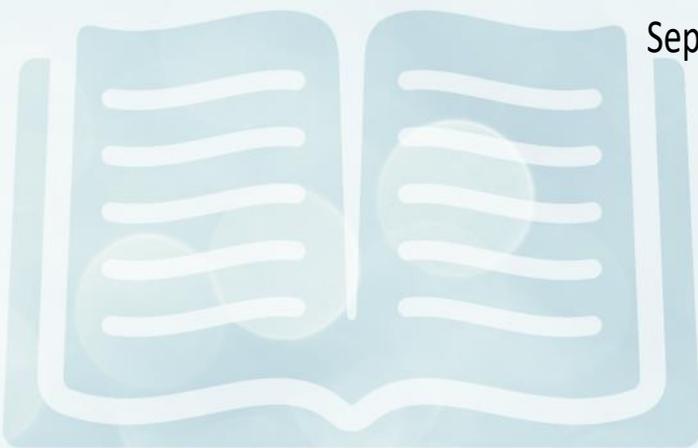


Annual Learning Plans

Administrator Handbook

September 2016



Important Messages About Teacher Annual Learning Plans

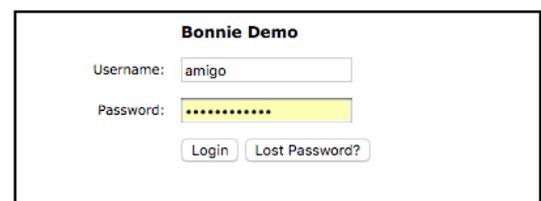
1. The Annual Learning Plan is a ‘teacher first’ document. Teachers will author and then release the document to their administrators.
2. Administrators are unable to view, comment or authorize an ALP until the teacher has authorized the ALP.
3. The date is ‘stamped’ on the ALP when the teacher and/or administrator authorize the ALP.
4. Since the ALP is meant as a conversation tool and ongoing learning document, even after authorization, both the teacher and administrator can continue to add attachments and add comments.
5. Administrator comments are restricted to a **Principal/Vice Principal Comment** section. All other areas of the Teacher ALP are read-only for the administrator.
6. The **Principal/Vice Principal Comment** section is read-only for the teacher.
7. Both teacher and administrator can return to the Annual Learning Plan at any time. The authorization of the Annual Learning Plan does not prevent administrators from adding additional comments throughout the year. There is a teacher only **Reflection** section at the very bottom of the Annual Learning Plan where teachers can insert comments.

Teachers are now able to archive and retrieve previous Annual Learning Plans.

Accessing mVal and Opening A Teacher’s Annual Learning Plan

1. Navigate to the Login page for your district.

BONNIE HOMEWOOD DEMO DATABASE

A screenshot of a login page titled "Bonnie Demo". It features a "Username:" label followed by a text input field containing "amigo". Below that is a "Password:" label followed by a password input field with a yellow background and masked characters. At the bottom, there are two buttons: "Login" and "Lost Password?".

Bonnie Demo

Username:

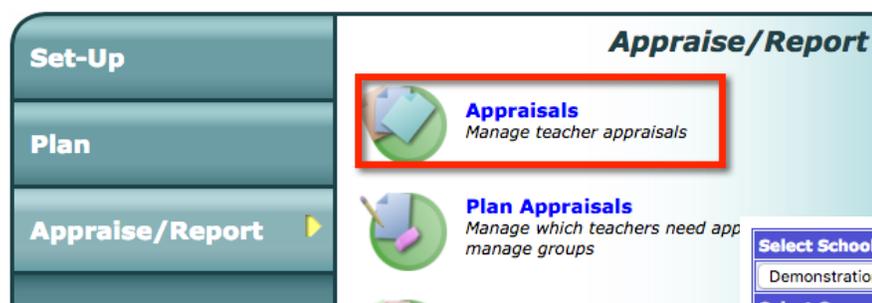
Password:

2. Enter your **Username** and **Password**



3. Click on the mVal icon

4. On the Appraise/Report screen, select Appraisal



5. In Select School your school location should be listed. In the Select Teacher area you will find an alphabetized list of your teachers. Click the name of a teacher in order to highlight their name and access their Annual Learning Plan

Select School		
Demonstration Elementary School		
Select Group		
View All Teachers		
Select Teacher		
Coppice, Karen K.	-	10
Dern, Laura	-	11
Dorff, Stephen	-	2
Dunlop, Sherry	-	3
Graham, Carolyn	-	2
Graham, Nancy	-	1
Hayworth, Rita	-	1
Jetson, Judy	-	4
Johnson, Pasha	-	0
Leeds, John	-	0
Lendiger, Bruce	-	2
Lewis, Ray B.	-	0
Luffin, Brian	-	0

6. There are two ‘tabs’ at the top of the screen: Evaluator Tasks and Evaluatee Tasks. Click on the appropriate tab in order to access the materials in each. Evaluator (YOU), Evaluatee (TEACHER)
 -The Evaluator Task area is where you will find appraisals completed by

administrators on the selected teacher. Clicking on the Appraisal Name will open the TPA Summative Report. Careful, the RED X will delete the Summative Report

Select School		Evaluator Task		Evaluatee Task		
Demonstration Elementary School		Appraisal		View Appraisals		
Select Group		Name	Date	Principal	Status	
View All Teachers		X Appraisal 4	02-19-2013	Amigo, Helen	In progress	
Select Teacher		X Appraisal 3	02-19-2013	Amigo, Helen	In progress	
Dunlop, Sherry	- 3	X Appraisal 2	02-19-2013	Amigo, Helen	Archived	
Graham, Carolyn	- 2	X Appraisal 1	01-27-2012	Amigo, Helen	In progress	
Graham, Nancy	- 1					
Hayworth, Rita	- 1					
Jetson, Judy	- 4					
Johnson, Pasha	- 0					

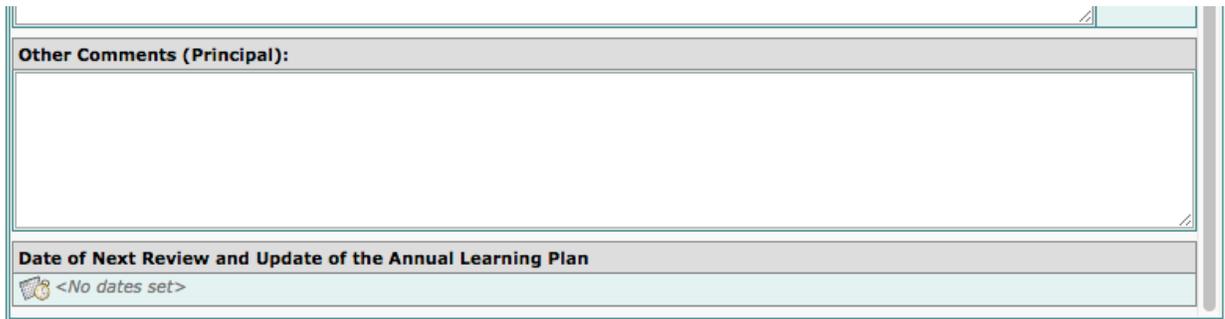
- You have viewing options for Teacher Summative Reports in the pull down 'View Appraisals'
- The Evaluatee Task bar is where you will see all the materials the selected teacher has created. Under the Evaluatee Task tab is where the Annual Learning Plan will be located.

Select School		Evaluator Task		Evaluatee Task	
Demonstration Elementary School		Self Assessment		Growth Plan	
View All Teachers		X 2016 Self-Assessment		X (08-30-2016) Growth Plan 11	
Select Teacher		X Self Assessment 15		X (08-17-2016) Growth Plan 10	
Coppice, Karen R.	- 20	X Self Assessment 14		X (05-18-2016) Growth Plan 9	
Dern, Laura	- 11	X Self Assessment 11		X (05-16-2016) Growth Plan 8	
Duff, Stephen	- 2	X Experienced Teacher Self-Assessment		X (12-14-2015) Growth Plan 7	
		X Copy of Self Assessment 5		X (08-31-2015) Growth Plan 6	
		X Self Assessment 5		X (06-18-2015) NTIP Strategy Form 2015	

- Click on the Learning Plan for the current school year.
- You will only be able to view the Annual Learning Plan if the teacher has authorized it. You may receive a message like the one below. If you see this message the teacher must complete the 'sign off' authorization section for their Annual Learning Plan before you can view it.

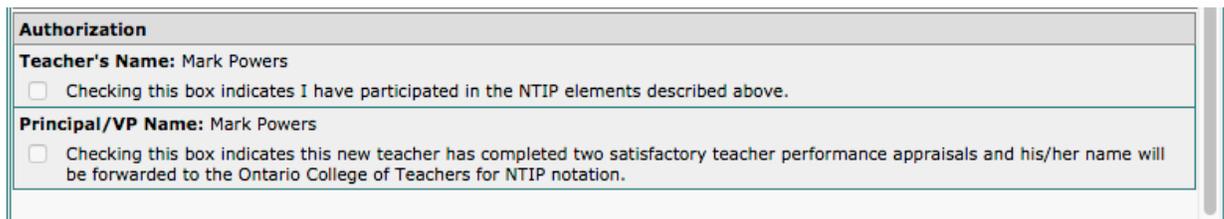
Signing Off on An Annual Learning Plan (if using electronic signatures)

1. Prior to authorizing the Annual Learning Plan you have access to a Principal/Vice Principal Comment section. This area is read-only for the teacher.



The screenshot shows a web interface section titled "Other Comments (Principal):" with a large empty text area below it. Below the text area is a section titled "Date of Next Review and Update of the Annual Learning Plan" with a small calendar icon and the text "<No dates set>".

2. Authorizing the Annual Learning Plan allows the teacher to complete the ALP process, and to read any comments you may have included.
3. Check off the box to indicate you have reviewed the Annual Learning plan/NITP Strategy Form.



The screenshot shows a web interface section titled "Authorization" with two rows of information. The first row is "Teacher's Name: Mark Powers" with a checkbox and the text "Checking this box indicates I have participated in the NTIP elements described above." The second row is "Principal/VP Name: Mark Powers" with a checkbox and the text "Checking this box indicates this new teacher has completed two satisfactory teacher performance appraisals and his/her name will be forwarded to the Ontario College of Teachers for NTIP notation."

4. Enter your password for verification
5. Click Authenticate

mVal Software Helpful Hints

- NEVER use the back arrow of the Internet browser...ONLY use the green bar of tabs on the mVal page.
- mVal automatically saves every 5 minutes. Regardless, save regularly and save often!
- mVal will automatically time-out after 20 minutes of inactivity, for security reasons
- Do NOT click on the "X" unless you wish to **DELETE** the appraisal/plan
- To improve the view on your computer screen, you may:
 - Magnify the print on your screen by pressing **Control +**
 - Maximize the mVal screen view by pressing **F11**