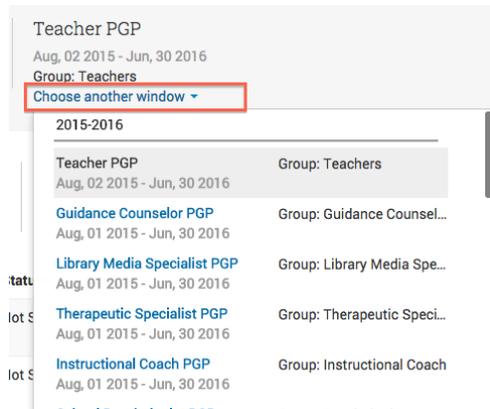


# Principals: Viewing and Approving PGPs Quick Reference Card

## CIITS: Viewing and Approving Educator PGPs

### Approving Professional Growth Plans

1. Roll your cursor over Educator Development on the navigation bar and click **Professional Growth Plan**
2. Use the **Window Selector** to choose which group of educators to view (Teacher, Guidance Counselor, Instructional Coach, Library Media Specialist, School Psychologist, Therapeutic Specialist)



3. The system will display the names educators who have submitted their Professional Growth Plan for approval as blue hyperlinks; Educators who have not submitted their Professional Growth Plan will appear in black text with a Status of "Not Started" or "In Progress". Click on the **NAME** of the educator to view their Professional Growth Plan

ACKERT SCHOOL	Not Started	In Progress	Pending Approval	Revisions Requested	Approved
Total Educators : 39	97.4 % 38 of 39	0.0 % 0 of 39	2.6 % 1 of 39	0.0 % 0 of 39	0.0 % 0 of 39

Educator Name ^	Version	Status	Modified	Reviewer	Area(s) of focus
ADAMS, RICHARD ID : 231_42628	1	Pending Approval	10/26/2015		1e: Designing Cohe...

4. Click on a goal name to view details about the goal

[✓ Goal #1](#)

5. Review the contents that have been entered into the PGP. At the bottom of the page you will see the component the goal is aligned to and any observation or self-reflection data that is also aligned to the same component. Clicking on the date for the related measures will allow you to view that measure

#### ^ Related Measures

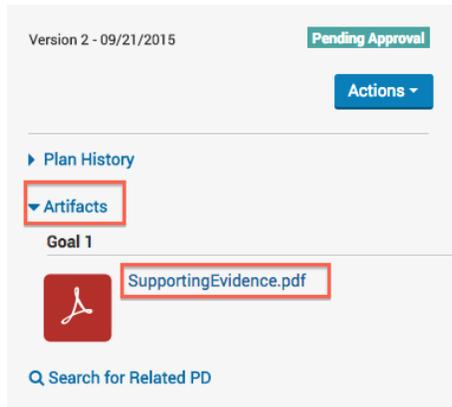
Measure	Date	Submitted By	Standard	Score
Observation	<a href="#">10/13/2014</a>	J. Jones Leadership	3d	3.0 (1-4) ⓘ
Self-Reflection	<a href="#">8/28/2014</a>	S. Browning	3d	Accomplished ⓘ

6. If an educator has created multiple goals, you can use the arrows in the progress bar to move quickly between the goals

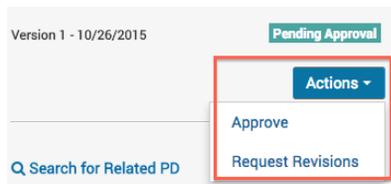


7. To return to the main plan view screen for the educator, click [← Back to Plan View](#) in the top left corner of the screen

8. If the user has uploaded artifacts, click the **Artifacts** button to display the attached files. Click the file name to view the document.



9. Clicking the **Actions** button allows you to Approve the PGP or Request Revisions



10. Click **Approve** if you are ready to approve the PGP
11. Click **Request Revisions** to send a message to the educator indicating what revisions you recommend
12. The educator will receive a notification that you have requested revisions and can edit their goals. Once they have submitted the revisions you will receive a notification in the notification icon at the top of your My CIITS Homepage