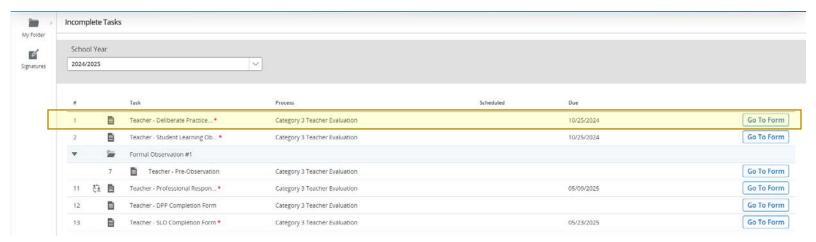
Access the Leon LEADS Evaluation system by clicking on the Leon LEADS
Evaluation tile in ClassLink. Note that the evaluation system now has its
own tile separate from the Professional Development tile for Leon LEADS.



The system should open to the Incomplete Tasks screen. If it does not, click My Folder on the left and select Tasks.



- 2. Click "Go To Form" for the Deliberate Practice Plan from the Incomplete Tasks screen.
- **3. Select DPP Element #1** you must choose an element surrounding classroom instruction Elements 6 through 29.



4. Write a description of the student behavior or learning that you would like to see improve as you work on this skill during the year.

Action Steps – What steps will you complete to improve your performance? This might include professional learning, communities of practice, peer/mentor observations and feedback, etc.

Materials and Resources – What items do you need to be successful? This might include physical items, time, training, peer support, etc.

Action steps

Materials and resources

5. Select your current and anticipated levels for the element you chose – What is your current level of efficacy in this element? Where would you like to be at the end of the year? Effective is acceptable.



- **6. DPP Element #2** is optional and may be chosen from any teacher element. Repeat steps 3-5 if you would like to select a second DPP element.
- **7.** Attaching documents and files is optional if you have a document or other file that you would like to attach to your DPP, click on Add Artifict at the bottom on the right side.



8. Complete the form by clicking Save & Submit. *Make sure the form is completed and submitted prior to the due date.*



Back – takes you back to the Incomplete Tasks screen.

Save Progress – saves the document so you can return to it later, does <u>not</u> send a copy to your supervisor.

Save & Submit – sumbits the document to your supervisor. This removes the document from your incomplete tasks list, but you can see a copy of the form by clicking on My Folder on the left and selecting History.

Element Descriptions

To review the descriptions of each element:

• Click on the Forms slide-out tab on the right side of the screen.



• Then, click on Rubric at the top.

