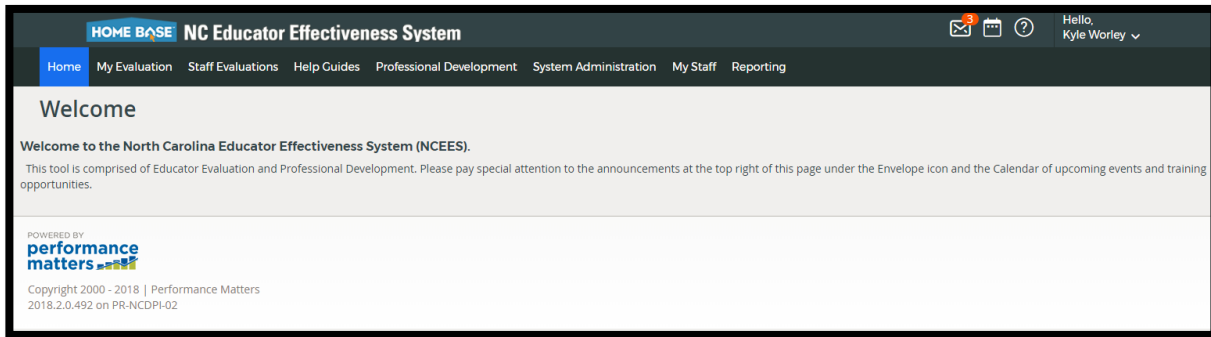


**Primary Audience:** Teacher

**Purpose of Document:** This guide outlines the steps for the Teacher completing the End of Year PDP. Activities in **green** are teacher steps/ activities in **red** are mentor/evaluator steps.

1. Click on the **My Evaluation** tab.



2. Click on the **Professional Development Plan**.

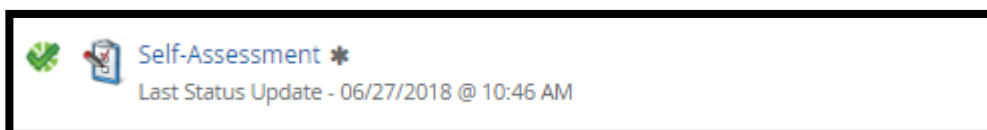


The following status icons can be found throughout the evaluation plan in the system. Keep these in mind when completing the activities within the containers.



**Activity 1: Self-Assessment**

The Self-Assessment will be completed



The following containers display the required steps of the Professional Development Plan End of Year Review:

A screenshot of a web interface titled "PDP End of Year Review". It displays a vertical list of four steps, each with a document icon and a star icon:

- PDP Details End of Year Review \***  
Teacher completes end of year information.
- PDP Evaluator Signature End of Year Review \***  
Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.
- PDP Mentor Signature End of Year Review**  
Mentor signs.
- PDP Teacher Signature End of Year Review \***  
Teacher signs.

### Activity 2: PDP End of Year Review

1. Click on **PDP Details End of Year Review**

A screenshot of the "PDP End of Year Review" interface, showing the first step: "PDP Details End of Year Review \*". Below the title, it says "Teacher completes end of year information."

2. Click on **New PDP- End of Year Review**

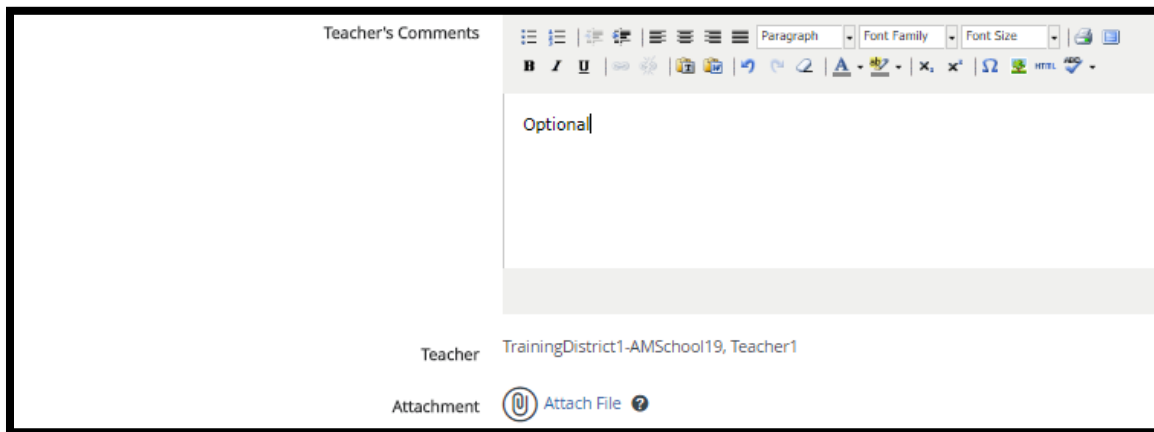
A screenshot of a button labeled "New" in a rounded rectangle, followed by the text "PDP - End of Year Review (Required)".

3. Click on **text box- Add comments related to each goal and list Artifacts.**

A screenshot of a text editor interface. The title bar reads "\* Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced". The editor contains two goals with bullet points for artifacts:

- Goal 1- What activities have you done for goal 1
  - List artifacts
- Goal 2- What activities have you done for goal 2
  - List artifacts

Teacher Comments is optional; Talk with your evaluator regarding attaching artifacts.



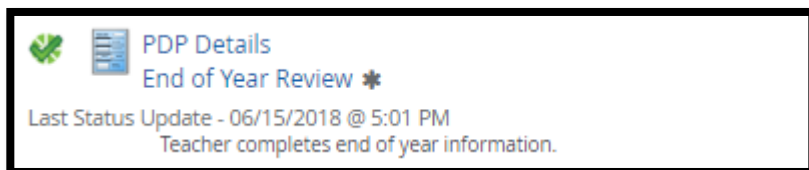
4. When completed Click **Save & Exit**.



5. Click **Mark Complete**

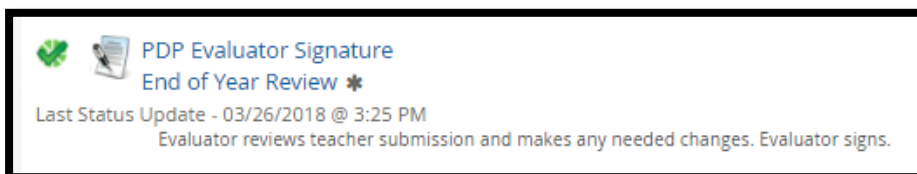


6. PDP Details **End of Year Review** will have a green check and **Activity 2** will be completed



### **Activity 3: PDP Evaluator Signature**

Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click on **PDP Evaluator Signature** to view this step. Click **Back** when done.



### **Activity 4: Mentor Signature (N/A for SPII teachers)**

Once the Mentor has completed the PDP Signature steps, there will be a green check mark in that activity. Click on **PDP Mentor Signature** to view this step. Click **Back** when done.



### Activity 5: PDP Teacher Signature

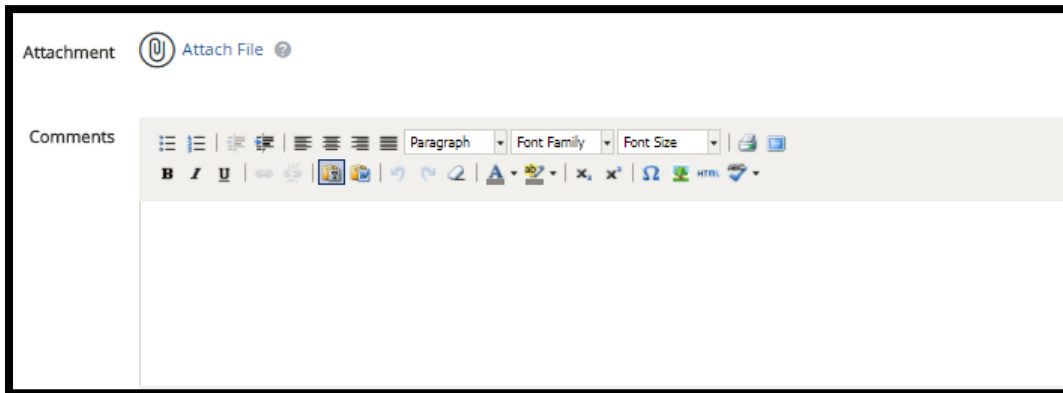
1. Click **PDP Teacher Signature**



2. Scroll to the bottom of the page and Click **New** to add Teacher Comments (Optional)



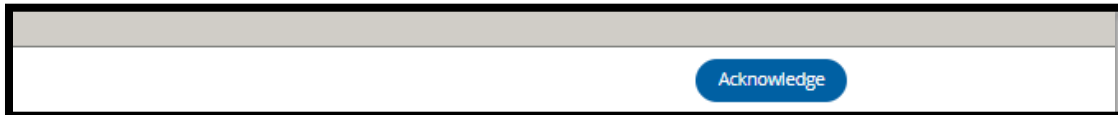
3. Add Comments



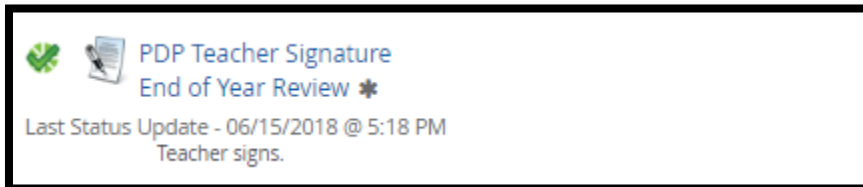
4. Click **Save & Exit**



5. Scroll to the bottom of the page and Click **Acknowledge**



6. The **PDP Teacher Signature** will have a green check



**Activity 6: End of Year Review Locking Activity**

Once all sections under **PDP End of Year Review** have green checks your Evaluator will lock the container. PDP Initial Review will be locked and completed.

**PDP End of Year Review** Last Status Update - 05/28/2018 @ 2:54 PM

---

**PDP Details**  
End of Year Review \*

Last Status Update - 05/23/2018 @ 1:59 PM

Teacher completes end of year information.

---

**PDP Evaluator Signature**  
End of Year Review \*

Last Status Update - 05/23/2018 @ 3:16 PM

Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.

---

**PDP Mentor Signature**  
End of Year Review

Last Status Update - 05/23/2018 @ 5:40 PM

Mentor signs.

---

**PDP Teacher Signature**  
End of Year Review \*

Last Status Update - 05/28/2018 @ 2:44 PM

Teacher signs.

---

**End of Year Review Locking Activity** \* Locked by Worley, Kyle @ 05/28/2018 @ 2:54 PM

Last Status Update - 05/28/2018 @ 2:54 PM