

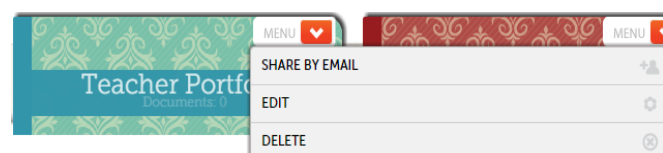
BRITELOCKER

BriteLocker ELECTRONIC PORTFOLIO

BriteLocker is a web-based tool, accessible through TalentEd, to create artifact portfolios. Through BriteLocker, teachers create, upload, and share artifacts and their entire portfolio. The Portfolio is shared directly with the teachers' principal or supervisor for review, feedback and evaluation rating during the teacher evaluation process.

ACCESSED THROUGH TALENTED

Teachers create individual accounts managed within the U.S. Virgin Islands Department of Education (VIDE) TalentEd BriteLocker portal. No need for physical binders with Artifact Portfolios in BriteLocker! When shared, colleagues can offer feedback that can be useful to the teacher as well as others peers!



BENEFITS

Benefits of BriteLocker include:

- ❖ Fostering meaningful communication between teachers and evaluators, while creating consistency in the artifact process throughout the territory.
- ❖ Capability of uploading multiple file types including video, audio, and images.
- ❖ User-friendly interface that is intuitive.

Alignment with the VIDE Teacher and Leader Effectiveness System and the teacher evaluation process.

FEATURES

BriteLocker has a number of great features including:

- ❖ Multiple documents can be uploaded at one time
- ❖ Documents can be organized to create a coherent professional portfolio
- ❖ Artifacts can easily be sorted and aligned to multiple standards and indicators. Access through TalentEd makes it easy for principals or supervisors to review a teacher's artifacts



WE WANT TO HEAR FROM YOU!

Contact our Help Desk: evalquestions@doe.vi

FREQUENTLY ASKED QUESTIONS

Can I use any Internet browsers to access BriteLocker? BriteLocker supports Internet Explorer, Google Chrome, Mozilla Firefox and others; however you can access BriteLocker right from the TalentEd website by clicking on the *Artifact portfolio* link.

Can I access BriteLocker using my iPad? Yes, the BriteLocker Mobile App allows teachers to upload artifacts to their portfolio via their mobile device.

Perfect Tool to Build Your Portfolio



Teacher Portfolio

Capture and collect your teaching artifacts over the course of the school year and receive praise from your administrator & peers.



Organize to Standards

Align your teaching evidence to your district standards to share with your building administrators in a meaningful way. There is no need to sweat your evaluation.



Share & Collaborate

Store common teaching materials in one place, and allow access to your fellow teachers and administrators.



Instant Feedback

Strengthen the communication with your principal. No more calendar scramble trying to find time for a quick meeting.

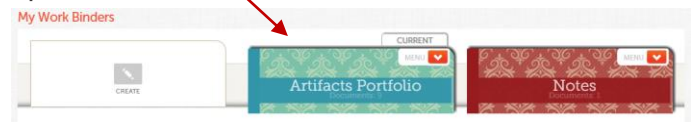


What kind of documents can be uploaded into BriteLocker? You can upload any type of digital document including Word documents, PowerPoint presentations, photos, Excel spreadsheets, and PDFs.

Are my documents private in BriteLocker? Your documents that are uploaded and stored in BriteLocker are private and viewable only by you, until you choose to share them.

Can I share my portfolio with my peers? Yes. You can invite a select group of persons such as your grade level or subject level peers, or peers in other schools, to view your portfolio. This way your peers can provide ideas and suggestions to further enhance your presentation to your supervisor.

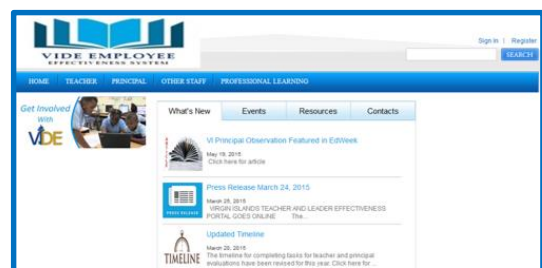
How do I store my Portfolio Presentation? The presentation can be stored in My Work Binders in BriteLocker. There is an Artifacts Portfolio binder where your artifacts and the presentation are uploaded.



The Artifacts Portfolio ties directly to the components in Domains 1 and 4 of the *Framework for Teaching Evaluation Instrument* by Charlotte Danielson. Presentations are limited to 5 slides or pages for the 30 minute discussion at the Portfolio Review.

How is feedback provided on my portfolio that is in BriteLocker? The portfolio is shared with your principal during the Portfolio Presentation Meeting. You can also share the portfolio with your principal ahead of time through BriteLocker. The Teacher Portfolio Scoring Form is used to provide feedback and score the portfolio. The principal completes the Teacher Portfolio Scoring Form during or shortly after the Portfolio Review Meeting.

Where can we find more information on the teacher evaluation process? The VIDE provides a one stop shop for all information and resources related to the teacher evaluation process through the VIDE EES web portal at <http://tle.vide.vi>.



1. URL: Go to <http://tle.vide.vi>
2. Click the **Teacher** Tab
3. Log in with vide email and password
4. Click the **Teacher** Tab again