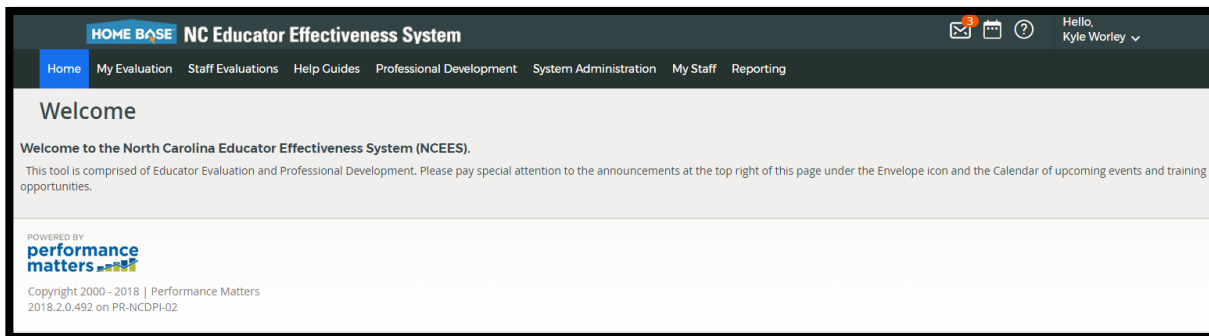


Primary Audience: Teacher

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.

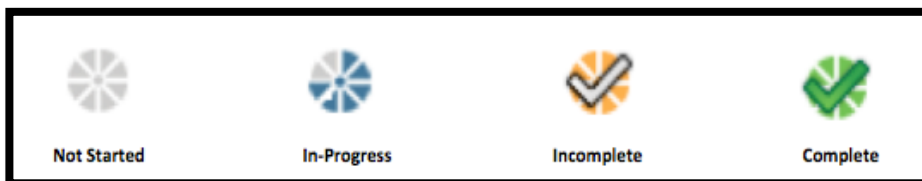
1. Click on the **My Evaluation** tab.



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:

A screenshot of a software interface showing the 'PDP Initial Review' process. It consists of four sequential steps, each with an icon and a description:

- PDP Details ***: Teacher enters PDP information.
- PDP Evaluator Signature ***: Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.
- PDP Mentor Signature**: Mentor signs.
- PDP Teacher Signature ***: Teacher signs.

Activity 2: PDP Details

1. Click on **PDP details**

A screenshot of the 'PDP Initial Review' menu. The 'PDP Details *' option is highlighted, with the description 'Teacher enters PDP information.' below it.

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

A screenshot of a button labeled 'New' next to the text 'Professional Development Plan(Required)'. The 'New' button is highlighted with a blue border.

3. Fill in the following information:

A screenshot of a form for creating a Professional Development Plan. The fields are as follows:

- Name: TrainingDistrict1-AMSchool18, Teacher1
- PDP Type: Individual
- * Position / Subject Area (Teacher):
- Year: Licensure Cycle Year 1
- Classification: Comprehensive, Other
- School: TrainingDistrict1-DistrictAM: TrainingDistrict1-AMSchool18
- Mentor Name:
- Academic Year: 2017-2018
- Position / Subject Area (Mentor):

Below the form fields, there are two sections for standards:

- NC Professional Teaching Standards**: NC Teaching Standards
 - 1. Teachers Demonstrate Leadership
 - 2. Teachers Establish a Respectful Environment for a Diverse Population of Students
 - 3. Teachers Know the Content They Teach
 - 4. Teachers Facilitate Learning for Their Students
 - 5. Teachers Reflect on Their Practice
- NC Professional Support Staff Standards**: Professional Support Staff Standards

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.

* Goal	* Activities/Actions	* Expected Outcomes/Evidence of Completion	* Resources Needed	* Timeline
<div style="border: 1px solid black; height: 80px;"></div>	<div style="border: 1px solid black; height: 80px;"></div>	<div style="border: 1px solid black; height: 80px;"></div>	<div style="border: 1px solid black; height: 80px;"></div>	<div style="border: 1px solid black; height: 80px;"></div>

7. Click **Save & Exit**

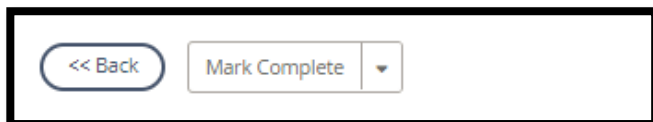


Sample of Goal #1

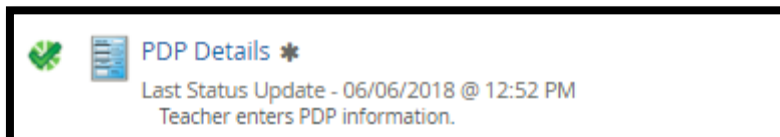
* Goal	*Activities/Actions	*Expected Outcomes/Evidence of Completion	*Resources Needed	*Timeline
Goals are determined by Self Assessment and feedback from first observation during the first year of services. In subsequent years Summary Evaluation may also be used to determine goals for the following year.	Identify activities/actions (strategies) you will use to meet your goal. Each activity should begin with an action word. This may be a bulleted list. The activity tells you how the teacher will accomplish the goal. Create 3-5 activities/actions for each goal.	Expected outcomes- Align with the goal. Write what you expect you or your students to be able to do or gain. Keep the end results in mind. Evidence of Completion- Documents that demonstrate completion of meeting the goal.	Identify Resources needed for each goal/activity.	Identify a target date for each activity/strategy.

8. Repeat steps 5, 6 and 7 for Goal #2.

9. Once you have reviewed your Initial PDP with your Mentor, Click **Mark Complete**

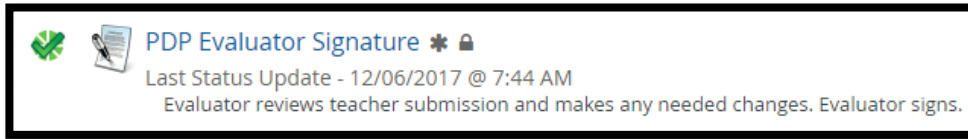


10. PDP Details will have a green check and **Activity 2** will be completed



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.



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

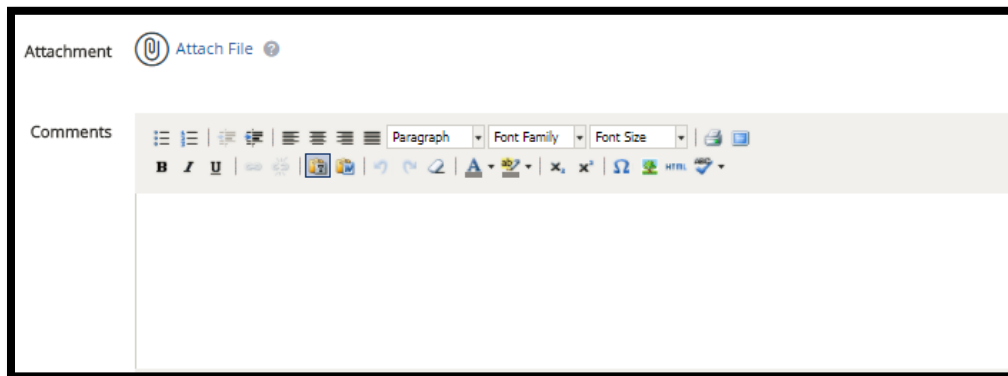
1. Click **PDP Teacher Signature**



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



3. Add Comments



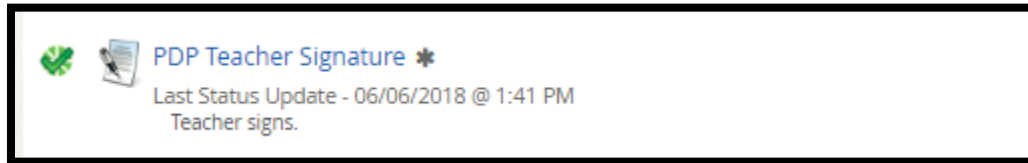
4. Click **Save & Exit**



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



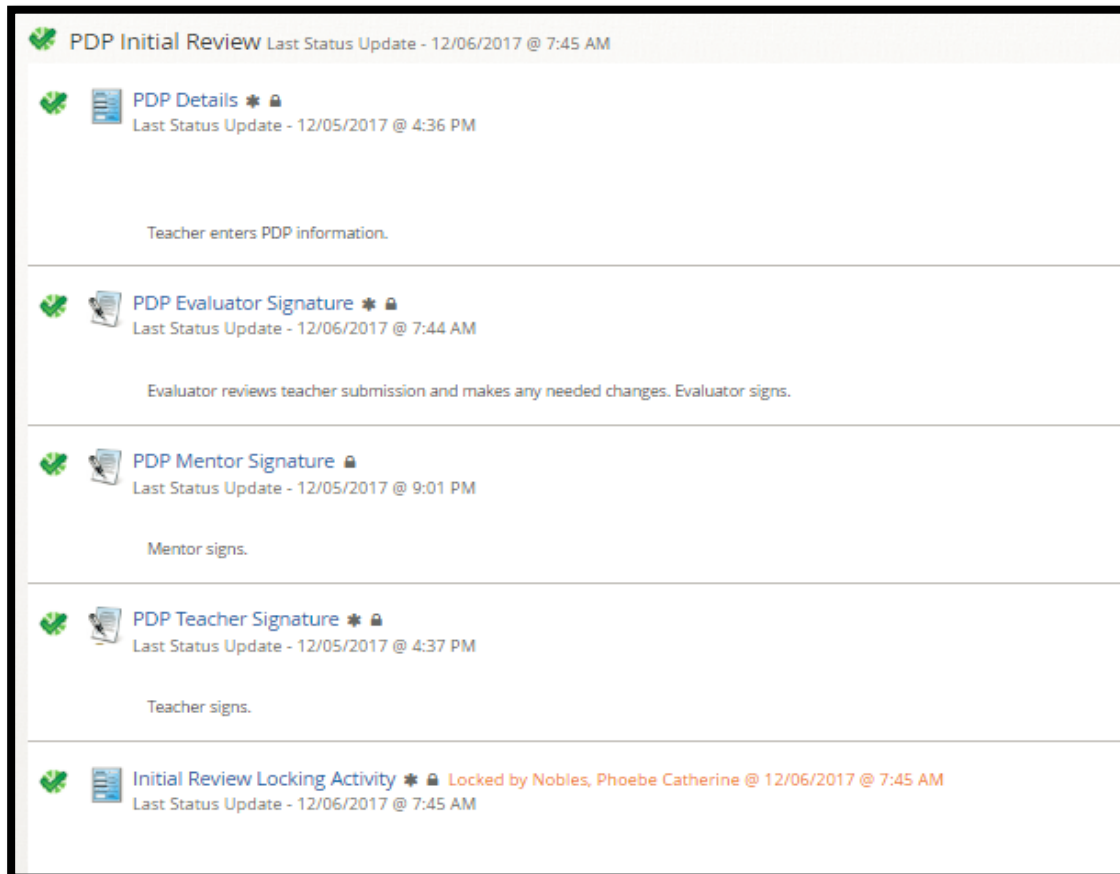
6. The **PDP Teacher Signature** will have a green check



A screenshot of a single activity card. On the left, there is a green checkmark icon and a document icon with a pen. To the right of these icons, the text reads "PDP Teacher Signature" followed by a star icon. Below this, it says "Last Status Update - 06/06/2018 @ 1:41 PM" and "Teacher signs."

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.



A screenshot of a "PDP Initial Review" container. At the top, it says "PDP Initial Review Last Status Update - 12/06/2017 @ 7:45 AM". Below this are five sub-activities, each with a green checkmark icon and a document icon:

- PDP Details** * 🔒
Last Status Update - 12/05/2017 @ 4:36 PM
Teacher enters PDP information.
- PDP Evaluator Signature** * 🔒
Last Status Update - 12/06/2017 @ 7:44 AM
Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.
- PDP Mentor Signature** 🔒
Last Status Update - 12/05/2017 @ 9:01 PM
Mentor signs.
- PDP Teacher Signature** * 🔒
Last Status Update - 12/05/2017 @ 4:37 PM
Teacher signs.
- Initial Review Locking Activity** * 🔒 Locked by Nobles, Phoebe Catherine @ 12/06/2017 @ 7:45 AM
Last Status Update - 12/06/2017 @ 7:45 AM