

# Professional Pathways for Teachers (PPfT) Appraisal Plan

Audience: Teachers

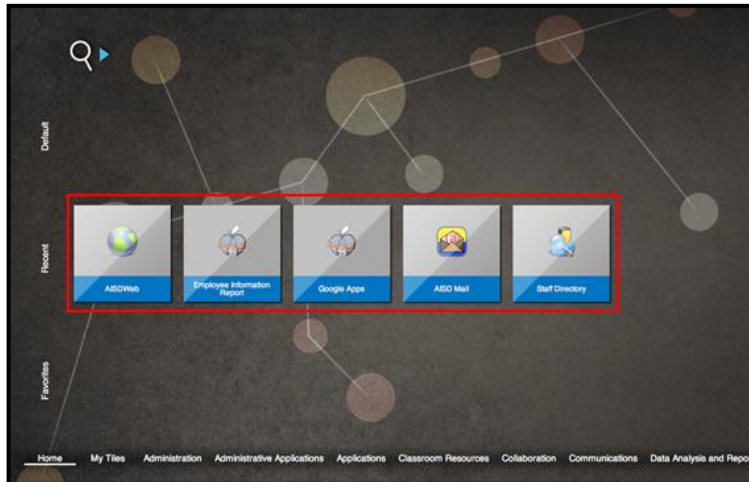


This document provides a step-by-step walkthrough of the Professional Pathways for Teachers Plan in HCP from the Teacher perspective.

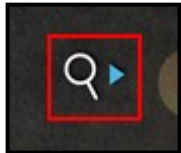
## Accessing the Appraisal Plan

### Accessing Appraisal Plans

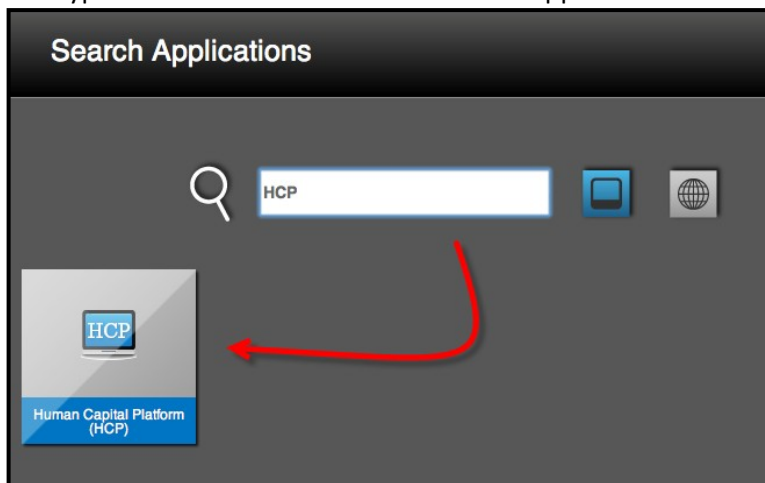
- Log onto the AISD cloud at my.austinisd.org.
- Once in the cloud, look for the HCP tile on the first page. If it appears, click on it.



- If the tile does not appear, click on the search icon.



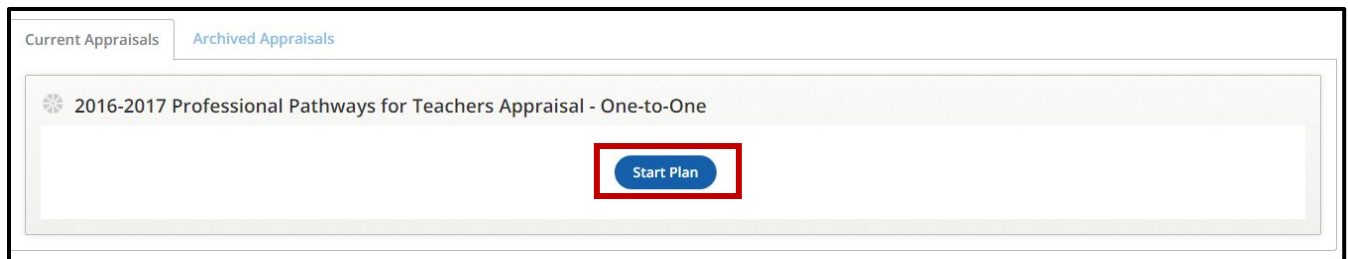
- Type **HCP** and click the **HCP Tile** when it appears.



- Click on **My Appraisals** tab.



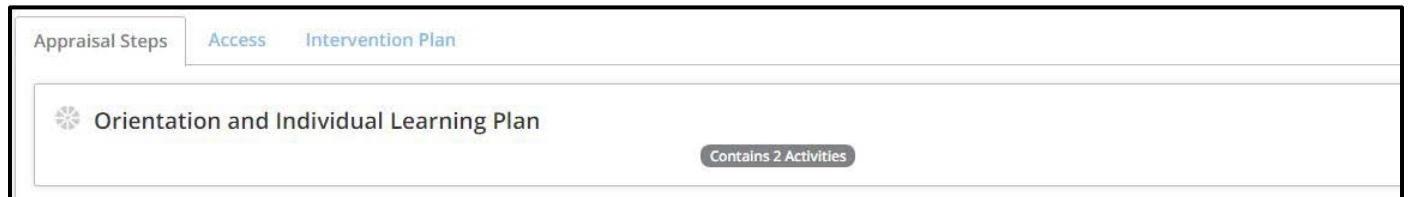
- Click **Start Plan**.



## Orientation and Individual Learning Plan

### Teacher Orientation

- Click anywhere on the **Orientation and Individual Learning Plan** container to open the activities.



- Click the **Teacher Orientation** link.



- Click the **Edit** button.



- Check the **checkbox** next to Teacher Orientation indicating that you have received the Professional Pathways for Teachers **Appraisal training**.
- Click **Save & Exit**.

If you need to be registered for the online orientation, please contact Claudia Vela at claudia.vela@austinisd.org.

\* Teacher Orientation ☒ have received the Professional Pathways for Teachers Appraisal training.

\* Required Fields

Sign Off Status

POWERED BY  
performance

Save Save & Exit Cancel

- In the **Signoff Status** section, click **Sign**.

Sign Off Status

Sign

- Click **Confirm** to acknowledge that you have 21 days to complete your Individual Learning Plan.

Confirm

By clicking OK, you acknowledge you have 21 days from the time the PPFT training was posted online to complete your Individual Learning Plan.

Confirm Cancel

## Beginning of Year Individual Learning Plan

- Click the **Individual Learning Plan** link to access this activity.

Appraisal Steps Access Intervention Plan

Orientation and Individual Learning Plan Last Status Update - 06/20/2017 @ 4:07 PM

Teacher Orientation \*  
Last Status Update - 06/20/2017 @ 4:21 PM  
If you need to be registered for the online orientation, please contact Claudia Vela at claudia.vela@austinisd.org.

Individual Learning Plan \*

- Click **Edit** to open the Individual Learning Plan



- Complete the form by selecting areas of strength and growth. Enter text to explain your selection. List your goals and plans for the year. Required fields are marked by an asterisk.
- Click **Save & Exit**.

A screenshot of a web form for an Individual Learning Plan. It contains two sections, each with a dropdown menu for "Area of strength from rubric" and a text area to "Explain why this is a strength". The "Save & Exit" button at the bottom is highlighted with a red border.

- A summary of your self-reflection will display. Click **Edit** to make changes or **Delete** if you would like to delete and start again.
- When you are finished, click **Sign**.
- This will return you to the activity view of the appraisal.

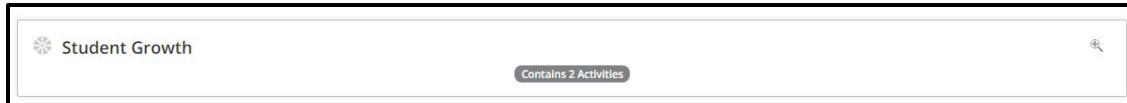
A horizontal bar with a grey header labeled "Sign Off Status". Below the header is a white area containing a blue "Sign" button, which is highlighted with a red border.

- A **green checkmark** next to the activity title indicates that you have completed this activity. (A white checkmark indicates this step is still in progress.)
- Click the **printer icon** to print an activity.

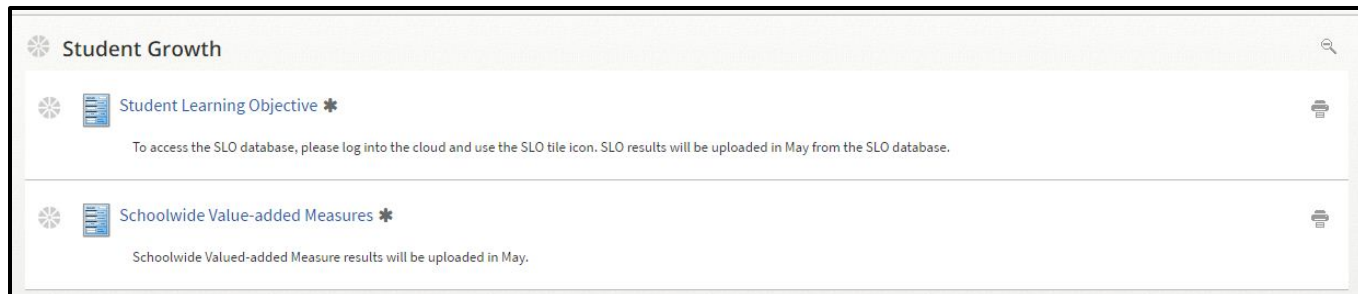
A screenshot of the "Appraisal Steps" section. It shows a list of activities: "Orientation and Individual Learning Plan", "Teacher Orientation", and "Individual Learning Plan". Each item has a green checkmark icon, a title, a last status update timestamp, and a printer icon. The "Teacher Orientation" item includes a note about registration.

## Student Growth

- Click anywhere in the **Student Growth** container to view these activities.



- Click on either activity in the **Student Growth** section to see the imported data (*note: These activities will be blank until the import is complete.*)
- Click **Back** to return to the activity view of the appraisal.



*Note: Once you've accessed each activity, a green checkmark will display.*

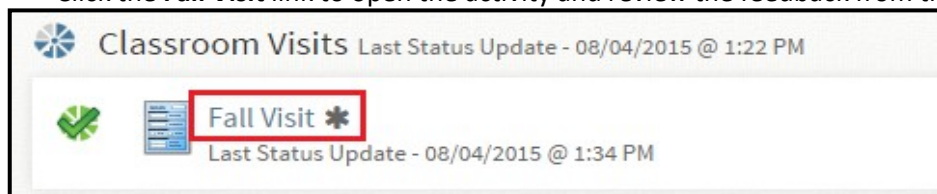
## Classroom Visits

- Click anywhere on the **Classroom Visits** container to expand the activities.



### Fall Visit

- Your Appraiser completes the **Fall Visit** activity. When it has been completed a **green checkmark** will display next to the title.
- Click the **Fall Visit** link to open the activity and review the feedback from the appraiser.



- Review the notes from the observation. Click **Back** to return to the plan.

Repeat these steps for all other classroom visits.

## Announced Observations

- Click anywhere on in the **Fall Announced Observations** container to expand the activities.

- Your appraiser starts the **Fall Pre-Conference #1 (Optional)** by entering notes and the date of the pre-conference. Click to open and review.

- Click **Back** to return to the activity view of the appraisal.
- After the appraiser has completed and shared the observation, the post conference will take place. Once the appraiser has finalized the activity, a **green check mark** will display. Click on the **Fall Observation #1** activity link to review.

- Review the summary screen. Click **View All Feedback** to review evidence provided in the observation.
- Click **Back** to return to the plan.

<< Back

View All Feedback

Print Plan

2017-2018 Professional Pathways for Teachers Appraisal  
**Fall Observation #1**  
(September 29 - December 8, 2017)  
for Teacher1, Test

Menu	By	Created Date	Score	Activity
	<input checked="" type="checkbox"/> test principal1	05/31/2017 at 3:53 PM	3.0	Fall Observation #1 (September 29 - December 8, 2017)
Overall Score: 3				

Instructional Practice	1	2	3	4
Category Score:3				
Student Engagement			A	
Assessment and Feedback			A	
Differentiation			A	
Problem Solving and Critical Thinking			A	
Classroom Expectations				A
Routines and Procedures				A

## Post-Conference #1 Administrator Comments

- Click on the **Post-Conference #1 Administrator Comments** activity.

Post Conference #1 Administrator Comments \*  
Last Status Update - 08/04/2015 @ 3:08 PM

- Review the comments from the administrator. Click **Print Forms** to print, or click **Back** to return to the plan.

<< Back

Print Forms

2017-2018 Professional Pathways for Teachers Appraisal-Post Conference #1 Administrator Comments for Teacher1, Test

**Post Conference #1**

Administrator Comments      TEST

\*Date of Post-Conference      06/21/2017

\* Required

## Teacher Reviews Fall Observation #1

- Click the **Teacher Reviews Fall Observation #1** activity link.

Teacher Reviews Fall Observation #1 \*

- Click **Edit**.

<< Back    Print Forms ▼

Teacher Reviews Fall Observation #1 for Teacher1, Test

Teacher Reviews Fall Observation

**Edit**    Delete

\*Acknowledgement    - Not Set -

Comments

\* Required

- Check the **checkbox** next to Acknowledgement to indicate that you reviewed the observation.
- Enter **Comments** (optional)
- Click **Save & Exit**.

\* Acknowledgement ☒ have reviewed the observation

Comments

\* Required Fields

Sign Off Status

Save    **Save & Exit**    Cancel

- Click **Sign**.

Sign Off Status

**Sign**

- Click **Confirm** to finalize and lock the submission and return to the plan.

Confirm

By clicking OK, you acknowledge you have received the information in the observation and you are finalizing/locking this submission.

Confirm    Cancel

**Repeat these steps for Spring Announced Observations.**



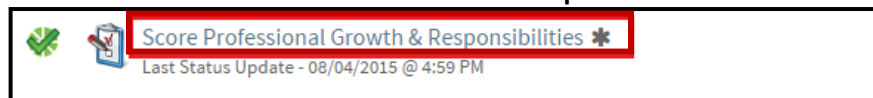
## Professional Growth and Responsibilities

- Click anywhere in the **Professional Growth and Responsibilities** container to access these activities.



### Score Professional Growth & Responsibilities

- The green checkmark indicates the appraiser has completed this activity.
- Click the **Score Professional Growth & Responsibilities** link to view this form.

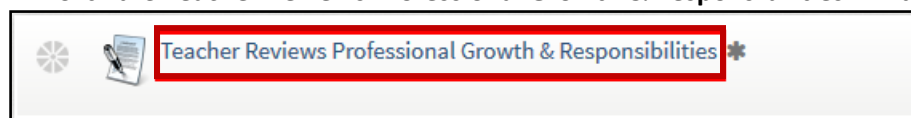


- View the form and click **Back** to return to the activity view of the appraisal.

A screenshot of the "Score Professional Growth & Responsibilities" form. At the top, there is a navigation bar with a "< Back" button, a "View All Feedback" button, and a "Print Plan" button. The main title is "2017-2018 Professional Pathways for Teachers Appraisal Score Professional Growth & Responsibilities (April 6) for Teacher1, Test". Below this is a table with columns: Menu, By, Created Date, and Score. The table shows a single row for "TrueNorth Administrator" with a score of 2.6. Below the table, there is a section for "Professional Growth and Responsibilities" with a domain score of 2.60. This section contains a list of five items: Professional Development and Reflection, Collaboration and Contributions, Lesson Planning and Data Use, Relational Communication, and Compliance. Each item has a score of 2.60 and a green checkmark icon.

### Teacher Reviews Professional Growth & Responsibilities

- Click the **Teacher Reviews Professional Growth & Responsibilities** link to access this activity.



- Click **Edit** and complete the form, noting that required fields are denoted by an asterisk.



- Check the **checkbox** next to Acknowledgement to indicate that you reviewed professional expectations.
- Click **Save & Exit** when finished.

\* Acknowledgement ☒ have reviewed the professional expectations

Comments

\* Required Fields

Sign Off Status

Save Save & Exit Cancel

- Click **Sign** to electronically sign the form.

Sign Off Status

Sign

- Click **Confirm** to finalize and lock the submission and return to the plan.

Confirm

By clicking OK, you acknowledge you have received the information in the Professional Growth and Responsibilities and you are finalizing/locking this submission.

Confirm Cancel

## Summative Reports

- Click anywhere in the **Summative Reports** container to access these activities.

Summative Reports

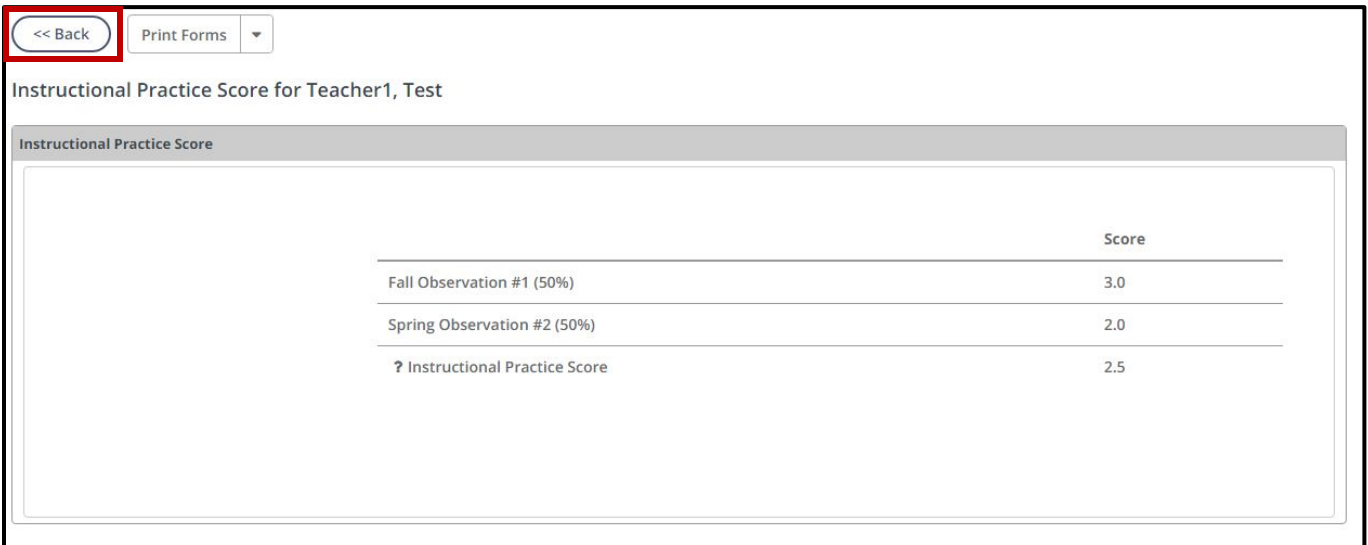
2 Activities

## Instructional Practice Score

- Click The **Instructional Practice Score** link to access this activity

Instructional Practice Score

- Review the scores and click the **Back** button to return to the containerscreen.



Instructional Practice Score for Teacher1, Test

Instructional Practice Score

	Score
Fall Observation #1 (50%)	3.0
Spring Observation #2 (50%)	2.0
↑ Instructional Practice Score	2.5

## Teacher's Summative Report

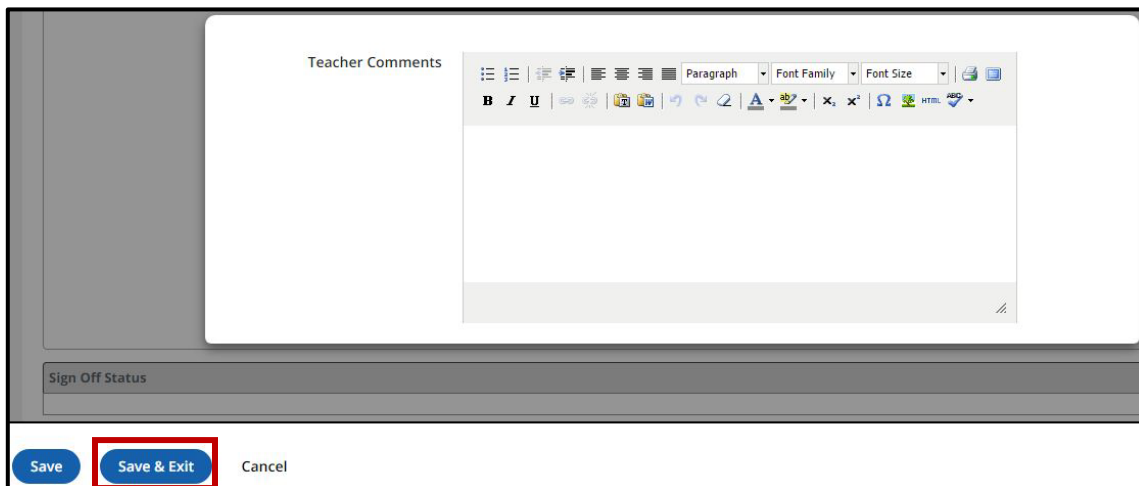
- Click the **Teacher's Summative Report** link to access this activity.



- Click **Edit** to add comments.



- Then click **Save & Exit**.



Teacher Comments

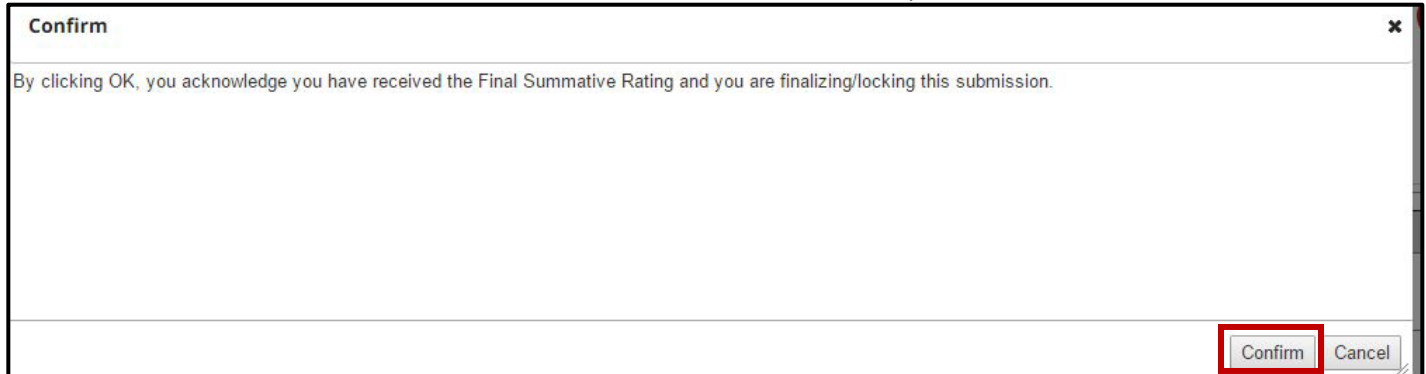
Sign Off Status

Save Save & Exit Cancel

- Click **Sign** to electronically sign the form.

A dialog box titled "Sign Off Status" with a blue "Sign" button highlighted by a red rectangle.

- Click **Confirm** to finalize and lock the submission and return to the plan.

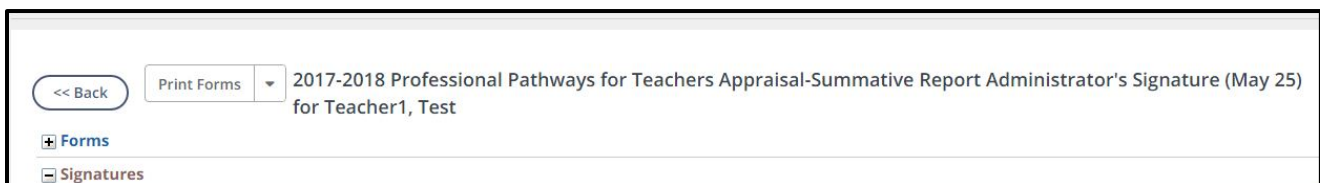
A "Confirm" dialog box with a close button (X) in the top right. The text inside reads: "By clicking OK, you acknowledge you have received the Final Summative Rating and you are finalizing/locking this submission." At the bottom right, the "Confirm" button is highlighted with a red rectangle, next to a "Cancel" button.

### Summative Report Administrator's Signature

- The green checkmark indicates the teacher has completed this activity.
- Click the **Summative Report Administrator's Signature** link to view the form.

A link area showing a green checkmark icon, a document icon, and the text "Summative Report Administrator's Signature" with a star icon, all enclosed in a red rectangle. Below the link, it says "Last Status Update - 08/05/2015 @ 12:55 PM".

- Click the + signs to view the **Forms** and **Signatures**.
- Click **Back** to return to activity view of the appraisal.

A navigation bar for the appraisal. It includes a "<< Back" button, a "Print Forms" button with a dropdown arrow, and the title "2017-2018 Professional Pathways for Teachers Appraisal-Summative Report Administrator's Signature (May 25) for Teacher1, Test". Below the title are two expandable sections: "+ Forms" and "- Signatures".

### Recommended Learning Opportunities

- Click on the **Recommended Learning Opportunities** to view any courses that have been recommended to you by your appraiser.

A link area featuring a lightbulb icon and the text "Recommended Learning Opportunities".

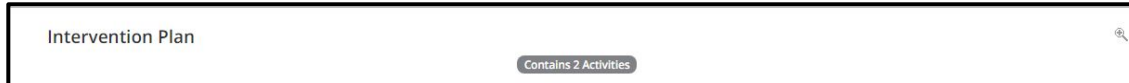
## Intervention Plan

### Teacher Acknowledgement of Intervention Plan

- To access activities related to the Improvement Plan, click the **Intervention Plan** tab at the top of the appraisal. (Note: not all teachers will have an Intervention Plan.)



- Click anywhere in the **Intervention Plan** container to access these activities.



- Click the **Intervention Plan** link to access this activity.



- Review the Intervention Plan and Click **Sign**.

A screenshot of a form titled 'Teacher Acknowledgement of Intervention Plan for Teacher1, Test'. It has a 'Sign Off Status' section at the bottom with a blue 'Sign' button highlighted by a red box. The form also includes a 'Back' button and a 'Print Forms' dropdown.

- In the pop-up window, click **Confirm** to confirm you wish to finalize and lock the form. This returns you to the activity view of the appraisal.

A screenshot of a 'Confirm' dialog box. It contains the text: 'By clicking OK, you acknowledge you have received the Intervention Plan and you are finalizing/locking this submission.' At the bottom right, there are 'Confirm' and 'Cancel' buttons, with the 'Confirm' button highlighted by a red box.

- The green checkmark indicates this step is complete.



## Teacher Acknowledgement of Intervention Plan Status

- Once the intervention period is complete, click the **Teacher Acknowledgement of Intervention Plan Status** link to access this activity.



- Scroll down to the **Teacher Acknowledgement of Intervention Plan** section and click **New**.

A horizontal header bar with a light gray background. On the left, the word "New" is enclosed in a white rounded rectangle with a thin gray border. To its right, the text "Teacher Acknowledgement of Intervention Plan Status" is displayed in a dark gray font. Below this header is a white rectangular area containing the text "None found" centered horizontally.

- Check the **checkbox** next to Acknowledgement to indicate that you received Intervention Plan Status.
- Click **Save & Exit**.

A form interface with a light gray background. At the top, there is a section titled "Instructions" with the text: "My appraiser, principal and I have discussed this intervention plan. My signature does not indicate whether I agree or disagree with this plan." Below this, there is a line item: "\* Acknowledgement" followed by a checkbox (highlighted with a red box) and the text "have received the teacher in need of assistance intervention plan status". Below the checkbox is the text "\* Required Fields". At the bottom of the form, there are three buttons: "Save", "Save & Exit" (highlighted with a red box), and "Cancel". A "Sign Off Status" label is visible on the left side of the form.

- Click **Sign** to electronically sign the form.

A horizontal bar with a light gray background. On the left, the text "Sign Off Status" is displayed. To the right, there is a blue button with the word "Sign" in white text, which is highlighted with a red box.

- In the pop-up box, click **Confirm** to confirm.
- This returns you to the activity view of your appraisal.

A dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside reads: "By clicking OK, you acknowledge you have received the information in the Intervention Plan and you are finalizing/locking this submission." At the bottom right, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".