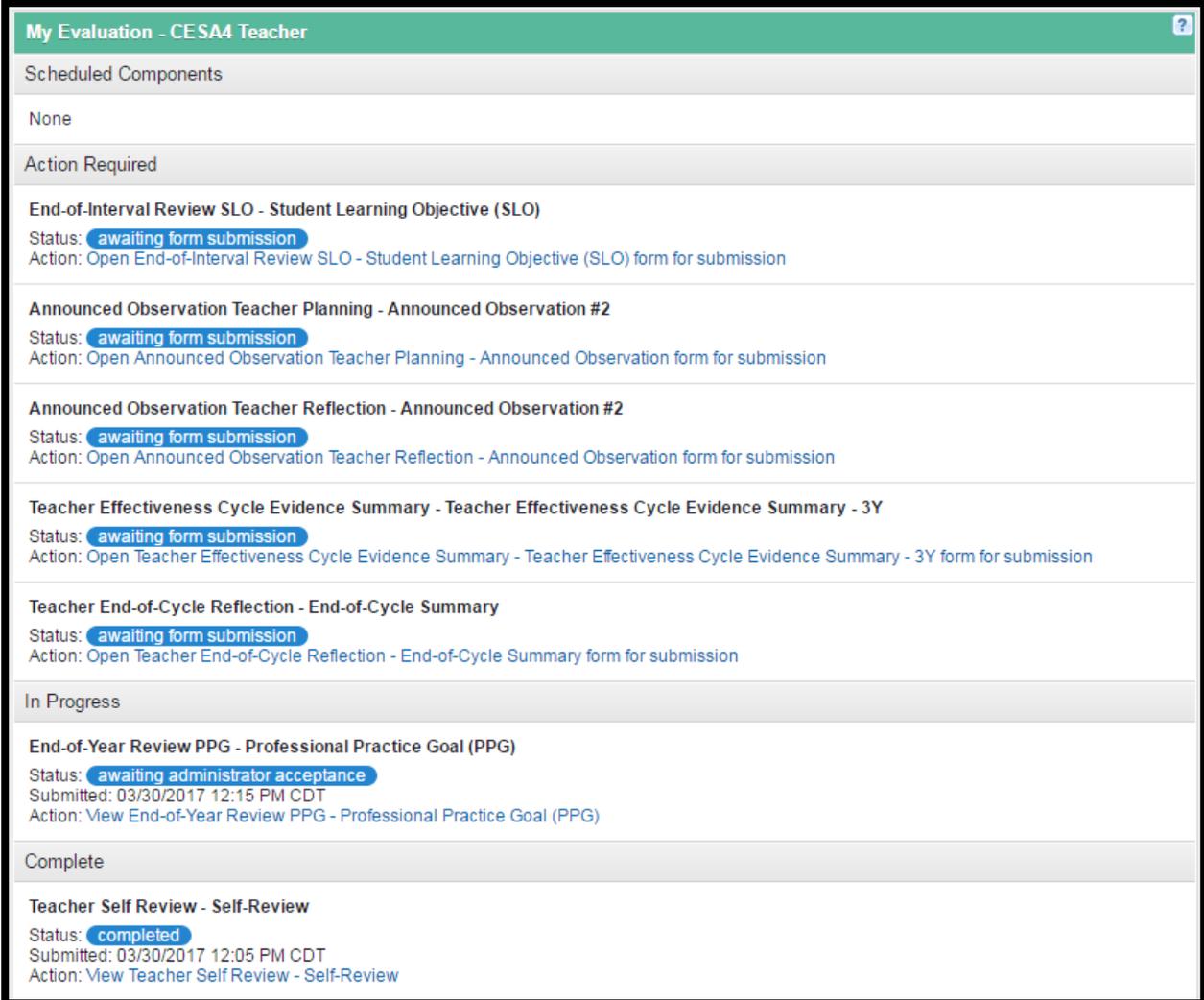


## Wrapping up the EE Year in My Learning Plan (A Really BIG Deal!)

On July 1<sup>st</sup>, all school districts using My Learning Plan will need to rollover their user accounts. This simply means that evaluation forms from the 2016-17 year will be archived, and new forms for the 2017-18 year will be ready for educators in their individual accounts when they return to school next fall. In order to conduct the rollover, all forms currently in educator files must be Submitted (by the educator) and Finalized (by the evaluator). Here is how an educator accomplishes this task.

1. Log in to your My Learning Plan Account
2. You will see this screen:



The screenshot displays the 'My Evaluation - CESA4 Teacher' interface. It is organized into sections: 'Scheduled Components', 'Action Required', 'In Progress', and 'Complete'. Each component lists its status and the action required.

Section	Component	Status	Action
Action Required	End-of-Interval Review SLO - Student Learning Objective (SLO)	awaiting form submission	Open End-of-Interval Review SLO - Student Learning Objective (SLO) form for submission
	Announced Observation Teacher Planning - Announced Observation #2	awaiting form submission	Open Announced Observation Teacher Planning - Announced Observation form for submission
	Announced Observation Teacher Reflection - Announced Observation #2	awaiting form submission	Open Announced Observation Teacher Reflection - Announced Observation form for submission
	Teacher Effectiveness Cycle Evidence Summary - Teacher Effectiveness Cycle Evidence Summary - 3Y	awaiting form submission	Open Teacher Effectiveness Cycle Evidence Summary - Teacher Effectiveness Cycle Evidence Summary - 3Y form for submission
	Teacher End-of-Cycle Reflection - End-of-Cycle Summary	awaiting form submission	Open Teacher End-of-Cycle Reflection - End-of-Cycle Summary form for submission
	In Progress	End-of-Year Review PPG - Professional Practice Goal (PPG)	awaiting administrator acceptance
Complete		Teacher Self Review - Self-Review	completed

3. By May 26, you must have **every** form moved out of the *Action Required* section and down to the *In Progress* or *Complete* sections of this screen.

4. How to do this? Open and complete all required areas of a form listed in the *Action Required area*. At the bottom of the form, click 'Submit'. This is the action that will remove a form from this space and send it off to your evaluator for review. The form will be displayed in the *In Progress* section until your evaluator reviews and finalizes it. Once the form has been finalized, it will drop down and be listed as *Complete*.
5. The *Teacher Effectiveness Cycle Evidence Summary* form functions a bit differently. This is not really an active form, just the place where the evidence flows together so you and your evaluator can see what evidence has been collected. This form does **not** have any sections that need to be completed, but it still **must be Submitted by educators in all years!**
6. What about next year? Your evaluation process for your assigned evaluation type will be ready to start and you will have a new set of forms to complete.
7. All forms must be submitted/ acknowledged by: **Friday, May 26, 2017.**
8. Please make a copy of your landing page that shows all forms have been moved out of the *Action Required* section by using the *Print Screen* function located on the top of the page. Submit this to your building principal as part of your end-of-year school checkout procedure.

