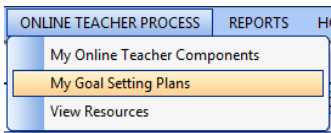


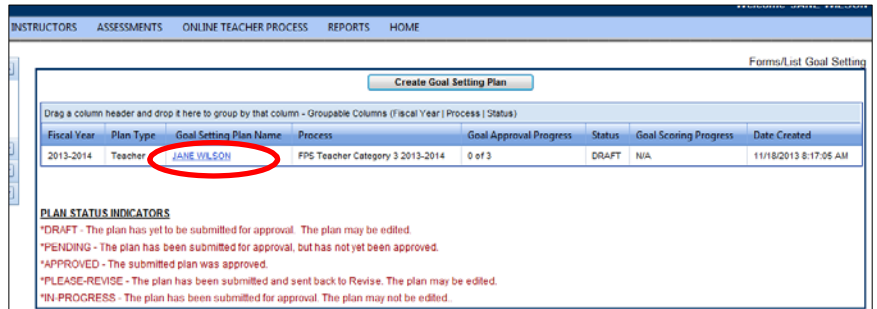
ProTraxx STEPS to Create and Update Goals



Log into ProTraxx and select My Goal Setting Plan

FIRST TIME ONLY Click Create Goal Setting Plan button at the top of the screen.

After that, Click on your [name](#) listed under Goal Setting Plan Name

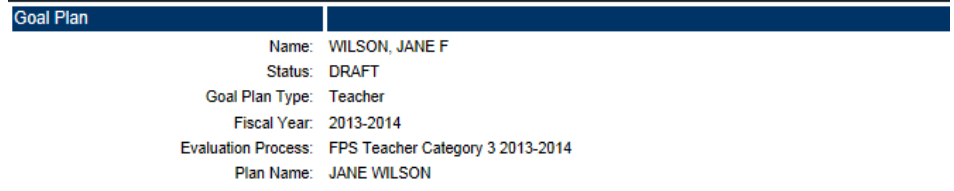
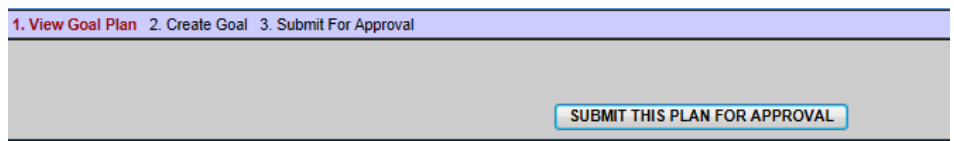


A list of all your saved Goals will appear

DO NOT click the button for **SUBMIT THIS PLAN FOR APPROVAL** until you are completely finished with ALL of your goals.

You can:

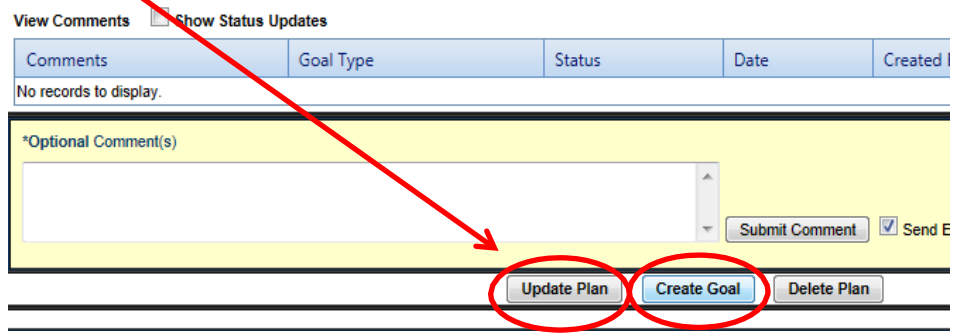
1. Create a new goal
(**Create Goal** button)
2. Update an existing goal plan
(**Update Plan** button)



Click on the desired button at the bottom of your screen

Goal Setting Information

View	Goal Type	Goal	Goal Status	Action Steps	Documents	IAG
View	Teacher: Performance and Practice (40%)	goal	DRAFT	0	0	N/A
View	Teacher: Student Growth and Development (45%)	goal	DRAFT	0	0	0
View	Teacher: Whole-School Measures of Student Learning (5%)		DRAFT	0	0	N/A



1. Create a New Goal

Click **Create Goal** button at the bottom of the screen

Select **Goal Type** from drop down list.

- *The Teacher: Performance and Practice (40%)* goal is your personal DQ Marzano goal. Please make sure you list not just the DQ# you are working on, but list the name of the DQ as well.
- *The Teacher: Student Growth and Development (45%)* goal is the SLO goal type that you need two of (1 standardized, if possible, and 1 non-standardized)
- *The Teacher: Parent Feedback (10%)* goal is the goal that our administrators have chosen for us
- *The Teacher: Whole-School Measures of Student Learning (5%)* goal is the SLP goal where you will copy and paste the following text:

Strategies that I will use are detailed in my SLO/IAGD Goals. Please refer to my SLOs / IAGDs for this information.

Those with ** have been started already.

Please refer to the district [PROTRAXX GOAL SETTING directions](#) to enter your goal items. You do not need to enter a Component Action Step, Create or Attach Evidence at this time (steps 14, 15, 16). But you DO need to Assign Standards to your Goal (Step 17).

After typing into the boxes, click the **SAVE GOAL** button at the bottom.

IMPORTANT!!!

Double check to make sure that it was saved.

Review your screen to look for red ***Required** comments.

If you do not have something to enter into that box right now, just type one letter into the box and Click **Save Goal** button again, because it won't let you save it until there is something entered in to each box.

2. Update an existing Goal Plan

1. View My Plan 2. **View Goal Setting** 3. Submit For Approval

Plan Information

Name: WILSON, JANE F
 Goal Plan Type: Teacher
 Fiscal Year: 2013-2014
 Plan Name: JANE WILSON

Goal Setting Information

Goal Type: Teacher: Performance and Practice (40%) Goal Status: **DRAFT**

School: TOMLINSON M.S. Grade: NONE SELECTED

Teachers develop one (1) performance and practice focus area that is aligned to the Marzano Art and throughout the year.

Each teacher will work with his or her evaluator to develop a practice and performance focus area through the teachers towards proficient or exemplary on the Marzano Art and Science of Teaching Framework. (e.g., DQ2: Helping Students Interact with New Knowledge).

Growth related to the focus areas should be referenced in feedback conversations throughout the year End-of-Year Conference. Although you will be selecting one or more Design Questions as areas of focus.

Instructions: Complete this section for each focus area. **At least one focus area is required.**

Performance and Practice Focus Area

goal

Rationale for Focus Area

ff

Using the Design Question Protocols from the Marzano Framework, identify the instructional strategies you will use to address this area of focus.

ff

Update Goal Fields Goal History - Revisions

Click on the [View](#) link for the desired goal to update.

The goal plan will appear

Click the **Update Goal Fields** button to open the form for editing

Type into the box (or Copy and Paste from a previously typed file)

Click **Update Goal** button

Using the Design Question Protocols from the Marzano Framework, identify the instructional strategies you will use to address this area of focus.

ABC B I U A Times New R... 12pt

Edit this area and add new information...|

Update Goal Back to Goal Setting Plan

If it was saved successfully ProTraxx will display your goal form again.

You may click **BACK TO PLAN** link to go back and edit another goal.

TRUCTORS ASSESSMENTS ONLINE TEACHER PROCESS REPORTS HOME

1. View My Plan 2. **View Goal Setting** 3. Submit For Approval

Plan Information

Name: WILSON, JANE F Plan Status: DRAFT
 Goal Plan Type: Teacher Goal Status: DRAFT
 Fiscal Year: 2013-2014
 Plan Name: JANE WILSON

Goal Setting Information

Goal Type: Teacher: Performance and Practice (40%) Goal Status: **DRAFT**

School: TOMLINSON M.S. Grade: NONE SELECTED Content Area: Technology Education

Teachers develop one (1) performance and practice focus area that is aligned to the Marzano Art and Science of Teaching Framework. The focus area will guide observations and feedback conversations throughout the year.

Each teacher will work with his or her evaluator to develop a practice and performance focus area through mutual agreement. All focus areas should have a clear link to student achievement and should move the teachers towards proficient or exemplary on the Marzano Art and Science of Teaching Framework. Schools may decide to create school-wide or grade-specific focus areas aligned to a particular indicator (e.g., DQ2: Helping Students Interact with New Knowledge).

Growth related to the focus areas should be referenced in feedback conversations throughout the year. The focus area and action steps should be formally discussed during the Mid-Year Conference and the

BACK TO PLAN