



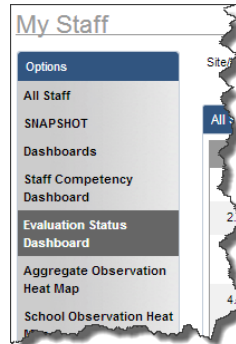
# How to Export Appraisal Plan Dashboard to Excel

This document will show you how to access the appraisal interactive dashboard.

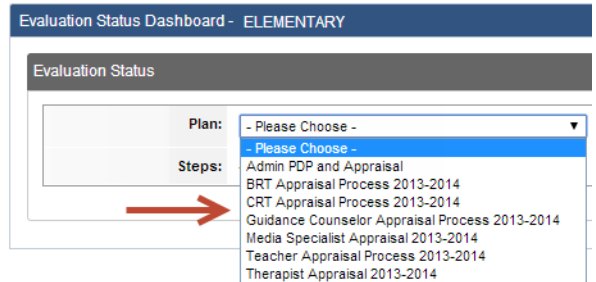
Step 1: Sign into ACIS and navigate to My Staff channel.




Step 2. Select Evaluation Status Dashboard



Step 3: From the Plan drop-down menu, select the appraisal plan you want to export. After selecting the plan, scroll down towards the bottom and select the Excel Export icon.



 [Click here to export the plan](#)

Name	Overall Status	Create your PDP Teacher	Create your PDP Admin	Administrator Review of Professional Development Plan	PDP Modifications Teacher	PDP Modifications Admin	(Semester 1)Online Pre-Observation (Evaluator)	(Semester 1)Online Pre-Observation (Teacher)
<b>Teacher Name(s)</b>	In Progress	Complete	Complete	Complete	Not Started	Not Started	Complete	Complete
	In Progress	In Progress	Complete	Complete	Not Started	Not Started	Complete	In Progress
	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started
	In Progress	In Progress	Complete	Complete	Not Started	Not Started	Complete	In Progress