GOAL SETTING

TEACHER TASK
Create your goals, action steps, and fill out all required fields.
Submit your Goal Plan for approval.

TEACHER TASK
Log in as teacher to revise goal.
Re-submit your Goal Plan for approval.

OBSERVATION PRE-CONFERENCE (TEACHER)

TEACHER TASK
Log in as the teacher and fill out the Observation Pre-Conference Form (Teacher). Save and finalize.

OBSERVATION POST-CONFERENCE/SIGNOFF

TEACHER TASK
Log in as the teacher and fill out the Observation Post-Conference form. Save and finalize.

Log in as the teacher and fill out the Observation Signoff form.
Save and finalize.

MID-YEAR SELF-ASSESMENT & REVIEW: (TEACHER)
TEACHER TASK
Log in as the teacher and fill out the Mid-Year Self-Assessment and Review (Teacher) form.
Save and finalize.

END-OF-YEAR SUMMATIVE SELF-ASSESSMENT: (TEACHER)

TEACHER TASK
Log in as the teacher and fill out the End-of-Year Teacher Self- Assessment form.
Save and finalize.

TEACHER TASK
Create your goals, action steps, and fill out all required fields.
Submit your Goal Plan for approval.

1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **login** button
4. Using the blue navigation menu, roll the mouse over **Teacher Processes** and click **My Goal Plans**
5. Click on **Goal Plan Name**
6. Click **Create New Goal** button
7. From the **Create Goal** page select your **Goal Type** from the drop down menu
8. *From the **Content Area** drop down menu choose the content area you teach*
   *(****NOTE**** Once the content area is selected, it will load automatically when other Goal Types are created)*
9. *Fill out the appropriate fields for the goal*
10. *Click the **Save Goal** button- This will bring you to the <u>View Goal</u> page*

THE FOLLOWING ARE OPTIONAL FEATURES AVAILABLE FOR GOALS

CREATE NEW ACTION STEP
**For text entry only, follow these steps:**
1. Type action step information in the <u>Create New Action Step</u> field
2. Click the **Save Action Step** button.

To upload files as Action Steps:
1. In the <u>Create New Action Step</u> toolbar click on the **Document Manager** icon
2. In the <u>Document Manager</u> toolbar, click the **Upload** button
3. In the <u>Upload Screen</u>, click the **Select** button to search the computer for the   file you want to upload
4. Select the file and click the **Open** button
5. In the <u>Upload Screen</u>, click the **Upload** button
6. From the <u>Document Manager Screen</u>, select the file name and click the **Insert** button
7. Click the **Save Action Step** button
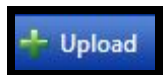
CREATE ACTION EVIDENCE
To create (Text Only) evidence for Action Steps:
1. Click the blue **Create Action Evidence** link
2. **Select** the date
3. Fill out the evidence field
4. Click the **Save Evidence for Action Step** button
   *(****NOTE**** If you decided you don't want to save the evidence for the action step, click the cancel button or the Back to View Goal link in the top right hand corner of the screen)*

To attach file(s) as Evidence to the Action Step:

1. Click the blue **Create Action Evidence** link
2. In the <u>Evidence</u> toolbar click on the **Document Manager** icon
3. In the <u>Document Manager</u> toolbar, click the **Upload** button
4. In the <u>Upload Screen</u>, click the **Select** button to search the computer for the file you want to upload
5. Select the file and click the **Open** button
6. In the <u>Upload Screen</u>, click the **Upload** button
7. From the <u>Document Manager Screen</u>, select the file name and click the **Insert** button
8. Click the **Save Evidence for Action Step** button

COMPONENT (GOAL) REFLECTION

To Create (Text Only) Reflection:

1. Type your reflection in the <u>Create New Reflection</u> field
2. From the Reflection Type drop down select **Mid-Year** or **End of Year**
3. Click the **Save Reflection** button
   *(**Note** If you don't want an email to be sent to your administrator uncheck the send email button.)*

To attach file(s) to a Reflection:

1. In the toolbar click on the **Document Manager** icon
2. In the <u>Document Manager</u> toolbar, click the **Upload button**
3. In the <u>Upload Screen</u>, click the **Select** button to search the computer for the file you want to upload
4. Select the file and click the **Open** button
5. In the <u>Upload Screen</u>, click the **Upload** button
6. From the <u>Document Manager Screen</u>, select the file name and click the **Insert** button
7. Click the **Save Reflection** button

ATTACH EVIDENCE

1. To attach files as evidence to your goal, click on the **Select** button
2. Search the computer for the file you want to upload. **Select** your file and click the **Open** button
3. Add a Document title and description
4. Click the **Upload Document** button

ASSIGN STANDARDS TO GOAL

1. Click the **Assign Standards to Goal** button. Select a State, Document Type, Subject Are, and Select Range.
2. Click the **Search Standards** button
3. Click the View **Standards/Strands** link
4. Select the box to the left of the standard(s) you want to align with your goal.
5. Click the **Align Standards/Strands to Goal** button

OPTIONAL COMMENTS

You can add a comment about the goal to share with your evaluator by writing in the comment box and clicking the **Submit Comment** button.

ADD OTHER GOALS AND SUBMIT

1. Repeat the above steps to continue to create the rest of your goals.
2. Once all your goals are done, click the **View My Goal Plan** link in the top right hand corner.
3. From the View My Goal Plan screen, click the **Submit This Plan for Approval** button

If your administrator asked you to revise a goal follow these steps:

1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **Login** button
4. Using the blue navigation menu, roll the mouse over **Online Teacher Processes/My Goal Plans**
5. Click on the **Goal Plan** name. All Approved goals will be in green and all goals that need revisions it will be red.
6. To view the goal you want to revise click the blue **View Goal** link
7. At the top or bottom of the page click the **Update Goal Information** button
8. Make the appropriate changes to your goal
9. Click the **Save Goal** button
10. Click the **Resubmit Goal for Approval** button at the top of the page

1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **Login** button
4. Using the blue navigation menu, roll the mouse over **Online Teacher Processes/My Process Details**
5. Under Action Required click on the blue **Fill Out Form** link
6. Fill out the form
7. Click the **Save & Finalize** button

1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **Login** button

4. Using the blue navigation menu, roll the mouse over **Online Teacher Processes/My Process Details**
5. Under action required click on the blue **Fill Out Form** link
6. Fill out the form
7. Click the **Save & Finalize** button

TEACHER TASK
Log in as the teacher and fill out the Observation Signoff form.
Save and finalize.

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1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **Login** button
4. Using the blue navigation menu, roll the mouse over **Online Teacher Processes/My Process Details**
5. Under action required click on the blue **Fill Out Form** link
6. Fill out the form
7. Click the **Save & Finalize** button

TEACHER TASK
Log in as the teacher and fill out the Mid-Year Self-Assessment and Review (Teacher) form.
Save and finalize.

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1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **Login** button
4. Using the blue navigation menu, roll the mouse over **Online Teacher Processes/My Process Details**
5. Under action required click on the blue **Fill Out Form** link
6. Fill out the form
7. Click the **Save & Finalize** button

TEACHER TASK
Log in as the teacher and fill out the End-of-Year Teacher Self- Assessment form.
Save and finalize.

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1. Go to https://www.protraxx.com
2. Type in your username/password
3. Click the **Login** button
4. Using the blue navigation menu, roll the mouse over **Online Teacher Processes/My Process Details**
5. Under action required click on the blue **Fill Out Form** link
6. Fill out the form
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