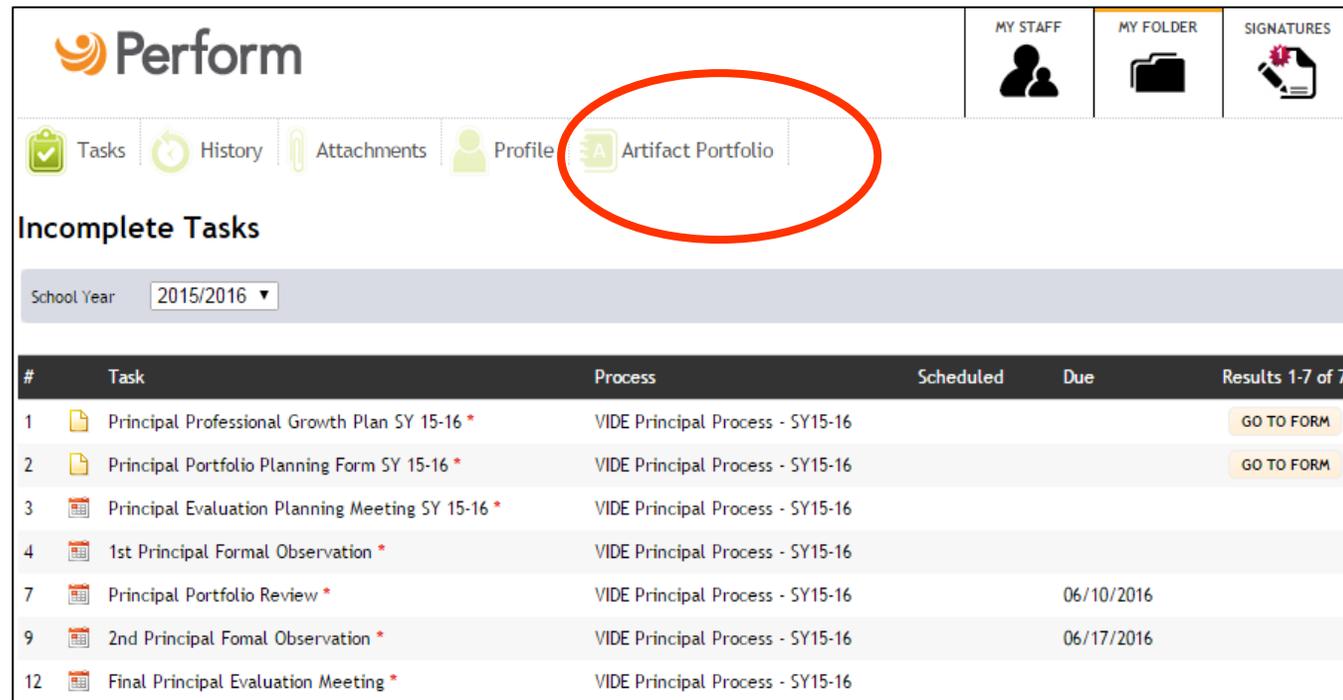


BriteLocker Quick Guide for Administrators and Other Staff

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 displays the Perform web application interface. At the top left is the Perform logo. To the right are navigation tabs for 'MY STAFF', 'MY FOLDER', and 'SIGNATURES'. Below these are menu items for 'Tasks', 'History', 'Attachments', 'Profile', and 'Artifact Portfolio', with the latter circled in red. The main content area is titled 'Incomplete Tasks' and includes a 'School Year' dropdown set to '2015/2016'. Below this is a table of tasks.

#	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

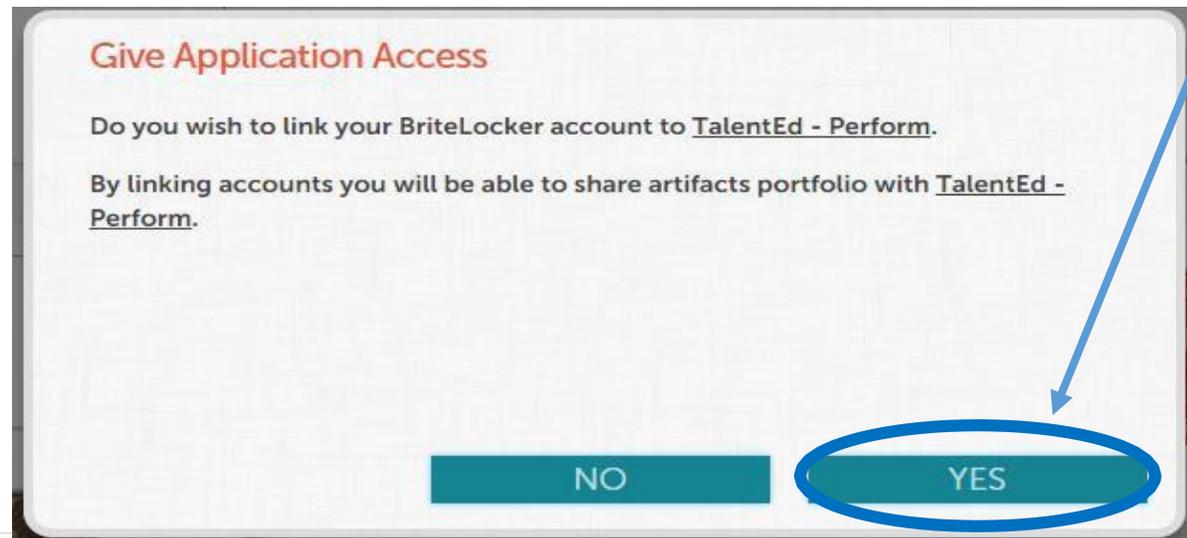
- If you have not done so, already you will be prompted to create a username and password. If you have already created a username and password for BriteLocker, go ahead and log in. (This username and password WILL NOT be the same as your Perform information.)



The image shows a screenshot of the BriteLocker sign-in page. The page has a light gray background. At the top center, the text "Sign in" is displayed in a large, teal font. Below this, the text "Not a BriteLocker member? Sign up For Free!" is shown, with "Sign up For Free!" circled in red. Underneath, there are two input fields: "Username/Email *" and "Password *", both with red circles around them. To the right of the "Sign up For Free!" link, there is a callout box with the text "Click here to create a profile in BriteLocker." and an arrow pointing to the link. Below the input fields, there is a link that says "Did you forget your password or username?". At the bottom right, there is a teal button with the text "SIGN IN". At the bottom left, there is a callout box with the text "Sign in if you already created a BriteLocker username and password." and an arrow pointing to the input fields.

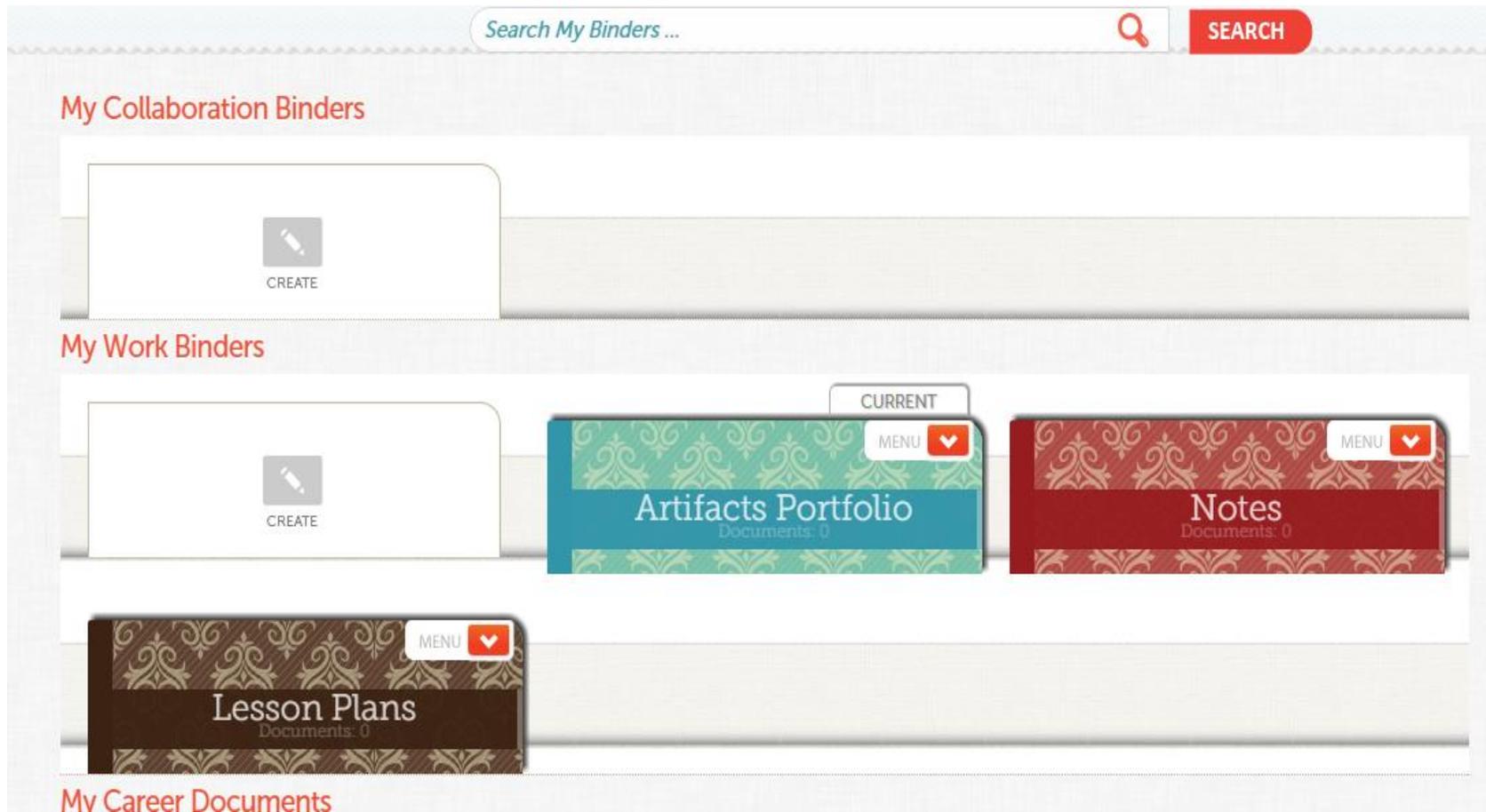
Creating an Account

- 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

Perform

Tasks History Attachments Profile **Artifact Portfolio**

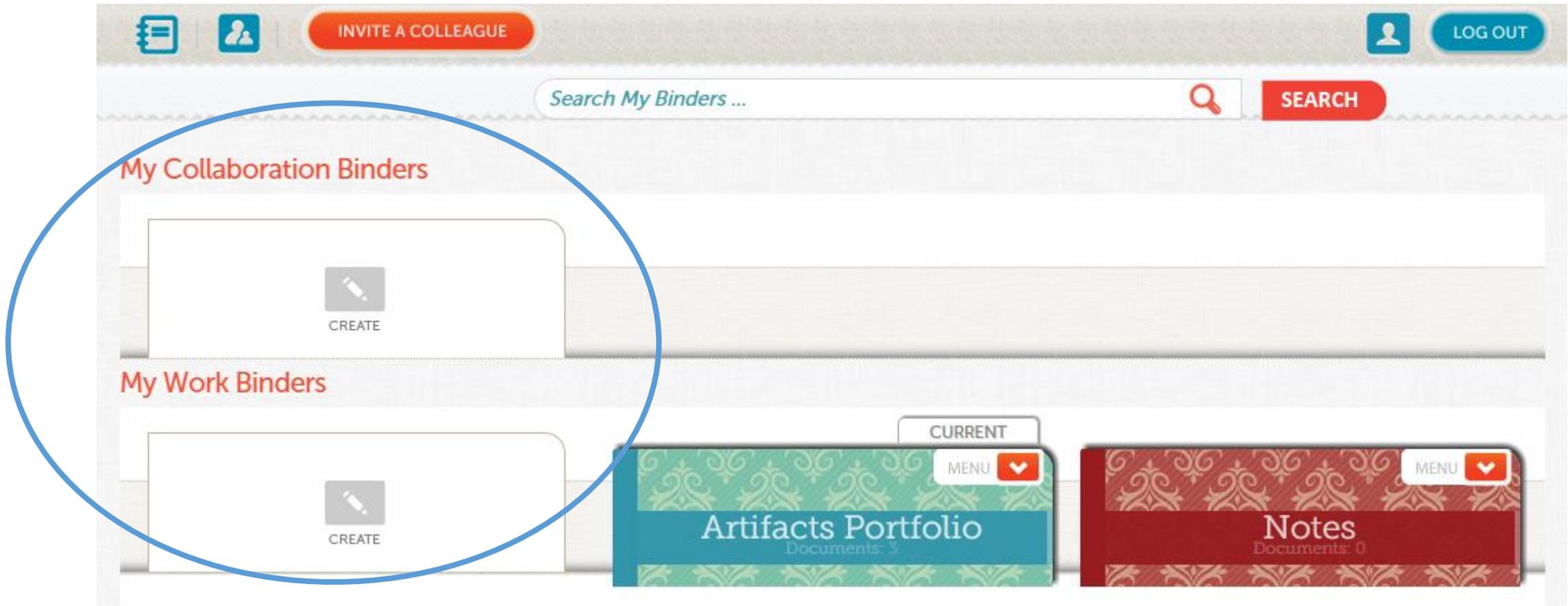
MY STAFF MY FOLDER SIGNATURES

Incomplete Tasks

School Year

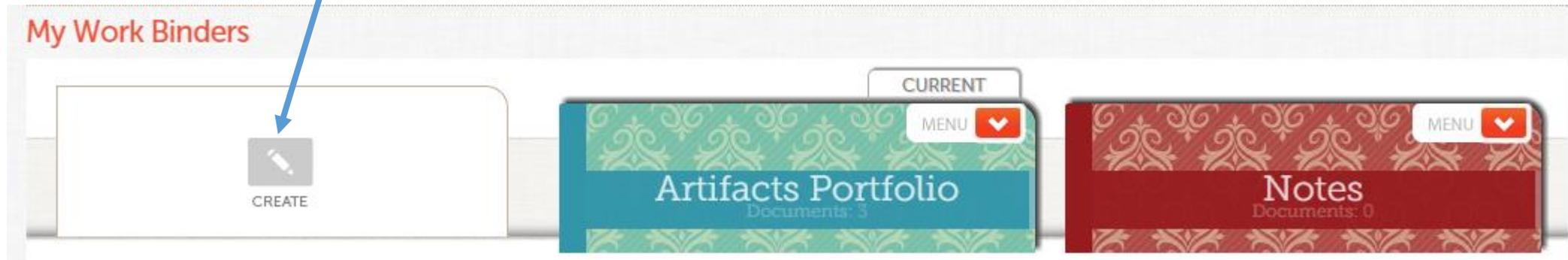
#	Task	Process	Scheduled	Due	Results 1-7 of 7
1	Principal Professional Growth Plan SY 15-16 *	VIDE Principal Process - SY15-16			GO TO FORM
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7	Principal Portfolio Review *	VIDE Principal Process - SY15-16		06/10/2016	
9	2nd Principal Fomal Observation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

BriteLocker: Binders



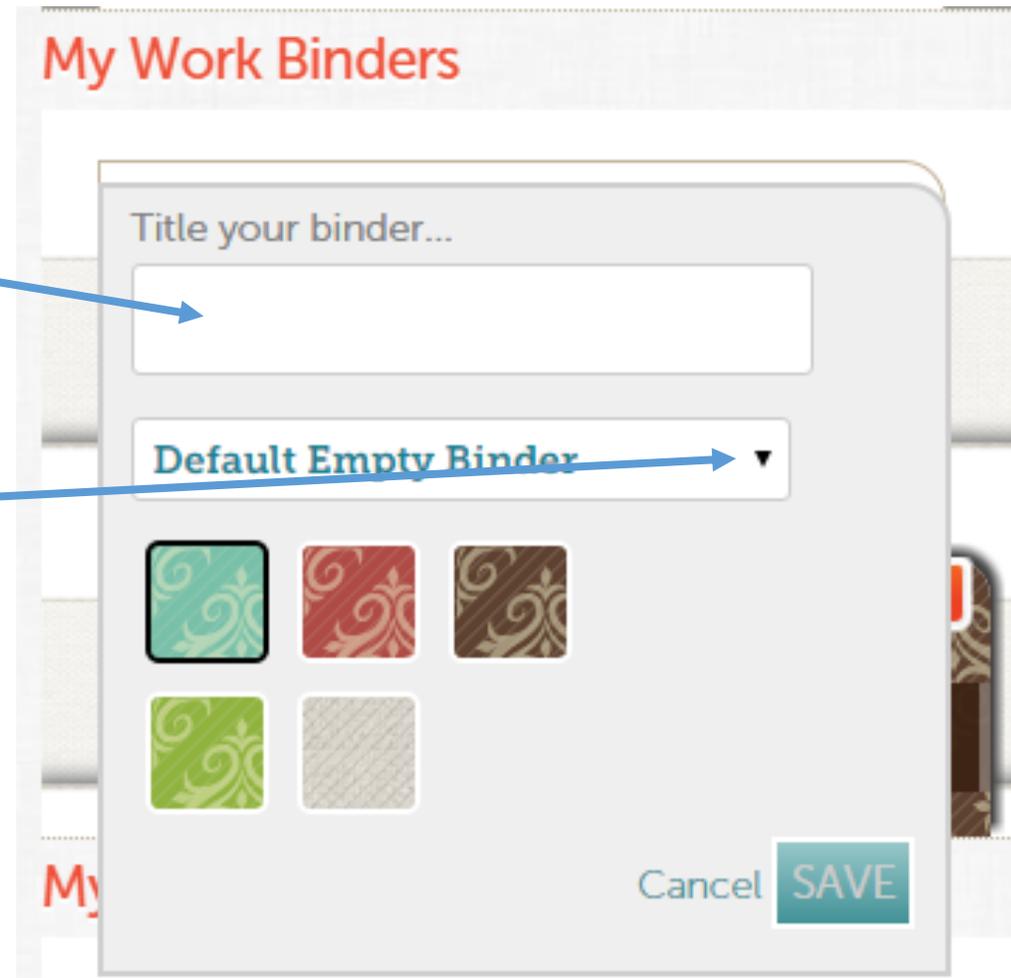
BriteLocker: Creating Portfolio Binder

- Click on CREATE to create your Portfolio.



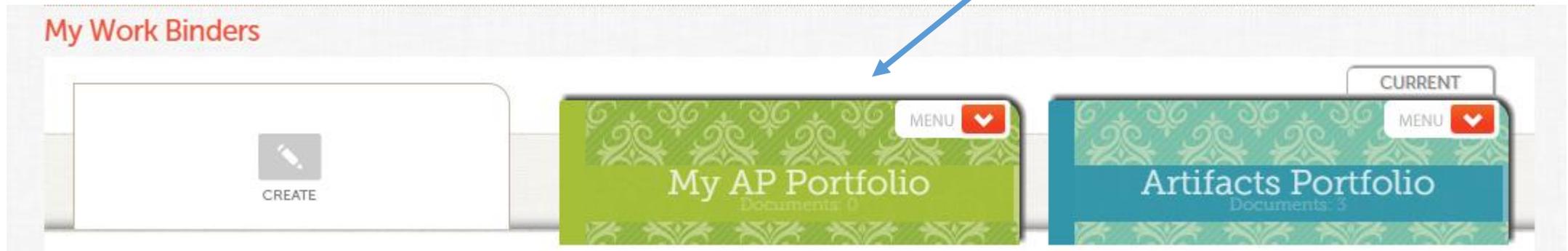
BriteLocker: Creating Portfolio Binder

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



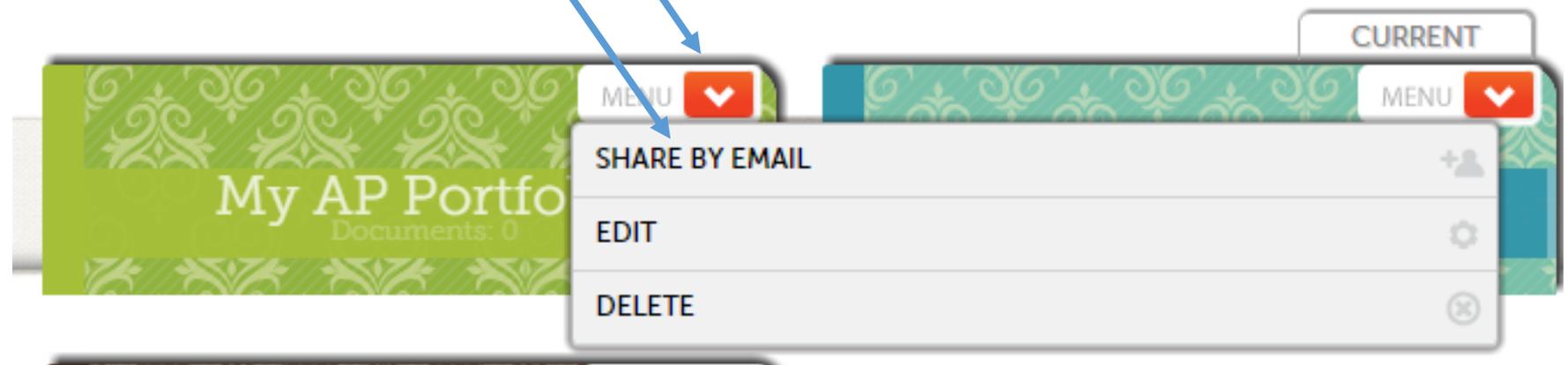
BriteLocker: Creating Portfolio Binder

- 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.

Share 'My AP Portfolio'

Share with:

Type one or more email addresses, separated by commas.

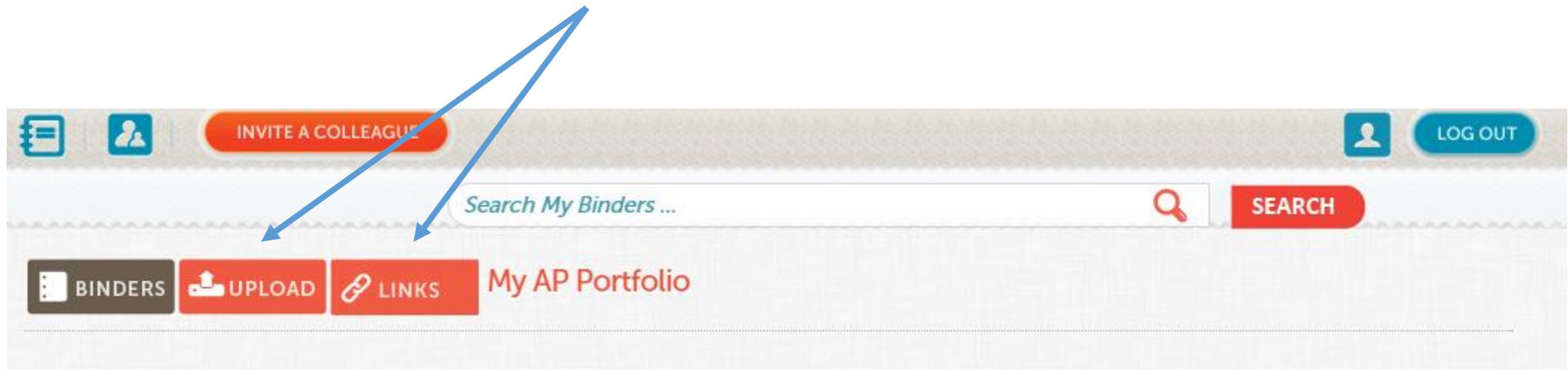
Allison used BriteLocker to share the document 'My AP Portfolio' with you!

Click above to add a personal note.

CLOSE 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

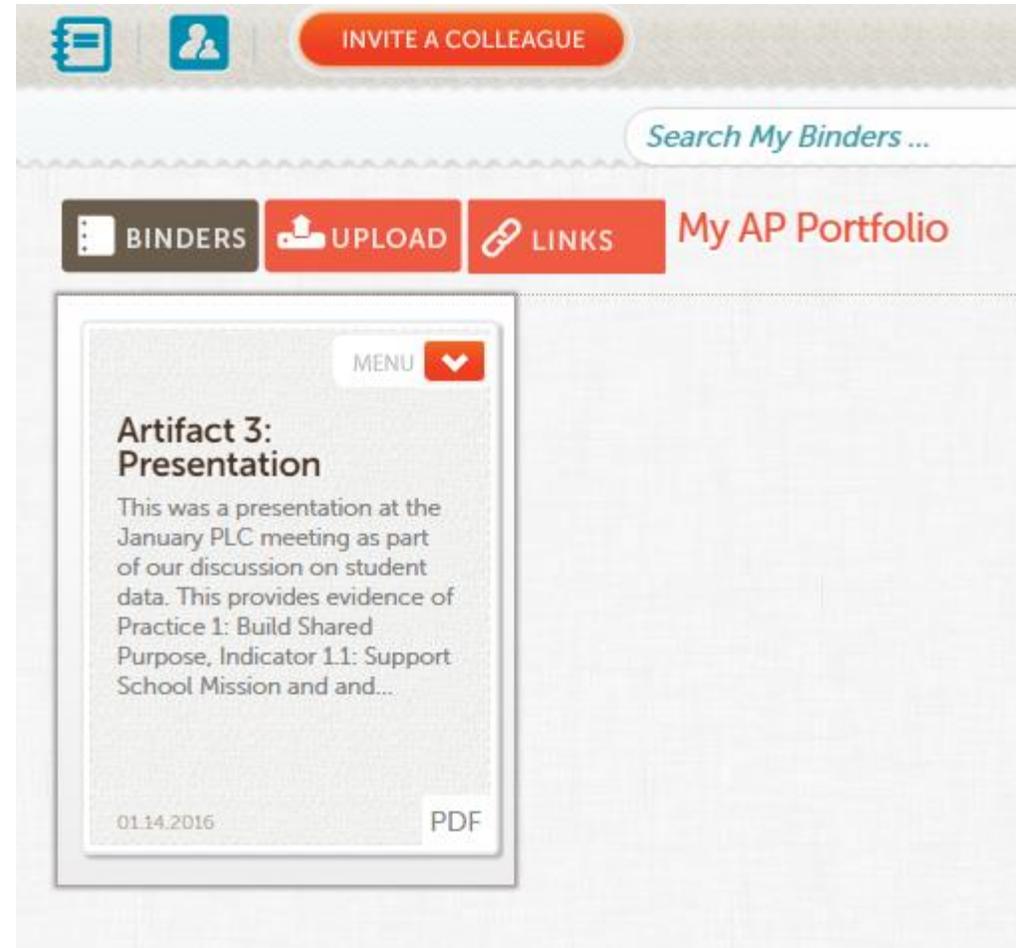
Type in a title for the artifact.

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

Click *I'm done here* to finish.

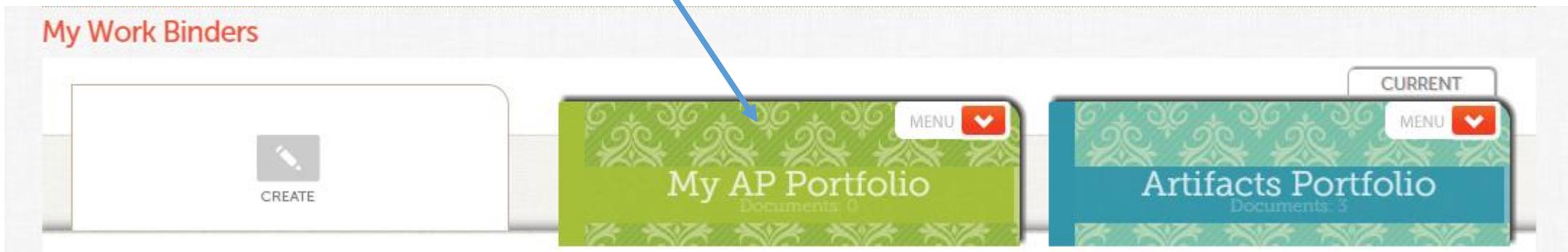
BriteLocker: Uploading Documents

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



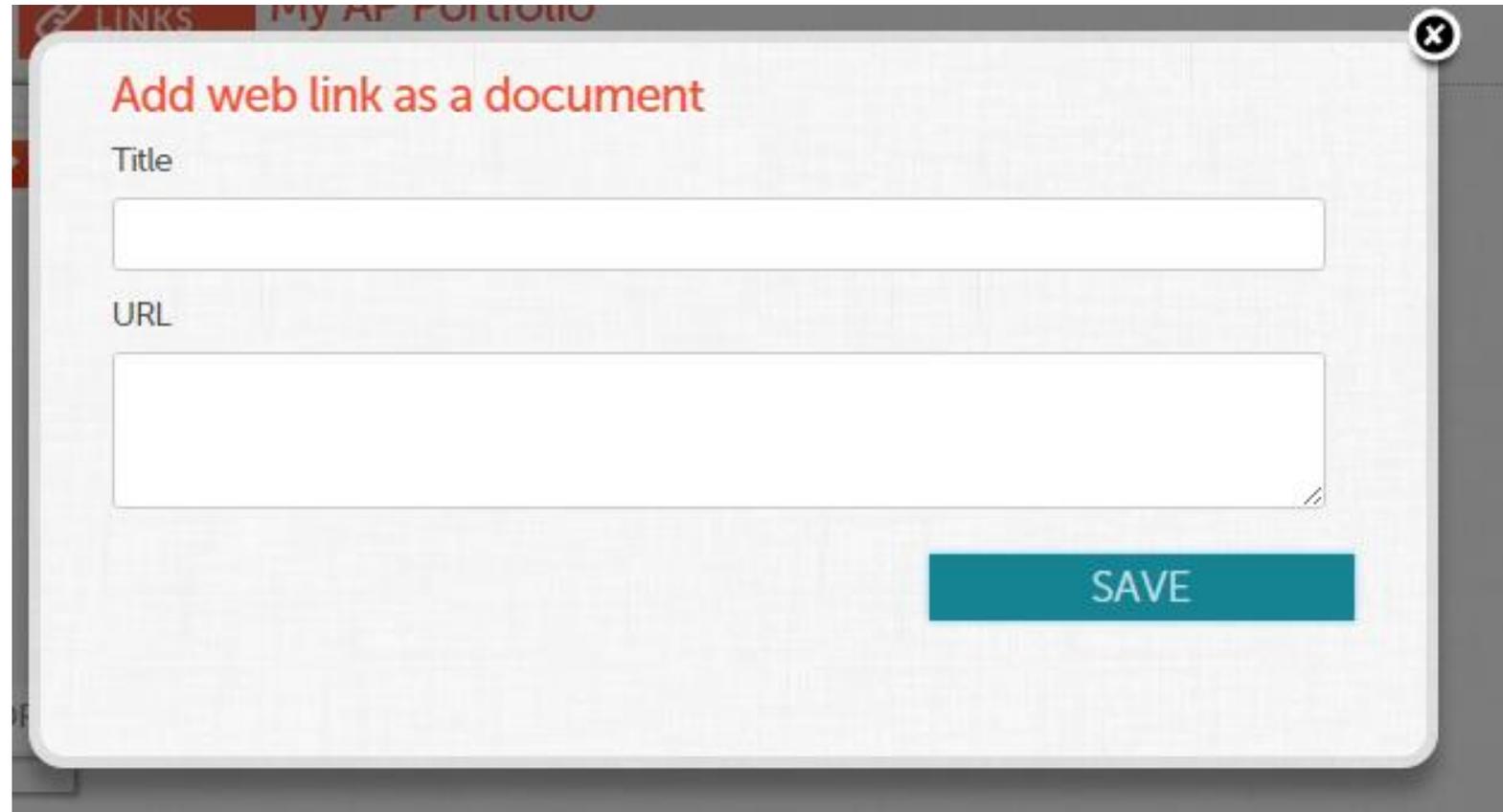
BriteLocker: Adding Artifacts

- Click on your portfolio to open it.



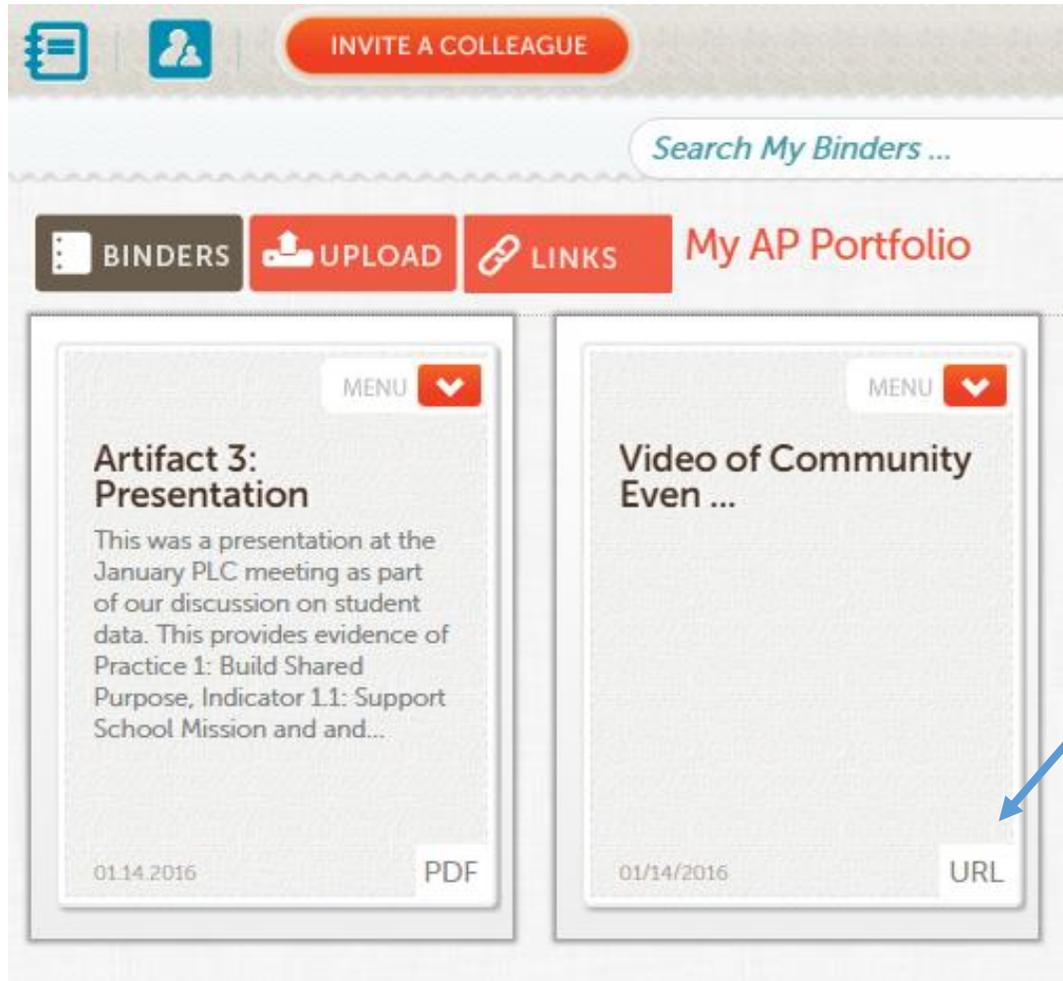
BriteLocker: Adding a Link

- 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 for adding a link. At the top, there are tabs labeled 'LINKS' and 'My AP PORTFOLIO'. Below the tabs, the heading 'Add web link as a document' is displayed in red. There are two input fields: one labeled 'Title' and another labeled 'URL'. A teal 'SAVE' button is located at the bottom right of the form. A close button (an 'x' in a circle) is in the top right corner of the form area.

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.

