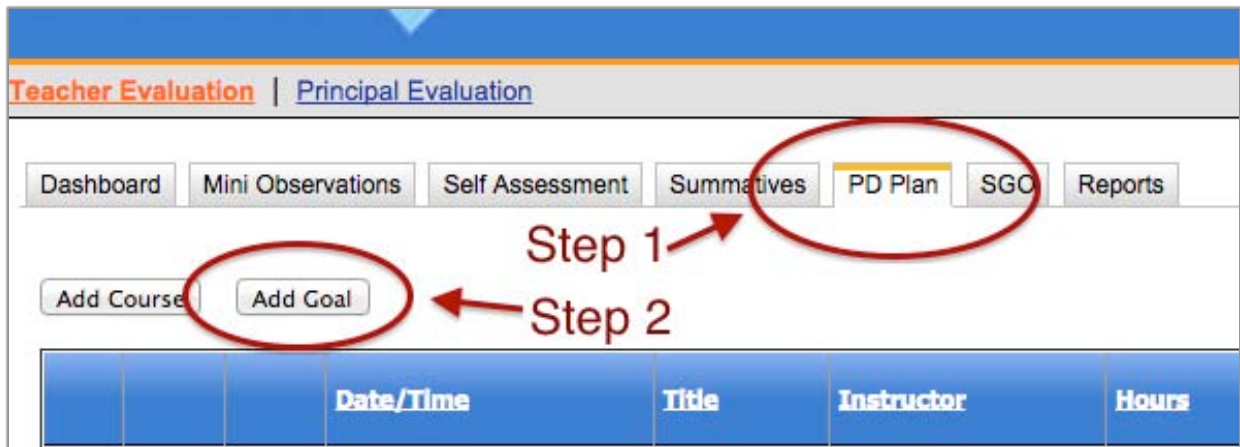


How to Enter PDP Goals in TEval

Step 1. Log on and select the “PD Plan” tab at the top

Step 2. Select “Add Goal”



Step 3. If you are a Reynolds teacher, please select “Goal Scope” and chose either Individual or “Grade Level / Department Goal”

Step 4. Input your Goal details

The screenshot shows the goal entry form. At the top, there are several dropdown menus: "Priority" (set to 1), "Goal Type" (set to Enrichment), "Rubric" (set to Teacher), "Goal Scope" (set to Individual, highlighted with a red circle), "Domain", and "Indicator". A red arrow points from "Step 3 - Reynolds Staff" to the "Goal Scope" dropdown. Below these are three text input fields: "Goal" (highlighted with a red circle), "Action Plan", and "Supports For Success". A red arrow points from "Step 4 - Input Goal" to the "Goal" input field.

Step 5. Input June 24th, 2015 in the “Expected Completion” area

Step 6. Save

The image shows a screenshot of a web form with several sections. The 'Expected Completion' field is highlighted with a red oval and an arrow pointing to it from the text 'Step 5'. This field contains three dropdown menus: the first is set to '6', the second to '24', and the third to '2015'. Below this is the 'Current Status' dropdown menu. The 'Timeline' section is a large empty text area above the 'Expected Completion' field. Below the 'Expected Completion' field are the 'Self Reflection' and 'Administrator Notes' sections, both of which are empty text areas. At the bottom left, the 'Save' button is highlighted with a red oval and an arrow pointing to it from the text 'Step 6'.

Timeline

Expected Completion 6 24 2015 ← Step 5

Current Status

Self Reflection

Administrator Notes

Save ← Step 6