



Final Evaluation Report – Teacher User Guide Educator Development and Support: Teacher

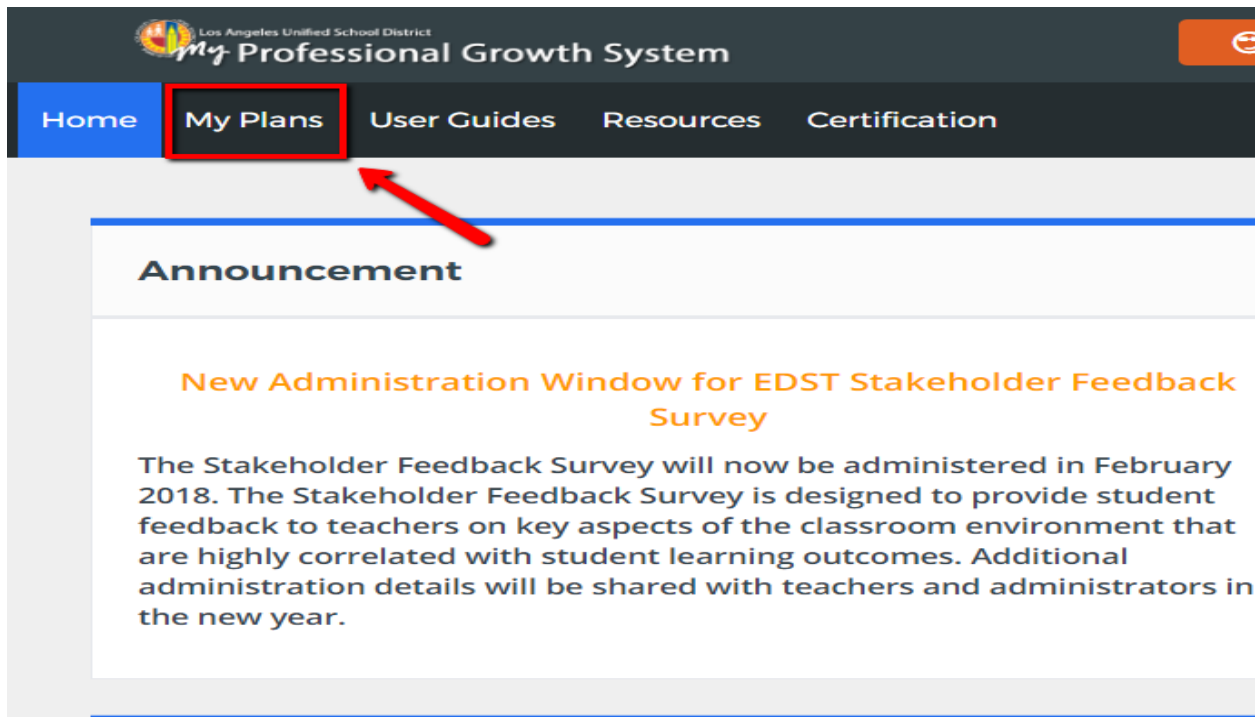
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Accessing Your Final Evaluation Plan

- Go to My Professional Growth System (<https://lausd.truenorthlogic.com>)
- Use your single sign-on and password to login.
- From Home page click on “**My Plans**” on main navigation bar.





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- Click to access the current year’s **“Educator Development and Support: Teacher Evaluation Plan”**

Current Plans Archived Plans

2017-2018 Educator Development and Support: Teacher Evaluation Plan ←

Archived	Owner	Date Created
false	Teacher, Martha	09/29/2017 @ 04:05 AM

- Click on the **“Final Evaluation”** tab
- Click on the **“Activities”** button to open the Final Evaluation

2017-2018 Educator Development and Support: Teacher Evaluation Plan

Self-Assessment and Reflections Primary Activities Additional Observations Teacher Artifacts and Attachments **Final Evaluation**

Final Evaluation

Contains 3 Activities

Final Evaluation Report and Sign-Off

In this step, you may review your Final Evaluation for the current school year. You will be asked to acknowledge receipt of your Final Evaluation Report and will have the opportunity to print your own hardcopy version in this activity.

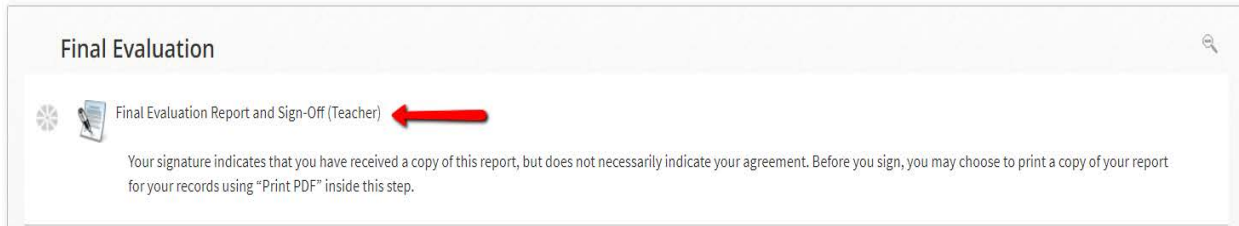
Quick Tip:
 If this step is gray and not yet clickable, your administrator has not yet completed and shared the Final Evaluation Report with you.



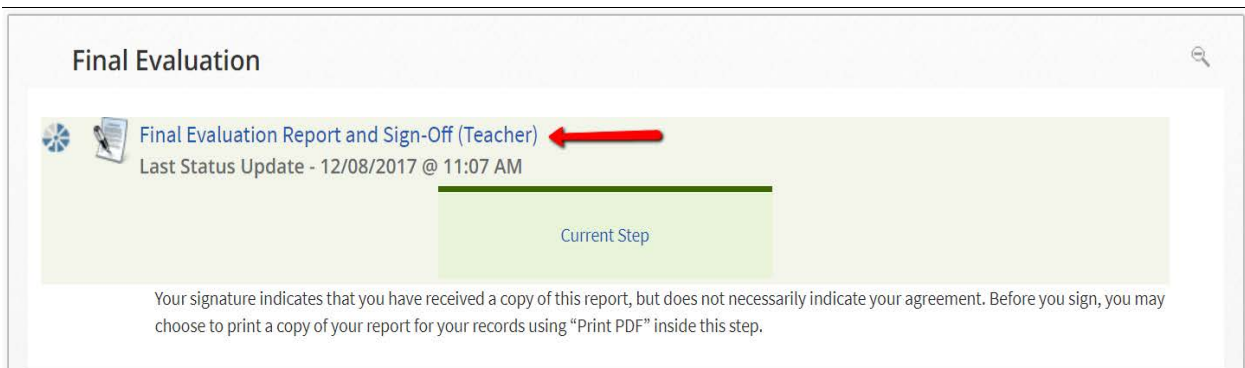
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1. Access Report to Acknowledge or Print

This step will not be clickable until your administrator completes the Final Evaluation Report and shares it with you.



When your administrator completes your Final Evaluation Report and shares this report with you, you will receive an email notification from MyPGS and this link will become clickable. The step will turn yellow, and the platform will let you know this is the **“Current Step.”**



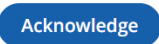


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- In this step, you should sign off electronically on receipt of your Final Evaluation Report. Your signature indicates that you have received a copy of this report, but does not necessarily indicate your agreement. To sign off, click the check mark to indicate your agreement and then the **“Acknowledge”** button.

Sign Off Status

I have received a copy of this report, but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to this form within ten(10) working days from the date on which the report was received. This written response is to become a permanent part of the report and my personnel service folder.



- You can print this report by clicking **“Print PDF”** from the dropdown menu at the top left.

2017-2018 Educator Development and Support: Teacher Evaluation Plan

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Print PDF ▼

Final Evaluation Report and Sign-Off (Teacher) for Teacher, Martha

Teacher Demographics - REQUIRED



Name	Employee	Status



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2. Review Final Conference Notes, Signed Hard Copy, and Attachments

Review this step to see any notes your administrator made about your Final Evaluation Conference. This step will also include any additional documents that your administrator shared with you during the conference in addition to the Final Evaluation Report.

 [Final Conference Notes, Signed Hard Copy, and Attachments](#) 

In this activity, you may review any comments, potential next steps, or actionable feedback provided by your administrator after your final evaluation conference. You may also review a signed hardcopy of your evaluation report, along with any other documents uploaded by your administrator that were shared during the conference.

- When you click this step, you will be able to review any notes your administrator added, along with any attachments uploaded.
- You may download any attachments to your own computer by clicking on the attachment name underlined in blue.

Final Conference Notes, Signed Hardcopy, and Attachments

Please write any comments that discuss potential next steps and provide actionable feedback for your teacher. After the conference, upload the signed hardcopy of the Final Evaluation Report that was printed from MyPGS, as well as the teacher's written response (if submitted and given to the administrator via hardcopy) and any documents shared in the conference.

If you have additional documentation, you should upload documents in the Teacher Artifacts section of the Teacher Artifacts and Attachments tab.

Please note, the file size limit is 10MB. If you think the file might be larger, please scan and upload in segments to ensure you don't go over this limit.

* Final Evaluation Conference Date: [Reset](#)

Comments
Please write any comments that discuss potential next steps and provide actionable feedback for your teacher.

Final Evaluation Conference Comments

Conference Attachments
Attach a signed hardcopy of the final evaluation report and any additional documents that were shared during the conference.

[Attach File](#)




[Teacher's Final Evaluation Report.docx.docx](#)
12/8/2017 2:16 PM by Principal, Marcella

- You do not need to Mark Complete on this step. Your administrator will complete this step.



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3. Written Response to Final Evaluation (OPTIONAL)


 **Written Response to Final Evaluation (Optional)**  

Teachers: you may use this activity to attach a written response regarding this report within ten (10) working days from the date on which the report was received.

Principals: you may use this activity to review the response submitted by the teacher.

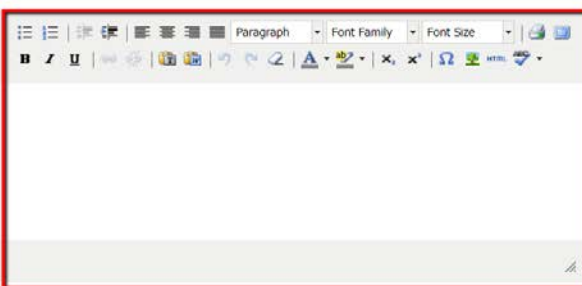
Teachers may attach a written response to the Final Evaluation Report within ten (10) working days from the date on which the report was received. Submitting a written response is optional and is separate from completion of your plan. If submitted, the written response will become a permanent part of the report and of your personnel service folder.



- If you wish to type your Written Response, enter text in the “Response” field.
- If you have already written your response on a separate document, you may choose to attach a file instead by clicking “**Attach a file.**” You will be prompted to select a file from your computer and upload it as an attachment.
- You may enter text, upload an attachment, or do both.
- Once you have completed the section, click “**Save & Exit**” on the bottom right. You will be able to return to this section by clicking “**Edit**” again.




 **Teacher Written Response**

I understand that I may attach a written response to this form within ten (10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder.

Once you have completed your written response, click “Send Email” from the actions dropdown menu at the top of the page to alert your administrator of your response.

Response 

Response attachment(s)  



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To send an email from MyPGS notifying your administrator of your written response, click the “Send Email” button from the actions dropdown menu.

The screenshot shows a web interface for the '2017-2018 Educator Development and Support: Teacher Evaluation Plan'. At the top, there is a header with the title. Below the header, there are navigation buttons: '<< Back' and 'Print Forms'. A dropdown menu is open under 'Print Forms', showing options for 'Print Forms' and 'Send Email'. A red arrow points to the 'Send Email' option. Below the dropdown, there is a section titled 'Written Response' with a sub-section for 'Teacher W...'. The main content area contains a text box with the following text: 'I understand that I may attach a written response to this form within ten (10) working days from the date on which the report was received. This written response is to become a permanent part of the report and of my personnel service folder. Once you have completed your written response, click "Send Email" from the actions dropdown menu at the top of the page to alert your administrator of your response.'

- The email will auto-populate with some text, but you should feel free to edit this to provide your own email language.
- Make sure to select your school principal and any other administrators you would like to alert as the recipients of your email. You may also email yourself an exact copy of this email by checking the box next to your name.
- **“Send email(s)”** will send the emails from the MyPGS email address to all selected recipients.



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- You may also select the Email function outside of the activity to email your Administrator.

Written Response to Final Evaluation (Optional)

Teachers: you may use this activity to attach a written response regarding this report within ten (10) working days from the date on which the report was received.

Principals: you may use this activity to review the response submitted by the teacher.

- There is no status on this activity and you do not need to Mark Complete.