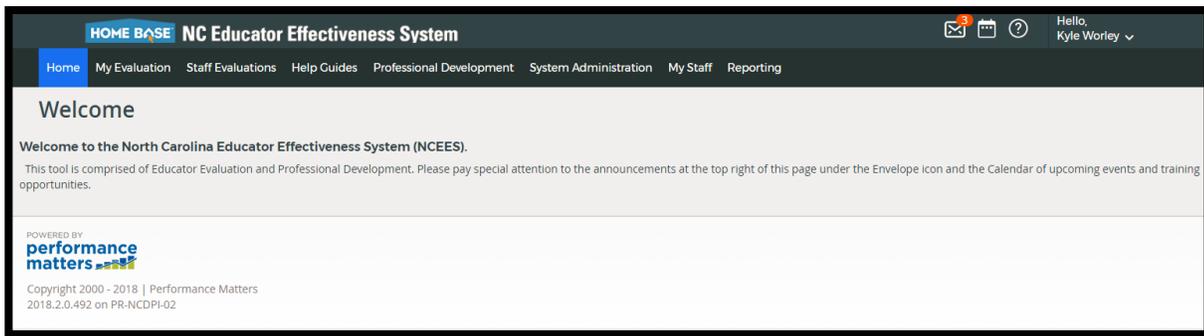# PROFESSIONAL DEVELOPMENT PLAN- END OF YEAR

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.

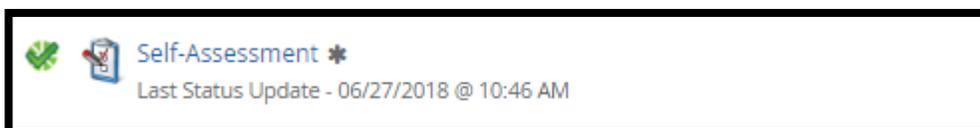2. Click on the **Professional Development Plan.**

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:

Activity 2: PDP End of Year Review

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

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

3. Click on **text box**- Add **comments related to each goal** and **list Artifacts.**
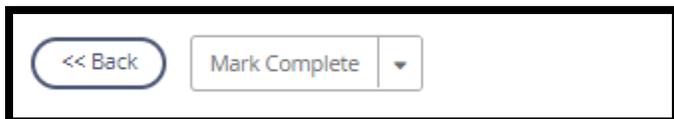
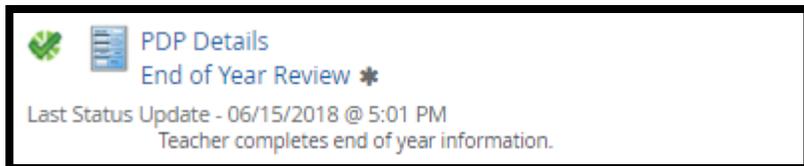*Teacher Comments is optional*; Talk with your evaluator regarding attaching artifacts.
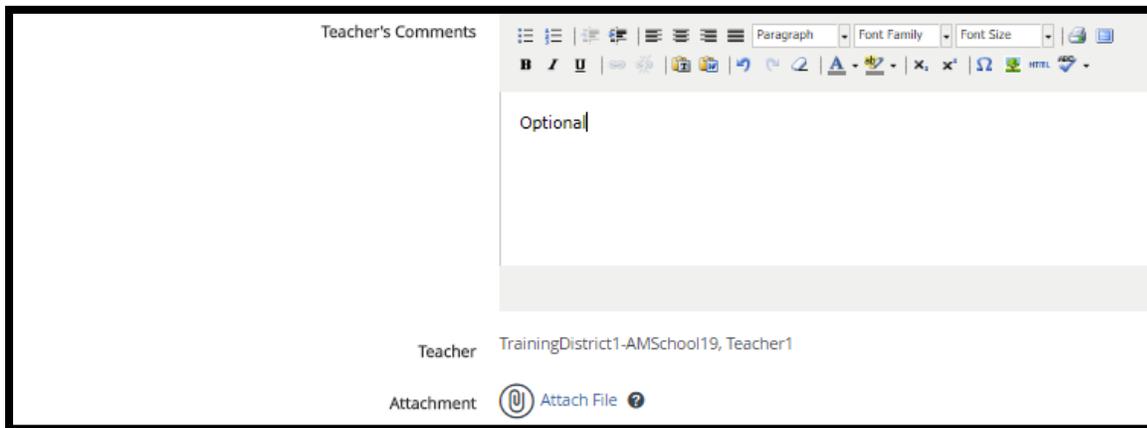
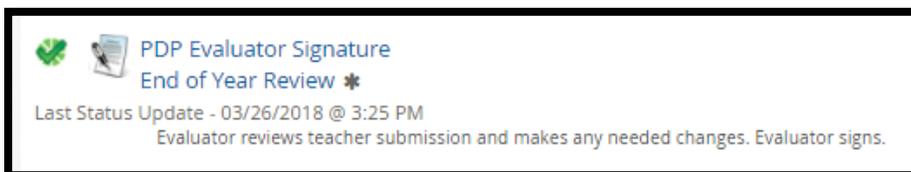4. When completed Click **Save & Exit**.

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.
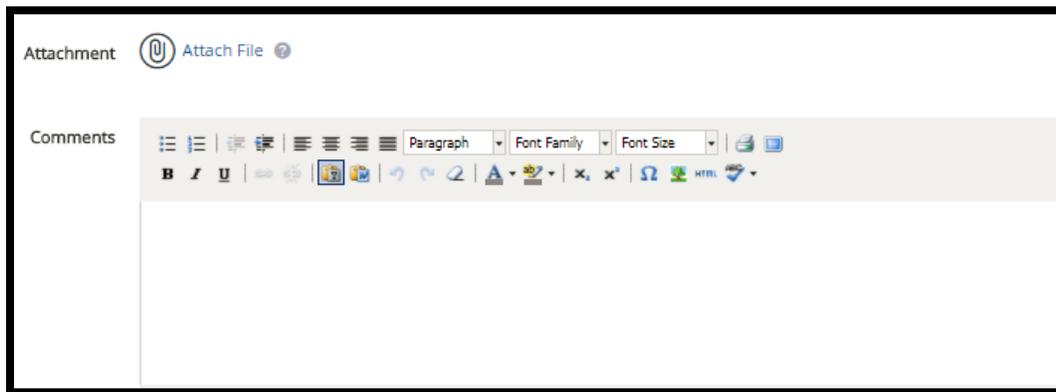
Activity 5: PDP Teacher Signature

1. Click **PDP Teacher Signature**

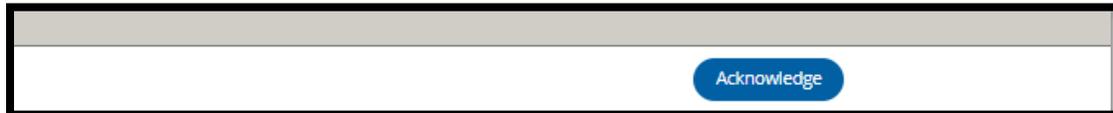2. Scroll to the bottom of the page and Click **New** to add Teacher Comments (Optional)
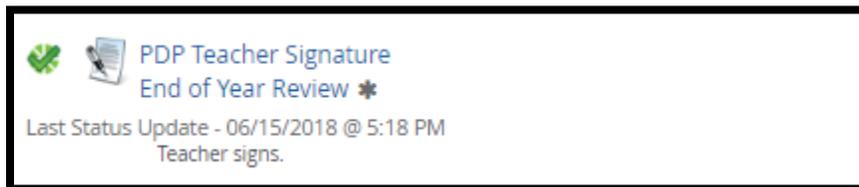

3. Add Comments

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.