



Following are the steps to enter your plan into ProTraxx:

Goal Setting Steps in ProTraxx:

1. Log in to ProTraxx and select the "My EzTraxx" Link.
  2. In the new window, select "Teacher Processes" and then "My Goal Plans."
  3. In the 'Active Goal Plans' window you should see your current school year's plan.
  4. Select your name and in the next window you will begin the process of creating goals which include:
    - a. Administrator: Leadership (40%)
    - b. Administrator: Stakeholder (10%)
    - c. Administrator: Student Learning (45%)
    - d. Administrator: Teacher Effectiveness (5%)
- Select Goal Type:

NONE SELECTED

  - \*\*\*Administrator: Leadership Practice (40%)
  - \*\*\*Administrator: Stakeholder Feedback (10%)
  - \*\*\*Administrator: Student Learning (45%)
  - \*\*\*Administrator: Teacher Effectiveness (5%)
5. Beginning with your first goal area – Administrator: Leadership (40%) – **at least two**.
    - a. Select "Create New Goal."
    - b. Access the leadership standards to determine which appropriate goal you are interested in focusing on (see: <http://www.sde.ct.gov/sde/lib/sde/pdf/educatorstandards/ccl-csls.pdf>).
    - c. Select the appropriate grade level and draft your leadership goal in the text box provided.
    - d. Select "Save Goal," then provide the identified action steps you plan to attain this leadership goal.
    - e. Scroll to the bottom and select "Create New Goal" to begin adding your second goal.
  6. Second Goal Area – Administrator: Stakeholder Feedback (10%) – **one goal**.
    - a. Follow the same steps referenced above in #4 to create your "Stakeholder Feedback Goal."
    - b. Once done, be sure to select "Create New Goal" to begin adding your "SLO Goal."
  7. Third Goal Area – Administrator: Student Learning (45%) – **three goals**.
    - a. For the "SLO Goal," also known as the "Student Growth and Development Goal," complete the information in the requested boxes for the basis of your goal choice. When finished, select "Save Goal."
    - b. On the next page, enter in the appropriate action steps to attain drafted goal.
    - c. Make sure to select "Create New Goal" to repeat this THREE times to create a total of three SLO goals.
    - d. When finished creating the third SLO goal, select again "Create New Goal."
  8. Fourth Goal Area – Administrator: Teacher Effectiveness (5%) – **one goal**.
    - a. Select the "Teacher Effectiveness (5%)" for your final goal.
    - b. Add the relevant information into the text box and select "Save Goal."
    - c. The next page will bring you to another page where you will need to draft the appropriate action steps to attain your goal.
    - d. Once finished with the fourth goal area, scroll to the bottom and select "View my Goal Plan."
  9. When all of your goals are complete, please review them and make any necessary changes. When you are satisfied that the goals are ready for review by your supervising administrator(s), select "Submit this Plan for Review."
  10. The administrator(s) responsible for reviewing your goals will provide any feedback necessary regarding revisions to your goal plan.

Each of the four goals and plan submission should take place no later than **November \_\_\_\_\_, 2017**.