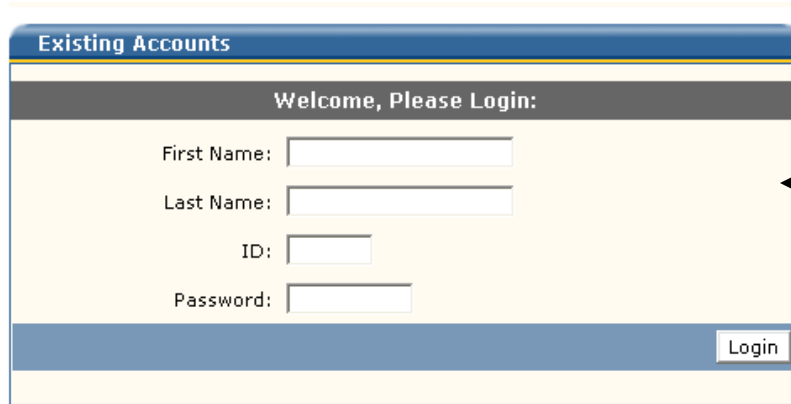


# Logging On

This documentation provides a step-by-step process for accessing your user account.

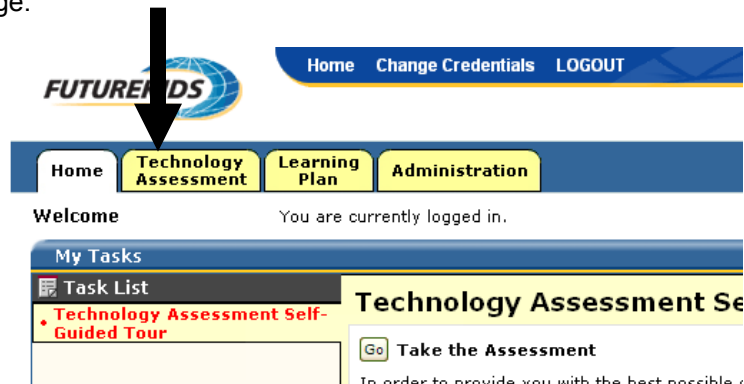
1. To access your account, log into the gateway from <http://www.edtechtrain.com/> > select **online access** > select **Click here to login to the Assessment** or <http://edtechtrain.truenorthlogic.com/> .



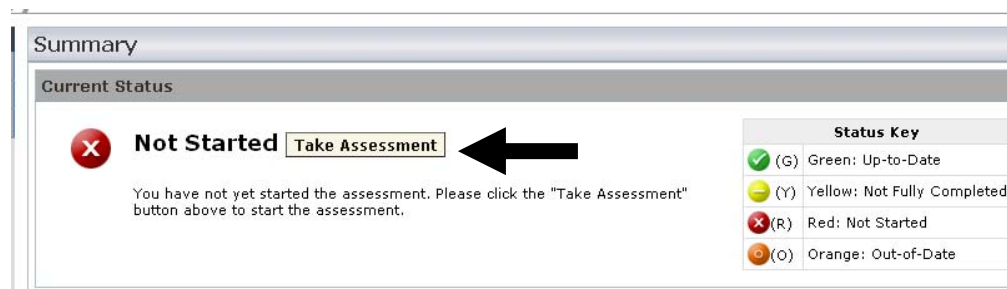
**NOTE: ID number is 1234**

Account with password should have already been created. Please follow the onscreen instruction if you have forgotten the login or not created one yet.

2. The Assessment Welcome page will appear. Choose the Technology Assessment tab at the top of the page.



3. The Assessment is organized into Categories and sub-categories. Each sub-category has a number of questions. You may do the entire assessment in one sitting or complete it in sections. By clicking on "Take Assessment", you will begin your assessment.



Status Key	
✓ (G)	Green: Up-to-Date
⚪ (Y)	Yellow: Not Fully Completed
✗ (R)	Red: Not Started
⚪ (O)	Orange: Out-of-Date

- When you finish a sub-category, you can either save what you have done and continue or go back to the main Menu.

If you are simply browsing the questions and not completing the assessment, use the Back button in your browser to return to the Assessment Category menu.

Record & go to Next Sub-Category      Record & Return to Menu

Once you finish the entire survey assessment, you may view your results by selecting Summary.


**TECHNOLOGY ASSESSMENT PROFILE**

**Profile**

- Summary
- Current Profile
- History

**Summary**


**Current Status**

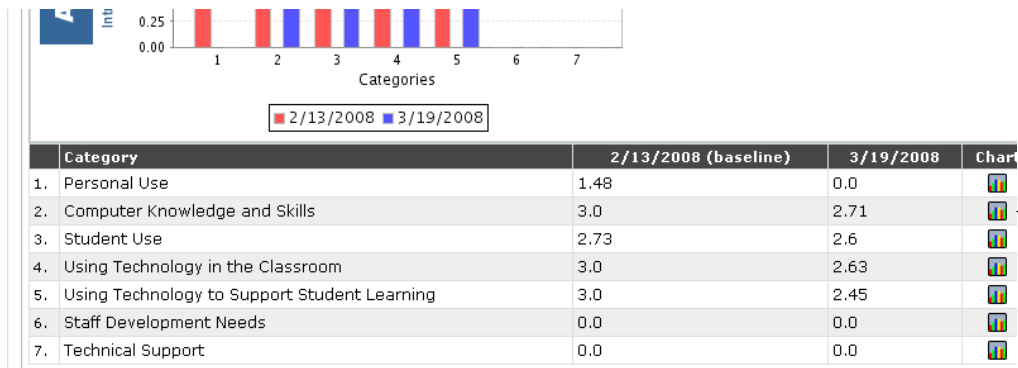
 **Up-to-Date** [Retake Assessment](#)

You are currently up-to-date with your assessment. The expiration date below indicates the latest date by which you will be required to take the assessment again.

**Completed:** 03/19/2008  
**Expiration:** 9/19/2009

[View Current Profile](#)

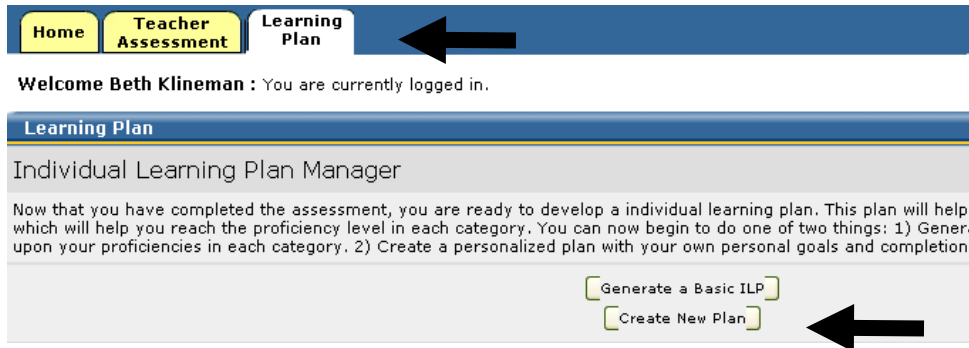
Scroll down toward the bottom and you can view the category charts by select the graph symbol  to the right of the Category



# How to Create an Individual Learning Plan

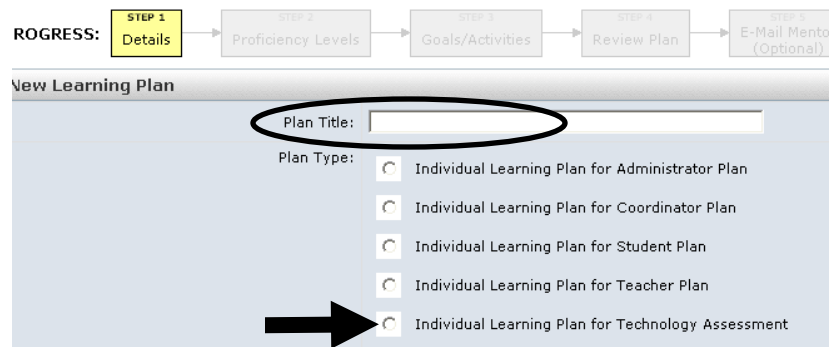
This guide will help users create a personal Individualized Learning Plan (ILP) after completing the online teacher Self-Assessment. This plan will help users focus on personal goals and resources which will help them reach the desired proficiency level in each category.

1. Once logged into the system select the Learning Plan tab to start you ILP



2. From here, you will be able to create new plans or manage/edit existing plans. To create a new plan click on “create new plan”.
3. A step by step work flow will direct you through the process of creating your customized plan. The first step is to name the plan, next you will select the type of plan you wish to create.

**NOTE Please select the last radio button ILP for Technology assessment**



4. Click the next button, located at the bottom right corner, to move to the next step of selecting your desired proficiency level.
5. The ILP will help you create a plan that aligns with the assessment categories.
6. The “Proficiency Levels” tab will display your “Current proficiency levels” for the assessment categories addressed by the particular plan chosen and display “My Target Proficiency Level.” Select the targeted proficiency level for your desired goal from the pull down menu adjacent to each category in the list.

Ident Use	Proficient	Proficient ▼
<b>Sub-Category</b>	<b>Level</b>	
Student Use	2.6	
ng Technology in the Classroom	Proficient	Proficient ▼
<b>Sub-Category</b>	<b>Level</b>	
Integration of Technology Resources in Lesson Content	2.5	
Knowledge of Research and Best Practices in Education	Proficient	

7. Click the next button to continue developing your plan.
8. The next step in creating your plan is to create your professional growth goals for the year and the activities that will help you reach your goals. You must first create a goal before you can create the activities for that goal.

9. To create a new goal. Click on the “create new goal” button. A new form will appear called “create new goal.”

10. Use the “create new goal” form to enter the details of your goal as follows:
  - Goal Completed? - select Yes or No.
  - Goal Title - enter the name of your goal. (i.e. improve classroom communication) **This is a required field.**
  - Category – select the self-assessment category for the new goal.
  - Estimated Completion Date – it is a good idea to enter an estimated completion date to give yourself the impetus to complete the goal.
  - Describe Your Growth Goal – enter a description of your goal and what you hope to achieve. Enter only one goal at a time. (i.e. “I will improve classroom communication by creating a web page for students and parents.”) **NOTE: Do not enter activities or resources at this time.** You will be asked to supply this information during the creation of activities for the goal. **This is a required field.**
  - Lines of Evidence – enter the success measurements for accomplishing the goal. (i.e. “I will know that I have completed this goal when I have successfully created the web page and notified students and parents.”) **This is a required field.**
11. After you have entered all of the information necessary to create your goal, click the “add goal” button, at the bottom right. You can enter additional goals by clicking “create goal,” or the next step is to create the activities that will help you accomplish the goals.

Enter and Edit as many goals and activities as you would like. When you are done click on the "Review Plan" button.

Goal Title	Complete	Category / Sub-Category	Estimated Completion Date
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <b>Improve communication</b> <b>DESCRIPTION:</b> I will improve classroom	<input checked="" type="checkbox"/> No	Category: Communication / Information Skills	October 16, 2005

Goal Activities

12. To enter a new activity, click on the add activity button. A new form will appear that you will use to create the activity.

**Create New Activities**

Plan Name: **My Plan**

Enter and Edit as many goals and activities as you would like. When you are done click on the "Review Plan" button.

Goal Title	Complete	Category / Sub-Category	Estimated Completion Date
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <b>Improve communication</b> <b>DESCRIPTION:</b> I will improve classroom communication by creating a web page for students and parents. <b>EVIDENCE:</b> I will know that I have completed this goal when I have successfully created the web page and notified students and parents.	<input checked="" type="checkbox"/> No	Category: Communication / Information Skills	October 31, 2005

Goal Activities

Activity Title	Complete	Est. Comp. Date
No Activities have been entered for this goal.		

13. An activity can include taking an online course, attending a conference, reading an educational journal, etc.

Plan Name: **My Plan**

\* = Required Field

Activity Completed?: No:  Yes:

\*Title:

\*Type:

OR

Enter your own type:

\*Estimated Time to complete: Day(s):  AND Hour(s):

Estimated Completion Date:

\*Activity Description:

Resources Needed:  
Enter the resources you will need to accomplish this activity.

Lines of Evidence:  
How will you measure the impact of this activity?

14. Enter the following information for each new activity created.
- Title – Name the activity. This is a required field.
  - Type – Select the type of activity from either the drop-down menu. If the type of activity you are looking for is not listed, enter the type in the free-form field. This is a required field.
  - Estimated time to complete – Enter the days and hours that are required to complete the activity. This will help you and your principal or supervisor accurately plan the time necessary to complete the activity. This is a required field.
  - Estimated completion date – If applicable, enter the date by which the activity should be completed.

- Activity Description – enter a concise description of your planned activity. This is a required field.
- Resources – enter the resources required to complete this activity.
- Lines of Evidence – enter the success measurements for the activity. Detail how you will identify successful completion of the activity.

15. Once you have entered the necessary information click the “Add Activity” button.

Goal Title	Complete	Category / Sub-Category	Estimated Completion Date
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <b>Improve communication</b> <b>DESCRIPTION:</b> I will improve classroom communication by creating a web page for students and parents. <b>EVIDENCE:</b> I will know that I have completed this goal when I have successfully created the web page and notified students and parents.	<input type="checkbox"/> No	Category: Communication / Information Skills	October 16, 2005
<b>Goal Activities</b> <input type="button" value="Add Activity"/>			
Activity Title	Complete	Est. Comp. Date	
<input type="button" value="Edit"/> <b>Learn How to Create a web Page</b> I will take an online course on web page creation	<input type="checkbox"/> No	October 16, 2005	<input type="button" value="X"/>

16. The final step is to review your ILP and make edits as necessary. Select “review Plan.”

**Review My Plan**

**Congratulations!** You have successfully created your plan. If you are satisfied with your plan you can e-mail the plan to your mentor or edit the plan. [Printer Friendly View](#)

**Details**

Learning Plan Title: My Plan  
Learning Plan Type: Teacher Plan

**Assessment Proficiency Levels**

Category	Current Level	Goal Level
Basic Concepts/Skills	Advanced	Advanced
Classroom / Personal Productivity Skills	Advanced	Advanced
Classroom Instruction Skills	Advanced	Advanced
Communication / Information Skills	Expert	Expert
Integration of Technology into the Curriculum	Expert	Expert
Leadership - Technology Implementation Skills	Expert	Expert
Leadership - as Educators	Expert	Expert

**Growth Plan Goals & Activities**

Goal Title	Complete	Category / Sub-Category	Estimated Completion Date
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <b>Improve communication</b> <b>DESCRIPTION:</b> I will improve classroom communication by creating a web page for students and parents. <b>EVIDENCE:</b> I will know that I have completed this goal when I have successfully created the web page and notified students and parents.	<input type="checkbox"/> No	Category: Communication / Information Skills	October 16, 2005
<b>Goal Activities</b> <input type="button" value="Add Activity"/>			
Activity Title	Complete	Est. Comp. Date	
<input type="button" value="Edit"/> <b>Learn How to Create a web Page</b> I will take an online course on web page creation	<input type="checkbox"/> No	October 16, 2005	<input type="button" value="X"/>

17. The review page contains the plan details, proficiency levels, and plan activities. You either choose to finish the plan, print the plan, or send the plan to your mentor/supervisor.

- Click the “Printer Friendly View” link to print your plan.
- Click the “Send to Mentor” button to send the plan to your mentor/supervisor.
- Click the “Done” button to finish.

Congratulations! You have now successfully created a personal Individualized learning plan. Your plan is now aligned to the Self-assessment results and will help you to easily track and monitor your progress.