



HAWAII DEPARTMENT OF EDUCATION
ESSA Highly Qualified Teacher
Online HQ Professional Development Plan Instructions
School Year 2019-2020

HQ PDP Teacher Steps in PDE³

Log into PDE³ (<https://pde3.k12.hi.us>) using your employee ID and your DOE password. If you do not know your DOE password, contact the Customer Service Desk (CSD) at 564-6000.

PDE³
Professional Development
Educate. Empower. Excel.

Log In

User Name

Password

Log In

Welcome to the PDE3 System

DOE Employees:

- User Name is your 8-digit Employee ID number
- Password is your DOE Internet Password

If you do not know or do not remember your Login/Password, please call the DOE Customer Service Desk (CSD) for assistance at

(808) 564-6000 or 8-1-808-692-7250 (Neighbor Island HATS)

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From the personalized home page, click on the “Professional Growth” link.

Home Professional Growth Learning Opportunities Induction/Mentoring Educator Effectiveness Help

MY ANNOUNCEMENTS

1 unread message

Teacher Evaluation Expedited Appeals Form & Instructions

Read Unread View All

Within the “My Professional Growth” section, click on the “HQ PD Plan 2018-2019” link or “Start Plan” button.

My Professional Growth

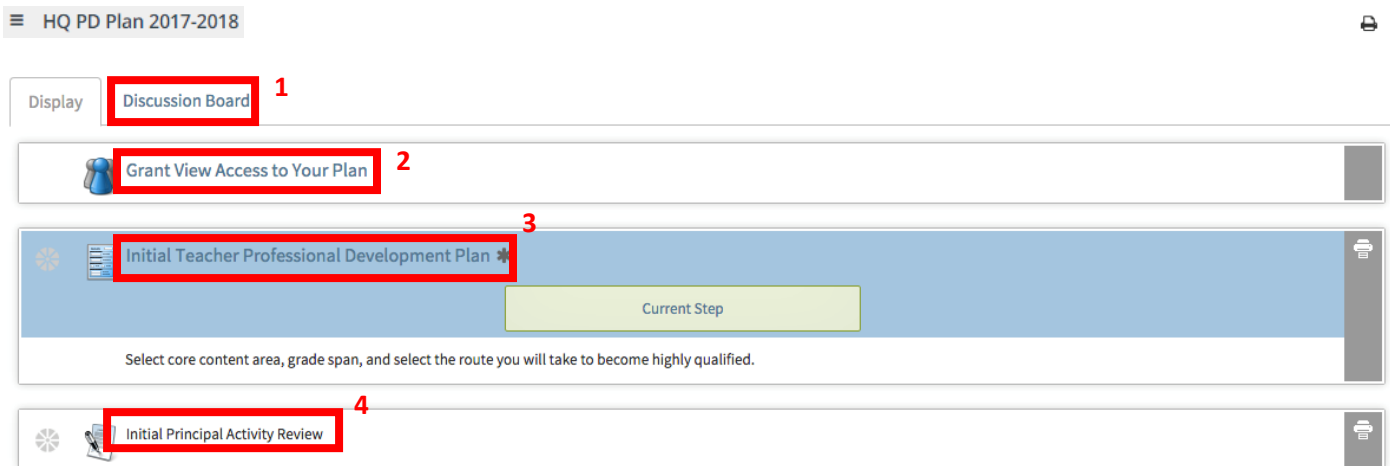
Current Growth Plan Archived Growth Plans

HQ PD Plan 2017-2018

Start Plan

There are four parts to the HQ PD Plan:

- 1) **Discussion Board** – used to share messages between your HQ Designee and/or school administrator
- 2) **Grant View Access** - to add your designee or anyone else in PDE³ to view your plan
- 3) **Initial Teacher PDP** – where you will create your plan
- 4) **Initial Principal Activity Review** – where your principal will approve your plan



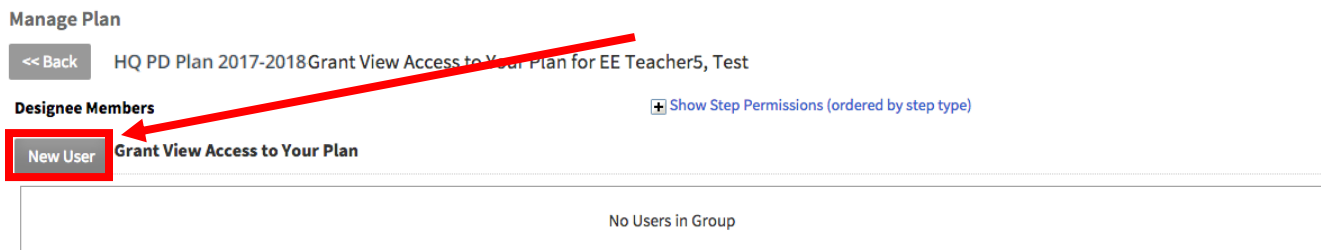
Starting your HQ PDP

The usual steps of a PDP is that you 1) grant access to your school/complex designee, 2) you complete your plan and then 3) submit your plan to your principal who then reviews/approves your plan.

Start first by adding your HQ designee. Click on the “Grant View Access to Your Plan” link.



Click on the “New User” button to bring up the search screen to find your designee or principal.



In the search window, type the designee or principal's name and press the "Search" button.

Member User Search

First Name:

Last Name:

Your search results will display below the search criteria.

Member User Search ✕

First Name:

Last Name:

	Name	Email	Site	District	County	Region	Demographics
<input type="checkbox"/>	Test Principal		Test School	Test Complex	Test Complex Area	Test District	Principal

Click on the check box and then the "Add Selected Users" button.

Member User Search ✕

First Name:

Last Name:

	Name	Email	Site	District	County	Region	Demographics
<input checked="" type="checkbox"/>	Test Principal		Test School	Test Complex	Test Complex Area	Test District	Principal

Visually confirm the addition of the users you have granted view rights to or click on the “Remove” button to remove the view access user.

Designee Members [+ Show Step Permissions \(ordered by step type\)](#)

New User		Grant View Access to Your Plan	
Name	Email	Added By	
1. Test Principal		Test EE Teacher5 on 08/10/2015	<button>Remove</button>

After adding view rights to those that you need to, click on the “<<Back” button to return to the plan steps page.


Manage Plan

<< Back	HQ PD Plan 2017-2018:Grant View Access to Your Plan for EE Teacher5, Test
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Designee Members [+ Show Step Permissions \(ordered by step type\)](#)




New User		Grant View Access to Your Plan	
Name	Email	Added By	
1. Test Principal		Test EE Teacher5 on 08/10/2015	<button>Remove</button>
2. test teacher1	noreply@truenorthlogic.com	Test EE Teacher5 on 08/10/2015	<button>Remove</button>



Once that the plan steps page, click on the “Initial Teacher Professional Development Plan” link or “Current Step” button to start completing your plan in PDE³.

≡ HQ PD Plan 2017-2018 

Display Discussion Board

 Grant View Access to Your Plan

 Initial Teacher Professional Development Plan * 

Select core content area, grade span, and select the route you will take to become highly qualified.

 Initial Principal Activity Review 

Don't get confused by the 'Click "Save" frequently...' message as once you are in the “Edit” mode you will see the save button.

To start your plan click on the “Edit” button.

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area --Select One--

Grade Span --Select One--

What route will you take to become highly qualified? --Select One--

Planned Activities for August through October

Planned Activities for November through

One more thing to note is that the “Print Forms” button has an “Action Menu” pull-down button next to it. You will need to use this pull-down menu when you “Submit” your plan to your principal. If you do not submit your plan your principal cannot approve your plan.

HQ PD Plan 2017-2018

Action Menu

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Print Forms

Submit

In the edit mode the screen will change where the plan pull-down menus and text-boxes become active. Here we see the “Content Area” text box. Notice the “Save,” “Save & Exit” and “Cancel” buttons at the bottom of the screen. You will need to use them correctly to ensure that you do not lose any of your data.

Employee ID

Name EE Teacher1, Test

* Content Area

* Grade Span
(Check the grade span for which HQ designation is)

--Select One--

Save Save & Exit Cancel

We will now start the form. Type the content area you are completing your PDP in the “Content Area” text box.

Select Content Area & Grade Span

Click "Save" frequently to prevent losing data. Required fields are notated in RED.

Employee ID

Name EE Teacher1, Test

* Content Area Mathematics

* Grade Span
(Check the grade span for which HQ designation is)

--Select One--

Save Save & Exit Cancel

Next we select the grade span that the PDP is for using the “Grade Span” pull-down menu.

Employee ID

Name EE Teacher1, Test

* Content Area Mathematics

* Grade Span (Check the grade span for which HQ designation is sought)

--Select One--
PK-3
K-6
6-8
✓ 6-12
K-12

The screenshot shows a web form for a Professional Development Plan (PDP). The fields are: Employee ID, Name (EE Teacher1, Test), Content Area (Mathematics), and Grade Span. The Grade Span field is highlighted with a red box, and its dropdown menu is open, showing options: PK-3, K-6, 6-8, 6-12 (selected), and K-12.

At this point we will show how you can stop and save your plan to go back to the PDP steps page. Here we click on the “Save & Exit” button. The application will check to see if the fields with an asterisk were completed, if not you will see the message below and the incomplete asterisk fields highlighted in yellow.

There are required fields that have not been answered. Click 'Ok' to save your draft and return another time. Click 'Cancel' to continue working on your form.

Employee ID

Cancel OK

The screenshot shows a modal dialog box with a message: "There are required fields that have not been answered. Click 'Ok' to save your draft and return another time. Click 'Cancel' to continue working on your form." At the bottom right are "Cancel" and "OK" buttons.

After clicking on “OK” we now see the PDP display page with the three fields that we did complete as filled.

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area Mathematics


Grade Span 6-12


What route will you take to become highly qualified? --Select One--

The screenshot shows the PDP display page. The fields are: Employee ID, Name (EE Teacher5, Test), Select Core Content Area (Mathematics), Grade Span (6-12), and What route will you take to become highly qualified? (dropdown menu). Red arrows point to the Name, Select Core Content Area, and Grade Span fields, indicating they are completed.

We go further back to the PDP steps page by clicking on the “<<Back” button. Notice that the status “pie” icon is now icon partially filled.


Display Discussion Board

 Grant View Access to Your Plan

 Initial Teacher Professional Development Plan *
Last Status Update - 08/10/2015 @ 1:12 AM

Current Step

Select core content area, grade span, and select the route you will take to become highly qualified.

 Initial Principal Activity Review

To get back to your plan to finish it, click on either the “Initial Teacher Professional Development Plan” link or the “Current Step” button. Click on the “Edit” button to get back to the edit mode of the plan.

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area Mathematics

Grade Span 6-12

What route will you take to become highly qualified? --Select One--

Here in the edit mode we have selected the “Praxis II Subject Assessment” route and will be completing the activities portion of the plan.

Employee ID

Name EE Teacher5, Test

* Select Core Content Area Mathematics

(Select ONE (1) subject in which you are currently assigned but not yet Highly Qualified)

* Grade Span 6-12

(Check the grade span for which HQ designation is sought)

* What route will you take to become highly qualified? Praxis II Subject Assessment

Planned Activities for August through October

Comments

In the activities portion of the form, type in the activities you will be doing to become HQ. Here we can see the first three activity quarters.

Planned Activities for August through October

Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.

Comments

Planned Activities for November through January

Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.

Comments

Planned Activities for February through April

Will be taking the Praxis exam.

Comments

Save Save & Exit Cancel

This next screenshot shows the activities for the fourth quarter as well as the approximate cost and finally how the activities will make you highly qualified for the subject you are currently not highly qualified for.

Planned Activities for May through July

Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.

Comments

Approximate Total Cost of Activities

400

How will the above activities, taken together, result in earning the HQ designation?

With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.

The last text box to complete is to identify resources to be provided by your school or complex area to help you become highly qualified in the core subject area initially selected.

Approximate
Total Cost of
Activities


400

How will the
above activities,
taken together,
result in meeting
the ESSA Hawaii
Qualified Teacher
designation?

With my bachelor's degree, license in
grades 6 to 12 and the Mathematics
Praxis II exam I will be ESSA Hawaii
Qualified for Mathematics in grades 6
to 12.

Identify resources
to be provided by
school or complex
area to support
the plan.

materials and funds

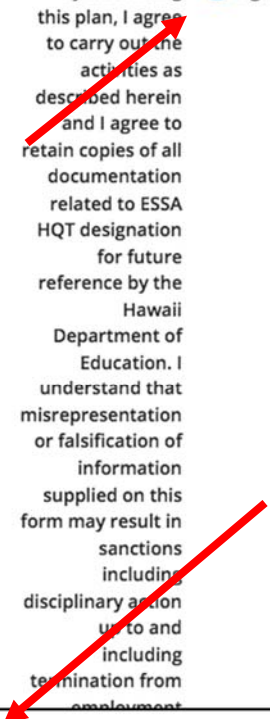


The second to the last step in the edit mode of the plan is to click on the “agreement” check box. Once you click on the check box, click on the “Save & Exit” button to return to the display mode of your plan.

* By submitting ☒ I agree

this plan, I agree
to carry out the
activities as
described herein
and I agree to
retain copies of all
documentation
related to ESSA
HQT designation
for future
reference by the
Hawaii
Department of
Education. I
understand that
misrepresentation
or falsification of
information
supplied on this
form may result in
sanctions
including
disciplinary action
up to and
including
termination from
employment

Save Save & Exit Cancel



In the display mode of the plan, review your selections and text. If you need to edit your plan, use the “Edit” button to enter the edit mode to change anything in your plan.

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID	
Name	EE Teacher5, Test
Select Core Content Area	Mathematics
Grade Span	6-12
What route will you take to become highly qualified?	Praxis II Subject Assessment
Planned Activities for August through October	Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.
Planned Activities for November through January	Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.
Planned Activities for February through April	Will be taking the Praxis exam.
Planned Activities for May through July	Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.
Approximate Total Cost of Activities	400
How will the above activities,taken together, result in earning the HQ designation?	With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.
Identify resources to be provided by school or complex area to support the plan.	materials and funds
By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to HQ designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment	I agree

Save Instructions TO SAVE AND SUBMIT ONLINE PD PLAN: Click on Save & Exit button. Scroll to the top of the page, place cursor on the Action menu and click on submit. Plan will be sent to your principal for approval.

Once you have reviewed your plan and are ready to submit it to your principal, click on the “Action Menu” triangle button in the “Print Forms” pull-down and select “Submit.”

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Print Forms Submit

You are then returned to the PDP steps page. Notice that the status pie icon is now filled with a check mark over it. This indicates that the form is complete.

The screenshot shows the 'HQ PD Plan 2017-2018' interface. At the top, there are tabs for 'Display' and 'Discussion Board'. Below this is a section titled 'Grant View Access to Your Plan'. The main area displays the 'Initial Teacher Professional Development Plan' with a status icon of a pie chart with a green checkmark. The text indicates the last status update was on 08/10/2015 at 1:24 AM. A 'Submit' button is highlighted with a red box. Below the plan details, there is a prompt: 'Select core content area, grade span, and select the route you will take to become highly qualified.' At the bottom, there is a section for 'Initial Principal Activity Review'.

Notice that the “Submit” button still available in the above image. This indicates that the HQT PDP was actually completed but not submitted. This is a common problem, so do not forget to submit your plan.

The image below is what you should see after completing and submitting your plan as a teacher, the “Current Step” is now in the principal’s step of the plan.

The screenshot shows the 'HQ PD Plan 2017-2018' interface after submission. The 'Initial Teacher Professional Development Plan' is now marked as complete with a green checkmark icon. The 'Initial Principal Activity Review' step is now the 'Current Step', indicated by a red arrow pointing to the 'Current Step' button. The status update for the principal review is dated 08/10/2015 at 2:27 PM.

Once your principal has approved your plan, you will see the complete pie icon with the green check mark.

The screenshot shows the 'HQ PD Plan 2017-2018' interface after principal approval. The 'Initial Principal Activity Review' step is now the 'Current Step', indicated by a red arrow pointing to the 'Current Step' button. The status update for the principal review is dated 09/01/2015 at 12:59 AM. The 'Initial Teacher Professional Development Plan' is now marked as complete with a green checkmark icon.

HQ PDP Principal Steps in PDE³

Here we are now in the PDP steps page and the principal's "Initial Principal Activity Review" link and the "Current Step" button is active.

As a principal, you should click into the "Initial Principal Activity Review" link or "Current Step" button to enter the plan.

Learning Opportunities Induction/Mentoring Help Professional Growth Educator Effectiveness My Staff Test Principal Stop masquerading

HQ PD Plan 2017-2018

Growth Plan for EE Teacher5, Test.

Display Discussion Board

Grant View Access to Your Plan

Initial Teacher Professional Development Plan *
Last Status Update - 08/10/2015 @ 1:24 AM

Select core content area, grade span, and select the route you will take to become highly qualified.

Initial Principal Activity Review *
Last Status Update - 08/10/2015 @ 2:27 PM

Current Step

While in the "display mode" of the plan, the principal can review the plan first before moving to approval.

Learning Opportunities Induction/Mentoring Help Professional Growth Educator Effectiveness My Staff Test Principal Stop masquerading

View Activity

HQ PD Plan 2015-2016 Initial Principal Activity Review for EE Teachers, Test.

Principal Certification

Employee ID

Name EE Teacher5, Test

Select Core Content Area Mathematics

Grade Span 6-12

What route will you take to become highly qualified? Praxis II Subject Assessment

Planned Activities for August through October Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.

Planned Activities for November through January Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.

Planned Activities for February through April Will be taking the Praxis exam.

Planned Activities for May through July Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.

Approximate Total Cost of Activities 400

How will the above activities, taken together, result in earning the HQ designation? With my bachelor's degree, scores in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.

Identify resources to be provided by school or complex area to support the plan. materials and funds

By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to HQ designation for future reference by the Hawaii Department of Education. I agree and understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment.

By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I certify I have submitted this Plan to the DOE for approval and will check the PDE3 PDP Admin Report after 30 days for verification of approval. I also agree to retain all documentation related to HQ designation, including a copy of the approved PDP in the teacher's school-based personnel file for review during periodic Title II monitoring.

Amount Allocated (Enter an amount 50 or greater)

Save Instructions - Evaluator

In order to save and complete the plan, click on Save&Exit (Below) AND click on Accept (in the Signoff Status form). Once complete, the status indicator on the Initial Principal Activity Review step (on the prior screen) will be green (Complete). If you missed a step the status will remain blue, "In Progress".

Signatures

No Signatures

After reviewing the plan and deeming it acceptable, the principal will now approve the plan. Click on the “Edit” button to enter “edit mode” for the principal’s step.

The screenshot shows the top navigation bar with links for Learning Opportunities, Induction/Mentoring, Help, and Professional Growth. Below this is the title 'Professional Growth' and a subtitle 'HQ PD Plan 2017-2018'. There are two buttons: '<< Back' and 'Print Forms'. The main content area is titled 'Initial Principal Activity Review for EE Teacher5, Test'. Below this is a section titled 'Principal Certification' with a table. The first row of the table has an 'Edit' button highlighted with a red box. Below the table are fields for 'Employee ID' and 'Name'.

In the edit mode scroll down to the bottom of the plan and click on the “I agree” pull-down menu and type in an amount for the teacher’s tier 1 reimbursement. Then click on the “Save & Exit” button at the bottom of the page.

The screenshot shows the 'Principal Certification' form in edit mode. It contains a text area with a disclaimer: '* By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I will forward this documentation to any DOE school to which this teacher may transfer.' Below this is a dropdown menu with options: '--Select One--', 'I agree', and 'I disagree'. A red arrow points to the 'I agree' option. Below the dropdown is a text input field labeled '* Amount Allocated (Enter an amount \$0 or greater) I authorize the amount allocated for Tier 1, Title IIA to be reimbursed upon successful completion and supporting documentation provided for the approved activities on this plan.' The input field contains the value '400'. A red arrow points to the input field. At the bottom of the form are three buttons: 'Save', 'Save & Exit', and 'Cancel'. A red arrow points to the 'Save & Exit' button. Below the buttons is a section titled '* Required Fields'.

You will be returned to the “display mode” of the principal step page.

PDE³
Professional Development
Educate, Empower, Excel

Learning Opportunities | Induction/Mentoring | Help | **Professional Growth** | Educator Effectiveness | My Staff | Administration

Test EE Principal *
Stop masquerading.

Professional Growth

HQ PD Plan 2017-2018

Initial Principal Activity Review for EE Teacher5, Test

Principal Certification

Employee ID	
Name	EE Teacher5, Test
Select Core Content Area	Mathematics
Grade Span	6-12
What route will you take to become highly qualified?	Praxis II Subject Assessment
Planned Activities for August through October	Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.
Planned Activities for November through January	Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.
Planned Activities for February through March	

Loading...

Although you have reviewed and saved the plan, you must also “sign off” on the plan as well by “accepting” it. The acceptance button will not appear in the display mode of the principal step unless the “I agree” checkbox is checked and the allocation amount is filled (use zero if no funds will be allocated, do not leave field blank).

Scroll to the bottom of the page in display mode and at the bottom left corner you will see the “Accept” button of the page you will now have to “sign off” on the plan by clicking on the “Accept” button.

The screenshot shows the 'Professional Growth' section of the 'HQ PD Plan 2017-2018'. The form is titled 'Initial Principal Activity Review for EE Teachers, Test'. It contains several sections for input, including 'Employee ID', 'Name', 'Select Core Content Area', 'Grade Span', 'What route will you take to become highly qualified?', 'Planned Activities for August through October', 'Planned Activities for November through January', 'Planned Activities for February through April', 'Planned Activities for May through July', 'Approximate Total Cost of Activities', 'How will the above activities, taken together, result in earning the HQ designation?', 'Identify resources to be provided by school or complex area to support the plan.', 'By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to HQ designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment.', '* By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I certify I have submitted this Plan to the DOE for approval and will check the PDE's PDP Admin Report after 30 days for verification of approval. I also agree to retain all documentation related to HQ designation, including a copy of the approved PDP in the teacher's school-based personnel file for review during periodic Title II monitoring.', '* Amount Allocated (Enter an amount \$0 or greater)', and 'Save Instructions - Evaluator'. At the bottom right, there are two buttons: 'Accept' and 'Reject'. A red arrow points from the top of the form down to the 'Accept' button.

Click on the “Accept” button at the bottom of the page to sign-off on the plan.

This is a close-up of the bottom of the page, showing two buttons: 'Accept' and 'Reject'. The 'Accept' button is highlighted with a red box.

Once the plan has been accepted/signed-off on you will see the “Signatures” section populated.

Signatures		
Signoff Status	Name	Signoff Date
Accepted	Test EE Principal	2015-09-01 @ 12:59:57

Finally the in the plan steps page, the “Initial Principal Activity Review” will show the green checkmark icon to indicate that the plan is complete.

PrimaryDomain - External Ch x

https://pde3.k12.hi.us/U/P/Channel/-/ExternalChannel?_ct=ProfessionalGrowth&Path=%2Fia%2Femparl%2Fgp%2Fentry%2FuserHome%3FgpEntryId%3C

PDE³
Professional Development
Educate, Empower, Excel

Professional Growth Learning Opportunities Induction/Mentoring Educator Effectiveness Help

Test EE Teacher5

HQ PD Plan 2017-2018

Display Discussion Board

Grant View Access to Your Plan

Initial Teacher Professional Development Plan *
Last Status Update - 09/01/2015 @ 12:47 AM
Select core content area, grade span, and select the route you will take to become highly qualified.

Initial Principal Activity Review *
Last Status Update - 09/01/2015 @ 12:59 AM
Current Step

Principal Tools to Track Plan Status

There are two places in PDE³ you can use to track the status of your teacher's plans, the Professional Growth tab and the My Staff tab.

First we will look at the "Professional Growth" tab and use the "Access Other's Professional Growth" report.

Here is what the principal's display will look like for this case in the "Professional Growth" tab for the example we completed above.

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rtunities Induction/Mentoring Help **Professional Growth** Educator Effectiveness My Staff Administration

Test Principa
Stop masq

Professional Growth Announcements



Coming Soon.


Access Other's Professional Growth


≡ All Growth Plans

2 results

Search OwnerName: ?

	Status	Archived	OwnerName	Program	Location	LastUpdated	Started
1	— 	—	EE Teacher, Test	HQ PD Plan 2015-2016	Test School	6/24/2015	6/12/2015
2	— 	—	EE Teacher5, Test	HQ PD Plan 2015-2016	Test School	8/10/2015	8/10/2015



Notice that the status icon for "EE Teacher5, Test" is an incomplete status pie icon . This means that even though the green check mark is may be visible over a complete status pie icon in the teacher step, it does not reflect that the teacher submitted the plan. Check with your teacher if they submitted the plan if you are unable to access the teachers plan to approve it.

The second place we can check on a teacher’s plan status is the principal’s “Evaluation Status Dashboard” in the “My Staff” tab for “HQ PD Plan 2017-2018.”

To use the dashboard you will need to use the pull-down menu to select the “HQ PD Plan 2018-2019”.

Next you need to use the checkbox for the step to select which ones you want to see, for this dashboard we will be checking them all off (default).

Name	Location	Overall Status	Add Your Principal	Grant View Access to Your Plan	Initial Teacher Professional Development Plan	Initial Principal Activity Review
AccountabilityBranch, TrainingTeacher	Test School	Not Started	N/A	N/A	Not Started	Not Started
administrator, office	Test School	Not Started	N/A	N/A	Not Started	Not Started
AhrensElem, TrainingTeacher	Test School	Not Started	N/A	N/A	Not Started	Not Started

Below is the status row for the teacher in our initial example above. Note that the “Initial Teacher Professional Development Plan” column is showing “Complete” in a green field and that the “Initial Principal Activity Review” is “Not Started” in an orange field.

Name	Location	Overall Status	Add Your Principal	Grant View Access to Your Plan	Initial Teacher Professional Development Plan	Initial Principal Activity Review
EE Teacher5, Test	Test School	In Progress	N/A	N/A	Complete	Not Started

Note that PDE³ requires that teacher “submit” a plan to their principal and that principal’s must “accept” a plan before it is considered complete. The dashboard also share the same limitation as the first method of tracking plans in that the status only indicates that the teacher completed the plan and not that the teacher submitted the plan to you for your approval. If you are unable to enter the edit mode to approve a plan, contact the teacher remind them to submit their plan to you.