

Annual Learning Plans

Teacher Handbook



September 2016

Accessing mVal and Opening A Teacher’s Annual Learning Plan

1. Navigate to the Login page for your district.
2. Enter your **Username** and **Password**

BONNIE HOMEWOOD DEMO DATABASE



3. Click on the mVal icon

Bonnie Demo

Username:

Password:

4. On the **Appraise/Report** screen, select **New ALP-NTIP Strategy Form**





5. For each school year you will work on only one Annual Learning Plan. You can return to a plan and make changes but you can only have one plan on the go at a time. If you have an existing plan you will notice that the icon for the area **New ALP – NTIP Strategy Form** will be turned off. You will also receive a message informing you that you have an existing plan. To access the Annual Learning Plan that you opened/started please refer to the section: **Returning to Your Annual Learning Plan.**

6. After you select **New ALP – NTIP Strategy Form** you will find your name, assignment and Principal’s name. In the section titled **Plan Type** be certain to select right form (Annual Learning Plan or NTIP Strategy Form)

Teacher Name	Ms. Laura Dern
Assignment/Title	Grade 1 to Grades 8 History
Growth Plan Name	ALP 2016-2017
Growth Plan Type	Annual Learning Plan (Ontario)
Principal First Name	Jane
Principal Last Name	Footman



7. Your Annual Learning Plan will now be open. Refer to the section:

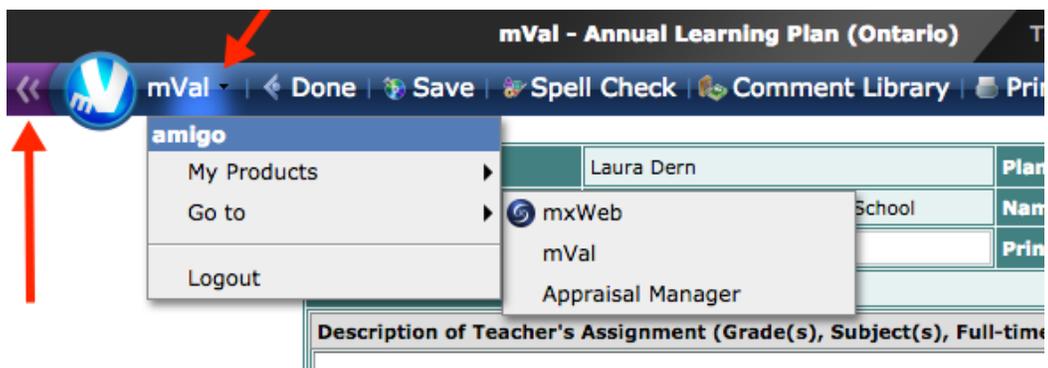
Completing an Annual Learning Plan

Completing an Annual Learning Plan

1. When the Annual Learning Plan is open you will notice some important icons across the top of the page. It is important to **Save** often, and at any time you can **Print** a copy of your work.



2. You will notice a toolbar at the top of your screen and this is a VERY IMPORTANT SECTION. Click on arrows to navigate back in the program, or use the Go To menu. Do not use the back arrows of the Internet Browser...ONLY the navigation options in the toolbar.



3. The top section of the Annual Learning Plan has all your information. You may leave the **Plan Name** as **Plan 1**, since you are only able to have one plan each school year. Fill in your teaching assignment and use the

pull down menu to select the School Year.

Teacher's Name	Laura Dern	Plan Name	Growth Plan 1
Name of School	Demonstration Elementary School	Name of Board	Demonstration District
Principal's First Name	Jane	Principal's Last Name	Footman
Form Status	Editing		
Description of Teacher's Assignment (Grade(s), Subject(s), Full-time/Part-time, Elementary/Secondary, etc.)			
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>			

4. There is a large Goal section for you to use.

Background to Inform Professional Growth Goals, Action Plan, and Timelines

Recommended professional growth goals and strategies from the summative report of my most recent performance appraisal:

Professional learning and growth that I have experienced over the past year(s):

Parental and student input to inform my professional learning and teaching practice:

5. For your identified goal(s) you are able to indicate the Plans of Action, timeline, Measure and Resources. Working left to right will keep each of the entries aligned. Text boxes will expand, but only three ways are available.

Professional Growth Goals	Professional Growth Strategies to Help Reach Goals	Rationale for Professional Growth Goals and Strategies	Action Plan and Timelines

- There is a section for your administrator to comment on your Annual Learning Plan. Administrators do not have access to your Annual Learning Plan until you authorize it for viewing. See the Section: Signing off on you Annual Learning Plan.

Other Comments (Teacher):	
	 
Other Comments (Principal):	
Date of Next Review and Update of the Annual Learning Plan	
 Fri Apr 07 2017	

Returning To Your Annual Learning Plan

1. Navigate to the Login page for your district.
2. Enter your **Username** and **Password**



3. Click on the mVal icon

4. On the **Appraise/Report** screen, select My Appraisals. You should notice that only the My Appraisals icon is lit. You are limited to one ALP at a time which can be edited throughout the year.



5. There are two 'tabs' at the top of the screen: **Evaluator Task** and **Evaluee Task**. Click on the appropriate tab in order to access the materials in each. The **Evaluator Task** area is where you will find appraisals completed by your administrators. They are only available to you once they are authorized by the administrator. The **Evaluee Task** bar is where you will see all the materials you have created. Under the Evaluee Task tab is where the Annual Learning Plan will be located.

Careful: The red **X** will DELETE your plan. Click on **Plan 1** and your current Annual Learning Plan will open.

Evaluator Task	Evaluatee Task
Log Of Teaching Practice	Plan
<i>No logs of teaching practice for the current teacher</i>	X (08-26-2014) Plan 1

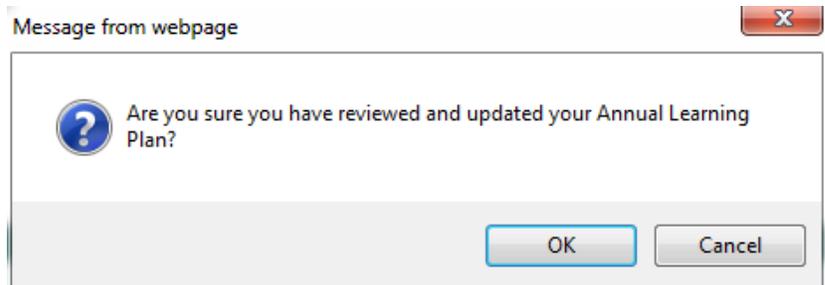
Signing Off on your Annual Learning Plan

1. Authorizing your Annual Learning Plan allows your administrator to view the plan in mVal.
2. The Authorization section is located at the bottom of the form. The ALP is an ongoing learning tool, therefore you will be able to add to the plan even after you authorize the plan. The authorization just begins the sharing aspect with your administrator.
3. Check off the box to indicate that you have reviewed and updated your plan.

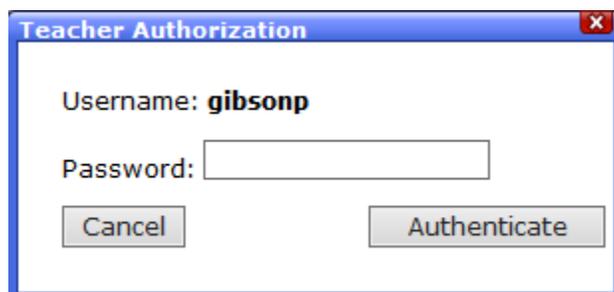


Authorization
Teacher's Name: Philip Gibson
 Checking this box indicates I have reviewed and updated my Annual Learning Plan.

4. You will receive a message to verify. Select OK.



5. Enter your Password for verification.



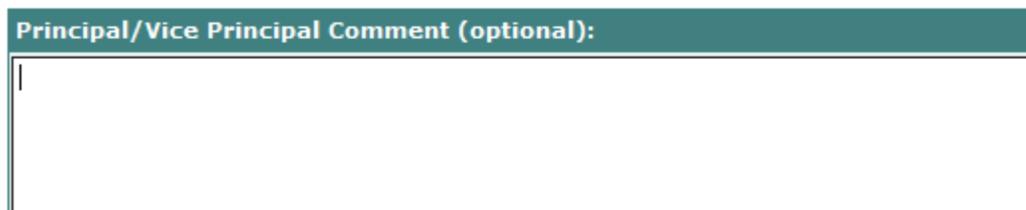
Teacher Authorization

Username: **gibsonp**

Password:

Cancel Authenticate

6. Your administrator now has access to your Annual Learning Plan and may add comments to the Principal / Vice Principal Comment Section. They will have read only access to all other areas of your document.



Principal/Vice Principal Comment (optional):

mVal Software Helpful Hints

- NEVER use the back arrow of the Internet browser...ONLY use navigation options 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**