

## Unlock PLP Requests

Evaluatees 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.

**APLDS Professional Learning Plan Home** ⓘ

Select "APLDS Goals" to view the evaluatee's learning plan, or "Participate in Discussion" to view the learning plan forum.

ATGP Prin Test

APLDS Goals

Participate in Discussion

PLP Signatures

Evaluatee Signature: Test\_ATGP Prin 8/21/2024 1:52:20 PM

Evaluator Signature: Test\_ATGP Super 10/11/2024 11:23:54 AM

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Unlock PLP

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.

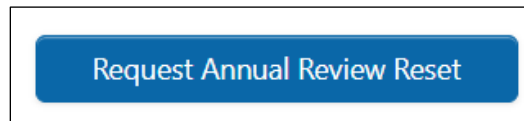
## Annual Review Reset Requests

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.

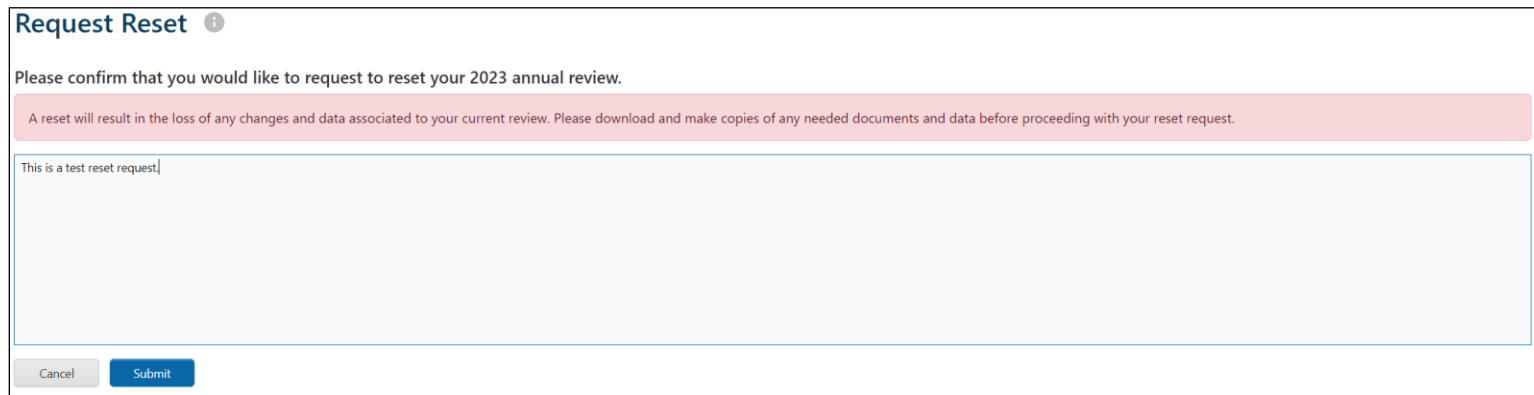
- The Evaluatee changed Systems or Schools after he/she started the annual review.
- The Evaluatee needs to change his/her Continuum after starting the annual review.
- The Evaluatee changed positions after he/she started the annual review.
- The Evaluatee realized that the information he/she entered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

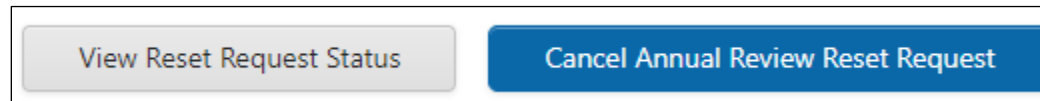
This is a test reset request

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.

BackCancel 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.

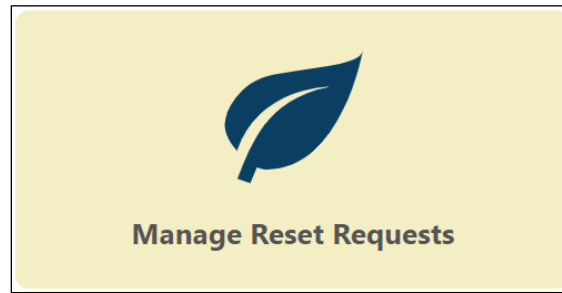
Reset Request for ATGP Test, Review Year - 2023	
User	atgpprin@asc.edu
Status	Reset Requested
Date	4/4/2024 1:59:03 PM
Comment	This is a test reset request.

Test reason to cancel test reset request.

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Submit

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 ⓘ							
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.

BackApprove

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.