



**Professional Development Plan and  
Escambia Educator Evaluation (PDP and E3)**

**Escambia County School District**

**TEACHER/EVALUATOR USER GUIDE**

**Updated 08/01/17**

## Start the Plan

### (Teacher)

From the PDP/Evaluation tab, start a new PDP & E3 plan by clicking on the 2016-2017 plan title button. Click to open.

(Note: TNL has now started all plans for 2017-2018. To open, click on PDP/Evaluation.)

Current Year Plan

Previous Years' Plans

Previous evaluations will be archived here if you were evaluated in TNL. Be sure to check the dates at the top of each plan.

The screenshot shows a web interface for PDP/Evaluation. At the top, there is a navigation bar with links: Home, PDP/Evaluation, PDP/Evaluation Participation, Professional Learning Opportunities, Certifications, and Teacher Resources. Below the navigation bar, the page title is "2017-2018 PDP and E3: Teacher". There are two tabs: "Evaluation Activities" and "Evaluation Access & Details". The main content area displays a list of plans:

- Professional Development Plan (PDP) for Teachers Last Status Update - 07/27/2017 @ 1:44 PM (Contains 8 Activities)
- E3: Observations Last Status Update - 07/27/2017 @ 2:05 PM (Contains 6 Activities)
- Mid-Year Rating \*
- Strategies for Improvement (Contains 3 Activities)

## Rubrics

### Instructional Specialist

TsAs, instructional coaches, curriculum coordinators, technology coordinators, and related instructional employees who do not have assigned students

### Media Specialist School Counselor

media specialists

### Therapeutic Specialist

guidance counselors, deans  
instructional speech therapists , instructional occupational specialists and school social workers

### Teachers

classroom instructional staff

When the plan is opened, plan participants will see four containers, each with a number of activities. The Mid-Year Rating is entered by your evaluator in January. The lowest rating you have will be reported to DOE. This data is for DOE only and does not affect your final rating.

\*2017-2018 PDP and E3: Teacher

Evaluation Activities [Evaluation Access & Details](#)

-  Professional Development Plan (PDP) for Teachers Last Status Update - 07/27/2017 @ 1:44 PM Contains 8 Activities
-  E3: Observations Last Status Update - 07/27/2017 @ 2:05 PM Contains 6 Activities
-  [Mid-Year Rating](#) \*
-  Strategies for Improvement Contains 3 Activities
-  E3: Review Data Last Status Update - 07/27/2017 @ 2:08 PM Contains 3 Activities

View the PDP/E3 containers on previous page. Open PDP by clicking on the title.

## Professional Development Plan (PDP) for Teachers

The screenshot displays a vertical list of steps for a Professional Development Plan (PDP) for Teachers. Each step includes a green checkmark icon, a document icon, a title, and a 'Last Status Update' timestamp. The steps are: 'Add Your Evaluator(s)', 'Add Other Plan Views', 'Self-Assessment', 'Professional Development Plan - Beginning of Year', 'Administrator Beginning of Year Signature', 'PDP - Additional Ongoing Documentation', 'Professional Development Plan - End of Year Review', and 'Administrator End of Year Signature'. A progress bar at the bottom shows the current step as 'Add Your Evaluator(s)'. A yellow bar highlights the 'Current Step' in the progress bar.

### Step 1 - Add Your Evaluator(s) (Teacher)

- Select **Add Your Evaluator** by placing the cursor over step #1 and clicking. When the new window opens, select **New User** from left side under Evaluator Members. [See below]

The screenshot shows the 'Add Your Evaluator(s)' window. The title is '\*2017-2018 PDP and E3: Teacher-Add Your Evaluator(s) for Teacher, Test1'. There is a '<< Back' button. Below is the 'Evaluator Members' section with a 'Show Step Permissions (ordered by step type)' link. A 'New User' button is highlighted. Below the button is a table with one evaluator member:

Name	Email	Added By	
1. MARY C EXUM	MEXUM@escambia.k12.fl.us	MARY C EXUM on 07/27/2017	Remove

- Enter the first and last name of the Evaluator to be added to plan and click **Search**. [See below]

The screenshot shows the 'Member User Search' dialog box. It has a title bar with a close button (x). The dialog contains two input fields: 'First Name:' and 'Last Name:'. Below the input fields are two buttons: 'Search' and 'Cancel'.

- When the system returns the name of the person to be added, **click the checkbox to the left of the person's name and then click Add Selected Users from bottom left side.** Please note: if the checkbox on the left is not selected, the person's name will not be added to the plan.
- When the new window opens, select from one of the following:
  - Click **Remove** next to the person's name to remove that person from the plan.
  - Click **Add New Member** to change the name of your evaluator, if necessary.  
**NOTE!** You may have only one evaluator linked to your plan in step #1.
  - Click the button that says **Back** [ << Back ]. Do NOT use your browser's back and forward buttons [ < > ].

### Step 2 – Add Other Plan Viewers (Teacher)

- Repeat the steps described in Step 1 to add other members to the plan. Persons added in Step 2 will have view only rights to your plan. They cannot edit your plan, only view it.

### Step 3 - Self-Assessment (Teacher)

- The next step, **"Self-Assessment,"** is required for new-to-the-district teachers and for teachers whose assignment has changed from the prior year. It is optional for other personnel.
- Click on **"Self-Assessment"** to open the step.
- When the new window opens, do the following to complete the self-assessment:

1. Click **"Start New"** to open the self-assessment.
2. Click on **"View Rubric"** to the right of each component to open the rubric to view the descriptors to assist in determining the level to choose for each component. Click **View Rubric** again to hide the descriptors.
2. Use the drop-down in the **"Please Choose"** column to indicate your rating choice for each component.
3. Add evidence notes in a text box by clicking on **"Edit"** to open the box.
4. Drag the small dash symbol at the bottom right corner of the text box to increase its size.
  - Use the scroll bar on the right to move down the page and complete the self-assessment
  - When done, scroll to the top of the page and select **"Save and Exit"**.
  - The **Finalize** and **Share** the Self-Assessment. [See colored arrows on next page]

<< Back View All Feedback \*2017-2018 PDP and E3: Teacher  
**Self-Assessment**  
 Print Plan for Teacher, Test1

Menu	By	Created Date	Status	Shared
A [Menu Icon]	Test1 Teacher	08/01/2017 at 3:15 PM	In Progress	

Start [Continue] [Share] [Finalize] [Manage Files] [Delete]

1: Plan	Unsatisfactory	Needs Improvement/Dev.	Effective	Highly Effective
1a: Demonstrating knowledge of content and pedagogy			A	
1b: Demonstrating knowledge of students			A	
1c: Setting instructional outcomes			A	
1d: Demonstrating knowledge of resources			A	
1e: Designing coherent instruction			A	
1f: Designing student assessments			A	

Manage Plan

<< Back View All Feedback \*2017-2018 PDP and E3: Teacher  
**Self-Assessment**  
 Print Plan for Teacher, Test1

Menu	By	Created Date	Status	Shared
A [Menu Icon]	Test1 Teacher	08/01/2017 at 3:15 PM	Complete	✓

Start New

1: Planning and Preparation	Unsatisfactory	Needs Improvement/Dev.	Effective	Highly Effective
1a: Demonstrating knowledge of content and pedagogy			A	
1b: Demonstrating knowledge of students			A	
1c: Setting instructional outcomes			A	

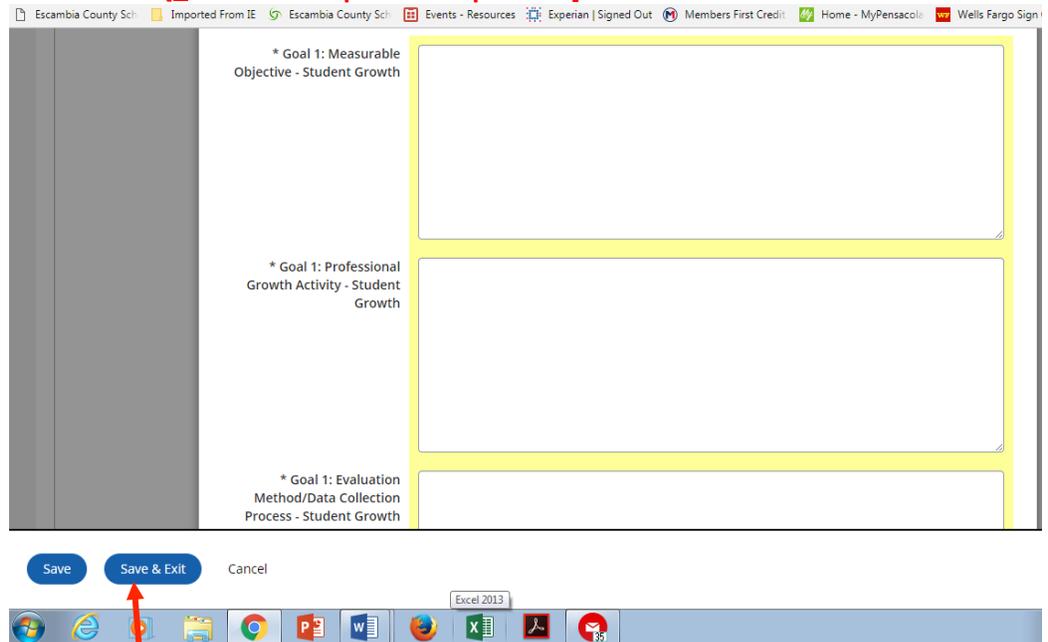
- Click on the Menu button to open the Options for working with the Self-Assessment display.
- Finalize** the self-assessment when you are through. Click "Continue" to re-open and complete.
- Share** the self-assessment. **Sharing the self-assessment with one's evaluator is optional for ALL teachers. You are not required to share!** Sharing the self-assessment makes it viewable to Evaluators and other plan members, so if you don't want the evaluator to see it, don't share it.
- Note the picture outlined in red above. The Status column has changed from "In Progress" to "Complete" and the green ball in the Shared column indicates that plan members can now view the self-assessment.
- Click "Back" to return to PDP steps. [See picture in red outline]

### Step 5 - Professional Development Plan – Beginning of Year (Teacher)

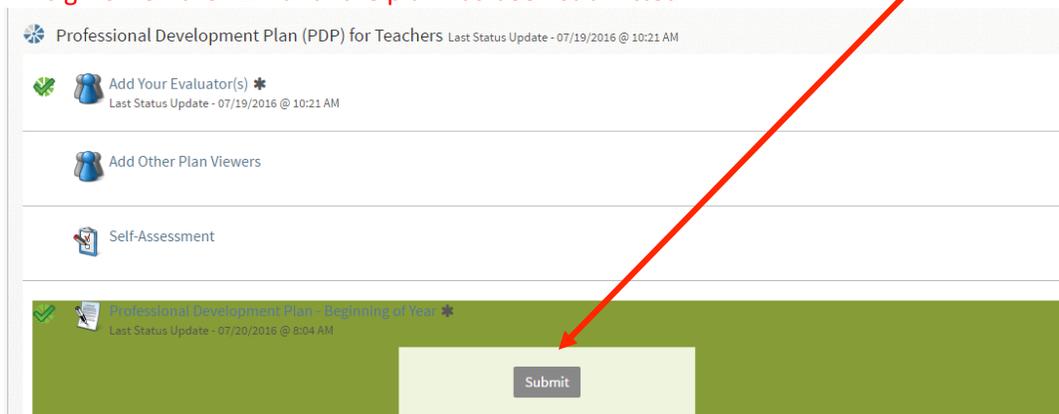
- Within the "Professional Development Plan – Beginning of Year," teachers are free to select the data source they deem appropriate for driving their own professional development plan.
- Click "New" to left of Professional Development Plan – Beginning of Year **[Red text below indicates required components] [any part that contains an \*asterick]**
  - Enter Goal 1: Measurable Objective – Student Growth
  - Enter Goal 1: Professional Growth Activity – Student Growth
  - Enter Goal 1: Evaluation Method/Data Collection Process – Student Growth
  - Goal 2: Select a Domain – Select one from the drop-down choices
  - Goal 2: select a Component – Select one component from the drop-down choices

- **Goal 2: Professional Growth Activity** – Describe activities planned for professional growth
- **Goal 2: Evaluation Method/Data Collection Process** – Describe the process and data to be collected to measure success in reaching the goal
- Optional Measurable Objective – Enter an additional, optional objective
- Optional Professional Growth Activity
- Optional Evaluation Method/Data Collection Process

**[\* indicates required components]**



- Click **Save and Exit** at the bottom of the screen. You will automatically return to the bottom of the page, and see the Accept/Reject option if you answered all required parts. Select "Accept".
- You will be returned to the steps within the PDP and the "PDP Beginning of the Year" step will be highlighted in green, with a Submit button in the middle. Click "Submit" to move your PDP to your evaluator. **The Evaluator *will not* be able to access, review and sign-off on the PDP until the plan has been submitted.**

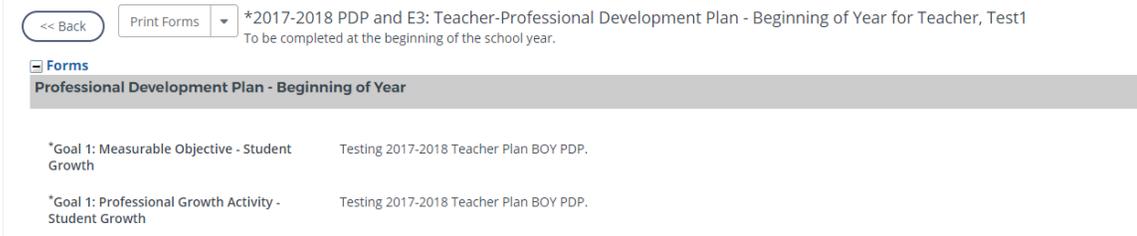


- If submitted properly, the PDP will close and you will view green check at B-O-Y step.



Professional Development Plan - Beginning of Year \*  
 Last Status Update - 07/20/2016 @ 8:04 AM  
 To be completed at the beginning of the school year.

- If your plan has been submitted correctly, you should only be able to view and print your PDP form and acceptance signature from B-O-Y step. See example below.



<< Back    Print Forms    \*2017-2018 PDP and E3: Teacher-Professional Development Plan - Beginning of Year for Teacher, Test1  
 To be completed at the beginning of the school year.

Forms

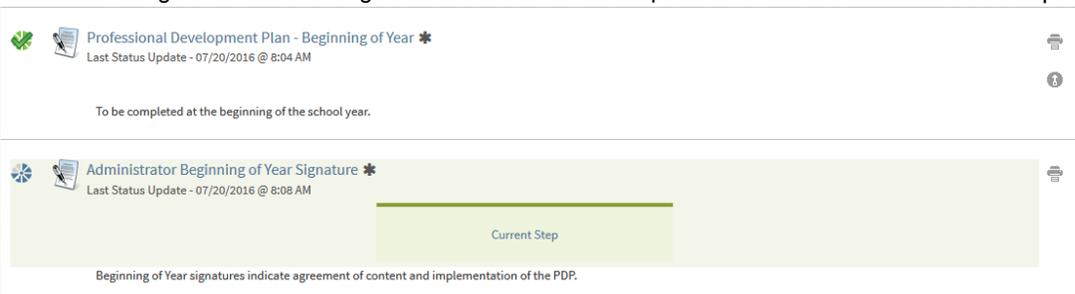
**Professional Development Plan - Beginning of Year**

\*Goal 1: Measurable Objective - Student Growth    Testing 2017-2018 Teacher Plan BOY PDP.

\*Goal 1: Professional Growth Activity - Student Growth    Testing 2017-2018 Teacher Plan BOY PDP.

### PDP Administrator Beginning of the Year Signature (Evaluator Role)

- Click **View** to see comments. Teachers can only view this step.
- Evaluator selects **Accept** to approve PDP for the Teacher or **Reject** to send the PDP back for editing.
- When your PDP has been submitted to your evaluator, you will have a green check in the left margin, and the Administrator step will show circle in progress and the statement “Beginning of Year signatures indicate agreement of content and implementation of the PDP.” See samples below.



Professional Development Plan - Beginning of Year \*  
 Last Status Update - 07/20/2016 @ 8:04 AM  
 To be completed at the beginning of the school year.

Administrator Beginning of Year Signature \*  
 Last Status Update - 07/20/2016 @ 8:08 AM  
 Current Step  
 Beginning of Year signatures indicate agreement of content and implementation of the PDP.

- When your administrator accepts your PDP, you will see a green check in the left margin.



Professional Development Plan - Beginning of Year \*  
 Last Status Update - 09/10/2015 @ 1:02 PM  
 To be completed at the beginning of the school year.

Administrator Beginning of Year Signature \*  
 Last Status Update - 09/10/2015 @ 2:21 PM  
 Beginning of Year signatures indicate agreement of content and implementation of the PDP.

### Professional Development Plan – Additional Ongoing Documentation (Teacher)

- Click on the title to open the step. You will scroll past the PDP and click on the “New” Ongoing Optional Documentation button to describe evidence.
- Add comments under progress notes and/or attach a file.

- Click **Save and Exit**.

### Professional Development Plan – End of Year Review (**Teacher**) See sample step above.

- Click on title to open. If your evaluator submitted your PDP to you, you should see the Current Step button in the middle, and be able to click on that to open.
- **Important! Scroll down near the bottom of the page to select New – Professional Development Plan – End of Year Review.** (Your BOY is visible first. Scroll past it.)
- Provide the information requested for each item:
  - Impact of plan on student growth
  - Impact of plan on teacher growth
  - Impact of plan on optional objective
  - Dissemination of Results
  - Plan for Future Action
  - Were the growth activities beneficial? Yes/No
- Click **Save and Exit**.
- Select **Accept** or **Reject** from the bottom of the page.
- Click **“Submit”** at the button in the middle of the green step.
- Clicking **Submit** sends your PDP to the Evaluator for the end of year sign-off. You should see that the last step is listed as the current step.

**Step 9 – When Administrator End of Year Signature (Evaluator)** is completed, the last step will have a green check. The step will display **Current Step** but there is nothing else to do. The PDP is complete.

The screenshot shows two steps in a list. The first step is 'Professional Development Plan - End of Year Review' with a green checkmark icon and a status of 'Last Status Update - 07/27/2017 @ 1:43 PM'. The second step is 'Administrator End of Year Signature' with a green checkmark icon and a status of 'Last Status Update - 07/27/2017 @ 1:44 PM'. A yellow bar highlights the second step, and the text 'Current Step' is centered within this bar.

- Click on title to open and print final PDP plan responses and signatures for your records.

### E3: Observations

**Observation Timeline** - After the Evaluator has entered dates and saved, the **Teacher** will be able to open the first step by clicking on **Observation Timeline**. (E3 containers 1 through 6 are pictured below.) The plan participant and the evaluator will each be able to see only one Pre-Observation Survey and Post-Observation Survey (The test account displays both roles.).

The screenshot shows a menu titled 'E3: Observations'. The menu items are: 'Observation Timeline', 'Pre-Observation Survey', 'Pre-Observation Survey (Evaluator)', 'Observation', 'Post-Observation Survey', 'Post-Observation Survey (Evaluator)', 'View Observation Results', and 'Teacher Artifacts'. Two red arrows originate from the top right of the menu and point to the 'Pre-Observation Survey' and 'Pre-Observation Survey (Evaluator)' items.

## Pre-Observation Survey (Teacher)

The screenshot displays a web application interface for a Pre-Observation Survey. At the top, there is a header for "Professional Development Plan (PDP) for Teachers" with a last status update of 08/10/2016 @ 8:32 AM and a "Contains 8 Activities" button. Below this is a section for "E3: Observations" with a last status update of 08/10/2016 @ 8:32 AM. The main content area lists several items: "Observation Timeline" (last update 08/10/2016 @ 8:32 AM), "Pre-Observation Survey" (last update 08/10/2016 @ 8:37 AM), "Observation", "Post-Observation Survey", "View Observation Results", and "Teacher Artifacts". The "Pre-Observation Survey" item is highlighted. The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray showing the time as 8:44 AM on 8/10/2016.

- Click on **Pre-Observation Survey** to open.
- When the new window opens, click **"New"** Pre-Conference.
- Respond to the questions included in the form and note that those with an \* are required.
- Click **"Save and Exit"** at the bottom of the page, and then click the button labeled, **"Back"** at the top of the page.
- After the Teacher has completed and saved the Pre-Observation Survey, the **Evaluator** will be able to view the step after accessing the teacher's plan. **Evaluators** may choose, by clicking the "Auto Create Notes" button, to add the teacher's Pre-Observation responses directly to the Evaluator's notes page in the observation step for possible use as evidence tagged to a specific component for rating.

## Manage Plan

[<< Back](#)[View All Feedback](#)[Mark Complete](#)

2016-2017 PDP and E3: Teacher

### Observation

for Trainee, TeachTrn1

[Print Plan](#)

Menu	By	Created Date	Status	Shared
 	<input checked="" type="checkbox"/> MARY C EXUM	08/10/2016	Complete	

[Start New](#)

#### 1: Planning and Preparation

Unsatisfactory   Needs Improvement/Dev.   Effective   Highly Effective

 1a: Demonstrating knowledge of content and pedagogy 1b: Demonstrating knowledge of students 1c: Setting instructional outcomes 1d: Demonstrating knowledge of resources 1e: Designing coherent instruction 1f: Designing student assessments

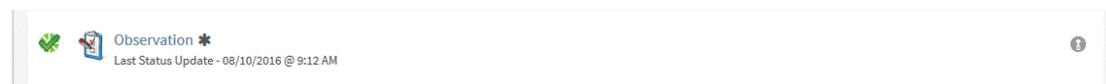
- Note to Teachers: The observation status may not show “Complete” and “Shared” until ***after*** the post-observation conference is completed. Post-observation conference responses can be added as evidence in your observation, so many evaluators wait to add additional evidence that may possibly change a rating. When the observation is marked “Finalized and Shared”, the teacher will be able to see the score for each component and the score is then accessible for reporting.

### Post-Observation Survey (Teacher)

- Click on “Post-Observation Survey” to open.
- Click “New Post-Conference”.
- Respond to each question via the text boxes provided.
- Attach an artifact file, if desired, then select “Save and Exit”.
- From the top of the page, select the “Back” button (not the browser back button).

**Evaluators:** You can “Auto Create Notes” to add as evidence in the Post-Observation, as well.

Your evaluator will share his/her observation of you by finalizing and sharing your E3 results during your post-observation conference. Final ratings appear as black squares (top of page). Your evaluator will select “Mark Complete” in your observation step after you have your post-observation conference. That will place a green check by your E3 Observation step. (Below)



**Observation- (Teachers can't open this step.) Evaluators** enter their evidence and ratings here.

**View Observation Results (Teacher) and (Evaluator) at the post observation conference.**

- Click **View Observation Results** to see the Observation Summary page.

<< Back View All Feedback \*2017-2018 PDP and E3: Teacher  
View Observation Results  
Print Plan for Teacher, Test1

Menu	By	Created Date	Status	Shared
B	MARY C EXUM	07/27/2017 at 2:03 PM	Complete	✓
A	MARY C EXUM	07/27/2017 at 1:57 PM	Complete	✓

**1: Planning and Preparation** Unsatisfactory Needs Improvement/Dev. Effective Highly Effective

1a: Demonstrating knowledge of content and pedagogy View Feedback A

1b: Demonstrating knowledge of students View Feedback A

1c: Setting instructional outcomes View Feedback A

1d: Demonstrating knowledge of resources A

- Click **Back**.

### Teacher Artifacts (Teacher) and (Evaluator)

There is a **“Teacher Artifacts”** step in the **“Observations”** container which can be accessed at any time during the school year (previous steps do **NOT** have to be marked **“completed”** first). Artifacts uploaded here by the teacher can be tagged to Danielson domains or components for evaluator consideration. *Types and number of artifacts submitted are at the discretion of **teachers**.* *Evaluation of the artifacts is at the discretion of the **evaluator**.* Click **“Teacher Artifacts”** to open.

E3: Observations Last Status Update - 07/27/2017 @ 2:05 PM

Observation Timeline Last Status Update - 07/27/2017 @ 1:49 PM

Pre-Observation Survey

Observation \* Last Status Update - 07/27/2017 @ 2:05 PM Score: 107.0

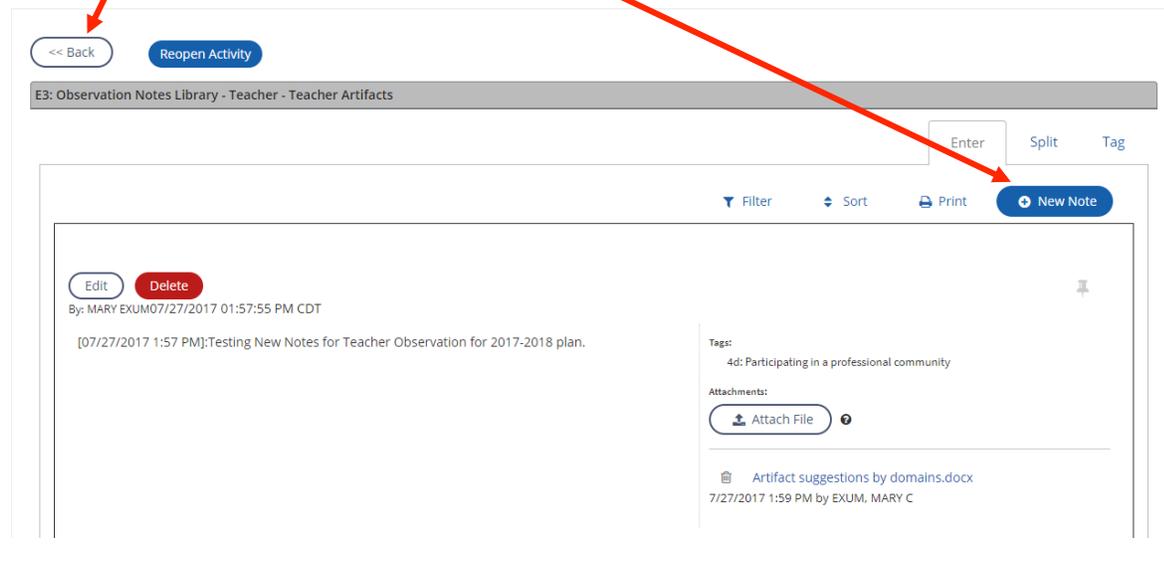
Post-Observation Survey

View Observation Results

Teacher Artifacts Last Status Update - 07/27/2017 @ 2:05 PM

### To use the Teacher Artifact Library:

1. After entering the Teacher Artifacts step, click **“Add”**.
2. Type the description of the artifact you will be uploading and tag to the appropriate component(s).
3. Click **“Done”** at the bottom of your description.
4. At that point, you may attach the artifact document.
5. Click **“Back”** or continue to **“New Note”** to add more artifacts. When teachers complete the attachment of artifacts, they may click on **“Mark Complete”** at the top and the step will get a green check. That lets your evaluator know that you are through posting artifacts.



### E3: Strategies for Improvement (Click on title to open.)

Step 1 – **Evaluator** is required to issue strategies for every unsatisfactory rating. Two strategies are required for each unsatisfactory component.

Step 2 - **Teacher** acknowledges receiving the strategies.

Step 3 - **Evaluator** provides follow-up documentation of teacher’s implementation of the strategies.

### E3: Review Data

#### Danielson Evaluation Data (**Teacher** and **Evaluator**)

- Click **“Danielson Evaluation Data”** to open. When the new window opens, both parties review the Danielson Evaluation Data, **making sure that all 22 components are rated.**

#### Danielson Evaluation Data - Evaluator Signature (**Evaluator**)

- Click **“Danielson Evaluation Data – Evaluator Signature”** to open.
- Evaluator clicks **“Accept”** to sign-off on data. **Do not sign off if the score is INCOMPLETE! That indicates something is missing! Check for 22 component ratings, Finalized, and Shared!**

#### Danielson Evaluation Data - Teacher Acknowledgement (**Teacher**)

- Click **“Danielson Evaluation Data - Teacher Acknowledgement”** to open.
- Teacher clicks **“Accept”** to sign-off on data. Clicking **“Accept”** does not mean you agree or disagree, just that you have received the rating. Add comments to the step, as you wish.

**This is the last step to complete at the end of the school year.**



Steps 4 and 5 are not turned on for action until the student growth scores come in during the late summer or next school year's fall term..

View Learning Growth Data **(Evaluator)** and **(Teacher)**

- Click and view.

Final Evaluation Score **(Evaluator)** and **(Teacher)**

- Click and view.