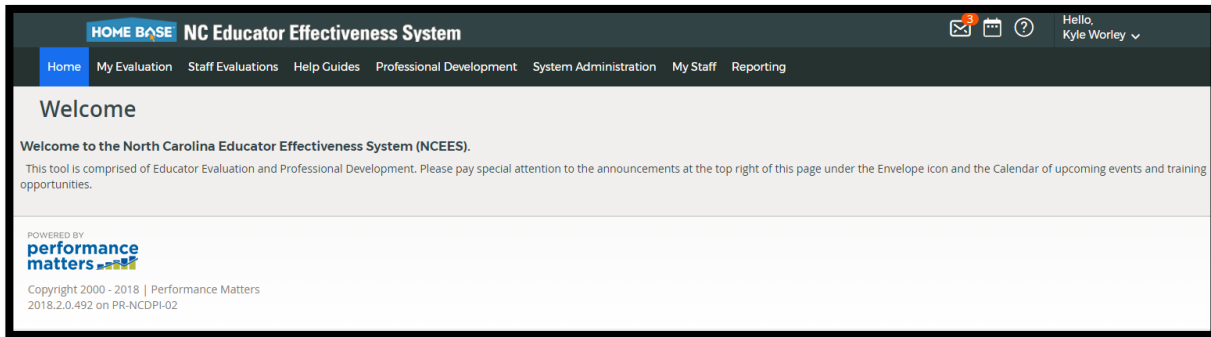


Primary Audience: Teacher

Purpose of Document: This guide outlines the steps for the Teacher completing the Mid-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**.

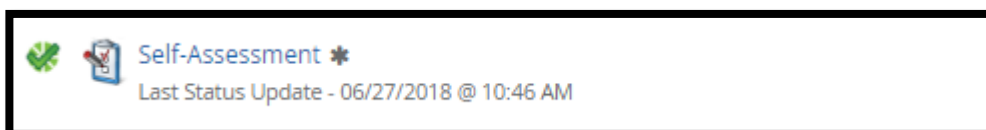


The following status icons can be found throughout the evaluation plan in the system. Keep these in mind when completing the activities within the containers.



Activity 1: Self-Assessment

The Self-Assessment will be completed



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

PDP Mid Year Review

- PDP Details Mid Year Review ***
Teacher completes mid-year information.
- PDP Evaluator Signature Mid Year Review ***
Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.
- PDP Mentor Signature Mid Year Review**
Mentor signs.
- PDP Teacher Signature Mid Year Review ***
Teacher signs.

Activity 2: PDP Mid-Year Review

1. Click on **PDP Details Mid-Year Review**

PDP Mid Year Review

- PDP Details Mid Year Review ***
Teacher completes mid-year information.

2. Click on **New PDP- Mid-Year Review**

New PDP - Mid-Year Review (Required)

3. Click on **text box- Add comments related to each goal and list Artifacts.**
4. Check **Yes** or **No** for student growth has been reviewed.

* Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced

Goal 1- What activities have you done for goal 1

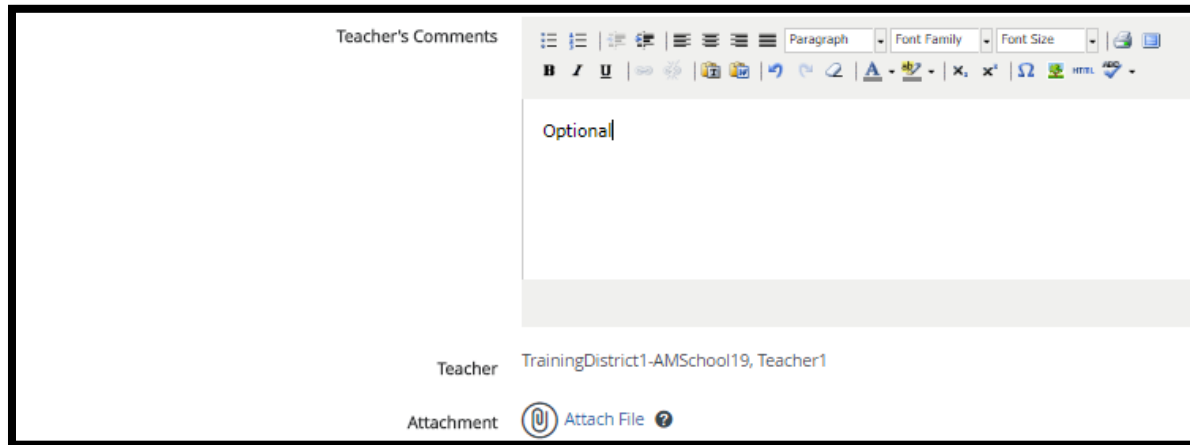
- List artifacts

Goal 2- What activities have you done for goal 2

- List artifacts

Student Growth has been reviewed. Yes

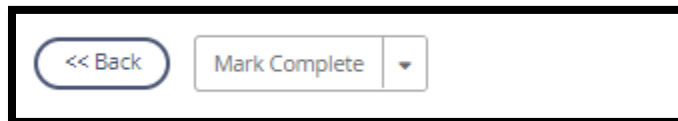
Teacher Comments is optional; Talk with your evaluator regarding attaching artifacts.



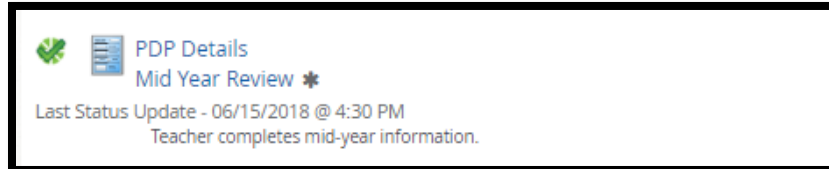
5. When completed Click **Save & Exit**.



6. Click **Mark Complete**

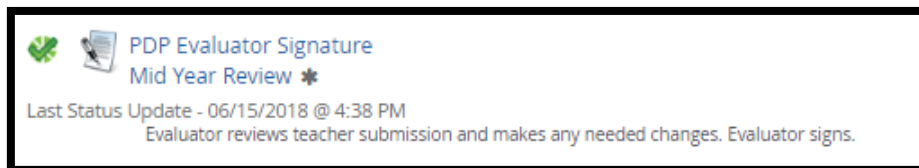


7. PDP Details **Mid-Year Review** will have a green check and **Activity 2** will be completed



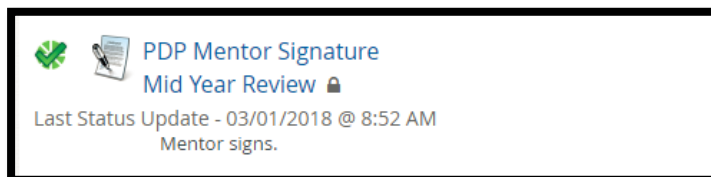
Activity 3: PDP Evaluator Signature

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

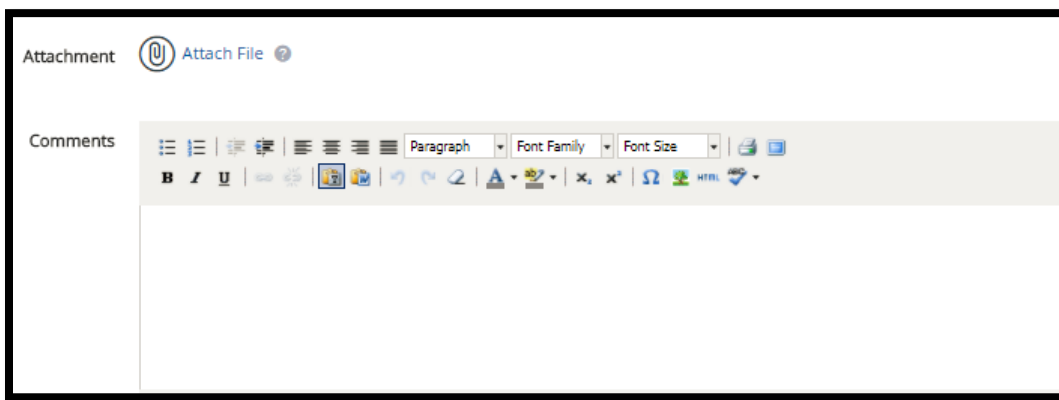
1. Click **PDP Teacher Signature**



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



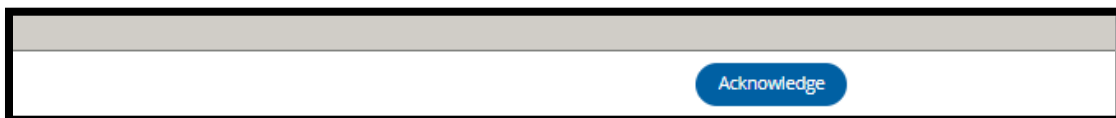
3. Add Comments



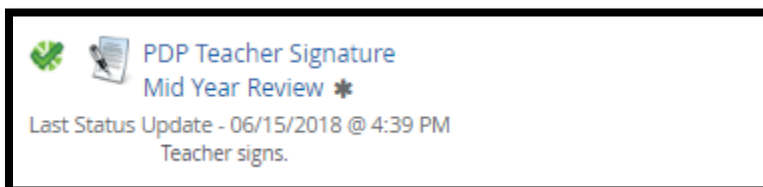
4. Click **Save & Exit**



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



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



Activity 6: Mid-Year Review Locking Activity

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

The screenshot displays a vertical list of activity items, each with a green checkmark icon on the left. The items are as follows:

- PDP Mid Year Review** Last Status Update - 03/01/2018 @ 9:46 AM
- PDP Details** Mid Year Review * 🔒 Last Status Update - 02/28/2018 @ 4:11 PM
Teacher completes mid-year information.
- PDP Evaluator Signature** Mid Year Review * 🔒 Last Status Update - 03/01/2018 @ 8:47 AM
Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.
- PDP Mentor Signature** Mid Year Review 🔒 Last Status Update - 03/01/2018 @ 8:52 AM
Mentor signs.
- PDP Teacher Signature** Mid Year Review * 🔒 Last Status Update - 02/27/2018 @ 2:48 PM
Teacher signs.
- Mid Year Review Locking Activity** * 🔒 Locked by Nobles, Phoebe Catherine @ 03/01/2018 @ 9:46 AM
Last Status Update - 03/01/2018 @ 9:46 AM