Step A. Open your browser and navigate to the

ACIIS web address: **alachua.truenorthlogic.com**

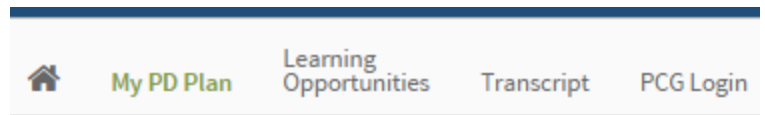*Note: Do not use www in the web address.*
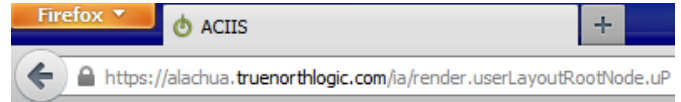
Step B. Sign in.

*Use your **ACPS** Active Directory username and password

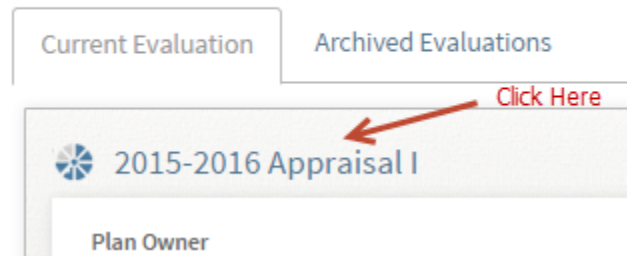If you are unable to sign in with Active Directory, call the help desk. 955-7500

Step C. Select My PD Plan on the menu bar.
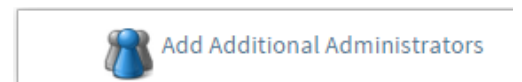
Next, select *2015-2016 Appraisal I*

Step D. Select Add Additional Administrators. **This step is to very administrators have access to your appraisal.**

If any of your administrators are missing, select **New User** to search for and add your administrator. Go to next page for adding an administrator.

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Enter the first and last name of your administrator, search, check the box, and select **Add Selected Users.**

Once you have review and/or added any missing administrators select the **Back** button
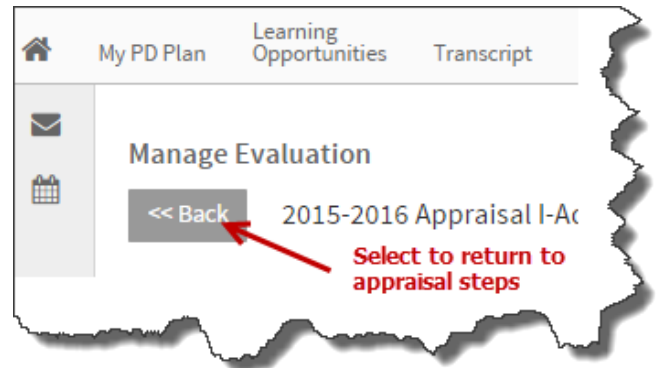
Step E. You will complete your *Professional Development Plan template* in this step. Hover over the PDP panel and click to open and access the steps in this container.
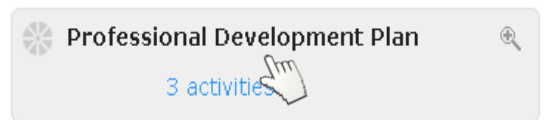
The only step you will need to complete in the PDP container is the first step **Create Your PDP**. Select **Create your PDP** to complete.
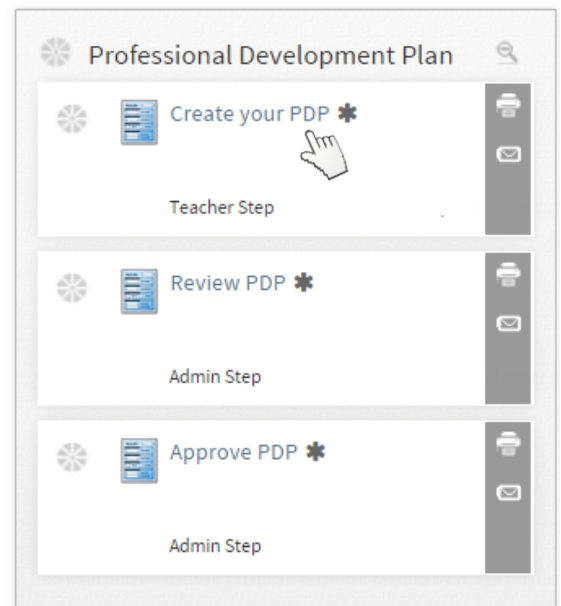
Once in the step, complete all the components of your PDP.
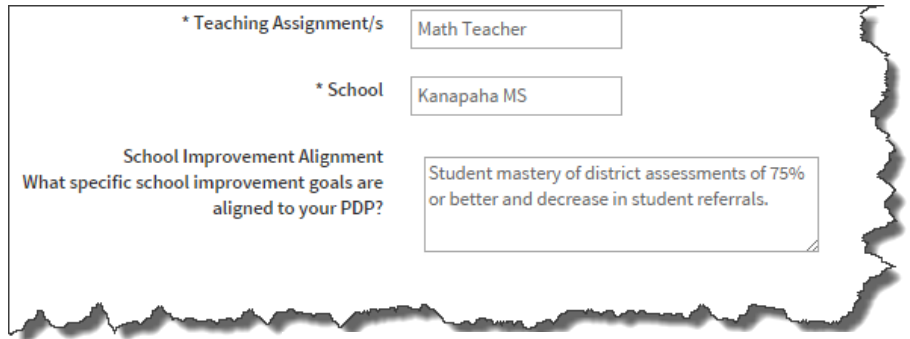
Complete all fields. If you are unable to complete your PDP all at once, you can save and return to finish at a later date.
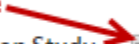
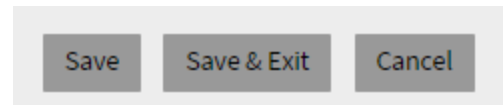|	
* Teaching Assignment/s	Math Teacher
* School	Kanapaha MS
School Improvement Alignment What specific school improvement goals are aligned to your PDP?	Student mastery of district assessments of 75% or better and decrease in student referrals.

For lesson study, just check the box. Although it is not required to participate in the LessonStudy, you will lose all points toward your final appraisal if you do not participate. Selecting the box indicates you are choosing to participate in the lesson study.

Click Here

Lesson Study ☑

By not checking the box, you are choosing to forfeit all of your lesson study points.
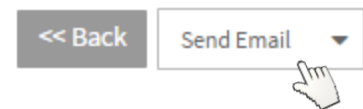
Last, select Save and Exit

| Save | Save & Exit | Cancel |

....

Step F. Next, *notify your administrator* that you have completed your PDP by using the email tool provided in this step.

Once you Save and Exit after completing the PDP in **Step E** , use the email tool located to the right of the back button by selecting **Send Email** which will result in a pop-up window.

2015-2016 Appraisal I
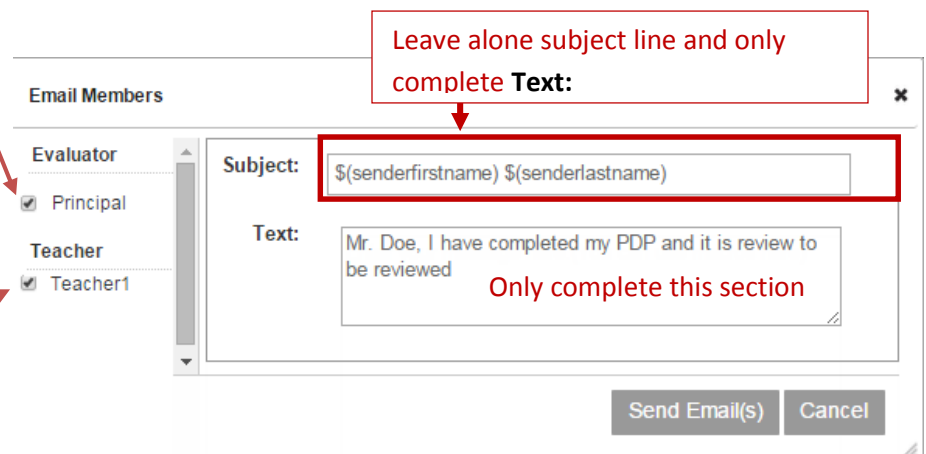
<< Back | Send Email ▼

Check the box to the left of your evaluator's names.

If you have more than one school-based administrator (Middle and High School), select both.

If you would like a copy of the same email, select your name as well.

Leave the subject field empty.

Leave alone subject line and only complete **Text:**

Email Members

Evaluator
☑ Principal

Teacher
☑ Teacher1

Subject: $(senderfirstname) $(senderlastname)

Text: Mr. Doe, I have completed my PDP and it is review to be reviewed

Only complete this section

Send Email(s) | Cancel

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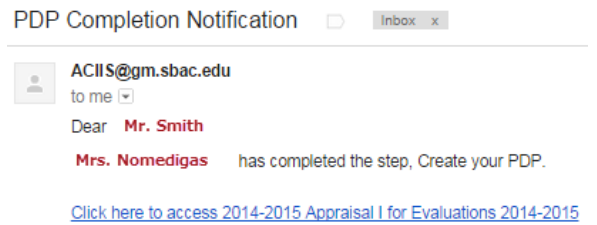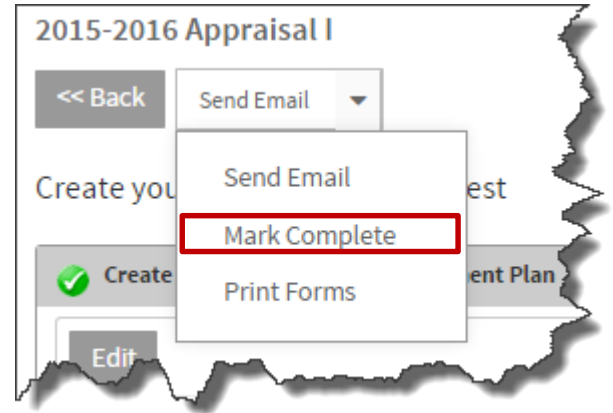Your administrator will receive a notification stating you have completed this step. This notification will be the administrator's trigger to review and approve your PDP.
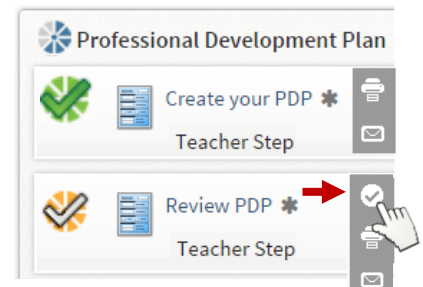
PDP Completion Notification   Inbox x

ACIIS@gm.sbac.edu
to me

Dear Mr. Smith

Mrs. Nomedigas   has completed the step, Create your PDP.

Click here to access 2014-2015 Appraisal I for Evaluations 2014-2015

Step G.   Marking your step completed.

Once you save and exit after completing your PDP and your administrator has commented on your PDP stating it meets all requirements, you will want to access the step **Create Your PDP** and **Mark Complete**. If the choice of Mark Complete is missing from the menu, it means you have not completed all steps of the PDP. All steps of the PDP must be completed in order for you to mark it complete.
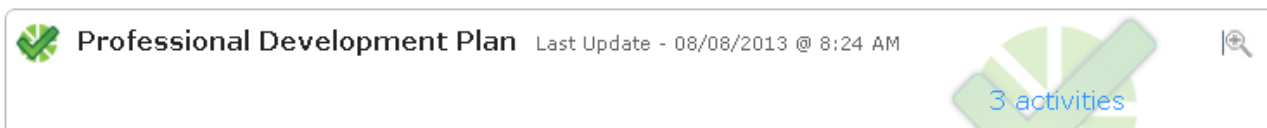
2015-2016 Appraisal I

<< Back   Send Email ▼

     Send Email

Create you   Mark Complete   est

     Print Forms

✓ Create   ent Plan

Edit

If the step is not completed, an orange check ✓ will appear to the left of the incomplete step once you exit the step. A completed step will have a green check. ✓

If you forget to Mark Complete while in the step, you will see an orange check. In the container view, select the Mark Complete symbol just above the print icon. ☑

✳ Professional Development Plan

✓ 📋 Create your PDP ✳ 🖨
     Teacher Step   ✉

✓ 📋 Review PDP ✳ ➡ ☑
     Teacher Step   🖨
             ✉

Once all steps are complete, your PDP will have a large green check on the container. If you have any problems in completing this process, contact your school based trainer for ACIIS. Email your administrator if you do not know who the trainer is for you school.

✓ **Professional Development Plan** Last Update - 08/08/2013 @ 8:24 AM   🔍

3 activities

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