Protraxx Instructions

Directions for Completing Pre-Observation Documents on Protraxx

- 1. Sign Into Protraxx at <u>www.protraxx.com</u>
- 2. Scroll over "Online Teacher Process" tab and select "My Online Teacher Components."

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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 Drag a column header and drop it here to group by that column - **Unable to** group by Action, Form											
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- 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?)
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	Save As Draft Save & Finalize
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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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