

## Creating Your Plan: Beginning of Year If you have trouble - your STS can help

### Go to Granite District Home Page

### Step 1 = In the orange bar go to employee and click on PLAN

The screenshot shows the Granite School District website home page. At the top, there is a navigation bar with links for HOME, COMMUNITY, DEPARTMENTS, EMPLOYEES, PARENTS & STUDENTS, SCHOOLS, and CONTACT US. The 'EMPLOYEES' menu is expanded, showing options like Communications, District Policies, Employee Intranet, Employment, GEC Cafe, Information Systems Helpdesk, Insurance, Maintenance Work Order, MyGSD (Portal), Online Forms, Outlook Web App, People Search, and PLAN. A red arrow points to the 'PLAN' option. The main content area includes sections for 'Inside Granite' with an AYP Report, 'FAQs' with various information links, and 'News & Information' with a Superintendent's Blog and Customer Service link.

### Step 2 = Sign in using your Login ID and Password

The screenshot shows the Granite School District login page. The page features the Granite School District logo and the text 'GRANITE SCHOOL DISTRICT PLAN PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR'. There is a 'Login' button at the top left. Below it, there is a 'Welcome, Please Login:' section with input fields for 'Login ID:' and 'Password:', and a 'Login' button. To the right, there is an 'Account Information Request' section with a 'Lookup Account' button. At the bottom left, there is an 'Additional Resources' section with links to Utah Education Network, USOE OnTrack, K-12 Pioneer Library, and CACTUS. A red arrow points to the 'Login' button.

### Step 3 = Click on the Professional Growth Plan tab

Granite School District PLAN Professional Learning Alignment Navigator

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360 Administration

Welcome Bryce Holbrook: You are currently logged in.

Welcome to Granite School District's Professional Learning Alignment Navigator. Here you will find resources to guide and track your professional development.

Excellence in teaching is both expected and supported.

For questions regarding Granite School District Professional Learning or PLAN, contact Kathy Bailey in the Professional Learning Office at 385-646-4541.

For questions regarding the Granite Great Beginnings Program, please call Bonnie Gilchrist at 385-646-4605.

My Announcements: No Messages

My Course Catalog: No learning opportunities found

Upcoming Events: No Upcoming Events

Past Events: No Past Due Items

Today: Thursday, January 5, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

My Staff: Staff Details, Staff Learning, Observations, Stand Alone Observations, Evaluations, Dashboards

### Step 4 = Click on the Start Button

Granite School District PLAN Professional Learning Alignment Navigator

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360 Administration

Welcome test teacher1: You are currently logged in.

## Professional Growth Plan

Menu: My Plans, Archived Plans

### My Plans

My Plans | Plan Participation

#### Professional Educator Assessment

Professional Growth Plan 2012-2013

Not Started. **Start**

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You now see 4 “sections” of the PGE process. At this time of year you will be using the ‘Self Assessment Section’ and the ‘Develop Your Plan Section’. You notice the names of the other sections indicate they will be used later in the year.

Next Step = Click on the **+** (Steps) sign to open up the Self Assessment Steps.

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Granite SCHOOL DISTRICT  
**PLAN**  
PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR

SIGN OUT MY PROFILE CONTACT US HELP LINK

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360

Welcome test teacher2: You are currently logged in.

Done TEST TEACHER2 Plan

Growth Plan

Actions Professional Growth Plan 2012-2013

Self Assessment Not Started	+ Steps
Develop Your Plan Not Started	+ Steps
Mid-Year Check-Up Not Started	+ Steps
End of Year Finalization Not Started	+ Steps

Beginning of year use only these two sections

Done Internet 100%

Next Step = Click on the top Manage Button to identify your supervisor

Granite School District PLAN Professional Learning Alignment Navigator

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360

Welcome test teacher2: You are currently logged in.

Done TEST TEACHER2 Plan

Professional Growth Plan 2012-2013

Self Assessment	Steps						
Not Started	<table border="1"><thead><tr><th>Status</th><th>Step</th></tr></thead><tbody><tr><td>1. Not Started</td><td>Identify Supervisor</td></tr><tr><td>2. Not Started</td><td>Self-Assessment</td></tr></tbody></table>	Status	Step	1. Not Started	Identify Supervisor	2. Not Started	Self-Assessment
Status	Step						
1. Not Started	Identify Supervisor						
2. Not Started	Self-Assessment						

Develop Your Plan Not Started

Mid-Year Check-Up Not Started

End of Year Finalization Not Started

Next Step = Click on Add New Member

Granite School District PLAN Professional Learning Alignment Navigator

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360 Administration

Welcome test teacher1: You are currently logged in.

Professional Growth Plan

Manage Plan

<< Back Professional Growth Plan-Identify Supervisor

Administrator Members Show Step Permissions (ordered by step type) +

Name	Email	Added By
No Users in Group		

Add New Member

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After you select 'Add New Member', you can type in the first and last name of your Supervisor and then click on the Search button.

It is important to know who on your administrative team will be your supervisor. Make sure you know if it will be an assistant principal, principal, or district supervisor; because who you designate as supervisor will be getting an email telling them you are ready for their review.

The screenshot displays the Granite School District PLAN Professional Learning Alignment Navigator interface. The page title is "GRANITE SCHOOL DISTRICT PLAN PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR". The navigation menu includes "Home", "Educator Standards", "Professional Growth Plan", "Professional Learning", and "Professional Development 360". The user is logged in as "test teacher2". The "Current Plans" section is active, showing a "Manage Plan Group" form with the following fields:

Manage Plan Group	
First Name:	jon
Last Name:	adams

At the bottom of the form, there are "Cancel" and "Search" buttons. The "Search" button is highlighted with a red box, and a red arrow points to it from above. The footer of the page includes "Copyright 2000-2012 | Truenorthlogic" and "POWERED BY true northlogic".

Depending on the name of your supervisor, or how you entered it, you may see more than one option. Determine the correct supervisor and check the appropriate box on the left and then click on Add Selected Users button.

The screenshot shows the Granite School District PLAN Professional Learning Alignment Navigator interface. The page title is "Granite School District PLAN Professional Learning Alignment Navigator". The user is logged in as "test teacher2". The page displays a "Current Plans" section with a "Manage Plan Group" form. The form includes fields for "First Name" (jon) and "Last Name" (adams). Below the form is a table of users with checkboxes for selection. A red arrow points to the "Add Selected Users" button.

Name	Email
<input type="checkbox"/> Jonathan Adams	jadams@graniteschools.org
<input type="checkbox"/> Jonathan Adams	jonadams104@gmail.com
<input type="checkbox"/> Jonathan Adams	
<input type="checkbox"/> Jonnette Adamson	

You have now completed this step .... Click on BACK Button to continue to your next step

The screenshot shows the Granite School District PLAN Professional Learning Alignment Navigator interface. The page title is "Granite School District PLAN Professional Learning Alignment Navigator". The user is logged in as "test teacher2". The page displays a "Professional Growth Plan 2012-2013-Identify Supervisor" section. A red box highlights the "<< Back" button.

Name	Email	Added By
1. Jonathan Adams	jadams@graniteschools.org	test teacher2 on 08/28/2012

Step one is now green

Step two – Self Assessment - is orange and is not yet started, this is your next activity

**NEXT STEP = Click on the second Manage Button**

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Granite SCHOOL DISTRICT  
**PLAN**  
PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR

SIGN OUT MY PROFILE CONTACT US HELP LINK

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360

Welcome test teacher2: You are currently logged in.

Done TEST TEACHER2 Plan

Growth Plan

Actions Professional Growth Plan 2012-2013

Self Assessment

In Progress  
08/28/2012 @ 10:49 AM

Status	Step
1.  Completed 08/28/2012 @ 10:49 AM	Identify Supervisor
2.  Not Started	Self-Assessment

Develop Your Plan  
Not Started

Mid-Year Check-Up  
Not Started

End of Year Finalization  
Not Started

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Done Internet 100%

**Next Step = Click on Take Assessment**

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Granite - Truenorthlogic - Empower | Engage | Enlighten

Granite SCHOOL DISTRICT  
**PLAN**  
PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR

SIGN OUT MY PROFILE CONTACT US HELP LINK

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360

Welcome test teacher10: You are currently logged in.

Professional Growth Plan

Growth Plan

Manage Plan

<< Back Professional Growth Plan 2012-2013-Self-Assessment for test teacher10

Take Assessment Self-Assessment Worksheet

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This is your Current Status Page – your next step is to [Click on Take Assessment](#) again

The screenshot shows a web browser window displaying the Granite School District PLAN Professional Learning Alignment Navigator. The page title is "Self-Assessment Worksheet". The user is logged in as "test teacher10". The page shows a "Current Status" section with a red "X" icon and the text "(Red: Not Started)". A "Take Assessment" button is highlighted with a red box. A "Status Legend" on the right indicates that Green means "Up-to-Date", Yellow means "Not Fully Completed", Red means "Not Started", and Orange means "Out-of-Date".

Here are some notes to help orient you to the assessment

The screenshot shows the "Assessment" details page for the "Self-Assessment Worksheet". The assessment category is "Domain I: Instruction and Assessment - Communication". The description includes a list of skills: "Using language that is developmentally appropriate for students", "Writing clearly, legible, and coherently", "Avoiding vulgar, profane, or crude language", and "Providing timely and constructive feedback for learners". A "Videos" section is highlighted with a red box and contains a list of video resources: "Addressing Misbehavior (Elementary Edition)", "Addressing Misbehavior (Secondary Edition)", "The Law of Least Intervention (Elementary Edition)", and "The Law of Least Intervention (Secondary Edition)". A red arrow points from the "Videos" section to a note box on the bottom right.

**Note – every section lists a resource you can view if you want more information about the question/topic before choosing your answer.**



## Plan enough time to complete or assessment, or use the options presented along the way:

The screenshot shows a list of assessment standards with three radio buttons: 'Approaching Standard', 'Meets Standard', and 'Above Standard'. Below the list are three buttons: 'Record & Return to Menu', 'Record & Go to Next Sub-Category', and 'Record & Go Back to Growth Plan'. Red callout boxes with arrows point to these buttons, explaining their functions.

- Approaching Standard
  - \* Uses preparation time inconsistently. Is easily distracted and taken off-task.
  - \* Accepts job related responsibilities when specifically asked.
  - \* Keeps required records.
  - \* Provide direction to para-educators, volunteers and peer tutors without observation or feedback.
- Meets Standard
  - \* Utilizes consultation and preparation time for professional purposes.
  - \* Accepts necessary job related responsibilities including support of school programs and activities.
  - \* Performs necessary record keeping and reporting duties in a timely manner.
  - \* Directs, observes, evaluates, and provides feedback to para-educators, volunteers, and peer tutors.
- Above Standard
  - \* Volunteers to participate in school events, making a substantial contribution.
  - \* Maximizes consultation and preparation time individually and with colleagues.
  - \* Record keeping is accurate, timely used to direct instruction.
  - \* Supports others in growth through directing, observing, evaluating and providing feedback.

Buttons and Callouts:

- Record & Return to Menu**: This saves your work & you can return to it another time.
- Record & Go to Next Sub-Category**: This records or saves my work so far & moves to the next set of questions.
- Record & Go Back to Growth Plan**: This options means you have completed the assessment & will return you to the main page.

## Complete your Self-Assessment

The screenshot shows a browser window displaying a self-assessment worksheet. The page title is 'Assessment: Self-Assessment Worksheet'. The category is 'Domain IV: Professional Responsibilities - Leadership'. The sub-category is 'Description: Videos:'. The description includes two bullet points: 'Foundation of a Professional Learning Community' and 'Characteristics/Purposes/Desired Results'. Below the description is a bolded instruction: '\*\*PLEASE ANSWER\*\* I demonstrate professional leadership.' There are four radio buttons for selecting a performance level: 'Below Standard', 'Approaching Standard', 'Meets Standard', and 'Above Standard'. At the bottom right, there are two buttons: 'Record & Finish' and 'Record & Go Back to Growth Plan'. A red callout box explains the purpose of these buttons.

Assessment: Self-Assessment Worksheet

Category: Domain IV: Professional Responsibilities - Leadership

Sub-Category:

Description: Videos:

- Foundation of a Professional Learning Community
- Characteristics/Purposes/Desired Results

**\*\*PLEASE ANSWER\*\* I demonstrate professional leadership.**

- Below Standard
  - \* Views teaching as a job only with no vision of student growth.
  - \* Exists in isolation unaware of problems or goals of the school.
  - \* Decisions are based on immediate issues rather than long-term goals.
  - \* Feedback is avoided.
- Approaching Standard
  - \* Sets goals as part of the PG&E process.
  - \* Participates in problem solving on select issues with select colleagues.
  - \* Makes decisions based on need.
  - \* Feedback is accepted; but not solicited.
- Meets Standard
  - \* Has professional vision and sets goals accordingly.
  - \* Participates in problem solving.
  - \* Facilitates a progressive and goal-oriented environment.
  - \* Makes informal and timely decisions.
  - \* Actively solicits feedback from constituents
- Above Standard
  - \* Communicates a professional vision and collaborative focuses with others on setting goals.
  - \* Actively problem solves to reach goals and vision.
  - \* Makes ongoing adjustments in a timely manner.
  - \* Solicits feedback and provides feedback to others within and outside of the school.

Buttons and Callouts:

- Record & Finish**: Choose 'Record & Finish' to complete your assessment & save your results.
- Record & Go Back to Growth Plan**: Choose 'Record & Go Back to Growth Plan' to see your results now. (You can review your assessment at any time from the main page)

It is recommended you view your assessment summary and study it in preparation for writing your professional development plan, related goals and activities.

This is also the best time to print/save your self-assessment.

Next Step = Click on View Current Profile

**Assessment Completion**

**CONGRATULATIONS!**

*You have completed the Self-Assessment Worksheet*

Please click one of the buttons below to view a printable report of your profile or to return to the growth plan.

[View Current Profile](#) [Return to Growth Plan](#)

You have 2 ways to view your results.

Notice the small print button – click to save or print a hard copy of your self-assessment

**Self-Assessment Worksheet Status**

Currently Viewing 08/27/2012

Teachers Name: test teacher1  
Demographics: Licensure Level: Licensure I  
System Subjects: Elementary (Elementary Teachers only need to check this box)  
Years Taught: 1  
Baseline Assessment Completion Date: 08/16/2012  
Currently Viewing: 08/27/2012

[Compare to Baseline](#) [Print](#)

**Domain I: Instruction and Assessment - Communication** [View Chart](#) 1 Approaching Standard

Additional professional development recommended for the following standard strands:

- 

**Domain I: Instruction and Assessment - Instructional Strategies** [View Chart](#) 1 Approaching Standard

Additional professional development recommended for the following standard strands:

- 

**Domain I: Instruction and Assessment - Engagement Strategies** [View Chart](#) 1 Approaching Standard

Additional professional development recommended for the following standard strands:

- 

**Domain I: Instruction and Assessment - Meaningful Learning** [View Chart](#) 1 Approaching Standard

Additional professional development recommended for the following standard strands:

-

This is what the self-assessment copy looks like. When you move your cursor to the bottom of the page a 'save or print' option appears. ☀️ (see the sun below)

Decide if you want a hard copy and/or save a copy to your desktop or your preferred file.

The screenshot shows a Windows Internet Explorer browser window displaying a PDF document. The address bar shows the URL: <https://granite.truenorthlogic.com/graphs/pdf-724855332.pdf>. The document content includes the following table:

Domain	Proficiency Level
Domain I: Instruction and Assessment - Communication View Chart	0 Below Standard
Domain I: Instruction and Assessment - Instructional Strategies View Chart	1 Approaching Standard
Domain I: Instruction and Assessment - Engagement Strategies View Chart	1 Approaching Standard
Domain I: Instruction and Assessment - Meaningful Learning View Chart	1 Approaching Standard
Domain I: Instruction and Assessment - Individual Accommodations View Chart	2 Meets Standard
Domain I: Instruction and Assessment - Assessment Use View Chart	3 Above Standard
Domain I: Instruction and Assessment - Long-Term Learning View Chart	3 Above Standard
Domain II: Planning and Instruction - Curriculum Materials View Chart	3 Above Standard

At the bottom of the page, a toolbar contains icons for save, print, and navigation. A sun icon is positioned over the print icon. A red arrow points to the back arrow in the browser's top-left corner, and a smiley face icon is placed next to it.

Once you have completed the save / print you are now ready to start writing your plan

To move on you will need to do a couple navigation clicks to get you to your next step

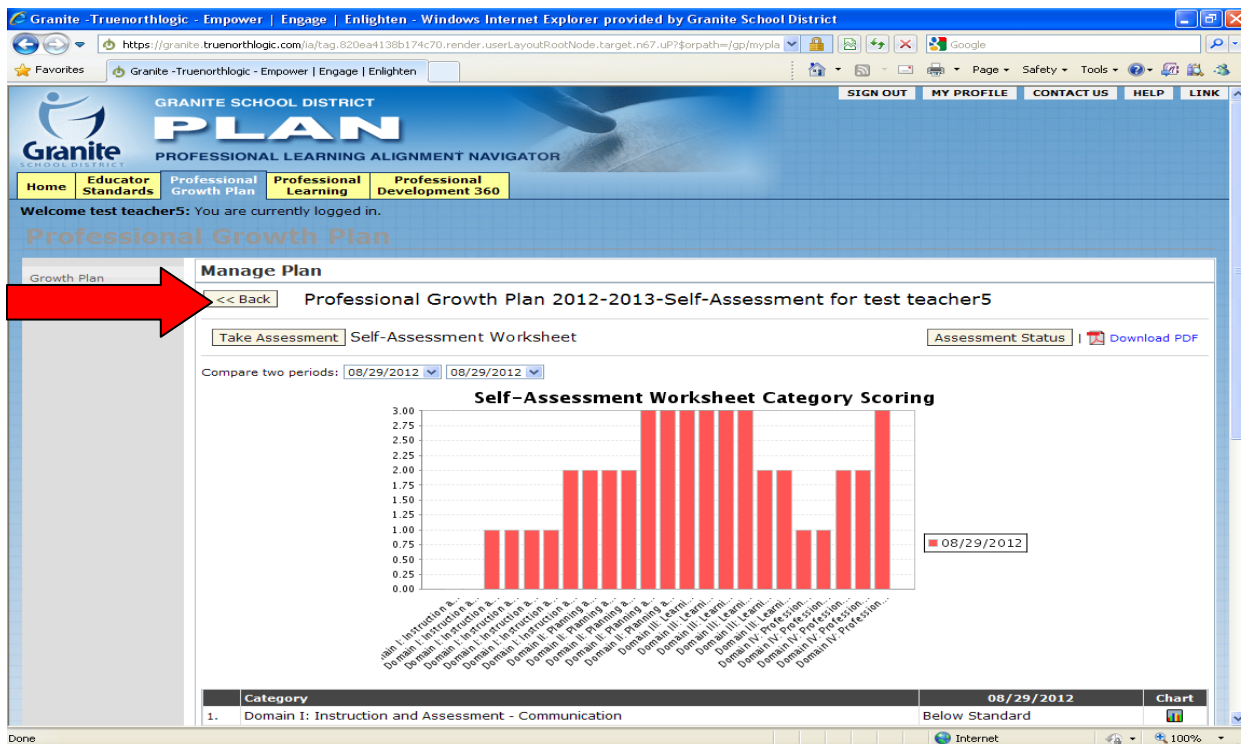
Click on the [Back Arrow](#) at the top left of your browser page (see smiley face above) 😊

And click on the [Back Arrow](#) a second time please 😊

You are now back to the [Congratulations](#) page. Click on the [Return to Growth Plan](#) button

The screenshot shows the 'Assessment Completion' page. It features a large green checkmark icon and the text 'CONGRATULATIONS!' followed by 'You have completed the Self-Assessment Worksheet'. Below this, it says 'Please click one of the buttons below to view a printable report of your profile or to return to the growth plan.' At the bottom right, there are two buttons: 'View Current Profile' and 'Return to Growth Plan'. The 'Return to Growth Plan' button is highlighted with a red rectangular box.

This displays a summary of your self-assessment and from this screen please click on the **BACK** button and this will return you to the Develop Your Plan section.



Alright ... It's time to Develop Your Growth Plan, in the 2<sup>nd</sup> section

Click on the **+** (Steps) sign to open up the Develop Your Plan steps.

The screenshot shows the 'Develop Your Plan' section for 'Professional Growth Plan 2012-2013'. It lists several sections: 'Self Assessment' (Completed), 'Develop Your Plan' (Not Started), 'Mid-Year Check-Up' (Not Started), and 'End of Year Finalization' (Not Started). A red arrow points to the '+' (Steps) sign next to the 'Develop Your Plan' section.

Status	Step
1. Completed 08/29/2012 @ 10:32 AM	Identify Supervisor
2. Completed 08/29/2012 @ 10:04 AM	Self-Assessment

Next Step = Move your cursor over the Actions Button and Click on Manage

GRANITE SCHOOL DISTRICT  
**PLAN**  
PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360

Welcome test teacher5: You are currently logged in.

Done TEST TEACHERS Plan

Growth Plan

Actions Professional Growth Plan 2012-2013

Self Assessment  
Completed  
08/29/2012 @ 10:32 AM

Develop Your Plan  
Not Started

Mid-Year Check-Up  
Not Started

End of Year Finalization  
Not Started

Status	Step
1. Completed 08/29/2012 @ 10:32 AM	Identify Supervisor
2. Completed 08/29/2012 @ 10:04 AM	Self-Assessment
1. Not Started	Create Growth Plan
2. Not Started	Supervisor Review's Plan

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Click on NEW button to create the first goal of your plan

GRANITE SCHOOL DISTRICT  
**PLAN**  
PROFESSIONAL LEARNING ALIGNMENT NAVIGATOR

Home Educator Standards Professional Growth Plan Professional Learning Professional Development 360

Welcome test teacher5: You are currently logged in.

Professional Growth Plan

Growth Plan

Professional Growth Plan 2012-2013

<< Back Print Forms Create Growth Plan for test teacher5

New Create a Goal

None found

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You need to complete each **Required Field** with an appropriate entry.

**Required Field(s)**

Plan Type: Professional Growth & Evaluation Plan for Personal Growth & Evaluation

Goal Title: Student Success

Category: Domain 1: Instruction and Assessment - Engagement Strategies

Estimated Completion Date: 12/21/2012 Reset

**Describe Your Growth Goal:**  
Note: Enter only one goal at a time. Do not enter Activities or Resources at this time. You will be asked for this information shortly.

I will engage 100% of my students 100% of the time with new engagement strategies I learned at my summer workshop

**Evidence:**  
Note: How will you know you have accomplished this goal?

My students will have an exit ticket showing their learning engagement

Name the activity in support of the goal: Exit Ticket

Professional Growth Activity Type: County/District/Site Workshop

OR Enter your own type:

Estimated Time to Complete: 10 minutes each day  
1 Day = 8 Hours.

Estimated Completion Date: 12/21/2012 Reset

Activity Description: I will build into each lesson plan a time for students to

If you attempt to save and leave this form prematurely you will be shown in yellow which fields you still need to complete and a message pops up asking if you really want to leave the page incomplete. Its recommended you finish writing your Goal(s) and click on Save Button

Professional Growth Activity Type: County/District/Site Workshop

**Message from webpage**

There are required fields that have not been answered. Click 'OK' to save your draft and return another time. Click 'Cancel' to continue working on your form.

OK Cancel

**Resources Needed:**  
Enter the resources you will need to accomplish this activity.

**Lines of Evidence:**  
How will you measure the impact of this activity?

Save Cancel

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This is what your Plan looks like. If you need to make an addition or change something use the Edit button. If you are going to create a second goal you click on the NEW Create a Goal button and proceed as you did for the first goal and remember to click Save.

You may want to print your Plan for easy reference. Click on the Print Forms button and on the right side you are given a blue prompt “Download PDF” and you can print off a nice hard copy of your plan.

When you are finished you may click on the Sign Out Button.

Congratulations, you have now completed the fall steps to writing your PG&E.

Now your supervisor will review your plan and respond back to you.

The screenshot shows a web browser window displaying the Granite School District Professional Growth Plan interface. The page title is "Professional Growth Plan 2012-2013" and the user is logged in as "test teacher5". The interface includes a navigation menu with "Home", "Educator Standards", "Professional Growth Plan", "Professional Learning", and "Professional Development". The main content area shows a "Professional Growth Plan" for "test teacher5" with a "Print Forms" button. Below this, there is a "New Create a Goal" button and a list of goals. The first goal is "1. Edit" and has an "Edit" button next to it. A "Delete" button is also visible. The interface includes a "SIGN OUT" button in the top right corner. Four callout boxes with red arrows point to specific elements: "To print a hard copy of your plan for easy reference" points to the "Print Forms" button; "When your plan is complete you may click on the sign out button and exit the program" points to the "SIGN OUT" button; "To create a second goal click on this NEW button" points to the "New Create a Goal" button; and "To add or make changes use the edit button and save" points to the "Edit" button next to the first goal.

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Granite SCHOOL DISTRICT  
**PLAN**  
PROFESSIONAL LEARNING ALIGNMENT

Home Educator Standards Professional Growth Plan Professional Learning Professional Development

Welcome test teacher5: You are currently logged in.

Professional Growth Plan

Professional Growth Plan 2012-2013

<< Back Print Forms Create Growth Plan for test teacher5

New Create a Goal

1. Edit

Plan Type: Professional Growth & Evaluation  
Goal Title: Student Success  
Category: Domain I: Instructional Strategies  
Estimated Completion Date: 12/21/2012  
Describe Your Growth Goal: I will engage 100% of students with new engagement strategies I learned at my summer workshop. Students will have an exit ticket showing their learning engagement.

OR Enter your own type:  
Estimated Time to Complete: 10 minutes each day  
Estimated Completion Date: 12/21/2012  
Activity Description: I will build into each lesson plan a time for students to demonstrate learning  
Resources Needed: I only need 5x7 cards  
Lines of Evidence: Each student will turn in their exit ticket and I will look at their responses and determine the degree of understanding and the need to review, reteach, or move forward.

SIGN OUT MY PROFILE CONTACT US HELP LINK

Internet 100%