Initial Planning Sheet

MyPGS
User Guide for
Teachers in EDST
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

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

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

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

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

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, mcCLASS-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.
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.

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 on 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.

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 that 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.