## **Creating and Submitting Professional Learning Goals in PD Express**

STEP 1: Log into PD Express

DEC	ATUR COUNTY SCHOOL SYSTEM
	ID To The second
	Dunan Deceo D
	Recei year 20 or peopwerd? Recount a Guere 207
	PDReprese <sup>®</sup> 2018.0.16, A service of Local Data Data Data Data Vice (2017-2018 Authentication-Staff: ADS, Guess: PDDRNESS (1)

## STEP 2: Click CREATE A PL GOAL

lennifer Wilkinson DCS - Central Office	Home My Information	In-District PD Resources	Administration	Logoff		
Request Out of District Prof Lrng Create	a PL Goal Transcript S	Submit Course Request				
In Progress						
Courses >1 Goals >3 Out	t Prof Lrng >2 PL	. Goals >1				
🗞 Title		Status	Sessions	Start Date	Time	Location @
PSE Introduction to Synchronous Le	g	Enrolled	1	05/15/2020	1:00 PM	PSE-Virtual Learning

STEP 3: CREATE a new PL – defaults to 2021; Choose USE A FORM; Type in a description; Hit NEXT

Create a new PL Goal				
Select a school year:				
2021 👻				
Do you want to:				
	written PL Goal			
Use a form Copy a previously-				
Enter a description:				
Enter a description:		]		
Enter a description: 20-21 PL Goal		]		
Enter a description: 20-21 PL Goal				
Enter a description: 20-21 PL Goal		]		
Enter a description: 20-21 PL Goal				

STEP 4: Type in 3 goals – Copy and Paste from Handout

📄 PL Goal		6	×
	Print Submit for Review S	ave	
Approval History	New Created: 7/25/2020 2:28:52 PM		
Professional Lea			
Goal1	Teachers and leaders will increase the cognitive demands of learning experiences, by improving current instructional strategies, using inquiry based learning, and the use of blended/personalized learning.	].	
Goal 2	Teachers and leaders will increase their knowledge of developing and providing an academically challenging learning environment and school culture while working with a variety of diverse students across the curriculum.		
Goal 3	Teachers and leaders will effectively utilize technology and digital tools to provide personalized/blended learning instruction and to support the development of digital literacy skills for all students.	].	
Comments			
Review Commen	ts		
Comments		]	
Attachments	None.		

STEP 4: Click SAVE and SUBMIT FOR REVIEW. You will receive an email notifying you that you have submitted your goals.

NOTE: Your building or department administrator will approve and you will receive an email when this action is completed.