**Online Educator Development & Feedback System (EDFS)**

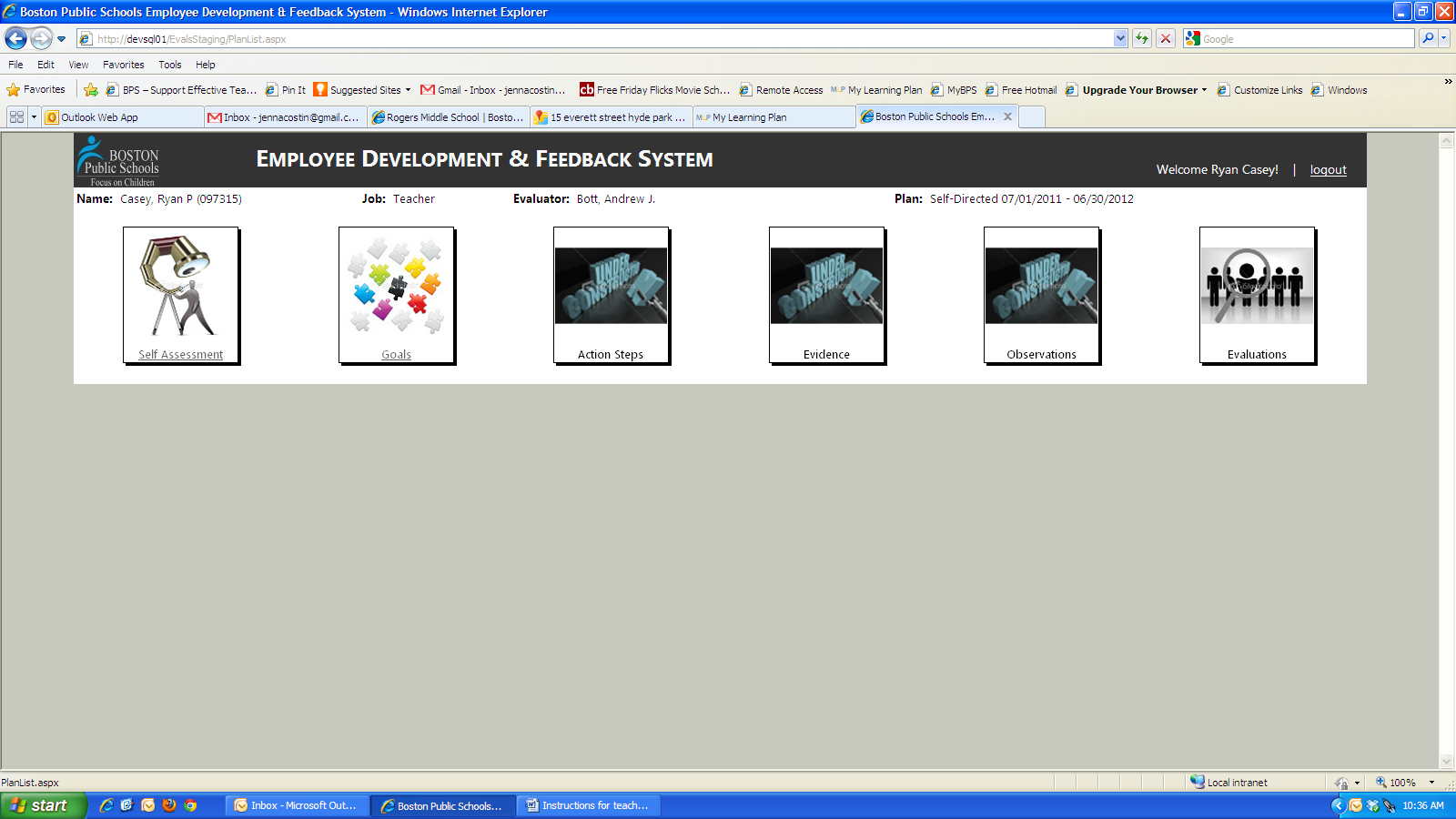
**Goal-Setting Guide**

***For teachers & Other Employees***

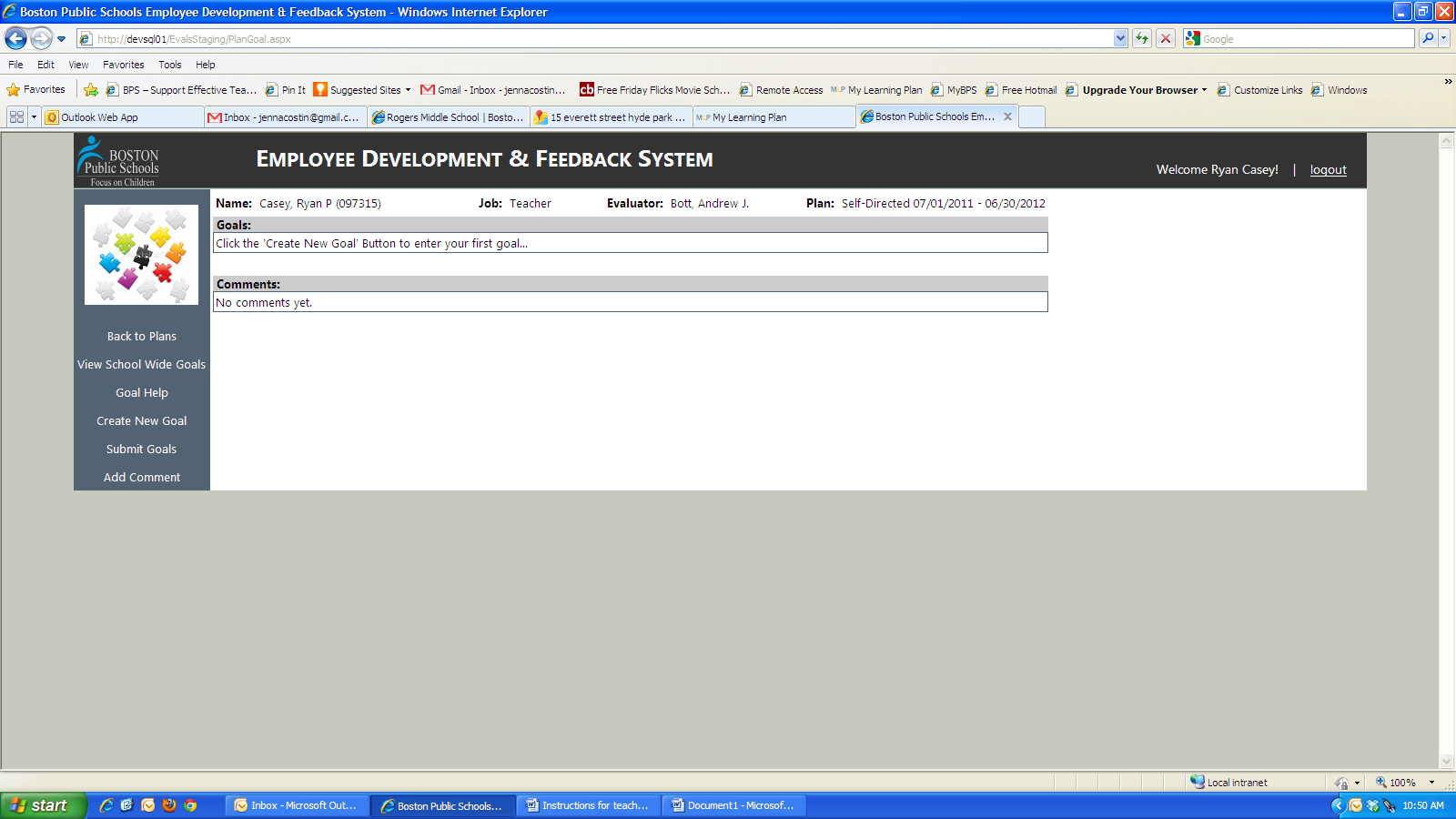
1. Principal Activates Plan
   1. You will receive an email once your Principal/Headmaster has started your evaluation plan on the EDFS. You cannot enter your goals into the system until your plan has been activated.
2. Login to the Online Evaluation System:
   1. Go to <http://eval.mybps.org/> and login using the following information:
      1. Username: Employee ID
      2. Password: Current BPS Password
3. Goals

*Note: You must first submit your self –assessment before submitting your goals. The Goals icon will not become active until the self-assessment has been submitted.*

* 1. Select the Goals link on your home page.

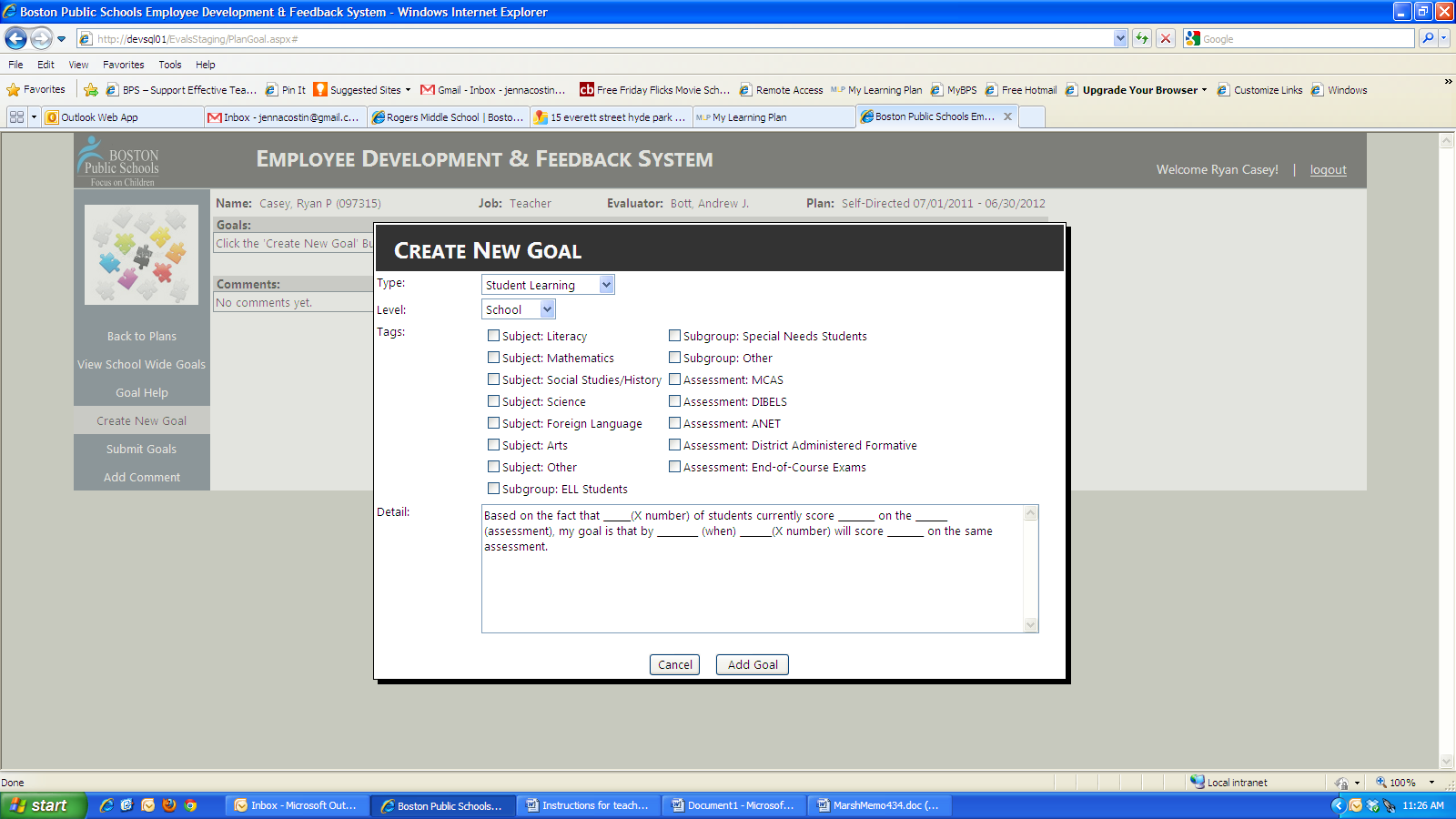


* 1. Select *Create New Goal*:



* 1. Fill in the following information from the pop-up box:

Select whether this goal is a Student Learning goal or a Professional Practice goal.



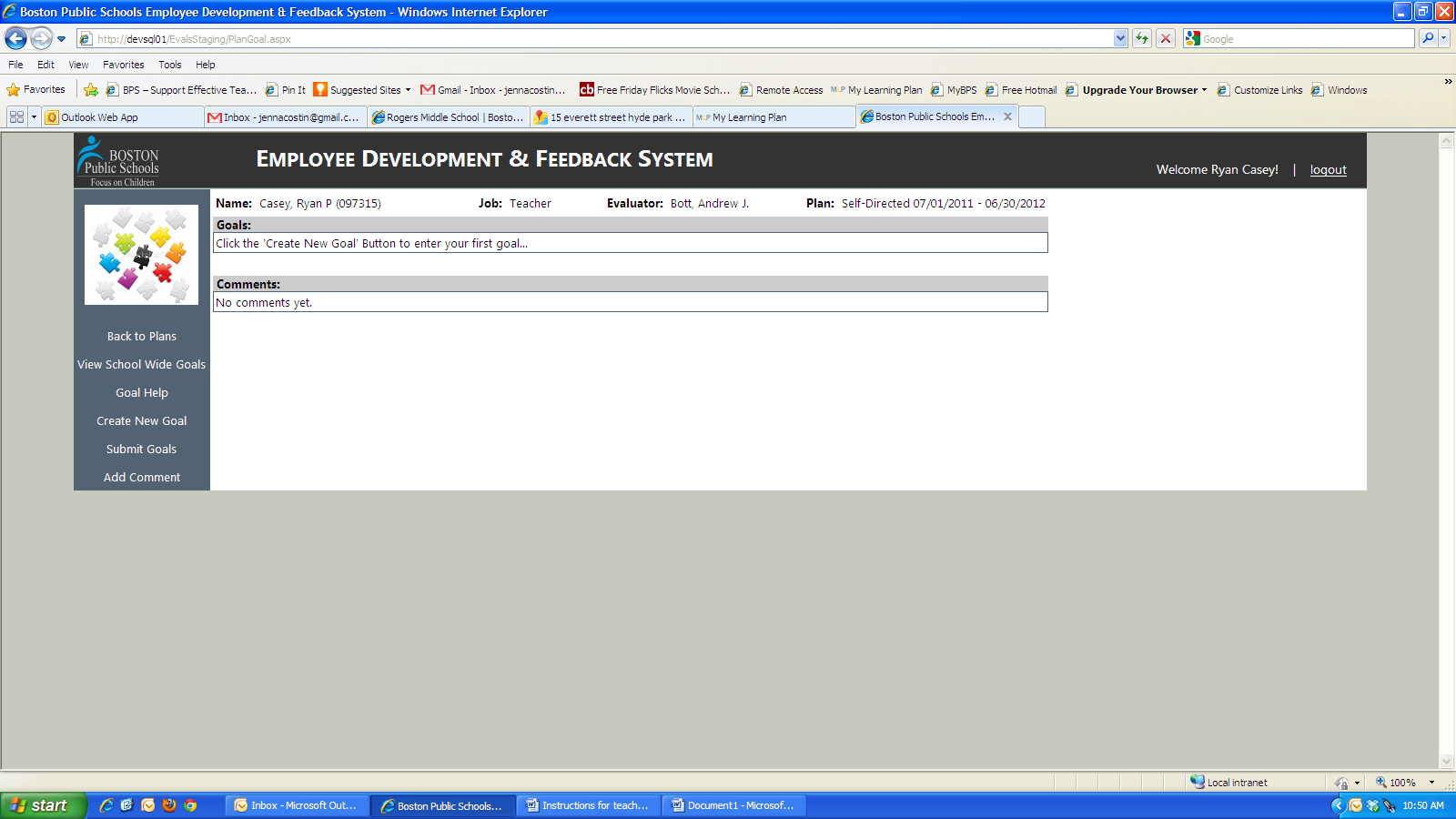
Type your specific goal here for your principal’s review

Select any subjects/ subgroups/assessments to which your goal applies.

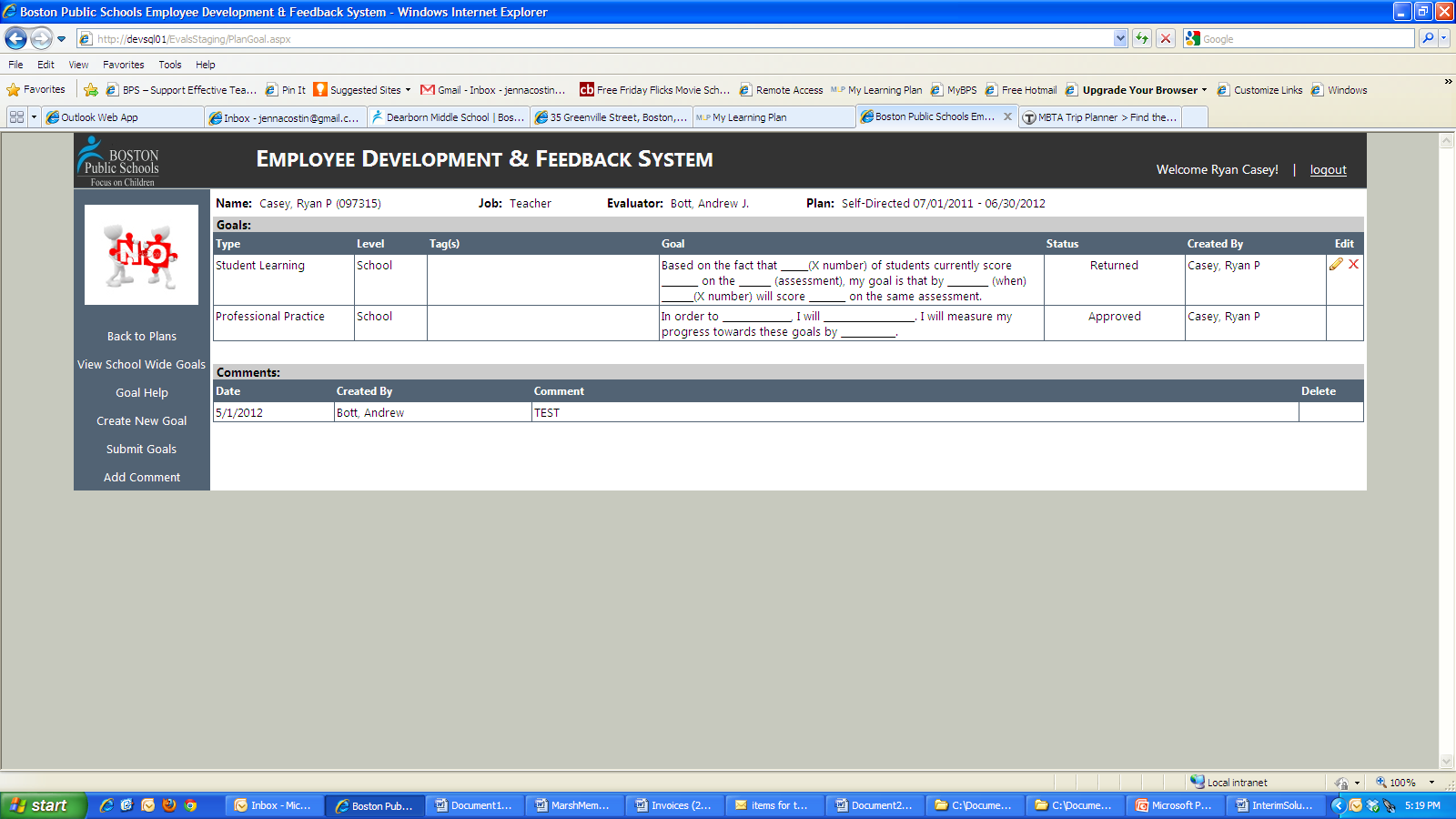
Select *Add Goal*

Select whether this is a school-wide goal, a team goal, or an individual goal.

* 1. Repeat steps 3) b. and 3) c. until all of your Goals have been added. (Reminder: You need to have at least one professional practice goal and one student learning goal).
  2. Once you have added all of your goals, select ***Submit Goals*** on the left side of your screen to notify your Principal/Headmaster that you have entered your goals and are waiting for his/her approval:



* 1. Your principal will either approve of your goals, or send the goal(s) back to you requesting additional changes. You will receive an email to notify you if your goals have been approved or returned.
     1. If your goal(s) have been returned to you, read your evaluator’s comments and communicate with him/her about how you might change your goal(s). Then login to the system again, select the goals link and select the Edit button to the right of your returned goal:



* + 1. Then select *Submit Goals* to send the amended goals back to your evaluator.
    2. Once both goals have been approved, you will be notified, and your evaluation cycle will officially begin.