

## Evaluatee User Guide: Getting started on Non-Classroom or Stull on MyPGS Evaluation Plans

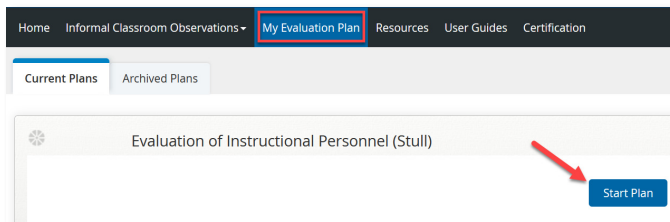
### Login to My Professional Growth System (MyPGS)

Once you are informed of your scheduled evaluation by your evaluator, access the MyPGS platform to start your evaluation plan. To access MyPGS, login to <https://lausd.truenorthlogic.com> using your single sign-on.



### Start Plan

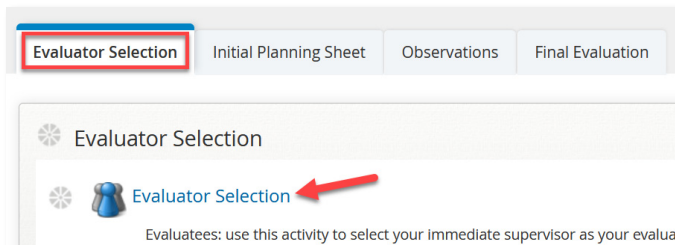
1. Click on the **“My Evaluation Plan”** tab at the top of the page to access current plan which might be a **“Stull on MyPGS”** plan or an **“Educator Development and Support Non-Classroom Teacher (EDSNCT)”** Plan.
2. Click the **“Start Plan”** button to start your plan.



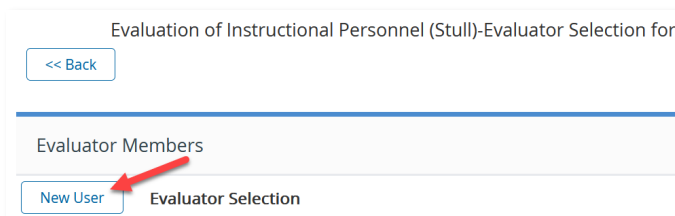
### Evaluator Selection

Use this activity to select your immediate supervisor or other designated manager as your evaluator. You must select an evaluator before continuing with your evaluation.

3. Click **“Evaluator Selection”** to search for the Evaluator.



4. Click on the **“New User”** button to search for Evaluator Members.



5. Enter the First & Last Name of your evaluator and click the “**Search**” button.
6. Find your supervisor on the list of employees. If multiple names match your supervisor’s name, look at the site location to help you decide. Select the evaluator by clicking the **box** next to name selection.
7. Click “**Add Selected Users**” button to add your Evaluator.

**Member User Search**

First Name: test

Last Name: principal5

Search

	Name	Site	District	Region	Demographics
<input checked="" type="checkbox"/>	test principal5 marcella.hauffen@lausd.net	Mission Control 6	Default District	Default Region	PRINCIPAL, ELEMENTARY

Add Selected Users

Name	Site	District	Region	Demographics
test principal5	Mission Control 6	Default District	Default Region	PRINCIPAL, ELEMENTARY

**Initial Planning Sheet Activities (Stull on MyPGS) or Self-Assessment and Primary Activities (EDSNCT)**

Now that you have completed these getting started steps, you are ready to begin your evaluation activities. For *Stull on MyPGS* users, complete your Initial Planning Sheet on MyPGS. For EDSNCT, complete the (1) **Self-Assessment** and the (2) **Initial Planning Sheet** in the **Initial Planning Activities** tab. Note, that the **Self-Assessment** is confidential and never shared with your supervisor.

**Stull on MyPGS Services, Management, or Instructional**

Evaluator Selection **Initial Planning Sheet** Observations Final Evaluation

Initial Planning Sheet Activities

Initial Planning Sheet \* ←

Individuals will be evaluated based upon the stated objectives on this Initial Planning Sheet. Strategies must be entered for each category for this step to be completed.

Evaluator Review and Comment on Initial Planning Sheet

**EDS Non-Classroom Teacher Plan**

Evaluator Selection **Initial Planning Activities** Observation of

1. Teacher Self-Assessment  
Please review schoolwide student achievement data and other language that best describes your practice in each focus element.

2. Initial Planning Sheet  
Identify strategies to advance your practice in the Professional Observation of Practice and/or Evidence Collection (artifact product).

Sign Off Status

your signature indicates you are submitting your Initial Planning Sheet to your evaluator. If revisions are made during the Initial Planning Conference, you will be able to return to this page and make the necessary edits.