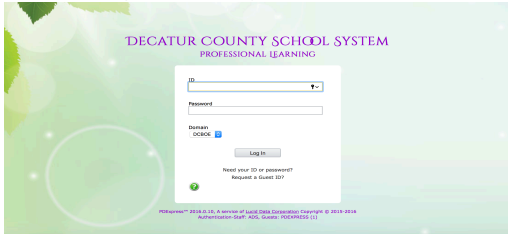
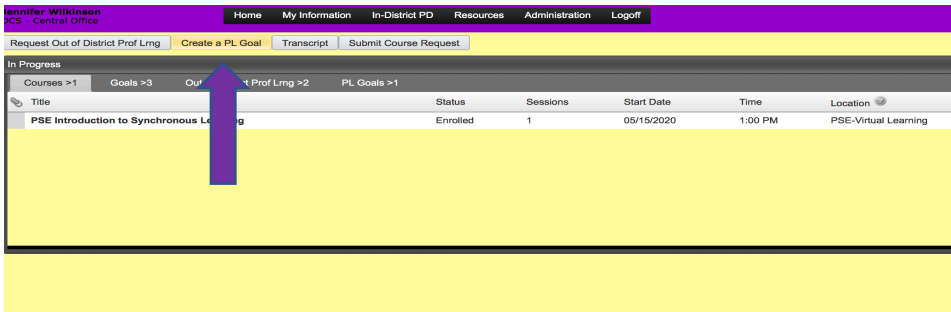


Creating and Submitting Professional Learning Goals in PD Express

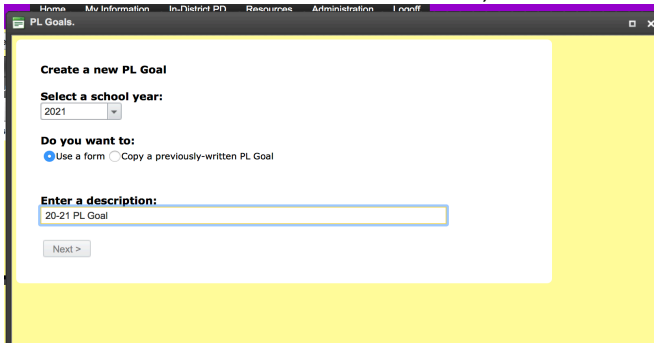
STEP 1: Log into PD Express



STEP 2: Click CREATE A PL GOAL



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



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



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.