

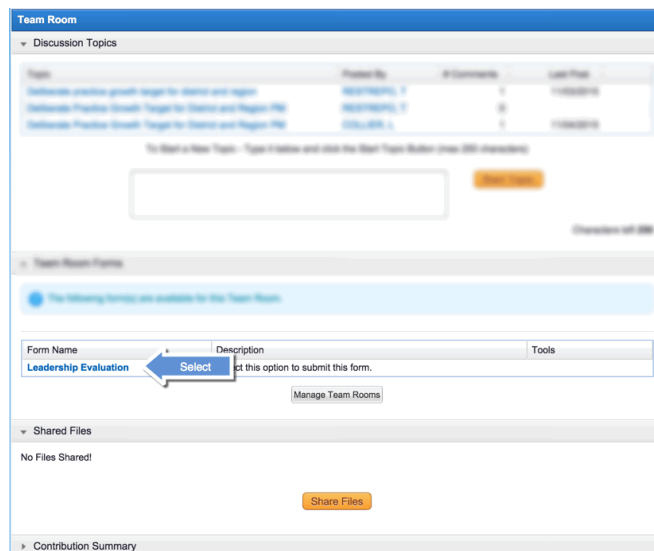
MyLearningPlan

A step-by-step guide to completing a New Evaluation

- Step 1: Log into your M-DCPS employee portal before accessing **MyLearningPlan**.
- Step 2: Go to **Applications and Sites** and click on **MyLearningPlan**.
- Step 3: On the *LearningPlan* Tab, on the dashboard, look under Approved and/or in Progress.
- Step 4: Find the activity that you would like to complete an evaluation for and click **Manage**.
- Step 5: On the *Activity Details* page, click on the **Team Room** button.



- Step 6: On the *Team Room* page, click on the **Form Name**.



Step 7: Complete Part 1 – Knowledge, within 24 hours. This is your SMART Goal.

Evaluating the Impact of Professional Development

(Leadership)

Team Room Activity **Deliberate Practice Growth Target for District and Region PM** Copy title **1**

General Information

Today's Date **3**

Activity Title Paste title here **2**

Part 1: Knowledge

It is recommended that Part 1: Knowledge, be completed immediately after the conclusion of the course. Part 2: Application, should be completed seven days after. Part 3: Impact, should be completed 14 days after.

Create a SMART goal related to this area of focus. **4**

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SMART Goal Sample: By March 31, information from this course will be shared with 100% of the leadership team and curriculum council members as evidenced by the meeting roster and agenda.

As a result of this professional learning activity, I have developed a clear insight into my professional practice and how I can improve learning outcomes.

Please select:

As a result of this professional learning activity, I can identify at least one instructional strategy that I can immediately apply in my work setting.

Please select:

The expectations and learning outcomes of this professional learning were clearly communicated at the beginning of the session(s).

Please select:

The content and strategies for implementation presented were researched-based, timely, and relevant and will assist me in becoming a better instructional leader.

Please select:

The new knowledge and skills were presented in a manner that actively engaged me in the learning process.

Please select:

The instructor was knowledgeable, well prepared, effective, and easy to understand.

Please select:

Activity addressed data analysis, format/informal assessments, differentiated instruction, reading across content areas, content expertise, technology, classroom management, parent involvement, and/or school safety.

Please select:

The follow-up activities have been beneficial to extending my understanding and application of new skills learned.

Please select:

There is clear relationship between this professional development and the activities identified on my Deliberate Practice Growth Target (DPGT).

Please select:

I found this professional development to be of high quality and a worthwhile investment of my time.

Please select:

Step 8: Save as a Draft after completing Part 1.

Finish

Save as Draft after completing Part 1

Step 9: Complete Part 2 – Application, seven days after Part 1.

Part 2: APPLICATION

What changes are you implementing as a result of this professional activity?

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What adjustments are needed to address unanticipated challenges and increase the likelihood of achieving the intended SMART goal?

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Step 10: Save as a Draft after completing Part 2.

Finish

Submit Save as Draft

Save as Draft after completing Part 2

Step 11: Complete Part 3 – Impact, seven days after Part 2.

Part 3: IMPACT

The leader applied newly acquired professional knowledge, skills, dispositions, and behaviors to improve practice. --- Click To Select ---

Skilful coaches, mentors, or others provided sufficient classroom and school-focused support and assistance to the educator to ensure high-fidelity implementation of professional learning. --- Click To Select ---

Web-based resources and assistance were provided to support implementation of professional learning. --- Click To Select ---

Professional learning had an impact on leader practice. --- Click To Select ---

Formative and/or summative data indicate impact of professional learning. --- Click To Select ---

What changes in leadership practice have resulted from the professional learning? Characters left 2048

What was the measurable change, as evidenced by: district achievement tests, progress monitoring, educator-instructed tests, action research results, discipline referrals, portfolios of student work. Characters left 2048

If not applicable in the above questions, please explain.

Step 12: Submit after completing Part 3.

Finish

Submit after completing Part 3

Submit Save as Draft