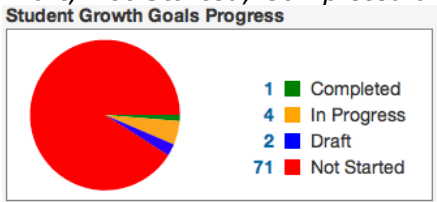


Principals: Approving Student Growth Goals Quick Reference Card

CIITS: Approving Student Growth Goals

Approving Student Growth Goals

1. Roll your cursor over Educator Development on the navigation bar and click **Student Growth Goals**
2. A pie chart will display to quickly show the number of educators whose student growth goals are: *In Progress, Draft, Not Started, Completed and Approved*



3. A list of educators at your institution appears below that pie chart and displays the educator’s name, the status of their student growth goal, and the date it was last modified. Once a user has shared their student growth goal with you, click the **Actions** button next to their name and click **Review**

Holly Hart	Draft	07/17/2014	Actions ▾ Review
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4. The educator’s goal statements will appear below each component heading along with a date and timestamp. Type any feedback you would like to share with the educator in the feedback textbox below each of the components

Type your feedback here

5. Click [Artifacts >](#) to view any files the educator may have uploaded as supporting evidence of their student growth goal
6. Once you have reviewed the student growth goal and entered your feedback, click the **Share** button to send a notification to the educator that you have shared a response
7. The educator should then make the necessary changes to their student growth goal and share the updated draft with you (instructions are in the Teacher Student Growth Goal QRC)
8. A notification will appear in the notification indicator at the top of your screen **1** Welcome, Joe!
9. Click the notification indicator to view the notification then click the **Click here to view** link to view the updated student growth goal (*NOTE: You can also view the updated goal by repeating steps 1-3 in this QRC*)

Student Growth Goals draft has been shared by Holly Hart conducted on 7/11/2014.
[Click here to view](#)
 Today at 11:51 AM

10. The process of sharing feedback can continue as many times as necessary. When there is no further feedback, the goal can be approved by clicking the **Approve** button found at the top and bottom of the screen

Scoring Student Growth Goals

1. When it is time to score the student growth goal, repeat steps 1-3 of this QRC to access the scoring function for the goal
2. Click the appropriate scoring tile at the bottom of the goal screen to indicate your rating. Click 1 to indicate Low growth; 2 to indicate Expected growth and 3 to indicate High growth

Overall Score

1	2	3	N/A
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3. Enter your final comment in the **Overall Comment** box below the scoring tiles

Overall Comment

4. Click the **Submit Final** button to save the score and send a notification to the educator

Submit Final