



## GOAL SETTING

1. Go to [www.protraxx.com](http://www.protraxx.com)
2. Type in your username/password
3. Click the **login** button
4. Using the blue navigation menu, roll the mouse over **Online Teacher Process/** and click **My Goal Setting Plans**
5. Click the **Create Goal Setting Plan** button
6. Select the **Teacher Goal Plan** radio button
7. From the **Evaluation Process** drop down menu select the evaluation process you want your goal plan to be aligned to.
8. You can change your Plan Name and add a Plan Description
9. Click on the **Save Goal Plan** or the **Save and Create Goal** button.
10. From the **Create Goal Setting** page choose your **Goal Type** from the drop down menu
11. From the **Content Area down menu** choose the content area you teach  
(Once the content area is selected, it will load automatically when other Goal Types are created.)
12. Fill out the appropriate fields for the goal
13. Click the **Save Goal** button- This will bring you to the View Goal Setting page
14. Component Action Step  
To create a component action step for your goal click on the **Create Action Step** button.  
Fill out the action step field and click the **Create Action Step** button.
15. Create Evidence  
To create evidence click the **Create Action Evidence** button.  
Select the date, fill out the evidence field, and click the **Create Evidence for Action Step** button
16. Attach Evidence  
To attach evidence files click on the **Select** button.

Select your file and click the **Open** button.  
Add a Document title and Document description.  
Click the **Upload Document** button

17. Assign Standards to Goal-

Click the **Assign Standards to Goal** button. Select a State, Document Type, Subject Area, and Select Range.

Click the **Search Standards** button

Click the View **Standards/Strands** link

Select the box to the left of the standard(s) you want to assign to your goal.

Click the **Align Standards/Strands to Goal** button

18. \*Optional Comments- You can add a comment about the goal to share with your evaluator by writing in the comment box and clicking the **Submit Comment** button.

19. Scroll to the bottom of the screen. You can choose to **Create Another Goal** or you can go back to the goal setting plan by clicking **Back to Goal Setting Plan**.

20. Repeat steps 10-19 to continue to create the rest of your goals.

21. Once all your goals are done click the **BACK TO PLAN** link in the top right hand corner. From the View Goal Plan screen, click the **Submit This Plan for Approval** button.

## ADMINISTRATOR TASK

Log in and your review teacher Goal Plan.

Review goals, action steps, and all required fields.

1. Go to [www.protraxx.com](http://www.protraxx.com)
2. Type in your username/password
3. Click on the **EzProfile Tab**
4. From the left menu click on **Goal Setting/Manage Goal Setting**
5. In the plans requiring approval click on the name of the plan you want to approve
6. To review/approve the goals click the blue **view link**
7. Once you have made a decision on the goals click either the **approve goal, revise goal, or reset goal** button.
  - a. Approve Goal- Means the goal has been approved.
  - b. Review Goal- Means the teacher needs to change their goal.

- c. **Reset Goal**- Changes the status of the goal from approved or revise back to in progress.
8. To view/approve the remaining goals select a goal from the switch goal drop down menu
9. Once all of the goals have been approved scroll to the bottom of the page and click the back to goal setting plan button
10. If all the goals have been approved click the **approve goal setting plan** button at the top of the page

## TEACHER TASK

If your administrator asked you to revise a goal follow these steps:

1. Go to [www.protraxx.com](http://www.protraxx.com)
2. Type in your username/password
3. Click the **login** button
4. Using the blue navigation menu, roll the mouse over **online teacher process/my goal setting plans**
5. Click on the **goal setting plan** name that needs goal revision. If you have a plan with a revised goal it will be red.
6. Click the **blue view link** to view the goal you want to revise
7. Scroll to the bottom and click the **update goal button**
8. Make changes to your goal
9. Click the **update goal button**
10. Click the **Resubmit Goal for Approval** button at the top of the page

## ADMINISTRATOR TASK

Log in and approve resubmitted goal.

Approve Goal Plan.

1. Go to [www.protraxx.com](http://www.protraxx.com)
2. Type in your username/password
3. Click on the **EzProfile Tab**
4. From the left menu click on **Goal Setting/Manage Goal Setting**
5. In the plans requiring approval click on **the name of the plan you want to approve**
6. To approve the goals click on the **blue view link**

7. Click the **approve button**.
8. In the top right corner click **BACK TO PLAN**
9. To approve the goal setting plan click on **approval goal setting plan** button.