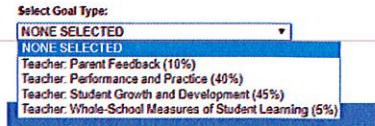




Following are the steps to enter your plan into ProTraxx:

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. Teacher: Parent Feedback (10%)
 - b. Teacher: Performance and Practice (40%)
 - c. Teacher: Student Growth and Development (45%)
 - d. Teacher: Whole-School Measures of Student Learning (5%)
5. Beginning with your first goal area – Parent Feedback (one goal):
 - a. Select “Create New Goal.”
 - b. Follow the prompts down to selecting a “*Teacher: Parent Feedback (10%)*” for your building.
 - c. Once you choose the dropdown, make sure and indicate your “Content Area” dropdown.
 - d. Draft your goal and appropriate method of measuring your goal. Click on “Save Goal,” and you will be taken to a new window.
 - e. Enter in the action steps that you plan to use to attain your goal.
 - f. Scroll to the bottom and select “Create New Goal” to begin adding your second goal.
6. Second goal area – Performance and Practice (at least one goal):
 - a. Select the “*Teacher: Performance and Practice (40%)*” for your second goal. Add the relevant information into the text box and select “Save Goal.”
 - b. All focus areas should have a clear link to student achievement and should move towards proficient or exemplary on the Marzano Art and Science of Teaching Framework.
 - c. You will be taken to another window in which you will assign action steps to your Performance and Practice goal(s).
 - d. Repeat this section as if you plan to create another Performance and Practice goal.
 - e. Scroll to the bottom and select “Create New Goal.”
7. Third goal area – Student Learning Goal (at least one SLO with two IAGDs required):
 - a. For the “SLO Goal,” also known as the “*Teacher: Student Growth and Development (45%)*,” complete the information in the requested boxes for the basis of your goal choice.
 - b. When finished, select “Save Goal and Create IAGD.”
 - c. In the next window select whether your IAGD is “standardized” or “not standardized.” Fill in the relevant information in the two text boxes. Once done, select “Save and Create Another IAGD Indicator.” When your second IAGD is complete, select “Save IAGD.”
 - d. You will be taken to another window in which assign action steps and standards to your IAGD/SLOs.
 - e. At the bottom, select “Create New Goal” to go to develop your fourth and final goal.
8. Fourth goal area – Whole School Measure Goal (one goal)
 - a. Follow the same steps referenced above in #5 to create your “*Teacher: Whole School Measure of Student Learning (5%)*.”
 - b. Upon completion of the 4th goal, select “View My Goal Plan,” which will take you back to the launch page.
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 the administrators, 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.