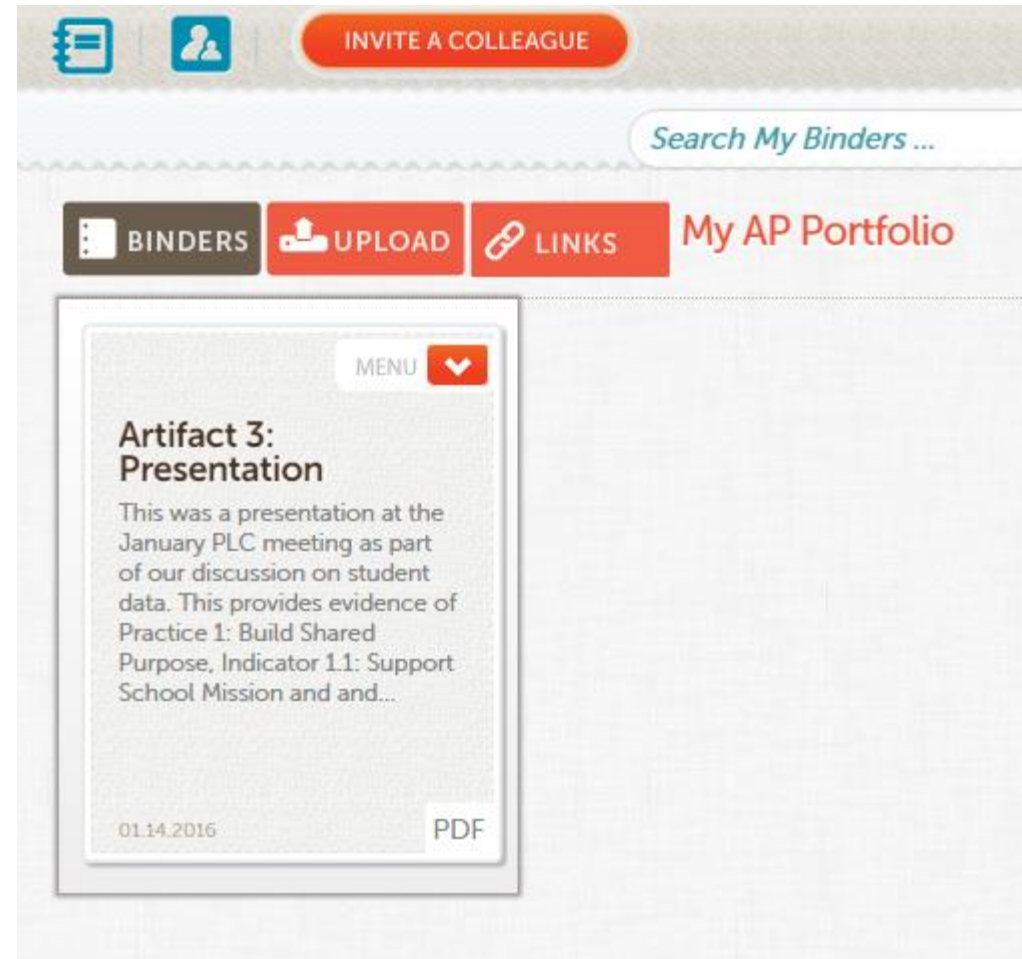
Type in a title for the artifact.

Be sure to indicate the Practice and Indicator represented by this artifact.

Click *I'm done here* to finish.

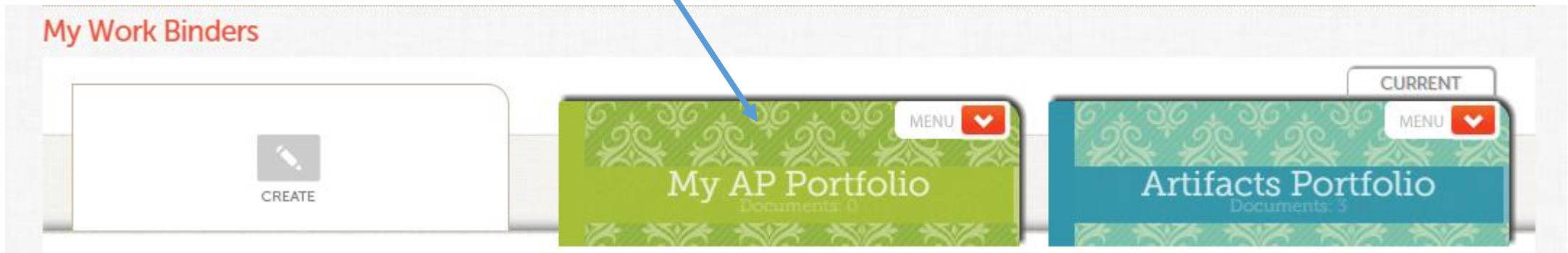
BriteLocker: Uploading Documents

- Your artifact is ready for viewing!
- REMEMBER - PDF documents are preferred.



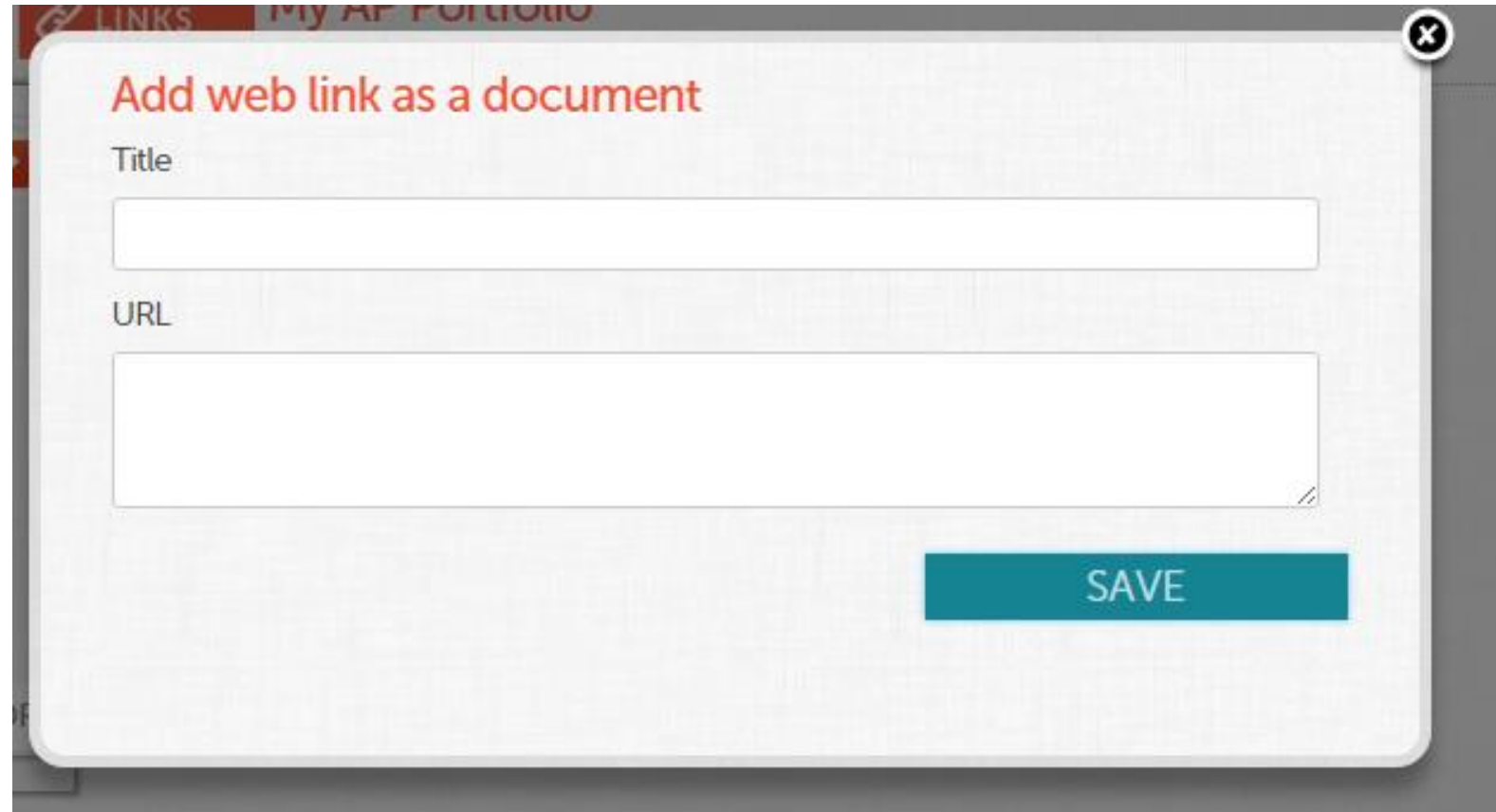
BriteLocker: Adding Artifacts

- Click on your portfolio to open it.



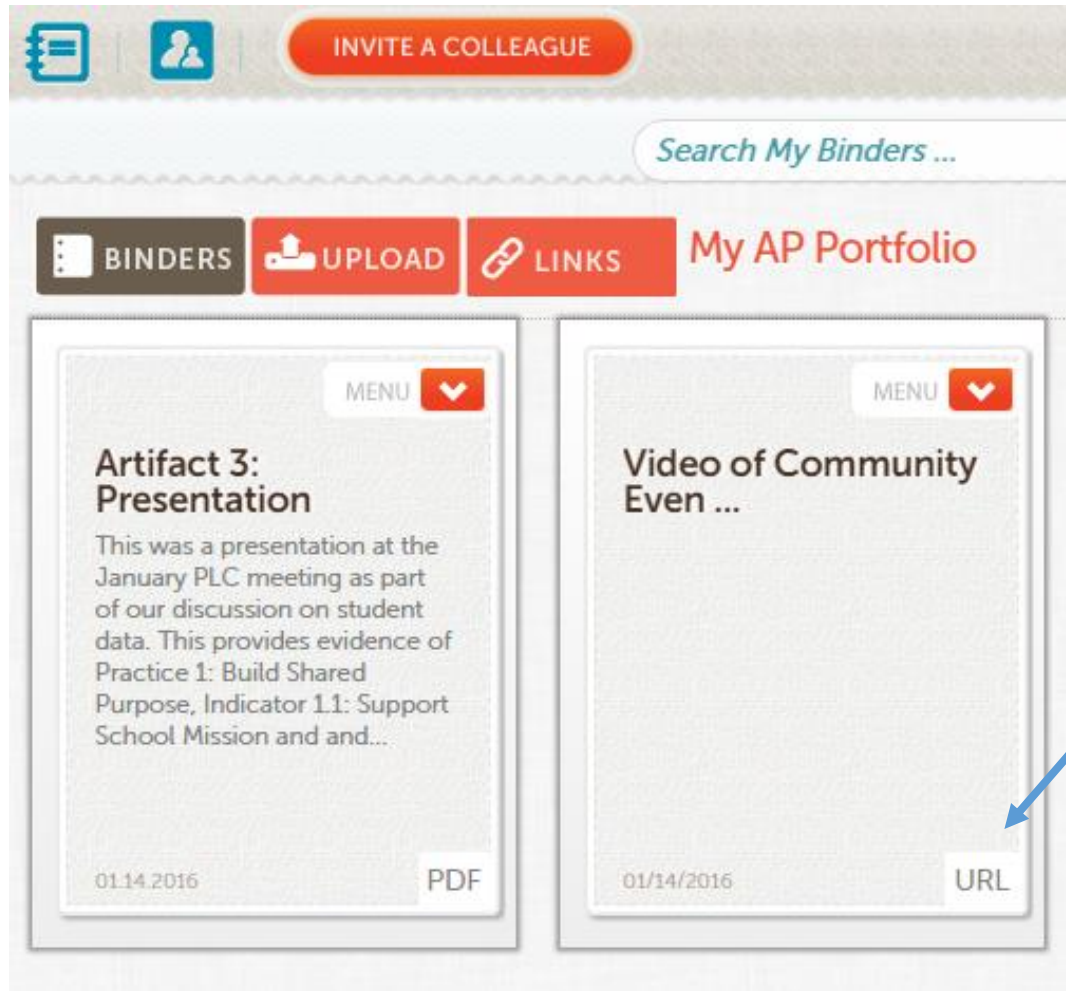
BriteLocker: Adding a Link

- Click on the LINK tab.
- Type a Title for the link.
- Type or copy and paste the URL for the link.
- Click SAVE to finish.



The screenshot shows a web interface with a modal form titled "Add web link as a document" in red text. The form has two input fields: "Title" and "URL". The "URL" field is larger than the "Title" field. A teal "SAVE" button is located at the bottom right of the form. In the background, a navigation bar shows "LINKS" and "My AP Portfolio" tabs. A close button (X) is in the top right corner of the modal.

BriteLocker: Adding a Link



- The link is saved.
- The URL tag at the bottom indicates this artifact is a link.

BriteLocker

- Now your portfolio is ready.
- Once you have shared the portfolio with your supervisor, any updates you make to the portfolio by adding additional documents will automatically update for your supervisor as well.

