

Protraxx Instructions

Directions for Completing Pre-Observation Documents on Protraxx

1. Sign Into Protraxx at www.protraxx.com
2. Scroll over “Online Teacher Process” tab and select “My Online Teacher Components.”

Fairfield Public Schools Powered By **ProTraxx**

Welcome **DAVID HUDSPETH**

ENROLLMENTS FORMS INSTRUCTORS ASSESSMENTS ONLINE TEACHER PROCESS REPORTS HOME

Filter by: All All

Action Required
Drag a column header and drop it here to group by that column - **Unable to** group by Action, Form

Action	Form	Order	Evaluator/Observer	Due Date	Status	Process Type	Process	Skip Form
(Automatic - No Scheduling) Fill Out Form	Pre-Observation Plan for Classroom Teachers Formal Observations	[1-1]	ARNONE, FRANCIS A - OSBORN HILL		In Process	Evaluation	FPS Teacher Category 4 2013-2014	

Scheduled Components
Drag a column header and drop it here to group by that column - **Unable to** group by Action, Form

Schedule	Form	Order	Evaluator/Observer	Status	Process Type	Process
No records to display.						

In Progress Components
Drag a column header and drop it here to group by that column

Form	Order	Evaluator/Observer	Status	Process Type	Process
No records to display.					

Completed Components
Drag a column header and drop it here to group by that column

Form	Order	Date Submitted	Evaluator/Observer	Status	Process Type	Process	Form
There are no records to display.							

Completed Online Processes
Drag a column header and drop it here to group by that column

Name	Process Period	Status	Progress	Begin Date	Completion Date	Process Type	Process	View Report
No records to display.								

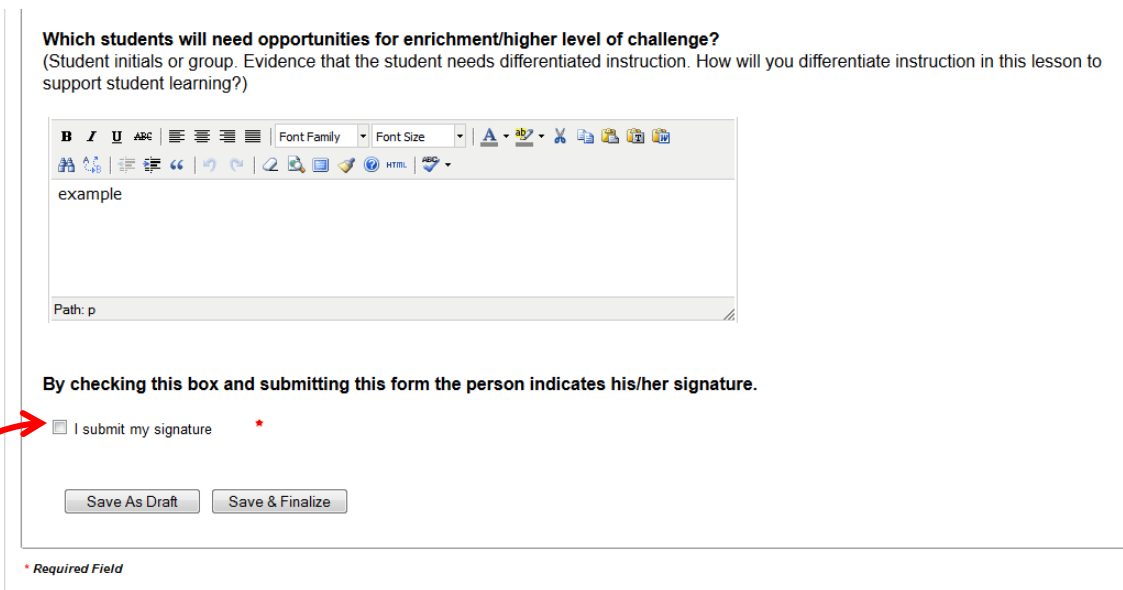
Figure 1: Under teacher components, you will come to this overview page that has a breakdown by *Action Required*, *Scheduled Components*, *In Progress Components*, *Completed Components*, and *Completed Online Processes*.

- a. In the above figure, you can see that *Action Required* is the only area with anything listed. Documents that need your attention should appear in this section. As you move through the observation process, your documentation will move into the different sections listed.
3. As you can see, the Pre-Observation Plan is in need of action. Click on “Fill Out Form” under the *Action Required* portion.

Action Required
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(Automatic - No Scheduling) Fill Out Form	Pre-Observation Plan for Classroom Teachers Formal Observations	[1-1]	ARNONE, FRANCIS A - OSBORN HILL		In Process	Evaluation	FPS Teacher Category 4 2013-2014	

4. You will then come to the *Pre-Observation Plan for Classroom Teachers*.
 - a. Respond to the different pieces required in this plan.
 - b. You do not have to complete it all at once. It is possible to save it as a draft and return to it at another time from the overview page. The document will remain in the *Action Required* section.
5. At the bottom of the plan you will find the options for saving.



Which students will need opportunities for enrichment/higher level of challenge?
(Student initials or group. Evidence that the student needs differentiated instruction. How will you differentiate instruction in this lesson to support student learning?)

example

Path: p

By checking this box and submitting this form the person indicates his/her signature.

I submit my signature *

Save As Draft Save & Finalize

* Required Field

Figure 2: This shows the bottom of the Pre-Observation Document when you scroll all the way down.

- a. Be sure to check off the box to indicate you are signing the plan.
- b. Click “Save As Draft” if you are not finished and need to return to the plan before sending.
- c. Click “Save & Finalize” if you are ready to submit the plan to your evaluator.

6. When you “Save & Finalize,” you will receive an email letting you know the form was submitted successfully.

7. When you return to your Overview page, the completed plan will appear in the “Completed Online Processes” section. You can view what you submitted from here.

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Action Required

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Scheduled Components

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Schedule	Form	Order	Evaluator/Observer	Status	Process Type	Process
No records to display.						

In Progress Components

Drag a column header and drop it here to group by that column

Form	Order	Evaluator/Observer	Status	Process Type	Process
No records to display.					

Completed Components

Drag a column header and drop it here to group by that column

Form	Order	Date Submitted	Evaluator/Observer	Status	Process Type	Process	Form
There are no records to display							

Completed Online Processes

Drag a column header and drop it here to group by that column

Name	Process Period	Status	Progress	Begin Date	Completion Date	Process Type	Process	View Report
HUDSPETH, DAVID M	07/01/2013 - 07/01/2014	Completed	1 of 1	07/01/2013	11/08/2013	Evaluation	FPS Teacher Category 4 2013-2014	

