

Acknowledge Mid or Final Year Review



1

Navigate to Frontline - Professional Growth
<https://www.mylearningplan.com/oasys/ProcessView>

2

Click "Professional Growth"

Select an Application

Absence Management

Frontline Central

Professional Growth

Recruiting & Hiring

3 On the Navigation menu, click "Learning Plan"

The screenshot shows the Professional Development interface for the District School Board Of Collier County. The left sidebar contains a NAVIGATION menu with the following items: Insights, My Info, Learning Plan (highlighted with an orange circle), Activity Catalogs, and Forms. The main content area displays three sections: News and Info (with links to 'Getting Started in EEM for Evaluators' and 'Getting Started in EEM for Educators/Staff'), My Requests (a table with columns for Actions, Activity Title, and Start Date, showing no records), and My Evaluation (a section for scheduled components and action required). The My Evaluation section shows a status of 'awaiting acknowledgment' and a submitted date of 01/14/2025 02:58 PM EST. An action link 'Acknowledge CCAEOCAP/Confidential Assessment - CCAEOCAP/Confidential Assessment' is visible.

4 Under the "My Evaluation" section, click on "Acknowledge CCAEOCAP/Confidential Assessment - CCAEOCAP/Confidential Assessment"

The screenshot shows the My Evaluation section of the Professional Development interface. The left sidebar contains the Activity Catalogs and Forms menu items. The main content area displays the My Evaluation section, which includes a table for Scheduled Components (showing None) and a table for Action Required (showing None). The Action Required section shows a status of 'awaiting acknowledgment' and a submitted date of 01/14/2025 02:58 PM EST. An action link 'Acknowledge CCAEOCAP/Confidential Assessment - CCAEOCAP/Confidential Assessment' is visible. A blue callout box highlights the 'Acknowledge CCAEOCAP/Confidential Assessment - CCAEOCAP/Confidential Assessment (Probationary)' button in the In Progress section.

5 Review the "User Information" section.

Development District School Board Of Collier County

CCAEOCAP/Confidential Assessment

User Information	
Name: [REDACTED]	Title: [REDACTED]
Building: [REDACTED]	Department: [REDACTED]
Grade: None	Evaluation Type: CCAEOCAP Probationary
Assigned Administrator: Scott, Darlyn	Evaluation Cycle: 08/15/2024 - 06/30/2025
Submitted By: Scott, Darlyn	Date Submitted: 01/14/2025 2:58 pm EST
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

Assessment Date:

Indicators of Effectiveness in Performing Responsibilities:
Exceeds Expectations - Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility collaboratively, has strong technical and interpersonal skills or has achieved significant improvement in these areas.
Meets Expectations - Meets all relevant performance standards. Does not exceed desired results or objectives. May be inexperienced/still learning the scope of the job.
Needs Improvement - Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.
Does Not Meet Expectations - Consistently falls short of performance standards.

NOTE: Criteria marked "IN" or "I" require additional information.

6 Review the sections of the review, and any notes.

Development District School Board Of Collier County

CCAEOCAP/Confidential Assessment

User Information	
Name: [REDACTED]	Title: [REDACTED]
Building: [REDACTED]	Department: [REDACTED]
Grade: None	Evaluation Type: CCAEOCAP Probationary
Assigned Administrator: Scott, Darlyn	Evaluation Cycle: 08/15/2024 - 06/30/2025
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7

To provide comments, click the "Comments" button at the bottom of the form.

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stakeholders is entitled to have
Keeps stakeholders informed
vites suggestions or feedback.
; all stakeholders with courtesy
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mendations:

Acknowledgement

read this form and have had the opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic
signature. My signature does not signify my agreement or disagreement.

Print

Acknowledge

Comment

Add comment to the form.

8

Click "Acknowledge" once complete to notify your supervisor that the process is complete.

including impact or own decisions on
students, colleagues and others.

Support and Focus

Recognizes that all educational
institutions have stakeholders
(students, teachers, parents or
guardians of students, groups that
fund activities, etc.) and that each of
these stakeholders is entitled to have
a say. Keeps stakeholders informed
and invites suggestions or feedback.
Treats all stakeholders with courtesy
and respect. Makes good-faith
efforts to meet expectations.

Commendations:

Recommendations:

Acknowledgement

I have read this form and have had the opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic
signature. My signature does not signify my agreement or disagreement.

Print

Acknowledge

Comment