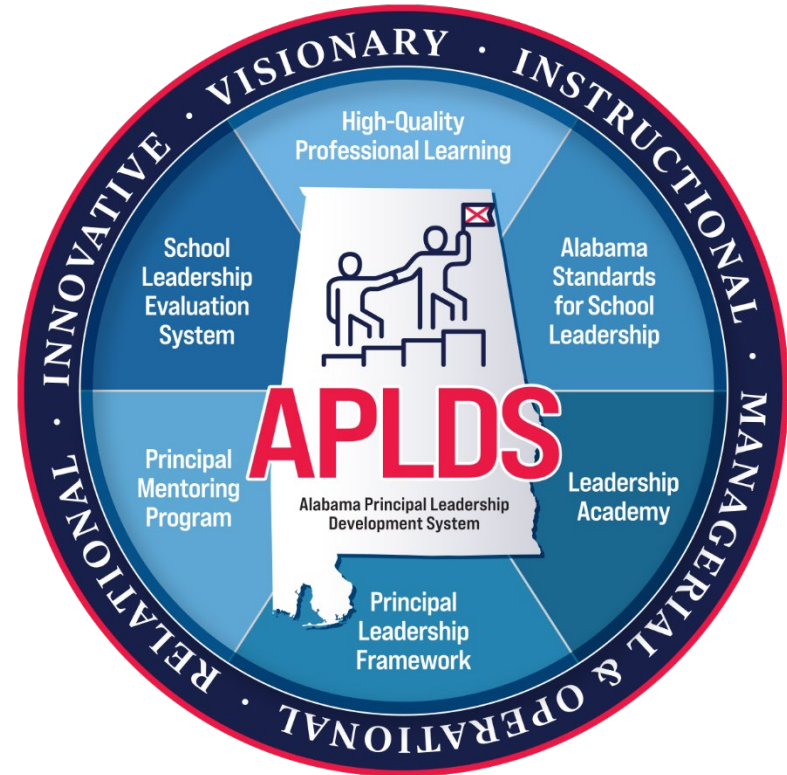


# Alabama Principal Leadership Development System

## *Full Tutorial Guide*

For Alabama Principal Leadership Development System

Version 1.3



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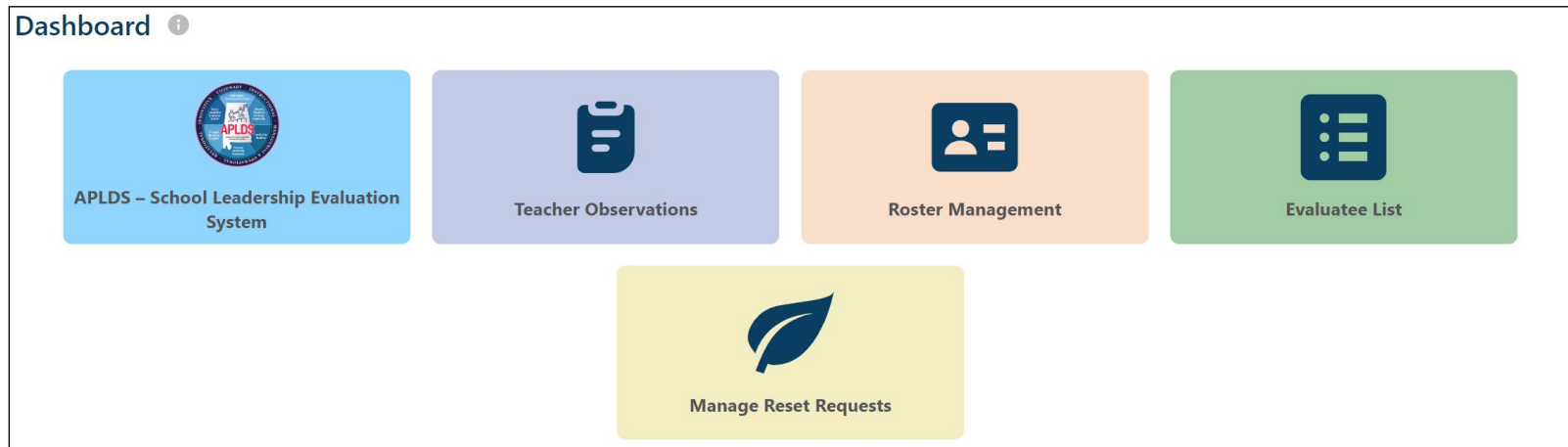
## Abbreviations and Glossary

AIM – Alabama Identity Management	Evidence – A set of qualifying information supported by comments and documents to show progress on a PLP.
ALSDE – Alabama State Department of Education	Goal Indicator – An indicator selected for the PLP and the related supporting Evidence.
Application Access Rule – This is an access rule assigned to a user’s AIM profile in the Education Directory, which allows users to access specific applications in the AIM portal.	Indicator – A subset of teaching or leadership standards related to a specific set of practices.
APLDS – Alabama Principal Leadership Development System used by Principals and Assistant Principals to create, implement, and evaluate their Professional Learning Plans (PLP). The APLDS school leadership evaluation system is housed inside of Teaching Effectiveness and is not affiliated with Cognia’s teacher observation tool.	LEA – Local Education Authority (LEA)
Continuum – A named set of indicators (such as Educator, School Administrator, Librarian, and Counselor.)	LEAD – LEAD is used by Central Office staff to perform their self-evaluations. LEAD is housed inside of Teaching Effectiveness and is not affiliated with Cognia’s teacher observation tool.
Certification of Completion – Certification of successful completion of all Alabama Principal Leadership Development System program requirements in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I).	School Administrator – A Principal or Assistant Principal that is evaluating under the APLDS process.
District: Local Education Authority (LEA).	Professional Learning Plan - A plan put together to focus on improvement on selected goal indicators.
District Options - A list of teaching and leadership standards that the Central Office must select at the beginning of each annual review year.	Reviewer - A user from a district central office (superintendent or other central office staff for an LEA).
Education Directory – An application developed and maintained by the Alabama State Department of Education. This is where AIM user profiles are stored and managed.	Review Year - The school year for which an evaluation is done. If listed as a single year, indicates the beginning of the school year. That is, review year 2024 indicates school year 2024-2025.

Evaluatee - A user being evaluated on a continuum (as an educator, central office staff, librarian, counselor, or leader).	TE – Teaching Effectiveness
Evaluator - A user facilitating the evaluation of an Evaluatee (typically a principal or a central office staff member).	

## APLDS Overview

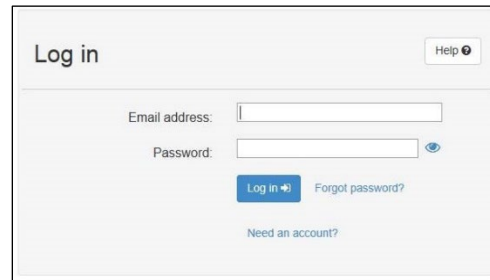
The Alabama Principal Leadership Development System (APLDS) application provides a place for LEAD Evaluatees (Principals and Assistant Principals) to record information as they complete the Alabama Principal Leadership Development System evaluation process.



## Login via the AIM Portal

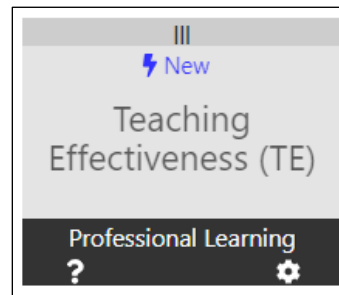
To access TE/APLDS, users will need to login through the Alabama State Department of Education's AIM portal. Please follow these steps to log into the AIM portal.

1. Go to <https://aim.alsde.edu>, enter your AIM username and password, and click on the "Log in" button.



The screenshot shows a login form titled "Log in" with a "Help" link. It contains two input fields: "Email address:" and "Password:". Below the password field is a "Log in" button and a "Forgot password?" link. At the bottom, there is a link that says "Need an account?".

2. Select the Teaching Effectiveness tile from the available AIM applications. This will take you into the Alabama Teacher Growth application.



Please note that the Education Directory Application Editor for your LEA is responsible for configuring your AIM profile to access Teaching Effectiveness. If you are unable to log into the AIM portal or you cannot see the Teaching Effectiveness tile after logging in, please contact your Education Directory Application Editor for assistance.

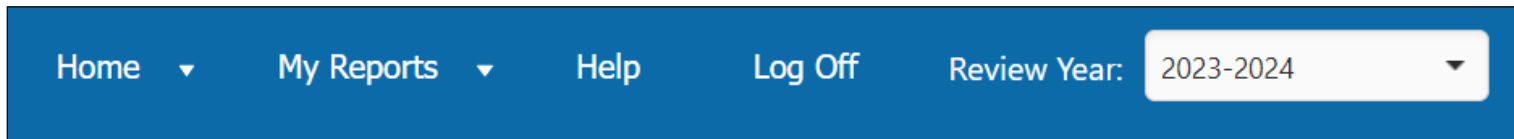
If the Education Directory Application Editor needs assistance with the AIM portal or with user management in the Education Directory, they will need to contact the ALSDE Service Desk by e-mail at [servicedesk@alsde.edu](mailto:servicedesk@alsde.edu) or by phone at 334-694-4777.

## Support

- For assistance with the AIM portal or with the Education Directory, please contact the ALSDE Service Desk by e-mail at [servicedesk@alsde.edu](mailto:servicedesk@alsde.edu) or by phone at 334-694-4777.
- For assistance with policy or procedure questions pertaining to Teaching Effectiveness, please contact ATGP support with the Alabama State Department of Education. ATGP Support can be reached via e-mail at [atgp@alsde.edu](mailto:atgp@alsde.edu).
- For assistance with policy or procedure questions pertaining to the Alabama Principal Leadership Development System, please contact APLDS Support with the Alabama State Department of Education via e-mail at [principalact@alsde.edu](mailto:principalact@alsde.edu).
- For technical assistance with Teaching Effectiveness or with the Alabama Principal Leadership Development System, please contact the Teaching Effectiveness Help Desk by e-mail at [teachingeffectiveness@asc.edu](mailto:teachingeffectiveness@asc.edu) or by phone at 1-800-338-8320.

## Menu

The menu appears at the top of all pages in the TE/APLDS application. The menu provides users with quick access to the Self-Assessment dashboard, the Professional Learning Plan dashboard, the Evidence dashboard, as well as the Help page to name a few.



- Items in the menu will vary depending upon the role of the user (Educator, Principal, Central Office Reviewer, etc.).
- Selecting an item in the menu will take users to the page for that menu item. For example, clicking on the “Help” menu item will take the user to the Help screen.



## Technical Help and Guidance

Technical Help and Guidance are displayed on all pages in the TE/APLDS application. By default, the Technical Help and Guidance displays are collapsed on the page.

- Click the help or guide icon, near the bottom right corner of the screen.



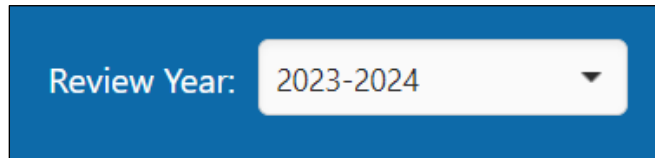
- The Technical Help and Guidance displays are relevant to the screen the user is on when the icons are selected. If there is no help or guidance for the current screen, then the displays will be blank.
- The Technical Help and Guidance displays can change by review year.
- Technical Help provides directions on how to use the TE/APLDS application.
- Guidance provides more information on the activities the Evaluatee is performing while using the TE/APLDS application.
- Guidance starts with a “General Guidance” heading for all users. It may also include sections from SDE, your district, and your school.
- Selecting another icon will close the menu and replace it with the new display.
- Selecting the icon for the current display again will close the display.

For the review year, the user must select a primary evaluator. You may also select a secondary evaluator, where available. Evaluators must be selected before the PLP is fully completed and signed. However, they should be selected as soon as they are known, as this will allow the application to show more information to the evaluator.

## Review Year

The Alabama Principal Leadership Development System organizes information by the Review Year. The Review Year corresponds with the academic school year. For example, academic school year 2023-2024 is review year 2023-2024.

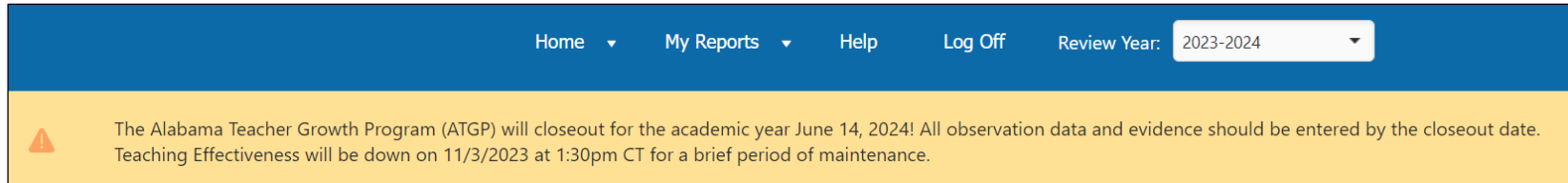
- When a new review year starts, school districts will need to select their district options. The district options must be selected before Evaluatees will be able to start the annual review process.
- Evaluatees can select a previous annual review year via the Review Year dropdown to view their data for previous review years.



A screenshot of a web interface element. It features a blue rectangular background. On the left side, the text "Review Year:" is displayed in white. To the right of this text is a white dropdown menu box with rounded corners. Inside the dropdown box, the text "2023-2024" is visible, and a small black downward-pointing triangle is located at the bottom right corner of the box, indicating it is a dropdown menu.

## Notifications

Notifications will be displayed underneath the menu on the Teaching Effectiveness dashboard. Notifications can include information about scheduled site maintenance, end of year close out dates, and other events pertaining to TE/APLDS.



The screenshot shows a blue navigation bar with the following items: Home (with a dropdown arrow), My Reports (with a dropdown arrow), Help, Log Off, and Review Year: 2023-2024 (with a dropdown arrow). Below the navigation bar is a yellow notification banner with a warning icon (a triangle with an exclamation mark) on the left. The text in the banner reads: "The Alabama Teacher Growth Program (ATGP) will closeout for the academic year June 14, 2024! All observation data and evidence should be entered by the closeout date. Teaching Effectiveness will be down on 11/3/2023 at 1:30pm CT for a brief period of maintenance."

Be sure to check for notifications when you log in to Teaching Effectiveness!

## Help Page

The Help page contains links to tutorial guides and training videos pertaining to TE/APLDS. The Help page can be accessed from the main menu.

### Help

#### Educator Help Items

- [Alabama Teacher Growth Program Educator Help Guide](#)
- [ASA YouTube page](#)
- [Self Assessment and General Help Tutorial Video](#)
- [Professional Learning Plan Tutorial Video](#)
- [Evidence Tutorial Video](#)
- [PLP Training](#)
- [Evidence Training](#)

#### Full Help Items (for Evaluators and Reviewers)

- [Alabama Teacher Growth Program Full Help Guide](#)
- [Alabama Teacher Observation Tool Setup Guide](#)
- [ATGP Quick Overview](#)
- [ASA YouTube page](#)
- [Self Assessment and General Help Tutorial Video](#)
- [Leader Tutorial Video](#)
- [District Setup Tutorial Video](#)
- [PLP Training](#)
- [Evidence Training](#)

## Main Dashboard

When an Evaluatee logs into Teaching Effectiveness, they will land on the Teaching Effectiveness dashboard.



Evaluatees have access to four tiles on the Teaching Effectiveness dashboard.

APLDS School Leadership Evaluation System	Click the APLDS tile to navigate to the APLDS dashboard.
Teacher Observations	Click the Teacher Observations tile to view completed ATOT observations.
Roster Management	Click the Roster Management tile to view the roster for your site.
Evaluatee List	Click the Evaluatee List to view the annual review progress for the Evaluatees at your site.
Manage Reset Request	Click the Manage Reset Requests tile to approve/deny annual review reset requests for your Evaluatees.

## User Settings: Selecting Primary System and Primary Site

When Evaluatees log into Teaching Effectiveness, the application checks to see if their Primary System and Primary Site have been selected for the current annual review year. If the user has not yet selected their Primary System and Primary Site, they will automatically be directed to the Settings page. This step must be performed at the beginning of every annual review year.

The Primary System and Primary Site determine at which system and site the Evaluatee is being evaluated. The Primary System and Primary Site that is shown in the dropdowns will populate from the sites the user's AIM profile is assigned to in the Education Directory.

School System and Site

Please confirm the following information. Your LEA won't appear in the dropdown until they have set the district plan. If you do not see the correct System or Site, please contact the Education Directory Application Editor for your LEA.

Primary System\*

Primary Site\*

Please note that the Primary System will auto populate based on the System that the Evaluatee is assigned to in the Education Directory.

Users will not be able to select their user settings until the District Office has selected the district options for the year. Once users have saved their user settings, they will automatically be redirected to the Formative Dashboard. Once they have saved their user settings, users will not automatically be directed to the Settings page on future logins.

## User Settings: Selecting a Continuum

When an Evaluatee logs into Teaching Effectiveness, the application checks to see if a continuum has been selected. If a continuum has not been selected, the Evaluatee will automatically be directed to the Settings page. Selecting a continuum will assign it to the Evaluatee for the review year. A continuum must be selected before Evaluatees can start their APLDS annual review. This step must be performed at the beginning of every annual review year.

**Continuum**

Please select the correct continuum. If you are unsure of which continuum you should assess, please consult your evaluator.

Starting in the 2024-2025 review year, principals and assistant principals will need to select the "School Administrator" continuum.

Continuum\*

Please note that starting in the 2024-2025 annual review year, Principals and Assistant Principals will need to select the **School Administrator** continuum. The continuum cannot be changed once the user has started his/her annual review in APLDS.

## User Settings: Selecting an Evaluator

Before Evaluatees can select their Evaluators/Reviewers (on the Settings page), Evaluators/Reviewers will need to log into Teaching Effectiveness so that they will populate in the Evaluator dropdown. This step must be performed at the beginning of every annual review year.

**Evaluators**

Please select an evaluator from the drop down boxes below.

Primary Evaluator

Secondary Evaluator

Please note that Evaluators/Reviewers will be listed under the system and site that they are assigned to in the Education Directory.



## User Settings: Education and Experience

At the beginning of the annual review year, users will need to enter their Teacher Certificate Holder (TCH) information on the Settings page. Please note that the Teacher Certificate Holder (TCH) information is not locked, and it can be changed at any time.

**Education and Experience**

Please provide the following information regarding your education and experience.

Were you recommended for certification based on completion of an approved program at an Alabama college or university?\*

Yes  No

Are you working in the same teaching field as the approved program you completed to earn your certificate?\*

Yes  No

In what year did you complete the program?\*

1998

Please identify the college or university where you completed the approved program\*

University of Alabama in Huntsville

Please identify the teaching field of your approved program\*

Computer Science (Grades 6-12)

What was the degree level of your program?\*

Bachelor's Degree (Class B)

Users will need to enter their Teaching Certificate Holder (TCH) number and answer the next question regarding their certification. If a user answers “Yes”, they will be asked whether they are currently working in the same teaching field as the approved program they completed. If the user answers “Yes” again, they will be asked further questions regarding the program they completed. This step must be performed at the beginning of every annual review year.

If Evaluatees don't know their Teacher Certificate Holder (TCH) information, they can find it in PowerSchool.

## APLDS Formative Dashboard

The Formative Dashboard shows the steps that are currently available for an Evaluatee. Selecting a step will take the Evaluatee to that section.

The screenshot displays the 'Formative' dashboard with four steps. The first step, 'School Administrator Position Selection', is currently active and unlocked, indicated by a blue padlock icon and a grey 'ADMIN' button above it. The other three steps are locked, indicated by red padlock icons and red text stating they will be available once the prerequisite step is completed. The steps are: 1. School Administrator Position Selection (unlocked), 2. Professional Commitment Professional Learning Plan (locked), 3. Professional Commitment Evidence (locked), and 4. Certification of Completion (locked).

Please note that a step will only unlock once the Evaluatee has completed the prerequisite step.

- The School Administrator Position Selection is available immediately after the Evaluatee has selected their user settings.
- The Professional Learning Plan is available once the School Administrator Position Selection has been completed.
- The Professional Commitment Evidence is available after the Professional Learning Plan has been completed.
- The Certification of Completion is available after the Professional Commitment Evidence has been completed.

## School Administrator Position Selection

The School Administrator Position Selection page is available as soon as the Evaluatee has selected his/her user settings on the Settings page. Below is an example of the selections on the School Administrator Position Selections page.

### School Administrator Position Selection

Please select one of the following school administrator positions that best represents you. (must select at least one)

Assistant Principal

Newly Employed, First-Time Principal (employment began on or after July 1, 2024)

Principal (employment began before July 1, 2024)

Evaluatees will need to select at least one of the following options on the School Administrator Position Selections page.

- Assistant Principal
- Newly Employed, First-Time Principal (employment began on or after July 1, 2024)
- Principal (employment began before July 1, 2024)

Evaluates will need to confirm their School Administrator Position Selection before they will be able to start their PLP.

### Administrator Position Option Confirmation

You have chosen the following position. Please confirm your selection, or go [Back](#) to select a different position.

Once you confirm your selection and complete your PLP, you will not be able to change your position without requesting for your review to be reset.

**Position:** Principal (employment began before July 1, 2024)

[Back](#) [Confirm Selection](#)

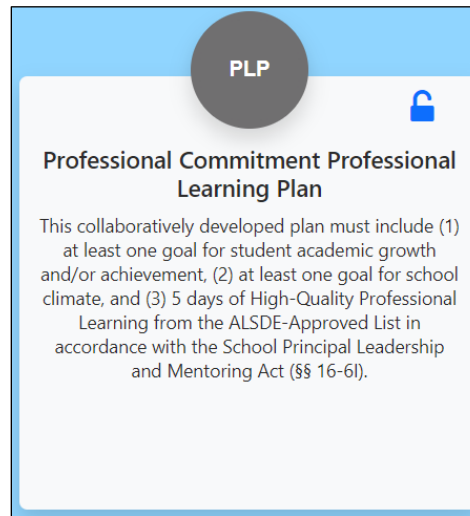
If Evaluates need to change their School Administrator Position, they can click the back button to return to the School Administrator Position Selections page. Once the Evaluatee is ready to confirm their School Administrator Position, they will need to click on the “Confirm Selection” button.



Please note that once the Evaluatee has confirmed their School Administrator Position Selection, their School Administrator Position is locked and cannot be changed.

## Professional Learning Plan

Once the Evaluatee has completed the School Administrator Position Selection, the Professional Learning Plan will unlock. Evaluatees can start their Professional Learning Plan by clicking on the “PLP” button on the APLDS Formative Dashboard.



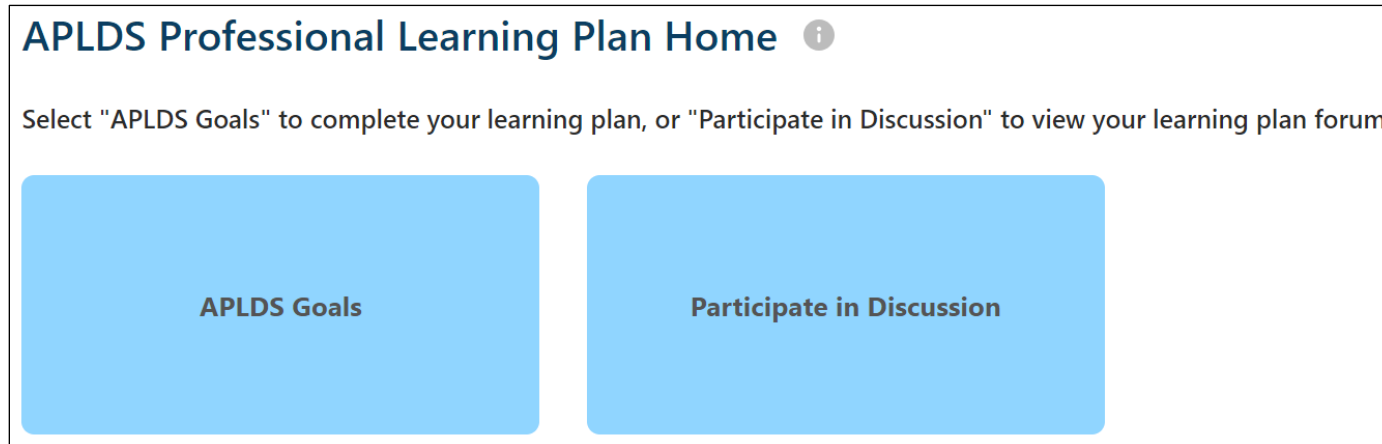
**PLP**

**Professional Commitment Professional Learning Plan**

This collaboratively developed plan must include (1) at least one goal for student academic growth and/or achievement, (2) at least one goal for school climate, and (3) 5 days of High-Quality Professional Learning from the ALSDE-Approved List in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6).

## Professional Learning Plan: Home Screen

Evaluates can access the APLDS Professional Learning Plan Home screen by clicking on the “PLP” button on the Formative dashboard.



From APLDS Professional Learning Plan Home screen, Evaluatees can perform the following actions.

- Set their PLP goals.
- Participate in the PLP General Discussion.

## Setting APLDS Goals

Evaluates can access the APLDS Goals page by clicking on the “APLDS Goals” button. The APLDS Goals page is where Evaluates will select their goals for their Professional Learning Plan.



Evaluates will need to select at least one of the following goals.

- Student Academic Growth Goal
- Student Academic Achievement Goal

**APLDS Goals** ⓘ

**Goal Types:** Check the type of student performance goal(s) that are included in the Professional Learning Plan (must select at least one)

Student Academic Growth Goal

Student Academic Achievement Goal

Evaluates will also need to include at least one School Climate Goal in their PLP.

The screenshot shows two stacked form sections. The top section is titled "Student Academic Growth Goal (must include at least one growth or achievement goal or both)" and contains a "Test data." label above a large, empty text input area. The bottom section is titled "School Climate Goal (must include at least one school climate goal)" and also contains a "Test data." label above a large, empty text input area.

Once Evaluates have finished selecting their goals, they will need to submit their selections by clicking on the “Submit” button. Evaluates can return to the APLDS Professional Learning Plan Home screen by clicking on the “Back” button.

The screenshot shows three buttons arranged horizontally. The "Back" button is light gray with black text. The "Save" button is blue with white text. The "Submit" button is blue with white text.

The “Start Date” and “End Date” fields are set to the start date and end date for the annual review year. Please note that these dates cannot be changed by the user.

The screenshot shows two dropdown menus side-by-side. The left one is labeled "Start Date" and has "July 01, 2024" selected. The right one is labeled "End Date" and has "June 20, 2025" selected. Both dropdowns have a small downward arrow on the right side.



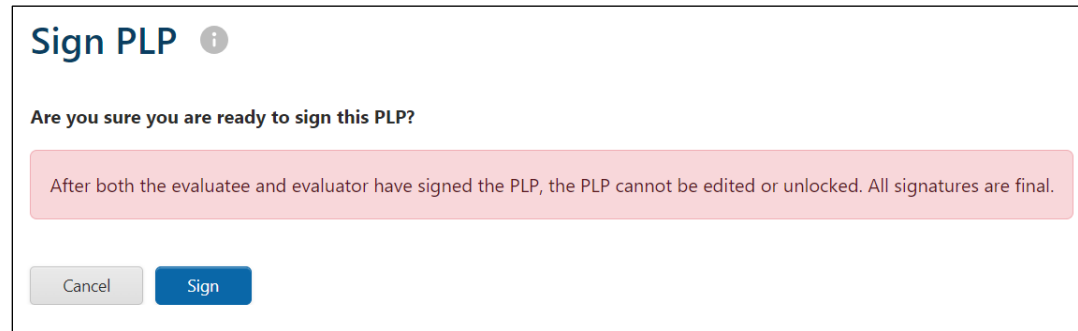
## Signing the PLP

Before the PLP can be marked as complete it will need to be signed by both the Evaluatee and the Evaluator. To sign their PLP, Evaluatees will need to click on the “Sign” button.



The screenshot shows a box titled "PLP Signatures". Inside, there are two rows. The first row is labeled "Evaluatee Signature:" and has a blue button with the text "Sign" next to it. The second row is labeled "Evaluator Signature:" and has the text "Not Signed" next to it.

When Evaluatees click on the “Sign” button, they will see a confirmation screen asking them to confirm that they wish to sign their PLP. Please note that once Evaluatees sign the PLP, an e-mail notification will be sent to their Evaluator. Once Evaluatees have signed their PLP, their Evaluator/Reviewer will then need to sign the Evaluatee’s PLP. Evaluators/Reviewers can access the PLPs for their Evaluatees via the Evaluatee List. Please note that once the PLP has been signed by both the Evaluatee and the Evaluator/Reviewer, it is locked and cannot be edited.



The screenshot shows a dialog box titled "Sign PLP" with an information icon. Below the title is the question "Are you sure you are ready to sign this PLP?". A pink warning box contains the text: "After both the evaluatee and evaluator have signed the PLP, the PLP cannot be edited or unlocked. All signatures are final." At the bottom, there are two buttons: a grey "Cancel" button and a blue "Sign" button.

## Professional Learning Plan: General Discussion

Evaluatees can access the Professional Learning Plan: General Discussion by clicking on the “Participate in Discussion” button on the APLDS Professional Learning Plan Home screen.



The PLP Discussion screen allows Evaluatees to enter information relating to their PLP. This includes adding comments and attaching documents to the PLP. Evaluators also can enter comments and attach documents to the Evaluatee’s PLP.

- General Discussion: The General Discussion may be initiated as part of the Initial Dialog for the PLP, continue while the PLP is being developed, and even follow additional comments and clarifications after the PLP has been completed.

## Professional Learning Plan: Comments

Evaluatees can also add comments to their Professional Learning Plan. This includes adding new comments and replying to existing comments. Evaluators can create new comments or reply to existing comments in the Evaluatee’s PLP. Please note that only the original creator of the comments can edit or delete comments they created.

Comments					
	Comment Text	Comment By	Commented On	Last Edited On	<a href="#">New Comment</a>
▼ <a href="#">Reply</a> <a href="#">Edit</a> <a href="#">Delete</a>	Test comment.	Test, ATGP	6/27/2024 12:05:16 PM		
<a href="#">Reply</a>	Test reply.	Admin, ATGP	6/27/2024 12:05:58 PM		

From the Comments screen, users can perform the following actions.

- Create a “New” comment. This creates a new comment.
- “Reply” to an existing comment. This allows the user to reply to an existing comment.
- “Edit” an existing comment. This opens the comment for editing.
- “Delete” a comment. This allows the user to delete the comment.

## Professional Learning Plan: Documents

Evaluates can upload documents to support their Professional Learning Plan via the PLP Documents page. Evaluators can upload documents to an Evaluatee's PLP as well. Supported document file types are PDF and image files (JPEG, PNG, and JPG). Please note that documents cannot exceed 1MB in size.

Documents		
	Filename	Description
<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>	Test Data Doc.pdf	

Upload Documents (1 MB per file limit):

Select multiple files... [Browse...](#)

Users can perform the following actions on the Documents screen.

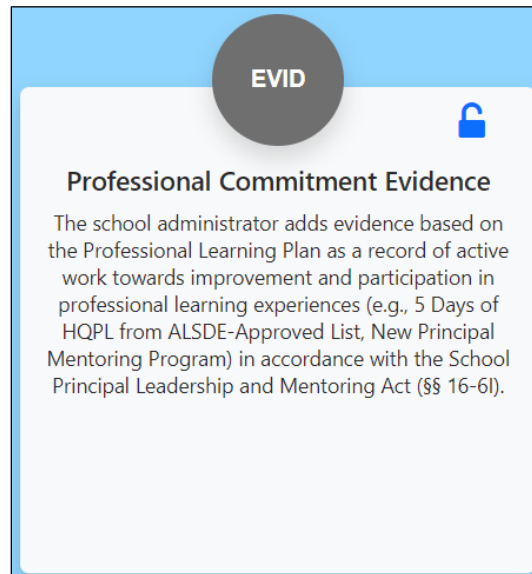
- Upload documents.
- Download documents.
- Edit the document description.
- Delete a document.

Please note that documents may be deleted within 24 hours of being uploaded. After 24 hours have passed, users will not be able to delete any documents they uploaded.

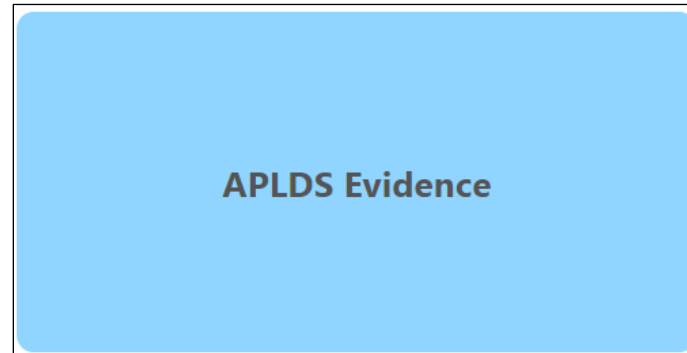
If documents were uploaded by mistake, documents were uploaded to the wrong user's profile, or if documents contain sensitive data (student names SSN, etc.), please contact the Teaching Effectiveness Help Desk for assistance.

## Professional Commitment Evidence

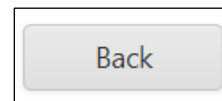
Once the Evaluatee has completed their Professional Learning Plan, the Professional Commitment Evidence section will unlock. Evaluatees can start their Evidence by clicking on the Professional Commitment Evidence button on the APLDS Formative Dashboard.



Clicking on the Professional Commitment Evidence button will take the Evaluatee to the APLDS Evidence Dashboard. To start their Evidence, Evaluatees will need to click on the “APLDS Evidence” tile.



Evaluatees can return to the APLDS Formative Dashboard by clicking on the “Back” button.



Once Evaluatees click on the “APLDS Evidence tile”, they will be taken to the APLDS Evidence page. This is where Evaluatees will enter their Evidence to support their APLDS annual review. Evaluatees will need to enter Evidence for the following fields and answer the survey questions at the bottom of the page. Please note that all fields are required.

- Evidence of Student Academic Growth and/or Achievement
- Evidence of School Climate
- High-Quality Professional Learning (HQPL) Survey
- Evidence of New Principal Mentoring Program (New Principals Only)
- New Principal Mentoring Program Survey (New Principals Only)

### APLDS Evidence ⓘ

**Evidence of Student Academic Growth and/or Achievement**

Test entry for Evidence.

**Evidence Discussion and Documents**

[Go to Discussion and Documents](#)

**Evidence of School Climate**

Test entry for Evidence.

**Evidence Discussion and Documents**

[Go to Discussion and Documents](#)

New Principals will see some additional fields on the Evidence page. New Principals will be asked to indicate if they participated in the New Principal Mentoring Program for the school year.

Evidence of New Principal Mentoring Program
Please indicate if you participated in the New Principal Mentoring Program this school year.
<input checked="" type="radio"/> Yes <input type="radio"/> No
Please indicate the New Principal Mentoring Program in which you participated this school year.
<input checked="" type="checkbox"/> Alabama New Principal Mentoring Program provided through the Council for Leaders in Alabama Schools (CLAS) <input type="checkbox"/> Other New Principal Mentoring Program as determined by my superintendent or other supervisor

New Principals will also need to indicate which New Principal Mentoring Program they participated in.

- Alabama New Principal Mentoring Program provided through the Council for Leaders in Alabama Schools (CLAS).
- Other New Principal Mentoring Program as determined by my superintendent or other advisor.




New Principals will also be asked to provide Evidence of the New Principal Mentoring Program.

Evidence of New Principal Mentoring Program
As a new Principal, I participated in the Alabama New Principal Mentoring Program provided through the Council for Leaders in Alabama Schools (CLAS).
<b>Evidence Discussion and Documents</b>
<a href="#">Go to Discussion and Documents</a>

New Principals will also need to complete the New Principal Mentoring Program Survey on the Evidence page.


New Principal Mentoring Program Survey	Disagree	Undecided	Agree
1. The purpose of the New Principal Mentoring Program is clear to me.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
2. I know where to get information about the New Principal Mentoring Program.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
3. The New Principal Mentoring Program helped me to see the connection between developing my leadership skills and improving student learning at my school.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
4. I received support from my district in applying what I learned from the New Principal Mentoring Program.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
5. The level of support provided by the New Mentoring Program (e.g., number of meetings or contacts, frequency and duration of meetings) was appropriate for building my leadership capacity as a principal.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
6. I am regularly using what I learned from the New Principal Mentorship Program at my school.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
7. My mentor helped me to define and articulate my core values.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree
8. My mentor helped me to grow my visionary leadership competencies.	<input type="radio"/> Disagree	<input type="radio"/> Undecided	<input checked="" type="radio"/> Agree

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Evaluatees can save the Evidence they have entered (so far) by clicking on the “Save” button. Once Evaluatees have completed all the required Evidence fields and they are ready to submit their Evidence, they will need to click on the “Submit” button.

High-Quality Professional Learning (HQPL) Survey	Disagree	Undecided	Agree
1. I know where to get information about High-Quality Professional Learning from the ALSDE-Approved List.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. The HQPL from the ALSDE-Approved List helped me to see the connection between developing my leadership skills and improving student learning at my school.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. I received support from my district in applying what I learned from the ALSDE-Approved HQPL.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. I am regularly using what I learned from the ALSDE-Approved HQPL at my school.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. I am a more effective principal because I participated in the HQPL from the ALSDE-Approved List.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Click "Save" to save your current progress on your evidence. Once you have completed all required evidence, click "Submit" to complete your evidence.

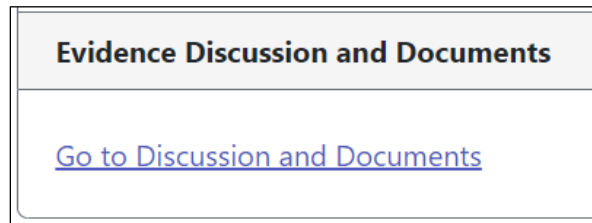
 [Back to Top](#)

Evaluates have the option to enter additional evidence that is related to their leadership development and/or professional performance (LEA evaluation tool).

<b>Other Evidence (Optional)</b>
You may upload any additional evidence related to your to your leadership development and/or professional performance (e.g., LEA evaluation tool).
I am using this field to enter additional evidence from an evaluation method that is used by my LEA.
<b>Evidence Discussion and Documents</b>
<a href="#">Go to Discussion and Documents</a>

## Evidence: Discussion

Evaluates can add comments and upload documents relating to their Evidence. Evaluators can add comments and upload documents to an Evaluatee’s Evidence, as well. To access Evidence Discussion and Documents, Evaluatees will need to click on the “Go to Discussion and Documents” link underneath the Evidence entry.



From the Evidence Discussion and Documents page, Evaluatees can perform the following actions.

- Create a “New” comment for the Evidence.
- “Reply” to an existing comment for the Evidence.
- “Edit” an existing comment for the Evidence.
- “Delete” a comment for the Evidence.

Evidence and Comments					
Evidence of Student Academic Growth and/or Achievement					
Comments					
	Comment Text	Comment By	Commented On	Last Edited On	<a href="#">New Comment</a>
▾ <a href="#">Reply</a> <a href="#">Edit</a> <a href="#">Delete</a>	Test comment for Evidence.	Test, ATGP	5/21/2024 12:09:09 PM		
<a href="#">Reply</a> <a href="#">Edit</a> <a href="#">Delete</a>	Reply to test comment.	Test, ATGP	5/21/2024 12:10:49 PM		

## Evidence: Documents

Evaluates can upload documents relating to their Evidence through the Evidence and Comments page. Evaluators can upload documents to an Evaluatee's Evidence, as well. Supported document types are PDF and image files (JPEG, PNG, and JPG). Please note that documents cannot exceed 1MB in size.

Documents

	Filename	Description
<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>	Test Data Doc.pdf	

Upload Documents (1 MB per file limit):

Select multiple files... [Browse...](#)

[Back](#)

From the Evidence Discussion and Documents page, Evaluatees can perform the following actions.

- Upload documents.
- Download documents.
- Edit the description of a document.
- Delete a document.

Please note that documents may be deleted within 24 hours of being uploaded. After 24 hours have passed, users will not be able to delete documents.

If documents were uploaded by mistake, uploaded to the wrong user's profile, or if the document contains sensitive data (student names SSN, etc.), please contact the Teaching Effectiveness Help Desk for assistance.

## Closing the Evidence

Once Evaluatees have submitted their Evidence, their Evidence can be closed by their Evaluator. To close the Evidence, Evaluators will need to navigate to the Evaluatee List page and click on the Evidence for the Evaluatee. This will take the Evaluator to the Evidence Summary page for the Evaluatee. To close the Evaluatee’s Evidence, the Evaluator will need to click on the “Close Evidence” button.

### Evidence Summary ?

Select an Evaluatee from the drop down box below or type in the name of the Evaluatee you want to select. Your selection will be saved across all pages and remain upon return from a previous session.

Test, ATGP ▼

<a href="#">New</a>	Date	Evidence Type	Goal Indicator	Creator	Created On
<a href="#">Details</a>	5/10/2024 12:00:00 AM	Instructional Practice	1.1: Learner Development	Test, ATGP	5/10/2024 11:15:45 AM

[Back](#) [Close Evidence](#)

Evaluators have the option to add closing comments to the Evaluatee’s Evidence before closing the Evidence. Closing comments are optional and not required for closing the Evidence. Please note that the an e-mail notification will automatically be sent to the Evaluatee once their Evidence has been closed by the Evaluator.

### Close Evidence ?

You have chosen to close out the evidence for ATGP Test.

Below you can enter in closing comments (optional).

Closing comments for test Evidence.

[Cancel](#) [Close Evidence](#)

## Certification of Completion

Once the Evaluatee has completed their Professional Commitment Evidence, the Certification of Completion section will unlock. Evaluatees can start their Certification of Completion by clicking on the Certification of Completion button on the APLDS Formative Dashboard.



## Certification of Completion - Evaluatee

Clicking on the Certification of Completion button will take the Evaluatee to the Certificate of Completion Answer page. Evaluatees will need to select the appropriate answer under the “School Administrator Certification of Alabama Principal Leadership Development System Program Completion” section. Please note that this step is **required** and cannot be left unanswered.

### Certification of Completion ?

School Administrator Certification of Alabama Principal Leadership Development System Program Completion (Note: This section is completed by the individual being evaluated)

I hereby certify that I successfully completed all the following components of the Alabama Principal Leadership Development System in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7).

- Implemented a Professional Learning Plan that included:
  1. At least one goal for student growth and/or achievement
  2. At least one goal for school climate
  3. Plan for participating in high-quality professional learning from the state-approved list and expected evidence that demonstrates application of new learning
- Participated in at least 30 APLDS clock hours of High-Quality Professional Learning from the state-approved List

I hereby certify that I was eligible for the stipend but did not successfully complete all components of the Alabama Principal Leadership Development System in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7).

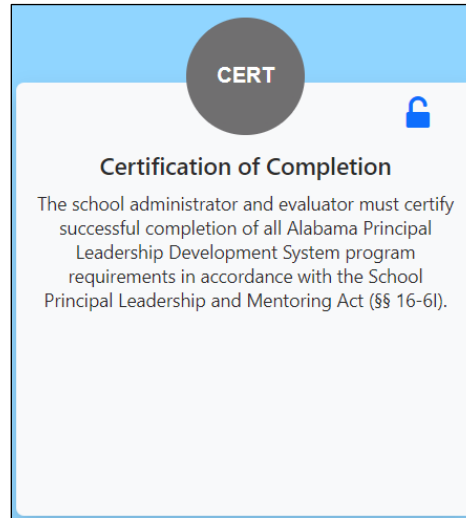
I was not eligible for the stipend but successfully completed the APLDS Evaluation System.

Once the Evaluatee has made their selection, they will need to click on the “Continue” button. This will take the Evaluatee to the Certificate of Completion Answer Confirmation screen. To confirm their selection, the Evaluatee will need to click on the “Confirm Selection” button. Please note that an e-mail notification will automatically be sent to the Evaluator once the Evaluatee has confirmed their Certification of Completion selection.



## Certification of Completion – Evaluator

Once the Evaluatee has completed the Certificate of Completion, their Evaluator will need to complete their part of the Certificate of Completion section. To access the Certificate of Completion, Evaluators will need to click on the Certification of Completion button on the APLDS Formative Dashboard. This will take the Evaluator to the Certificate Completion Answer page.



From the Certificate of Completion page, the Evaluator will need to select the appropriate answer under the under the School Administrator Certification of Alabama Principal Leadership Development System Program Completion. Please note that this step is **required** and cannot be left unanswered.

### Certification of Completion ?

School Administrator Certification of Alabama Principal Leadership Development System Program Completion (Note: This section is completed by the individual being evaluated)

I hereby certify that I successfully completed all the following components of the Alabama Principal Leadership Development System in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7).

- Implemented a Professional Learning Plan that included:
  1. At least one goal for student growth and/or achievement
  2. At least one goal for school climate
  3. Plan for participating in high-quality professional learning from the state-approved list and expected evidence that demonstrates application of new learning
- Participated in at least 30 APLDS clock hours of High-Quality Professional Learning from the state-approved List

I hereby certify that I was eligible for the stipend but did not successfully complete all components of the Alabama Principal Leadership Development System in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7).

I was not eligible for the stipend but successfully completed the APLDS Evaluation System.

Evaluator Certification of Alabama Principal Leadership Development System Program (APLDS) Completion (Note: This section is completed by the evaluator)

I hereby certify that the following components of the Alabama Principal Leadership Development System were successfully completed by the individual being evaluated in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7).

- Implemented a Professional Learning Plan that included:
  1. At least one goal for student growth and/or achievement
  2. At least one goal for school climate
  3. Plan for participating in high-quality professional learning from the state-approved list and expected evidence that demonstrates application of new learning
- Participated in at least 30 APLDS clock hours of High-Quality Professional Learning from the state-approved List

I hereby certify that the individual being evaluated was eligible for the stipend but did not successfully complete all components of the Alabama Principal Leadership Development System in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7).

The individual being evaluated was not eligible for the stipend but successfully completed the APLDS Evaluation System.

Once the Evaluator has made the selection, they will need to click on the “Continue” button. This will take the Evaluator to the Certificate of Completion Answer Confirmation page.

Once the Evaluator is ready to confirm their selection, they will need to click on the “Confirm” button. If the Evaluator is not ready to confirm their selection, they can click on the “Back” button to return to the previous screen.

### Certificate Completion Answer Confirmation ⓘ

You have chosen the following answer. Please confirm your selection, or go Back to select a different answer.

**Answer:** I hereby certify that the following components of the Alabama Principal Leadership Development System were successfully completed by the individual being evaluated in accordance with the School Principal Leadership and Mentoring Act (§§ 16-6I-1 — 16-6I-7). • Implemented a Professional Learning Plan that included: 1. At least one goal for student growth and/or achievement 2. At least one goal for school climate 3. 5 days of High-Quality Professional Learning from the ALSDE-Approved List • Participated in 5 days of High-Quality Professional Learning from the ALSDE-approved list

Please note that closing the Evaluatee’s Certificate of Completion will close the Evaluatee’s annual review. Once the annual review has been closed, Evaluatees will not be able to edit any data in their annual review.

## Unlock PLP Requests

Evaluates can request to have their PLP unlocked by contacting their Evaluator. To unlock an Evaluatee's PLP, Evaluators will need to go to the Evaluatee List and click on the Evaluatee's PLP. This will take the Evaluator to the PLP overview page for the Evaluatee. Once the Evaluator is on the PLP overview page, they will need to click on the "Unlock PLP" button. Once the Evaluator clicks on the "Unlock PLP" button, they will need to confirm that they wish to unlock the Evaluatee's PLP.

The screenshot shows the 'APLDS Professional Learning Plan Home' interface. At the top, there is a title 'APLDS Professional Learning Plan Home' with an information icon. Below the title, a instruction reads: 'Select "APLDS Goals" to view the evaluatee's learning plan, or "Participate in Discussion" to view the learning plan forum.' The name of the evaluatee, 'ATGP Prin Test', is displayed. Two large blue buttons are visible: 'APLDS Goals' on the left and 'Participate in Discussion' on the right. Below these buttons is a section titled 'PLP Signatures' which contains two entries: 'Evaluatee Signature: Test\_ATGP Prin 8/21/2024 1:52:20 PM' and 'Evaluator Signature: Test\_ATGP Super 10/11/2024 11:23:54 AM'. At the bottom of the page, there are two buttons: a grey 'Back' button and a blue 'Unlock PLP' button.

Please note that unlocking the Evaluatee's PLP will cause the Evaluatee to lose any data they have entered into their Evidence. The Evaluatee will have to re-enter their Evidence once they have completed their PLP.

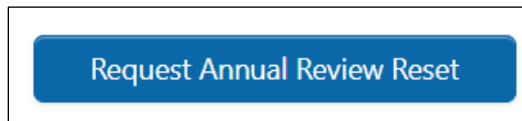
## Annual Review Reset Requests

Evaluatees can now request their annual review reset through the Teaching Effectiveness application. Annual review reset requests will need to be approved by the Evaluatee's Evaluator/Reviewer.

Evaluatees can request to have their annual review reset for any of the following reasons.

- The Evaluatee changed Systems or Schools after he/she started the annual review.
- The Evaluatee needs to change his/her Continuum after starting the annual review.
- The Evaluatee changed positions after he/she started the annual review.
- The Evaluatee realized that the information he/she entered in the annual review is inaccurate.

To request an annual review reset, Evaluatees will need to click on the "Request Annual Review Reset" button located on the APLDS Formative Dashboard.



Clicking on the “Request Annual Review Reset” button will take the Evaluatee to the Request Reset screen. From the Request Reset screen, Evaluatees will need to provide a reason for requesting to have their annual review reset. Once the Evaluatee has provided a reason for the reset request, they will need to click on the “Submit” button.

Please note that once the reset has been approved, users will lose all data associated with their current annual review. **It is recommended that users make copies of any documents/data associated with their annual review before requesting the annual review reset.**

**Request Reset** ⓘ

Please confirm that you would like to request to reset your 2023 annual review.

A reset will result in the loss of any changes and data associated to your current review. Please download and make copies of any needed documents and data before proceeding with your reset request.

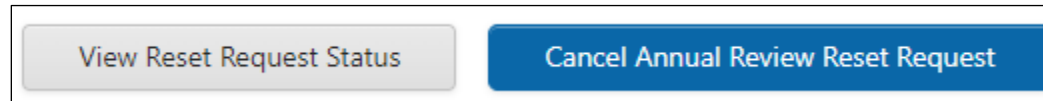
This is a test reset request

Cancel Submit

If Evaluatees determine that they don’t wish to submit an annual review reset request, they can click on the “Cancel” button. This will return the Evaluatee to the APLDS Formative Dashboard. Once the annual review request has been submitted, an e-mail notification will be sent to the Evaluator/Reviewer. The Evaluatee will also receive a copy of the e-mail for his/her records.

Once the annual review reset request has been submitted, the Evaluatee will see two additional buttons on the APLDS Formative Dashboard. These buttons are:

- View Reset Request Status
- Cancel Annual Review Reset Request



Clicking on the “View Reset Request Status” button will take the Evaluatee to the Reset Request Status screen. This screen will display the status of the Evaluatee’s annual review reset request.

**Reset Request Status** ⓘ

Reset Request for ATGP Test, Review Year - 2023

User	atgpprin@asc.edu
Status	Reset Requested
Date	4/4/2024 1:59:03 PM
Comment	This is a test reset request.

If Evaluatees decide that they want to cancel their annual review reset request, they can do so by clicking on the “Cancel Request” button. Please note that the Evaluatee will need to provide a reason for cancelling the annual review reset request.

**Cancel Reset Request** ⓘ

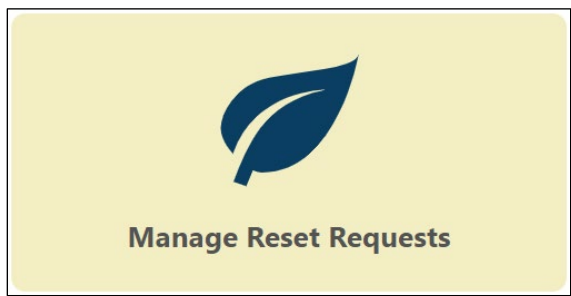
Please confirm that you would like to cancel your request to reset your 2023 annual review.

Reset Request for ATGP Test, Review Year - 2023	
User	atpprin@asc.edu
Status	Reset Requested
Date	4/4/2024 1:59:03 PM
Comment	This is a test reset request.

Test reason to cancel test reset request.



Once the Evaluatee has submitted the annual review reset request, it will need to be approved by their Evaluator/Reviewer. Evaluators/Reviewers can access annual their Evaluatee’s annual review reset requests by clicking on the “Manage Reset Request” tile on the APLS Formative Dashboard.



This will take the Evaluator/Reviewer to the “Manage Reset Requests” screen. From this screen, Evaluators/Reviewers can access all the annual review reset requests at their site. Please note that Reviewers will be able to access annual review reset requests for all Evaluatees in their district.

Manage Reset Requests <span style="float: right;">i</span>							
Action	First Name	Last Name	Review Year	User	Status	Date	Comment
<a href="#">Approve</a> <a href="#">Reject</a>	ATGP	Test	2023	atgpprin@asc.edu	Reset Requested	6/27/2024 12:16:31 PM	Test reset.

Evaluators/Reviewers can either approve or reject an Evaluatee’s annual review reset request. To approve an annual review reset request, Evaluators/Reviewers will need to click on the “Approve” link next to the Evaluatee’s name. This will take the Evaluator/Reviewer to the Approve Reset screen.

To approve the annual review reset request, the Evaluator/Reviewer will need to click on the “Approve” button. The Evaluator/Reviewer can enter comments pertaining to the request prior to approving the request. Entering comments is optional and is not required for approving the annual review reset request.

### Approve Request ?

Please confirm that you would like to approve the request to reset this annual review.

Reset Request for ATGP Test, Review Year - 2023	
User	atgpprin@asc.edu
Status	Reset Requested
Date	6/27/2024 12:16:31 PM
Comment	Test reset.

(Optional) Please provide any comments necessary for the reset approval.

Once the annual review reset request has been approved, the Evaluatee will receive an e-mail notification for their records. The Evaluator/Reviewer will be copied on the e-mail notification as well. The next time the Evaluatee logs into Teaching Effectiveness, they will be able to start a new annual review.

Please note that Evaluatees will need to reselect all their user settings on the Settings page before they will be able to start their new annual review.

## Year-to-Date Report

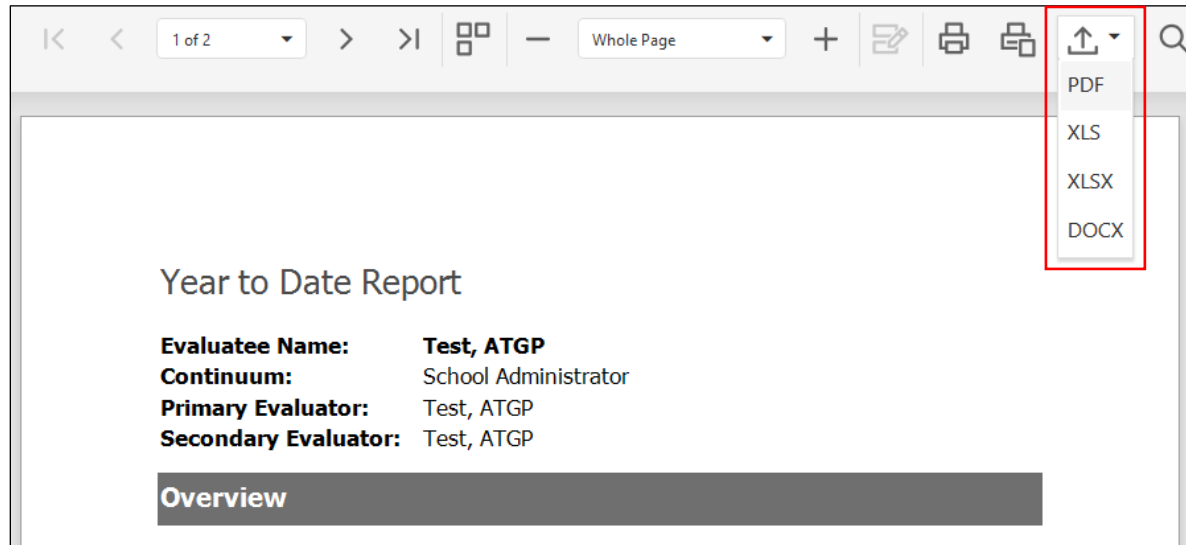
The APLDS Year-to-Date Report provides details of the information that the Evaluatee has entered in their APLDS annual review so far. To access the APLDS Year-to-Date Report, Evaluatees will need to hover over the Reports item in the main menu, and then click on “Individual Report.”



This will take the Evaluatee to the Individual Report page. From the Individual Report page, Evaluatees will need to make selections in the System, Report, Site, Review Year, and Evaluatee dropdowns. Please note that all dropdown selections are required, and they cannot be left empty.

A screenshot of the 'Individual Report' page. At the top left, there are five dropdown menus: 'System' (Butler County), 'Report' (Year To Date Report APLDS 2024), 'Site' (Greenville High School), 'Review Year' (2024), and 'Evaluatee' (Test, ATGP). These are enclosed in a red box. Below them is a 'Run Report' button. The main content area shows a 'Year to Date Report' for 'Test, ATGP'. It lists 'Continuum: School Administrator', 'Primary Evaluator: Test, ATGP', and 'Secondary Evaluator: Test, ATGP'. There are sections for 'Administrator Position' (Status: Completed, Completion Date: 8/14/2024), 'Professional Learning Plan' (Status: Completed, Evaluatee Signature Date: 8/14/2024, Evaluator Signature Date: 8/14/2024), and 'Evidence' (Status: In Progress, Completion Date: [blank]).

Once the Evaluatee has made their selections in the dropdowns, they will need to click on the “Run Report” button to build their report. Once the report has been built, Evaluatees can save the report as a Word, Excel, or PDF document by clicking on the “Export To” button.

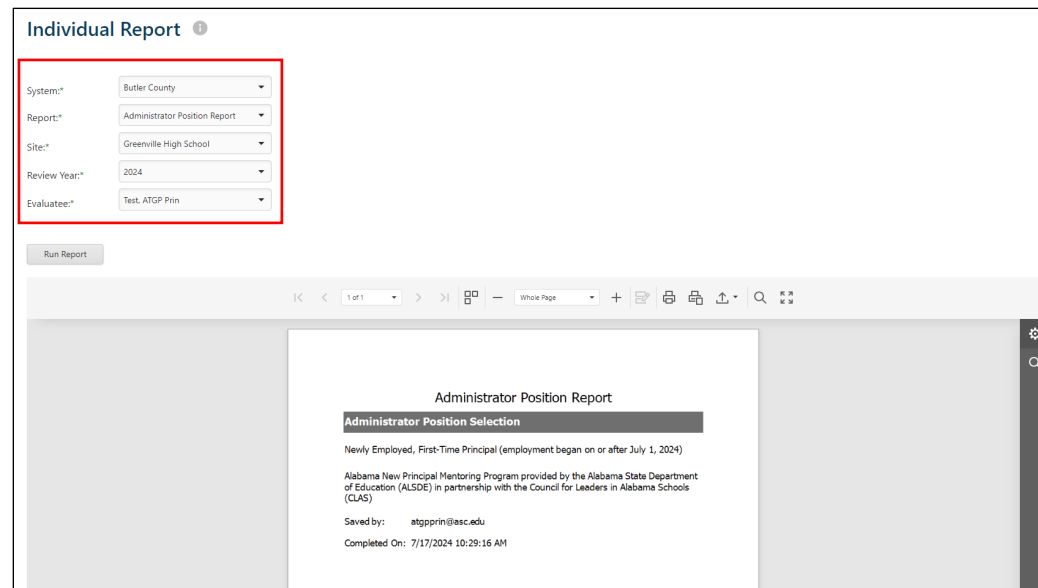


## Administrator Position Report

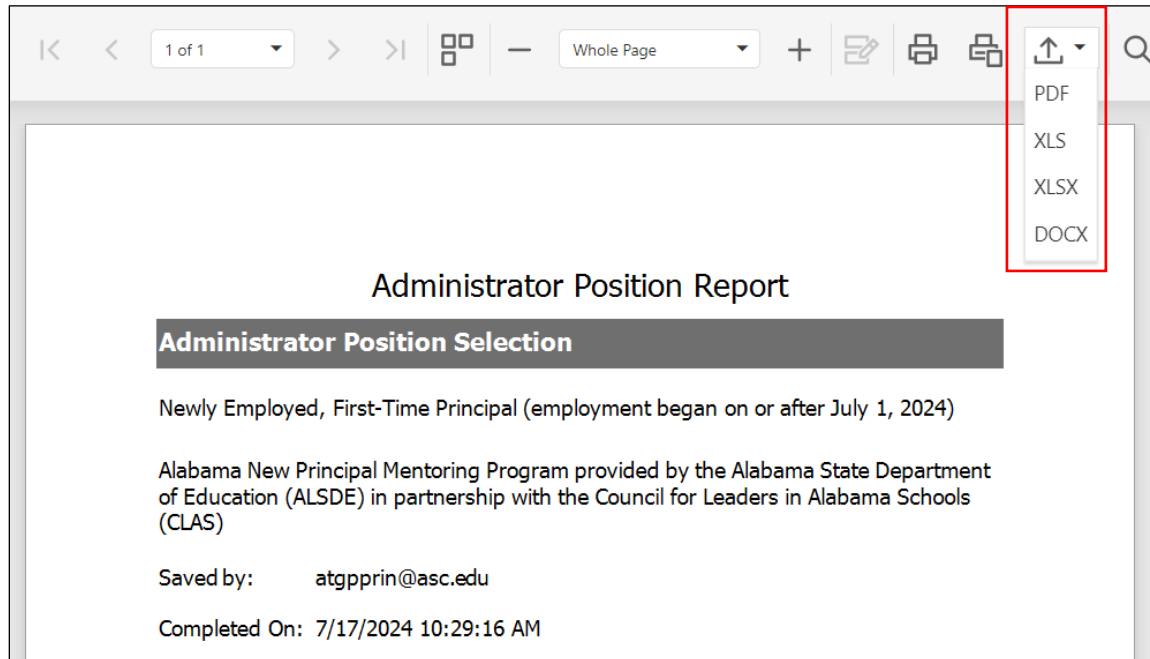
The APLDS Administrator Position Report provides details of the Administrator Position that the Evaluatee selected for their annual review. To access the Administrator Position Report, Evaluatees will need to hover over the Reports item in the main menu, and then click on “Individual Report.”



This will take the Evaluatee to the Individual Report page. From the Individual Report page, Evaluatees will need to make selections in the System, Report, Site, Review Year, and Evaluatee dropdowns. Please note that all dropdown selections are required, and they cannot be left empty.

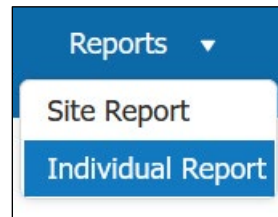
A screenshot of the 'Individual Report' page. The page title is 'Individual Report' with a help icon. Below the title, there are five dropdown menus: 'System:\*' (Butler County), 'Report:\*' (Administrator Position Report), 'Site:\*' (Greenville High School), 'Review Year:\*' (2024), and 'Evaluatee:\*' (Test, ATGP Prin). A red box highlights these dropdown menus. Below the dropdowns is a 'Run Report' button. The main content area shows a preview of the report, titled 'Administrator Position Report' with a sub-header 'Administrator Position Selection'. The report content includes: 'Newly Employed, First-Time Principal (employment began on or after July 1, 2024)', 'Alabama New Principal Mentoring Program provided by the Alabama State Department of Education (ALSDE) in partnership with the Council for Leaders in Alabama Schools (CLAS)', 'Saved by: atgpprin@asc.edu', and 'Completed On: 7/17/2024 10:29:16 AM'. The page also features a navigation bar at the top with '1 of 1' and various icons, and a search bar on the right side.

Once the Evaluatee has made their selections in the dropdowns, they will need to click on the “Run Report” button to build their report. Once the report has been built, Evaluatees can save the report as a Word, Excel, or PDF document by clicking on the “Export To” button.



## Professional Learning Plans Goals Report

The APLDS Professional Learning Plan Goals Report provides details of the PLP Goals that the Evaluatee entered in their annual review. To access the Professional Learning Plan Goals Report, Evaluatees will need to hover over the Reports item in the main menu, and then click on “Individual Report.”



This will take the Evaluatee to the Individual Report page. From the Individual Report page, Evaluatees will need to make selections in the System, Report, Site, Review Year, and Evaluatee dropdowns. Please note that all dropdown selections are required, and they cannot be left empty.

A screenshot of the "Individual Report" page. At the top left, the page title "Individual Report" is followed by a help icon. Below the title is a form with five dropdown menus, each with an asterisk indicating it is required. The dropdowns are: "System:\*" (Butler County), "Report:\*" (PLP Goals Report), "Site:\*" (Greenville High School), "Review Year:\*" (2024), and "Evaluatee:\*" (Test\_ATGP Prin). A "Run Report" button is located below the dropdowns. Below the form is a toolbar with navigation and utility icons. The main content area shows a preview of the report, titled "PLP Goals Report". The report content includes sections for "Professional Learning Plan", "Student Academic Growth Goal", "Student Academic Achievement Goal", and "School Climate Goal", each followed by "Test data.". At the bottom of the preview, it says "Plan for: High-Quality Professional Learning from the ALSDE-Approved List (e.g., session titles, New Principal Mentoring Program) and Expected Evidence" and "Test data.". The "Start Date: 7/1/2024" and "End Date: 6/20/2025" are also visible.

Once the Evaluatee has made their selections in the dropdowns, they will need to click on the “Run Report” button to build their report. Once the report has been built, Evaluatees can save the report as a Word, Excel, or PDF document by clicking on the “Export To” button.

