RANDA Professional Growth Plan –Quick Help

Building Focus Goal #1

This goal will be developed as a staff. After it has been developed and decided, teachers can follow the steps for goal #2 to record it.

Professional Practices Goal #2

Please refer to page 6 of the District Evaluation Handbook for more information.

Note: Remember, always use the 'back' button on the RANDA website – not the back arrow in in your browser.

1. Log in to RANDA
2. Click on the *My Evaluation* tab at the top of your dashboard
3. Click on the *Professional Growth Plan* in the Evaluation Tracking Table.
4. Once in your growth plan, click on *Add a Goal* on the right side of the page.
5. Type out the *Goal Name.* Use a brief phrase or title for your goal name   Examples:
   i. Increase time in text during universal reading instruction
   ii. engage students in higher level thinking skills in reading
   iii. integrate writing in math to explain thinking
   iv. increase student learning through differentiation
   v. Increase the use of text-based questioning
6. Type out the *Goal Description.* Write a short statement explaining your goal and giving more details about it.
   Example: During universal reading instruction, I will utilize time in
             text reading strategies to increase the amount of time
             students are actively engaged in reading.
7. Next, you will add three action steps (no more than five) you will do to accomplish this goal.
   a. There is a "+Action Step' button to click on under on the right side of the *Actions Table*. You have to add action steps one at a time using the back button between each one.
8. Save Goal

DO NOT SUBMIT UNTIL YOU HAVE ALL THREE GOALS COMPLETED

- When you have completed all THREE goals – you click the box ☐ *I submit my Professional Growth Plan as part of my evaluation process* under the e-signature and click *Submit.*
- Check your Activity Chart to make sure your Professional Growth Plan is pending. It will say pending instead of complete as it is something you and your principal develop together.

Curriculum-Based Measures (CBM) Goal #3

It is important to make sure you understand the expectations and rigor for the CBM goal. Please refer to pages 8-11 of the District Evaluation Handbook for more information.

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1. Plan your curriculum-based measure using the guide in the District Handbook. At a minimum all CBM goals REQUIRE:
    a. Name/Title of Goal
    b. Colorado Content Standards being addressed (student standards)
    c. Identify which Students/Group
    d. Performance / Student Learning Outcome: *Example: Students will learn a 3 or 4 on the persuasive post-assessment.* Note: Only depth of knowledge 3 or 4 assessments may be used.
    e. Define Progress Monitoring to be done throughout the year
    f. Summative Assessment – This should be a high-quality, standards based assessment. Teacher must describe specifically how the students will be assessed. Teachers cannot use general descriptions such as 'post-assessment' or 'final exam'.
    g. Scoring Rubric – If your assessment requires teacher judgment as a part of the scoring process, a rubric must be developed and submitted as a part of a teacher's CBM.
    h. Growth Targets/Teacher Ratings: Teachers define the growth targets and ratings for their CMB. _____ *% of my students met the learning outcome.* Teachers define the % for a 1, 2, 3, and 4
        1. *1 = 0-49%   2 = 50-65%   3 = 66-88%   4 = 89% or more students met the learning outcome.*
        2. *1 = 1-40%   2 = 41-70%   3 = 71-90%   4 = 91% or more students met the learning outcome.*
2. Decide how you will record your CBM
    a. OPTION #1: Complete the CBM worksheet to guide your thinking. You can enter your CBM directly on this form and upload it to RANDA as part of your third goal.
    b. OPTION #2: Develop your own description of your CBM, and upload it to RANDA as part of your third goal.
    c. OPTION #3: Develop your goal and directly type it into RANDA as your third goal.
3. Log in to RANDA
4. Click on the *My Evaluation* tab at the top of your dashboard
5. Click on the *Professional Growth Plan* in the Evaluation Tracking Table.
6. Once in your growth plan, click on *Add a Goal* on the right side of the page.

7. Type out the *Goal Name.* Use a brief phrase or title for your goal name. Examples:
    a. CBM – Analyze critical events in history
    b. CBM – Growth in Constructed Response in reading
    c. CBM – Compare & Contrast two texts in essay
8. Type out the *Goal Description.* Write a short statement explaining your goal and giving more details about it.
    a. This is where you type in the <u>required</u> components of your CBM if you chose Option #3 above.
    b. Or, you can choose Option #1 or #2 above, and upload a file. If you choose one of these two, just enter a brief sentence describing your goal
9. Next, you will add three action steps (no more than five) you will do to accomplish this goal. The action steps are the 'how' you will get your students to grow.
    a. There is a "+Action Step' button to click on under on the right side of the *Actions Table.* You have to add action steps one at a time using the back button between each one.
9. Save goal

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- When you have completed all THREE goals – you click the box ☐ *I submit my Professional Growth Plan as part of my evaluation process* under the e-signature and click *Submit.*
- Check your Activity Chart to make sure your Professional Growth Plan is pending. It will say pending instead of complete as it is something you and your principal develop together.