

Teachers: Student Growth Goal Setting Quick Reference Card

CIITS: Setting Student Growth Goals

One of the multiple sources of evidence in Educator Development, setting Student Growth Goals enables educators to set goals and get feedback from their leadership in the form of comments, scores, and artifacts.

In order to help evaluate educator effectiveness, Student Growth Goals are created by educators to demonstrate how they feel about their impact on student learning.

Creating Student Growth Goals

1. Roll your cursor over Educator Development on the navigation bar and click **Student Growth Goal**
2. Click the **Create New** button to begin creating your Student Growth Goal
3. Enter text for each section of the Student Growth Goal setting process in support of the goal identified

Context

Describe the context, including student population.

Enter your objective here

4. Optional: You can use the **Notepad** to script the necessary information for your student growth goal. You can add notes, comments and specific information necessary for each of the sections related to the Student Growth Goal setting process.
5. Click on the . Type the relevant comments for any area of the student growth goal setting process.

6. When you have finished adding all of the data and information in the Notepad, click the **Add Comment** button. You can then highlight any portion of your saved comments (sentences or paragraphs) and click the **Link to Standards** button.
7. Click on the corresponding check box to align the highlighted text to the specific area in which the comment is to appear. When you click **Save**, it will then automatically place the selected text into the comment box for that component

Link to standards

Select standard(s) to associate with the Notepad comment and click Save. This will display in the Objectives areas of this form and can be cleared by navigating to the standard in the form and clearing the comment text.

☐ **Student Growth Goal Setting Process**

☐ Describe the context, including student population.

☐ What student needs have been identified? What are the related content area essential/enduring skills, concepts and/or processes?

☐ What sources of evidence/measures will you use to establish baseline data and measure student growth?

☐ What is the course-long interval of instruction (i.e. trimester, semester, one school year, etc.)?

☐ What is/are the target/targets for expected growth for all students? Keep in mind the growth goal should challenge students to exceed typical expectations. (For example, "During this school year all of my students will improve by one performance level ?.")

☐ What is the professional growth? What percentage of students will reach or

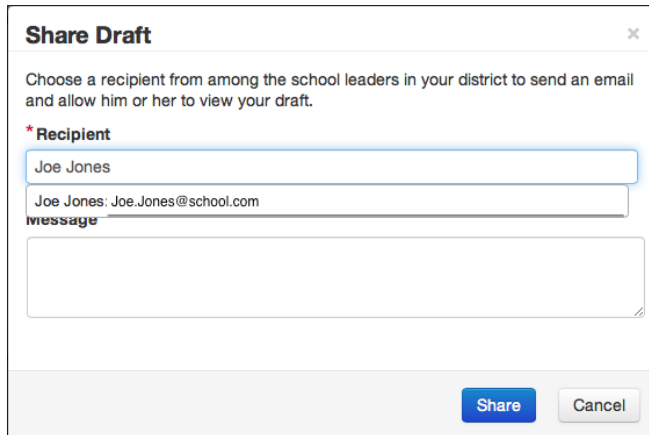
Save

Cancel

Repeat this for each of the areas you wish to align to corresponding components within the process.

8. Optional: Use the **Artifacts** link to upload supporting files such as videos, images, and documents. Just click  the button and select the location of your file to upload
9. Click **Save** (the system will also auto-save approximately every 60 seconds)
10. Click the **Share** button 

11. Type the name of the Leadership person within your district who should review your Student Growth Goal; Click their email address in the drop-down list that will appear as you type and click the **Share** button



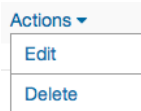
The image shows a 'Share Draft' dialog box. At the top, it says 'Share Draft' with a close button. Below that, it says 'Choose a recipient from among the school leaders in your district to send an email and allow him or her to view your draft.' There is a section labeled '* Recipient' with a text input field containing 'Joe Jones'. Below the input field is a dropdown menu showing 'Joe Jones: Joe.Jones@school.com'. Below the dropdown is a large text area labeled 'message'. At the bottom right, there are two buttons: 'Share' and 'Cancel'.

12. The Leadership person you shared your goal with will now be able to review your Student Growth Goal and provide any feedback (if necessary) before approving them

Revise your Student Growth Goal

If your Leadership requests revisions to your Student Growth goal prior to approval:

1. Roll your cursor over Educator Development on the navigation bar and click **Student Growth Goal**
2. Click the **Action** button next to your In Progress goal, then click **Edit**



The image shows a dropdown menu with the title 'Actions' and a downward arrow. Below the title are two options: 'Edit' and 'Delete'.

3. When you have made your revisions, you will need to **Share** the Student Growth Goal with your Leadership again