**Primary Audience:** Mentor

**Purpose of Document:** This guide outlines the steps for the mentor completing the professional development plan

Mentoring another teachers Professional Development Plan

1. Click on the **Staff Evaluations** tab.



1. Choose evaluation plan type **Professional Development Plan** of the current school year.



1. In the **Professional Development Plan Evaluation** channel, click on teacher name.



*Completing the Professional Development Plan*

The following containers display the required steps of the Professional Development Plan:



The following status icons can be found throughout the evaluation plan in the system. Keep these in mind when completing the activities within the containers.



***Step 1: Self-Assessment***

Completed by the teacher at Beginning of the Year (this may be shared with you) to access click **Self-Assessment**.

***Steps 2: PDP Initial Review***

Click anywhere in the **PDP** container to expand the activities.

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**Activity 1: PDP Details**

Once the teacher has completed the PDP details, there will be a green check mark in that activity. Click on **PDP Details** to view this step. Click **Back** when done.

**Activity 2: PDP Evaluator Signature**

Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click on **PDP Evaluator Signature** to view this step. Click **Back** when done.

**Activity 3: Mentor Signature**

1. Review the Professional Development Plan details.

2. Review the Teacher strategies and evaluator comments.

3. Click on **New** to enter comments.



1. Enter comments in the box and upload any documents using the attach button.



5. Click **Save & Exit** to return to the container.

6. Once you have reviewed your comments, click the **Acknowledge** button to sign off.



7. Click **Mark Complete** to finish this step.



**Activity 4: PDP Teacher Signature**

Once the teacher has completed the PDP Signature steps, there will be a green check mark in that activity. Click on **PDP Teacher Signature** to view this step. Click **Back** when done.

***Step 3: PDP Review Mid-year***

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**Activity 1: PDP Details Mid Year Review**

Once the teacher has completed the PDP details, there will be a green checkmark in that activity. Click on **PDP Details** to view this step. Click **Back** when done.

**Activity 2: PDP Evaluator Signature Mid Year Review**

Once the Evaluator has completed the PDP Signature steps, there will be a green checkmark in that activity. Click on **PDP Evaluator Signature** to view this step. Click **Back** when done.

**Activity 3: Mentor Signature Mid Year Review**

* + - 1. Click **PDP Mentor Signature Mid Year Review.**

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* + - 1. Review the **Professional Development Plan** details. Review the Teacher strategies and evaluator comments.

3. Click on **New** to enter Mentor Comments – Mid Year.



1. Enter comments in the box and upload any documents using the attach button.



5. Click **Save & Exit** to return to the container.

6. Once you have reviewed your comments, click the **Acknowledge** button to sign off.



7. Click **Mark Complete** to finish this step



Once the mentor signature step is complete a green checkmark will appear.

**Activity 4: PDP Teacher Signature Mid Year Review**

Once the teacher has completed the PDP Signature steps, there will be a green checkmark in that activity. Click on **PDP Teacher Signature** to view this step. Click **Back** when done.

***Step 4: PDP Review End of Year***

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**Activity 1: PDP Details End of Year Review**

Once the teacher has completed the PDP details, there will be a green check mark in that activity. Click on **PDP Details** to view this step. Click **Back** when done.

**Activity 2: PDP Evaluator Signature End of Year Review**

Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click on **PDP Evaluator Signature** to view this step. Click **Back** when done.

**Activity 3: Mentor Signature End of Year Review**

1. Click **PDP Mentor Signature End of Year Review.**

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1. Review the Professional Development Plan details. Review the Teacher strategies and evaluator comments.
2. Click on **New** to enter comments.



1. Enter comments in the box and upload any documents using the **Attach File** button.



5. Click **Save & Exit** to return to the container.

6. Once you have reviewed your comments, click the **Acknowledge** button to sign off.



7. Click **Mark Complete** to finish this step.



Once the mentor signature step is complete a green checkmark will appear as indicated.

**Activity 4: PDP Teacher Signature End of Year Review**

Once the teacher has completed the PDP Signature steps, there will be a green check mark in that activity.