

Principals: Viewing and Approving PGPs Quick Reference Card

CIITS: Viewing and Approving Educator PGPs

Approving Professional Growth Plans

1. Roll your cursor over Educator Development on the navigation bar and click **Professional Growth Plan**
2. Use the **Window Selector** to choose which group of educators to view (Teacher, Guidance Counselor, Instructional Coach, Library Media Specialist, School Psychologist, Therapeutic Specialist)

Teacher PGP
 Group: Teacher
 Aug. 1, 2014 - May 31, 2015
[Choose another window](#)

2014-2015

- Teacher PGP** - Aug. 1, 2014 - May 31, 2015
- [Guidance Counselor PGP](#) - Aug. 1, 2014 - May 31, 2015
- [Instructional Coach PGP](#) - Aug. 1, 2014 - May 31, 2015
- [Library Media Specialist PGP](#) - Aug. 1, 2014 - May 31, 2015

3. The system will display the names educators who have submitted their Professional Growth Plan for approval as blue hyperlinks; Educators who have not submitted their Professional Growth Plan will appear in black text with a Status of "Not Submitted". Click on the **NAME** of the educator to view their Professional Growth Plan

Educator Name ^	Area(s) of focus	Date Modified	Status
Gant, Greg	1a: Demonstrating ...	07/11/2014	Approve Request Revisi

4. Each of the goals that the educator has included will display with a **View Details** button in the bottom corner. Click **View Details** to see: The *Goal*, any available *Observation Scores* aligned to the same component as the goal, available current *Student Voice* data aligned to the same

component as the goal, and *Artifacts* the educator has submitted as supporting evidence

5. Click [Back to Previous Page](#) to return to the list of goals
6. Click [Back to Previous Page](#) again to return to the list of educators
7. In the **Status** column you will see links to **Approve** or **Request Revisions** for the Professional Growth Plan you have viewed

Educator Name ^	Area(s) of focus	Date Modified	Status
Gant, Greg	1a: Demonstrating ...	07/11/2014	Approve Request Revisions

8. Click **Request Revisions** to send a message to the educator indicating what revisions you recommend
9. The educator will receive a notification that you have requested revisions and can edit their goals. Once they have submitted the revisions you will receive a notification in the notification icon at the top of your My CIITS Homepage
10. To approve the Professional Growth Plan, follow steps 1 – 7 of this QRC
11. Click the **Approve** link to approve the Professional Growth Plan. The system will send a notification to the educator that their plan has been approved