



Westport Professional Development Education Plan

October 2016

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 2016-2017 plan.
4. Select your name and in the next window you will begin the process of creating four goals which include:
 - a. Whole School Learning Goal
 - b. Community Feedback Goal
 - c. Student Learning Objective Goal
 - d. Professional Learning Focus Goal
5. Beginning with your first goal, select "Create New Goal." Follow the prompts down to selecting a "Whole School Learning Goal" for your building. Click on "Save Goal," and you will be taken to a new window. **There is no need to fill in any of the boxes which include actions steps, reflections, assigning standards, etc.** Scroll to the bottom and select "Create New Goal" to begin adding your second goal.
6. Follow the same steps referenced above in #5 to create your "Community Feedback Goal." Once done, be sure to select "Create New Goal" to begin adding your "SLO Goal."
7. 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 (four boxes). When finished, select "Save Goal and Create IAGD."
8. 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." You will be taken to another window in which **you will once again not be required to fill in any of the boxes that show action steps, reflections, assigning standards, etc.** At the bottom, select "Create New Goal" to go to develop your fourth and final goal.
9. Select the "Professional Learning Focus" for your final goal. Add the relevant information into the text box and select "Save Goal." **You will be brought to a new window in which no boxes or steps need to be completed (action steps, reflections, assigning standards, etc.).** Scroll to the bottom and select "View my Goal Plan."
10. 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."
11. The administrator(s) responsible for reviewing your goals will provide any feedback necessary regarding revisions to your goal plan. Most likely, the only place one would make significant revisions would be in either the SLO Goal or the Professional Learning Focus Goal.

Each of the four goals and plan submission should take place no later than **November 1, 2016.**