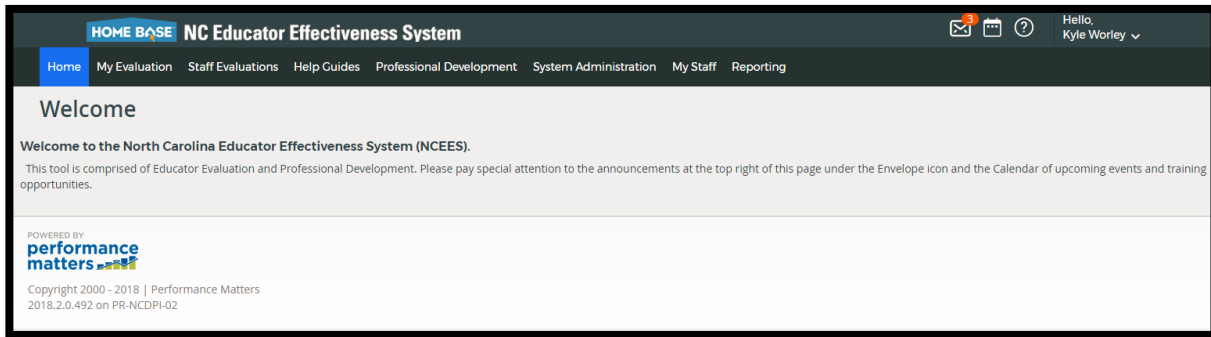## PROFESSIONAL DEVELOPMENT PLAN- INITIAL

Primary Audience: Teacher

Purpose of Document: This guide outlines the steps for the Teacher completing the Initial PDP. Activities in *green* are teacher steps/ activities in *red* are mentor/evaluator steps.
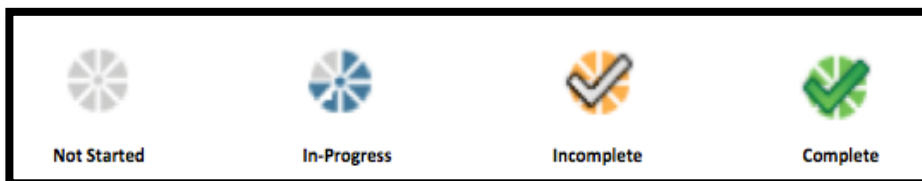
1. Click on the **My Evaluation** tab.

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

Self-Assessment needs to be completed and locked before the **PDP Initial Review** will open. For instructions on how to complete the Self-Assessment go to the **Self-Assessment Tip Sheet.**

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

Activity 2: PDP Details

1. Click on **PDP details**

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

3. Fill in the following information:

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

5. Click **New** Teacher's Strategies.

6. Fill in each section for Goal #1. Click on section to add information.

7. Click **Save & Exit**

Sample of Goal #1

8. Repeat steps 5, 6 and 7 for Goal #2.
9. Once you have reviewed your Initial PDP with your Mentor, Click **Mark Complete**
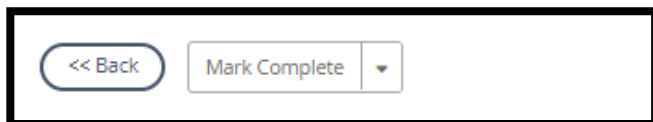
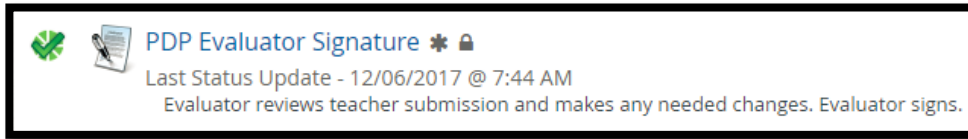

10. PDP Details will have a green check and *Activity 2* will be completed
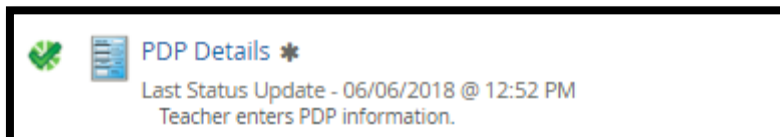
Activity 3: PDP Evaluator Signature

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.

> ✅ 📝 PDP Evaluator Signature ✳ 🔒
> Last Status Update - 12/06/2017 @ 7:44 AM
> Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.

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.

> ✅ 📝 PDP Mentor Signature 🔒
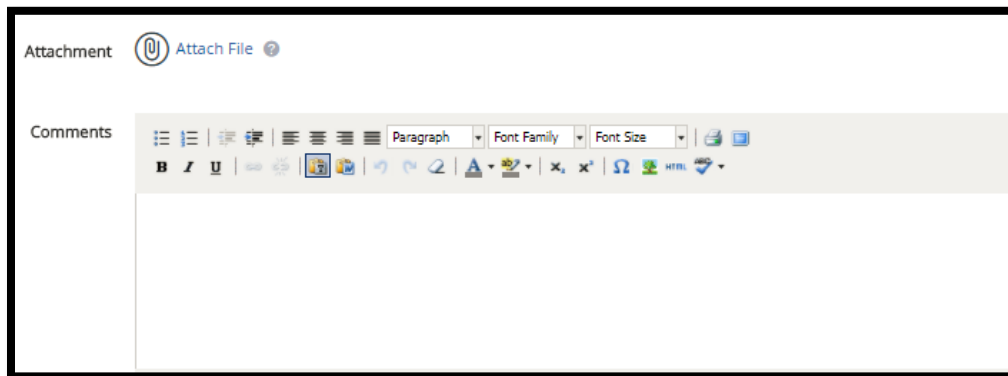> Last Status Update - 12/05/2017 @ 9:01 PM
> Mentor signs.

Activity 5: PDP Teacher Signature

1. Click **PDP Teacher Signature**

> 📝 PDP Teacher Signature ✳
> Teacher signs.

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

> New   Teacher's Comments

3. Add Comments

> Attachment 📎 Attach File ❓
>
> Comments

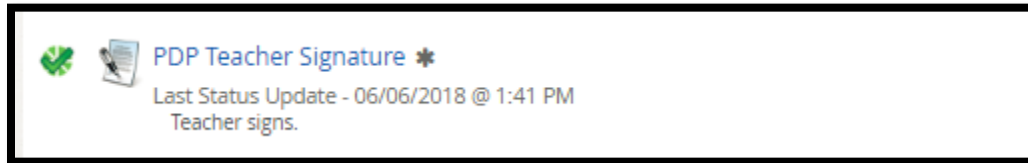4. Click **Save & Exit**

> Save   Save & Exit   Cancel

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

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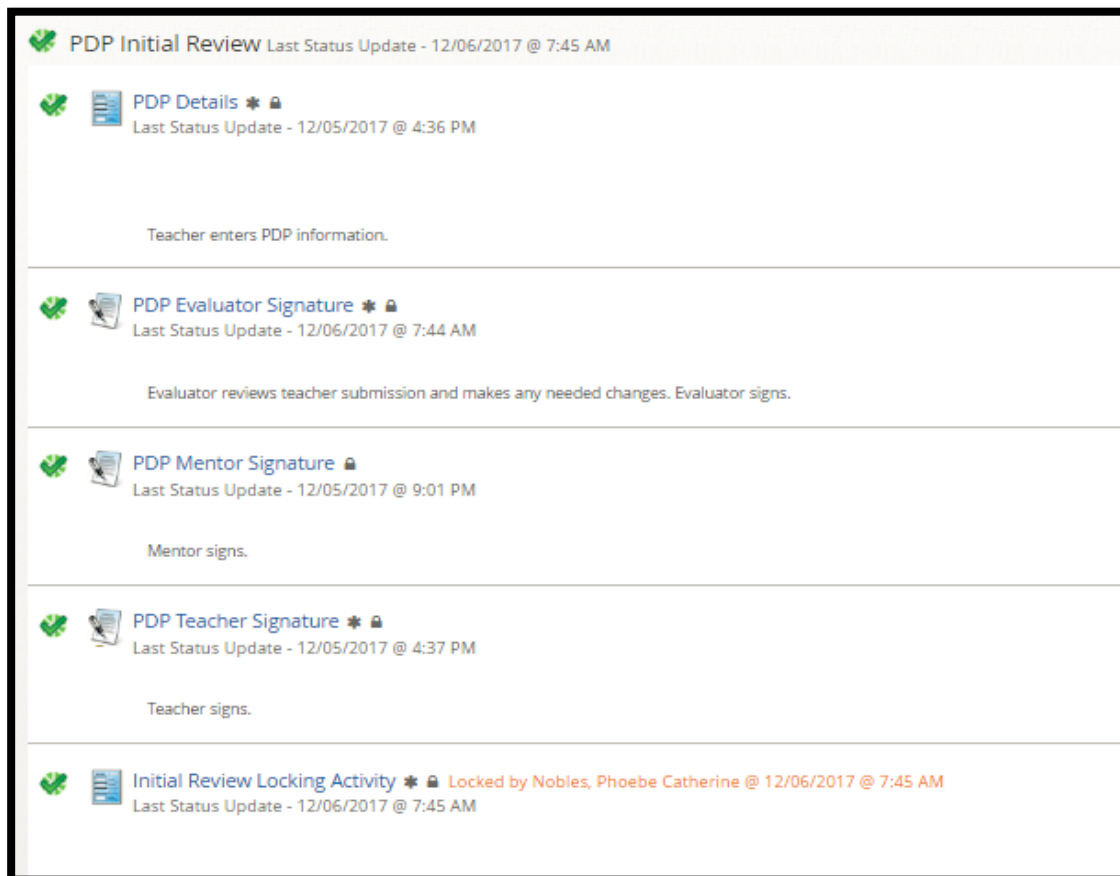
6. The **PDP Teacher Signature** will have a green check

Activity 6: Initial Review Locking Activity

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