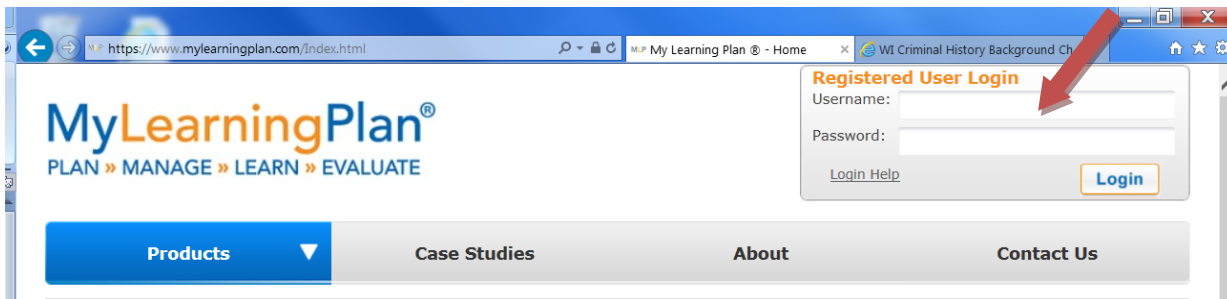
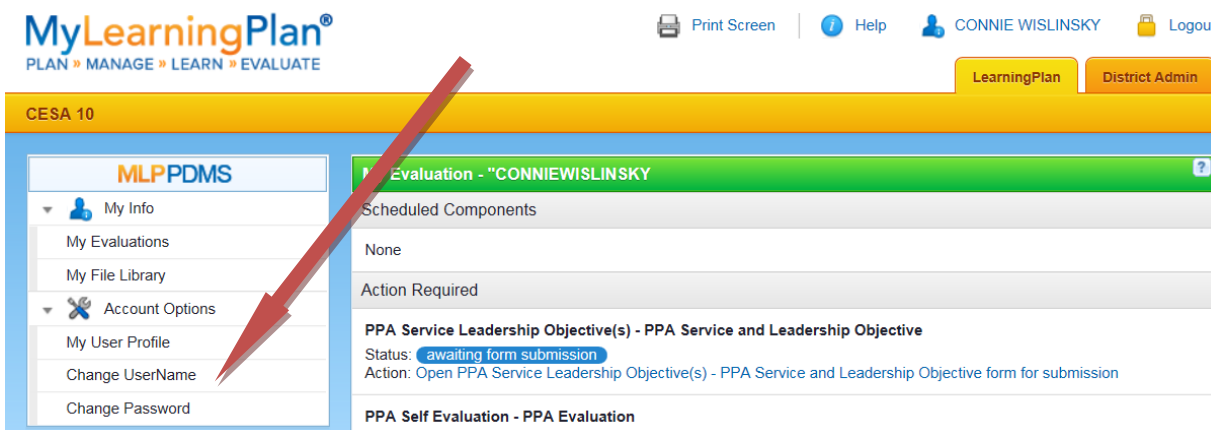


Log into www.MyLearningPlan.com, in the upper right hand corner of the home page. The username is the employee's email address and "changeme" is the password, **unless** the employee changed it.

Forgot your username or password? Follow the instructions on the website or call Leigh McMahon (Ext. 2023 or lmcmahon@cesa10.k12.wi.us) with log-in issues.



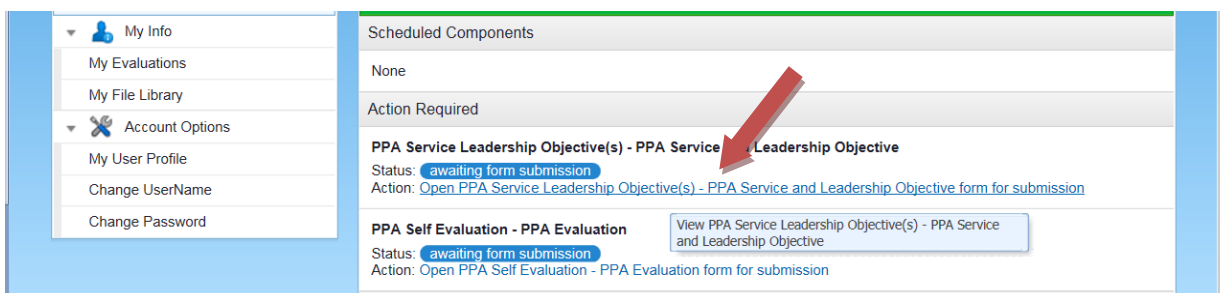
It is recommended that you change your password after your first log-in to the system



Click on the "learning plan" tab



Click on "Open PPA Service Leadership Objectives" link




Fill out the Title, Department, and Date at the top of the page.

Created by: [Name] Evaluation of [Course Name] [Version]

Title:

Department:

Date: 

Scroll to the second half of that page, and fill out the Individual SLO, Target/Desired Results, Action, and Evidence.

Individual

Individual SLO:

abc [checkmark] [refresh] Tahoma [dropdown] **B** *I* U | A⁺ A⁻ | A [dropdown] ab [dropdown] | [bulleted list] [numbered list] [table] | [undo] [redo] [list] [list] [list] | [print]

Individual Target/Desired Result:

abc [checkmark] [refresh] Tahoma [dropdown] **B** *I* U | A⁺ A⁻ | A [dropdown] ab [dropdown] | [bulleted list] [numbered list] [table] | [undo] [redo] [list] [list] [list] | [print]

Individual Actions to Meet Target:

abc [checkmark] [refresh] Tahoma [dropdown] **B** *I* U | A⁺ A⁻ | A [dropdown] ab [dropdown] | [bulleted list] [numbered list] [table] | [undo] [redo] [list] [list] [list] | [print]

Individual Evidence (What evidence will demonstrate that the SLO was met?):

abc [checkmark] [refresh] Tahoma [dropdown] **B** *I* U | A⁺ A⁻ | A [dropdown] ab [dropdown] | [bulleted list] [numbered list] [table] | [undo] [redo] [list] [list] [list] | [print]

Proceed to the Department Related SLO. This goal supports one of your department goals. It is the employee's goal, actions, and evidence to support the Department SLO.

The screenshot shows a web browser window with the URL `is://www.mylearningplan.com/oasys/FormViewer/Index/691248/1/13817`. The page title is "PPA Service & Leadership Objec...". The main content area is titled "Department Related SLO" and contains four text input fields, each with a rich text editor toolbar. The toolbars include icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image. The fields are labeled as follows:

- Department Goal
- SLO Supportive of Department Goal (What is the target/desired result?)
- My specific action(s) to meet the SLO/desired result.
- What evidence will demonstrate that the SLO was met?

The Windows taskbar at the bottom shows icons for File Explorer, Google Chrome, Outlook, Excel, Word, and Adobe Reader.

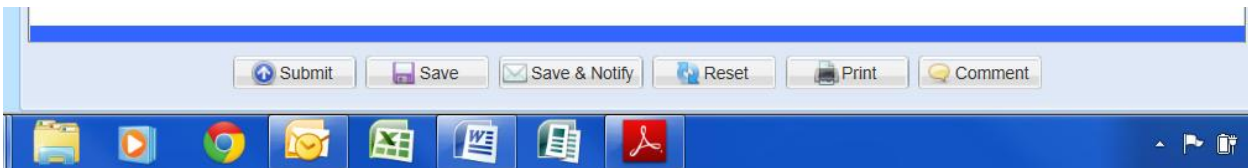
Upload any artifacts (attachments) that support your goals.

The screenshot shows a table titled "Artifacts" with a red arrow pointing to the "Add an Artifact" button. The table has the following columns:

Name	Date Uploaded	Upload User	File
Add an Artifact			

Click on one of the following options:

1. **SUBMIT:** Locks and submits goals to your supervisor. Once you click on submit you cannot make any changes unless your supervisor unlocks your form.
2. **SAVE:** Saves the information and allows employee to access and edit fields at a later date.
3. **SAVE & NOTIFY:** Saves the information and allows employee to access and edit fields at a later date. A message may be sent to a supervisor for feedback before locking and submitting the goals.



Once goals have been “submitted” and the supervisor has approved it, then the next step would be to review the goal and measurements at the end of the school year through the self-evaluation and final evaluation. Once the final evaluation is completed, the employee and supervisor will sign and date a paper copy to be put into the employee’s HR files at CESA 10.

Deadlines: The PPA Service & Leadership Objective(s) are due by:

- **August 1 for 12 Month Staff**
- **October 1 for School Year Staff**
- **New employees should complete the SLO within six weeks of hire date.**

Self-Evaluations should be completed in April/May with all final evaluations submitted to Human Resources by **June 1**.