



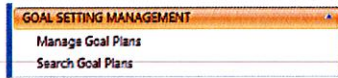
Following are the steps to approve teacher goals in ProTraxx:

Goal Approval Steps in ProTraxx:

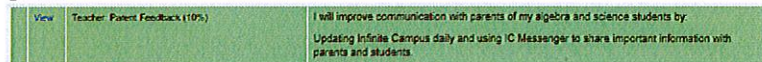
1. Log in to ProTraxx and select the “EzHR” Link on the top menu:



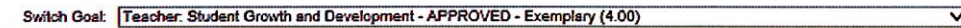
2. In the new window, on the left-hand side, open up the “Goal Setting Management” section, then select “Manage Goal Plans.” This will bring you to a screen that will provide a list of teacher’s goals needing approval or scoring.



3. Select a teacher goal to be approved.
4. The initial screen will illustrate the teacher’s entire goal plan. Select a “View” on the left side of an individual goal.



5. Once into a specific goal, scroll down to the bottom to approve, revise, or reset goal status.

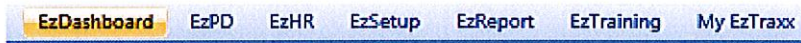


- a. If a goal is to be revised, a text box will appear to allow the supervisor to enter in comments.
 - b. For teacher goals, both IAGDs need to be approved.
6. Under the choices to approve/revise/reset goal, use the drop-down to switch to another goal.
 7. After all goals have been approved, select “Back to Goal Plan”
 8. Once all goals are approved by the supervising administrator, select “Set Goal Plan to Approved”

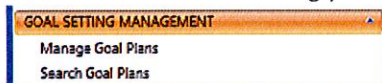
Following are the steps to score teacher goals in ProTraxx:

Goal Scoring Steps in ProTraxx:

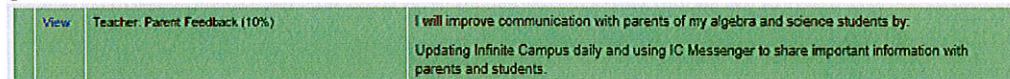
1. Log in to ProTraxx and select the “EzHR” Link on the top menu:



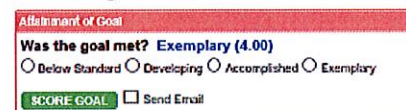
2. In the new window, on the left-hand side, open up the “Goal Setting Management” section, then select “Manage Goal Plans.” This will bring you to a screen that will provide a list of teacher’s goals needing approval or scored.



3. Select a teacher goal to be scored.
4. The initial screen will illustrate the teacher’s entire goal plan. Select a “View” on the left side of an individual goal.



5. Scroll to the bottom to score the goal. Select the appropriate score, then select “Score Goal.” Make sure for teacher goals that both IAGDs are scored.



6. Once the specific goal is scored, go to the “Switch Goal” dropdown to change to a different goal.



7. After all goals have been scored, scroll to the bottom and select “Back to Goal Plan”
8. Once all goals are approved by the supervising administrator, select “Set Goal Plan to Completed.”