



Los Angeles Unified School District

*my* Professional Growth System

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# Initial Planning Sheet

## **MyPGS**

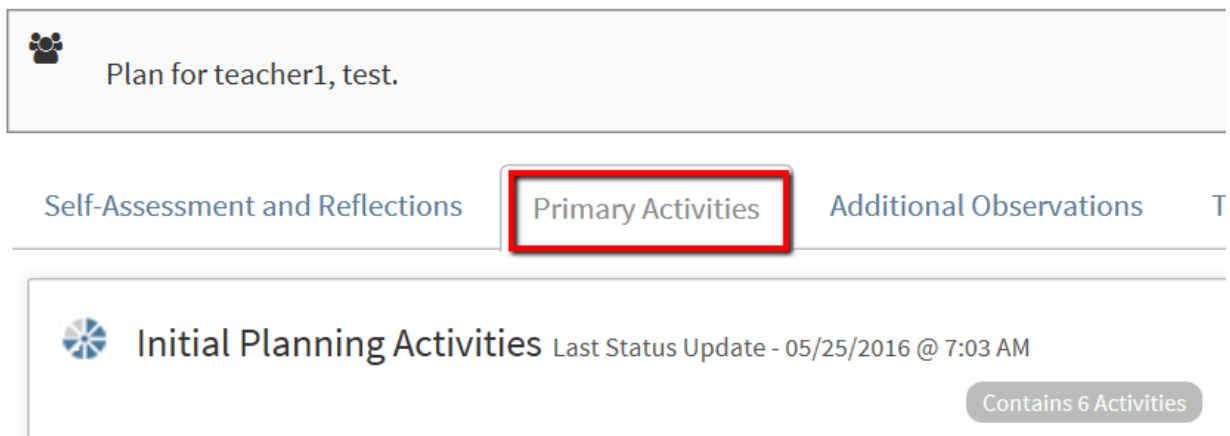
User Guide for  
Teachers in EDST  
[lausd.truenorthlogic.com](http://lausd.truenorthlogic.com)

# Overview

**Primary Activities** is the tab which includes the required steps to complete the Educator Development and Support: Teachers (EDST) process. Included at the Primary Activities tab:

- Initial Planning Activities (including the Initial Planning Sheet)
- Growth Plan Visit
- Formal Observation

## ☰ 2016-2017 Educator Development and Support: Teacher Evaluation Plan



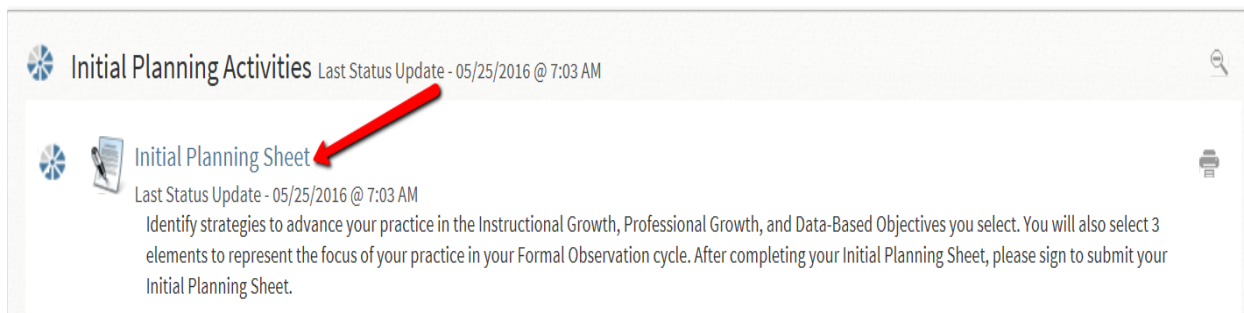
Plan for teacher1, test.

Self-Assessment and Reflections **Primary Activities** Additional Observations T

Initial Planning Activities Last Status Update - 05/25/2016 @ 7:03 AM

Contains 6 Activities

Click on the **Initial Planning Activities**. Then click on the Initial Planning Sheet.



Initial Planning Activities Last Status Update - 05/25/2016 @ 7:03 AM

Initial Planning Sheet Last Status Update - 05/25/2016 @ 7:03 AM

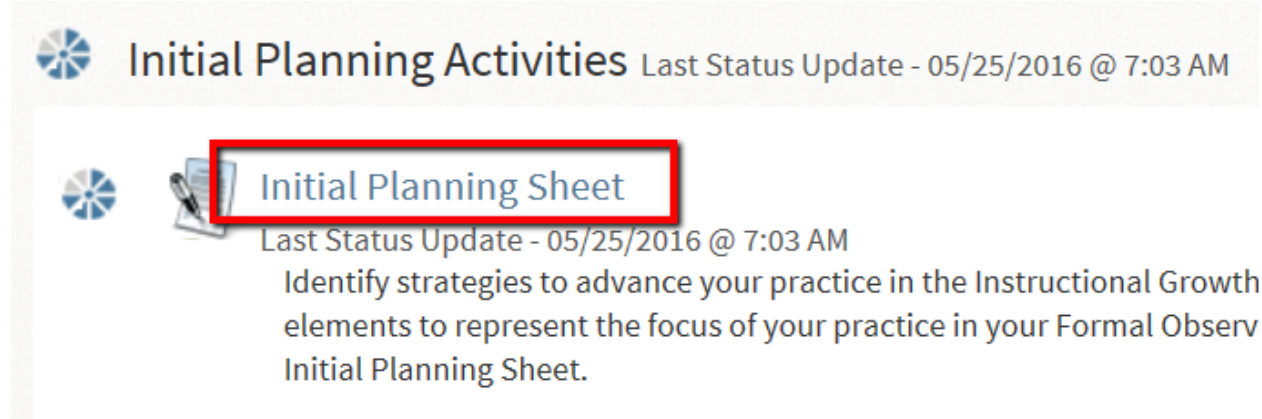
Identify strategies to advance your practice in the Instructional Growth, Professional Growth, and Data-Based Objectives you select. You will also select 3 elements to represent the focus of your practice in your Formal Observation cycle. After completing your Initial Planning Sheet, please sign to submit your Initial Planning Sheet.

## Initial Planning Sheet Overview

In the Initial Planning Sheet container, you will create your Initial Planning Sheet (IPS) with its three objectives: Instructional Growth, Professional Growth and Data-Based. In the same

container, you will identify three focus elements for your formal observation. You have the opportunity to comment on the “cooperatively selected” element for your formal observation as well. When you sign your IPS, it is submitted to your administrator for his/her review before the Initial Planning Conference. The IPS may be edited after the Initial Planning Conference takes place until it is finalized by the administrator.

To access your IPS, [click](#) on the **Initial Planning Sheet** link.



**Initial Planning Activities** Last Status Update - 05/25/2016 @ 7:03 AM

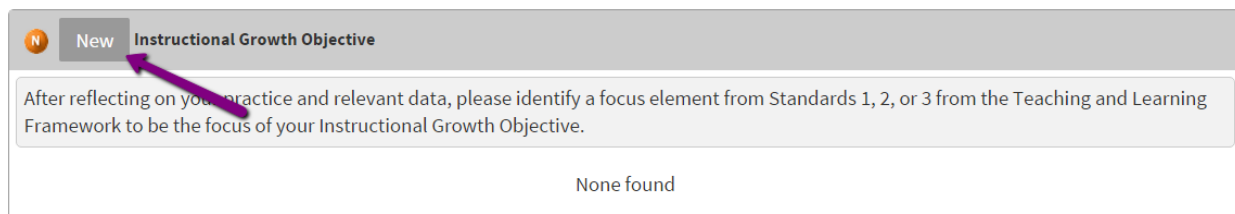
**Initial Planning Sheet**  
Last Status Update - 05/25/2016 @ 7:03 AM  
Identify strategies to advance your practice in the Instructional Growth elements to represent the focus of your practice in your Formal Observ Initial Planning Sheet.

**NOTE:** If you wish to view your **Self-Assessment** to help you select your growth objective, or to select the focus elements for your formal observation, access the **Self-Assessment** at the **Self-Assessment and Reflections** tab.

## Initial Planning Sheet Creation

In this step you will identify strategies to advance your practice in the Instructional Growth, Professional Growth, and Data-Based Objectives you select. After completing your Initial Planning Sheet you will electronically sign to submit your IPS.

### Instructional Growth Objective



**New** Instructional Growth Objective

After reflecting on your practice and relevant data, please identify a focus element from Standards 1, 2, or 3 from the Teaching and Learning Framework to be the focus of your Instructional Growth Objective.

None found

After reflecting on your practice and relevant data, please identify a focus element from Standards 1, 2, or 3 from the Teaching and Learning Framework to be the focus of your Instructional Growth Objective.

1. Click **New** next to Instructional Growth Objective.
2. Choose a Focus Element from the dropdown menu (REQUIRED).
3. Answer the 3 prompts in the text boxes for *Improvement of Practice*, *Teaching Strategies* (REQUIRED), and *Action Steps*. You may access **MyPLN** for additional resources at <http://achieve.lausd.net/mypln>.
4. Click **Save and Exit** in the bottom of the container when complete. If you need to change your entries, click **Edit** in the upper left to continue your work.

## Professional Growth Objective

**New** Professional Growth Objective

After reflecting on your practice and relevant data, please identify an element from Standards 4 or 5 from the Teaching and Learning Framework to be the focus of your Professional Growth Objective.

None found

After reflecting on your practice and relevant data, please identify an element from Standards 4 or 5 from the Teaching and Learning Framework to be the focus of your Professional Growth Objective.

1. Click **New** next to Professional Growth Objective.
2. Choose a Focus Element from the dropdown menu (REQUIRED).
3. Answer the 2 prompts in the text boxes for *Improvement of Practice* and *Action Steps*.
4. Click **Save and Exit** in the bottom of the container when complete. If you need to change your entries, click **Edit** in the upper left to continue your work.

## Data-Based Objective

**New** Data-Based Objective

Please select student data to reflect on (e.g., benchmark assessments, teacher-made or department-made tests, portfolios, progress reports, etc.).

The following are links to some of the data referenced in the [Supplemental Agreement](#) on Employee Evaluation Procedures: [MyData](#), [mCLASS-WIRELESS GENERATION LAUSD WEBSITE](#)

After reflecting on your students' data, please respond to the following questions:

None found

Please select student data to reflect on (e.g., benchmark assessments, teacher-made or department-made tests, portfolios, progress reports, etc.) to respond to your Data-Based Objective questions.

1. Click **New** next to Data-Based Objective.
2. Answer the 2 prompts in the text boxes for *Learning Content*, *Student Population/Baseline*, *Data-Based Objective* (REQUIRED), *Teacher Growth Strategies* (REQUIRED), *Action Steps*, and *Evidence Source*.
3. Click **Save and Exit** in the bottom of the container when complete. If you need to change your entries, click **Edit** in the upper left to continue your work.

## Focus Element Selection

NOTE: Your Initial Planning Sheet is ready for submission after you complete the three objectives. Selection of Focus Elements for your Formal Observation is completed here because the seven focus elements for your Formal Observation will be finalized at the Initial Planning Conference.

After reflecting on your practice and relevant data, please **identify three focus elements** from the Teaching and Learning Framework to use along with the three district unified focus elements. After selecting your three focus elements, you will be cooperatively selecting an additional element with your administrator to finalize during the Initial Planning Conference. Evidence of your practice in these areas will be collected and rated by your administrator.

**Teacher Designated Focus Elements**

After reflecting on your practice and relevant data, please identify 3 focus elements from the Teaching and Learning Framework to use along with the three district unified focus elements. Evidence of your practice in these areas will be collected and rated by your observer.

**Edit** ←

\* Teacher Designated Focus Elements  
Please select 3 elements for your Formal Observation from the list of Teaching and Learning Framework focus elements

Selected Focus Elements (Minimum Selections: 3)

- 2a3 Academic Climate

\* Required

Select Focus Elements ✕

You must select a minimum of: 3  
 You can select a maximum of: 3  
 Current number of selections: 1

Select 3 elements by clicking on the checkboxes

**EDST Formal Observation**

Standard 1 Planning and Preparation

- Demonstrating Knowledge of Content and Pedagogy
  - 1a2 Knowledge of Content-Related Pedagogy
- Demonstrating Knowledge of Students
  - 1b1 Awareness of Students' Skills, Knowledge, and Language Proficiency
- Designing Differentiated Instruction
  - 1d1 Standards-Based Learning Activities
- Designing Student Assessment
  - 1e2 Planning Assessment Criteria

Standard 2 The Classroom Environment

- Creating an Environment of Respect and Rapport
  - 2a3 Academic Climate
- Managing Classroom Procedures
  - 2c1 Management of Routines, Procedures, and Transitions

You may make a recommendation to your administrator for the cooperatively selected focus element. Use the text box below to provide the recommendation and/or rationale for selecting the final focus element for your Formal Observation cycle.

**Teacher Recommendation for Cooperatively Selected Focus Element**

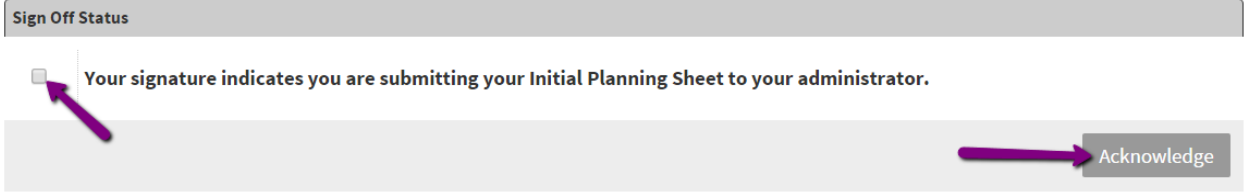
After selecting 3 focus elements for yourself, you will be cooperatively selecting an additional element with your administrator to finalize during the Initial Planning Sheet cycle.

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Teacher Recommendations for Cooperatively Selected Focus Element	I would like to work on element 3a4 because of reasons x, y and z.
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## IPS Sign Off and Submission

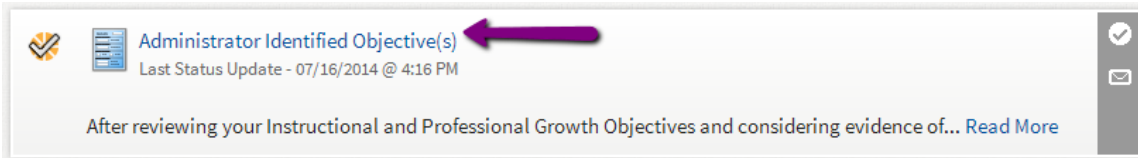
Review your selected objectives and selected focus elements. Once you are ready to submit, scroll to the bottom of the page to sign off and submit your IPS to your administrator. Your signature indicates you are submitting your Initial Planning Sheet to your administrator. Check this box and then click to **Acknowledge**. A window will pop up and you will enter your single sign-off information to electronically sign. You will then see your electronic signature in the sign-off box.



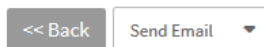
Once you complete the authentication step, the activity will automatically be marked complete. This last step will automatically send an email to your administrator letting them know that your Initial Planning Sheet is ready for review.

## Administrator Identified Objective(s)

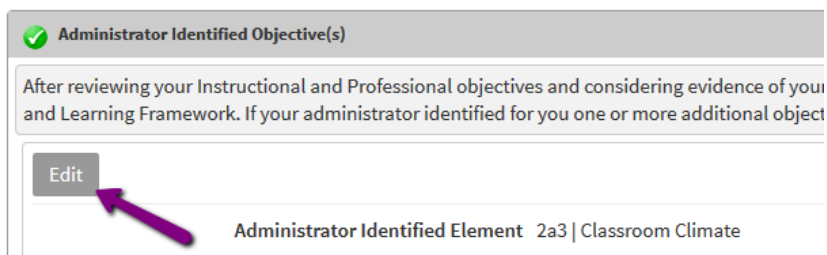
If assigned by your administrator, this step is required. Your administrator may identify more than one additional objective for you. These objectives may come from any element in the LAUSD Teaching and Learning Framework, not just the 15 Focus Elements. You will receive an email notification letting you know that your administrator identified additional objectives for you.



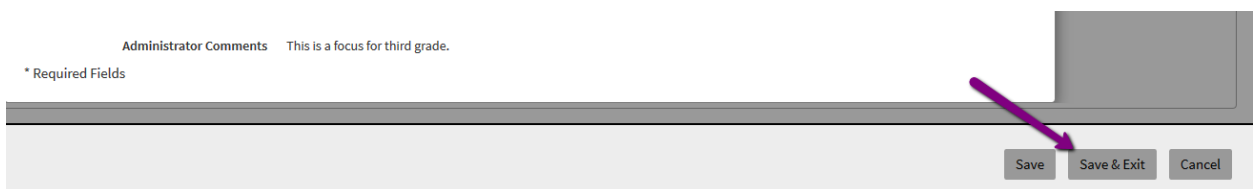
1. From the Growth Planning tab, select **Administrator Identified Objective(s)**.
2. Review the Administrator Identified Objective(s).
3. Click **Edit** to answer the 3 prompts in the text boxes.



Administrator Identified Objective(s) for Teacher, Eliza

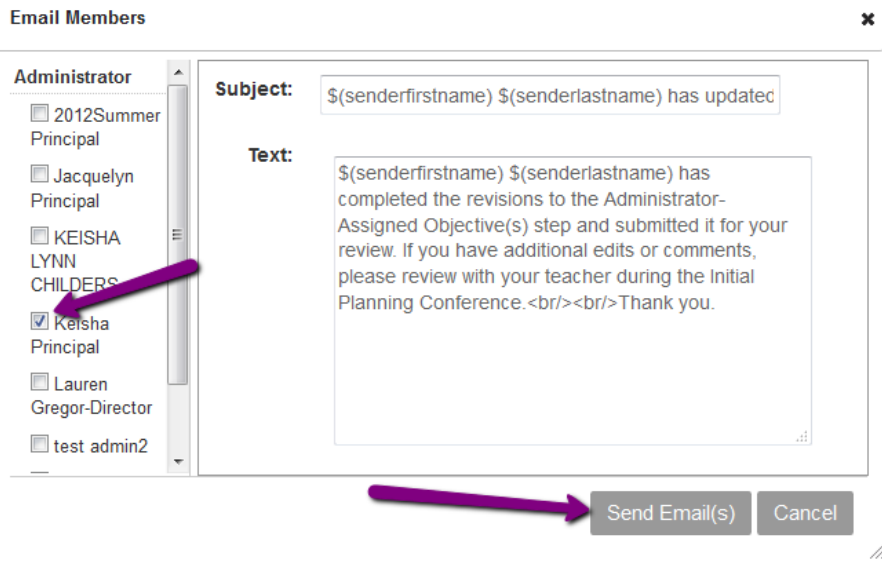


4. Click **Save and Exit** in the bottom of the container when complete. If you need to change your entries, click **Edit** in the upper left to continue your work.



5. You may also choose to send an email to your administrator using the **Send Email** option to notify them they you have completed this activity. Select the administrator to email by checking the box beside the appropriate name. You can ignore the email text and subject line. Click **Send Email(s)**.





You have completed the **Initial Planning Sheet** activities.