Working with School Goal and PLPs (PGPs)

Before teachers can set up their Professional Learning Plans (PLP) or Professional Growth Plans (PGP) and choose their individual areas of focus, principals must choose the school-level areas of focus or Goal. Then you'll check to see which teachers have submitted their choices and either approve them or request a discussion.

NOTE: Schoolnet uses the label Professional Growth Plan (PGP) however Idaho refers to these plans as Professional Learning Plans (PLP)

Choosing a School Goal

As a principal, choose an area of focus for your school by following these steps:

1. Roll your cursor over **Educator Development** on the navigation bar and under Tools & Reports, click **Professional Growth Plans,** under School Goal section select **Choose a School Goal**

School Goal

Choose a School Goal

NOTE For administrators and leadership at multiple schools first click the school name.

2. From menu select a **Goal/Area of Focus** then select **Save**

Choose a School Goal ✕

○ Planning And Preparation
○ The Classroom Environment
○ Instruction
○ Professional Responsibilities
⦿ Student Growth

Cancel   Save

Selecting a school goal will flag the selected skill as a goal for all teachers in a school. All teachers will be able to track their progress for that skill on their Professional Learning/Growth Plan pages, and materials throughout the site that are aligned to the skills will be flagged.

3. Ask teachers to create their Professional Learning/Growth Plans and can choose personal goals

    Depending on what level of detail your observations are aligned to, teachers may also have to select a portion of the school focus that you chose.

Accessing Professional Learning/Growth Plan Status

To see which teachers have submitted their selections, follow these steps:

1. Roll your cursor over the Educator Development header and click **Professional Growth Plans**

2. See the current status for each teacher, along with data for the whole school

3. Click a column header to sort by column

Approving a Teacher's PLP/PGP

Once you know who has submitted areas of focus, look at individual teachers and either approve the area of focus or request a conversation.

To respond to a teacher's selection, follow these steps:

1. On the **Professional Growth Plans** page, scroll down to a teacher who is requesting that his or her area of focus be approved

2. Click on teacher's name, highlighted in blue if submitted a PLP/PGP, read the chosen **PLP/PGP**

3. Change the status of teachers' PLPs/PGPs by clicking **Approve** or **Request Revisions**

4. To approve the PLP/PGP, click **Approve**

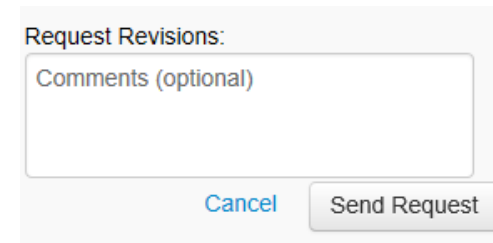A message appears asking you to confirm that you are approving the area of focus

5. Click **OK**

Text appears briefly in yellow confirming that the PLP/PGP is approved and that a notification has been sent to the teacher. The status on that teacher's line changes to Approved.

Request Revisions

You can request revisions before approving a teacher's PLP/PGP

1. To request revisions to the PLP/PGP click **request revisions** give a reason (optional) and select **Send Request**

2. The teacher is then able to edit and resubmit their PLP/PGP