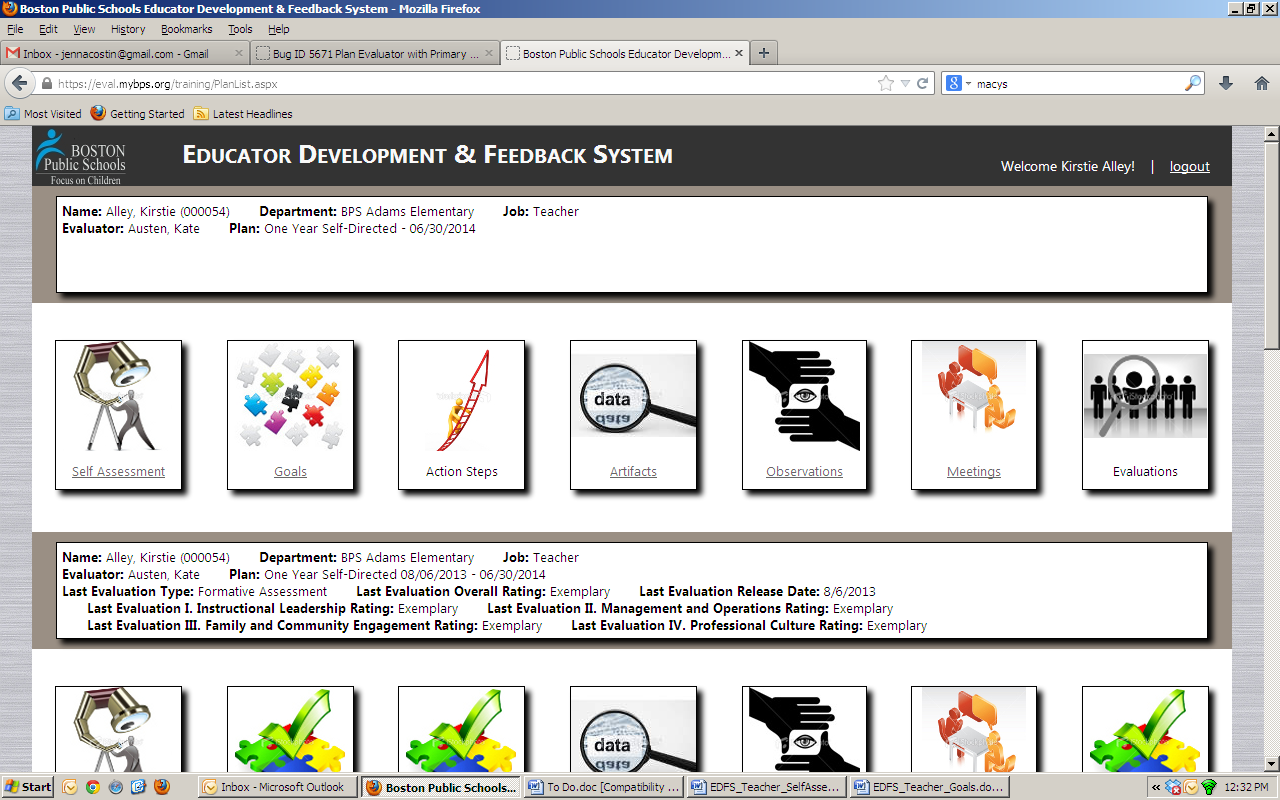
**Online Educator Development & Feedback System (EDFS)**

**Action Steps Guide**

***For teachers & Other Employees***

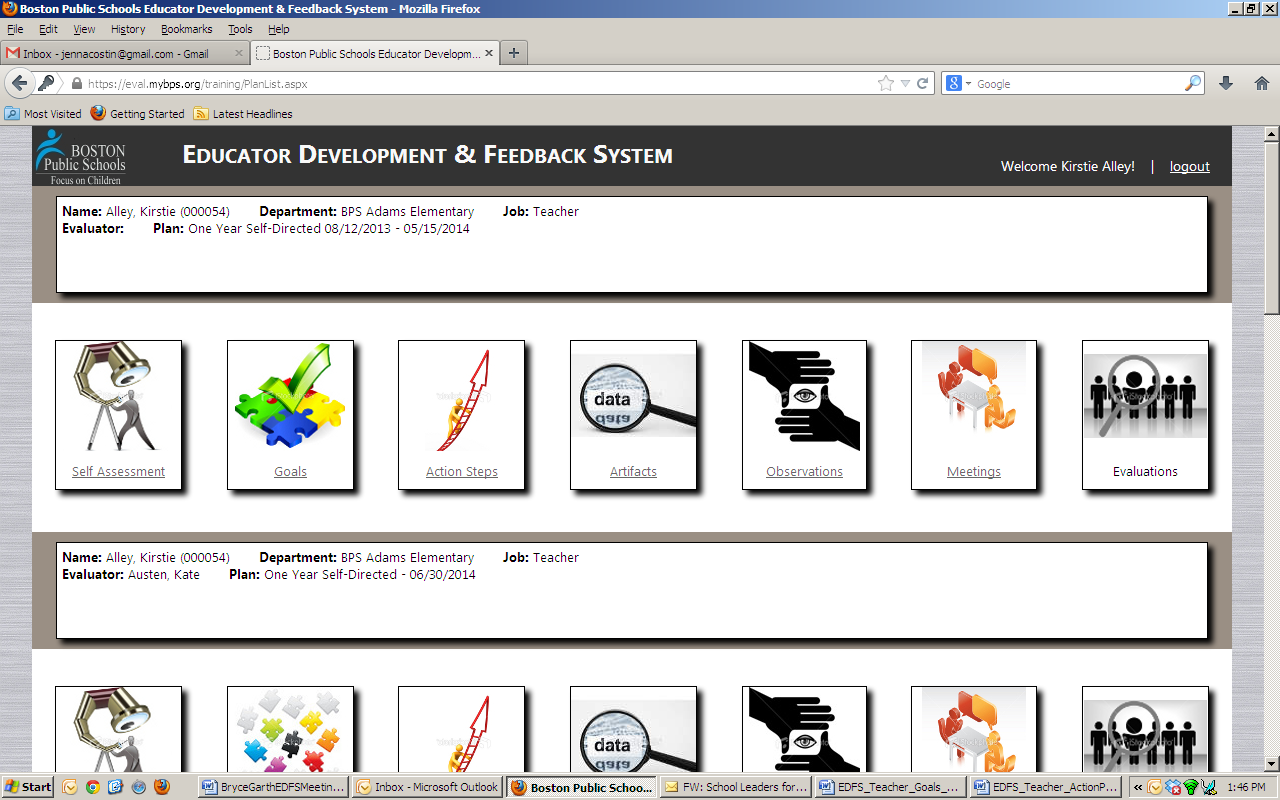
1. Login to the Online Evaluation System:
   1. Go to <http://eval.mybps.org/> and login using the following information:
      1. Username: Employee ID
      2. Password: Current BPS Password
2. Find your current plan
   1. The plan listed towards the top of your home screen is your most current plan. Review the Summary information of your plan to be sure you are looking at a plan with an end date in the future:



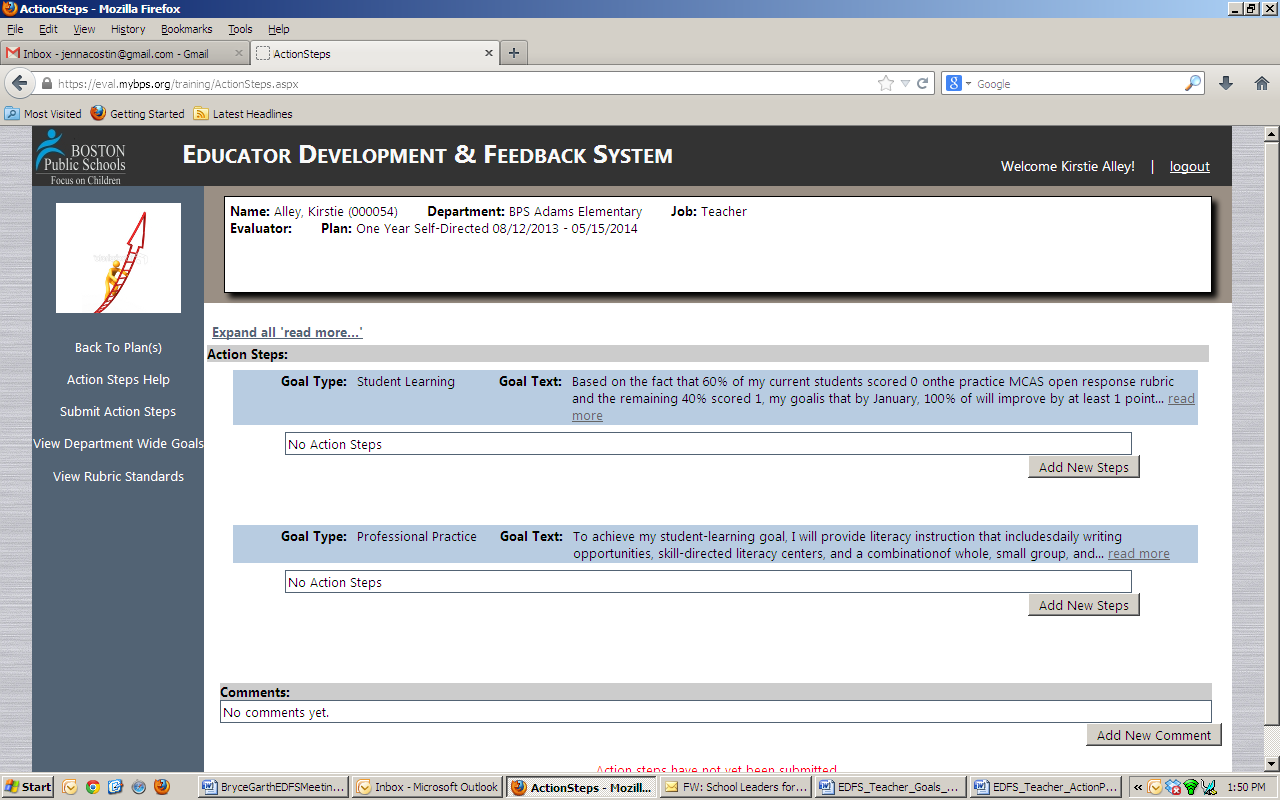
**Plan type and end date**

* + 1. Password: Current BPS Password

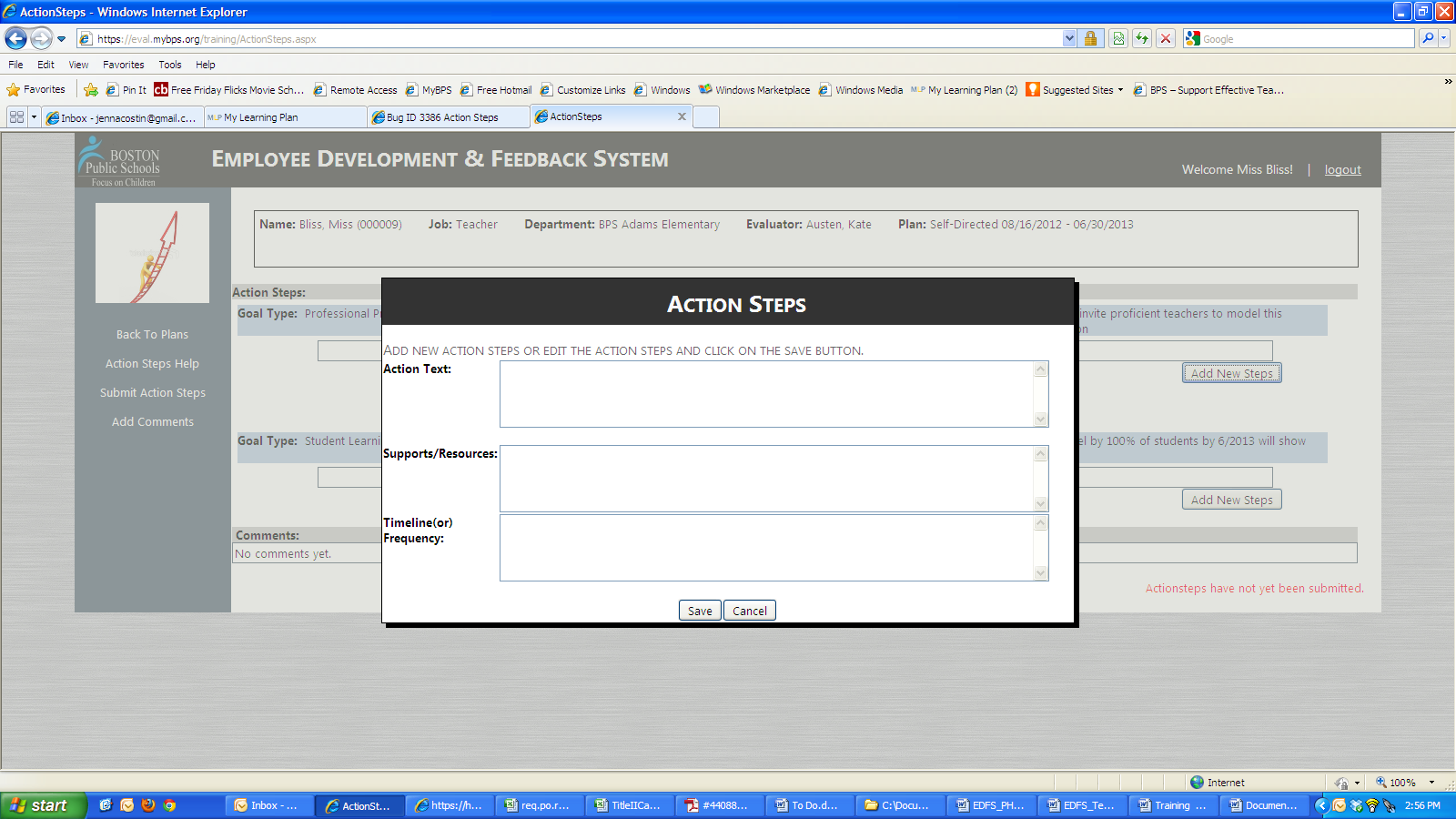
1. Action Steps
   1. Select the Action Steps link on your home page (note: you will only be able to view the Action Steps page if your goals have been submitted.)



* 1. Select *Add New Steps* for your action steps towards your Student Learning goal:



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



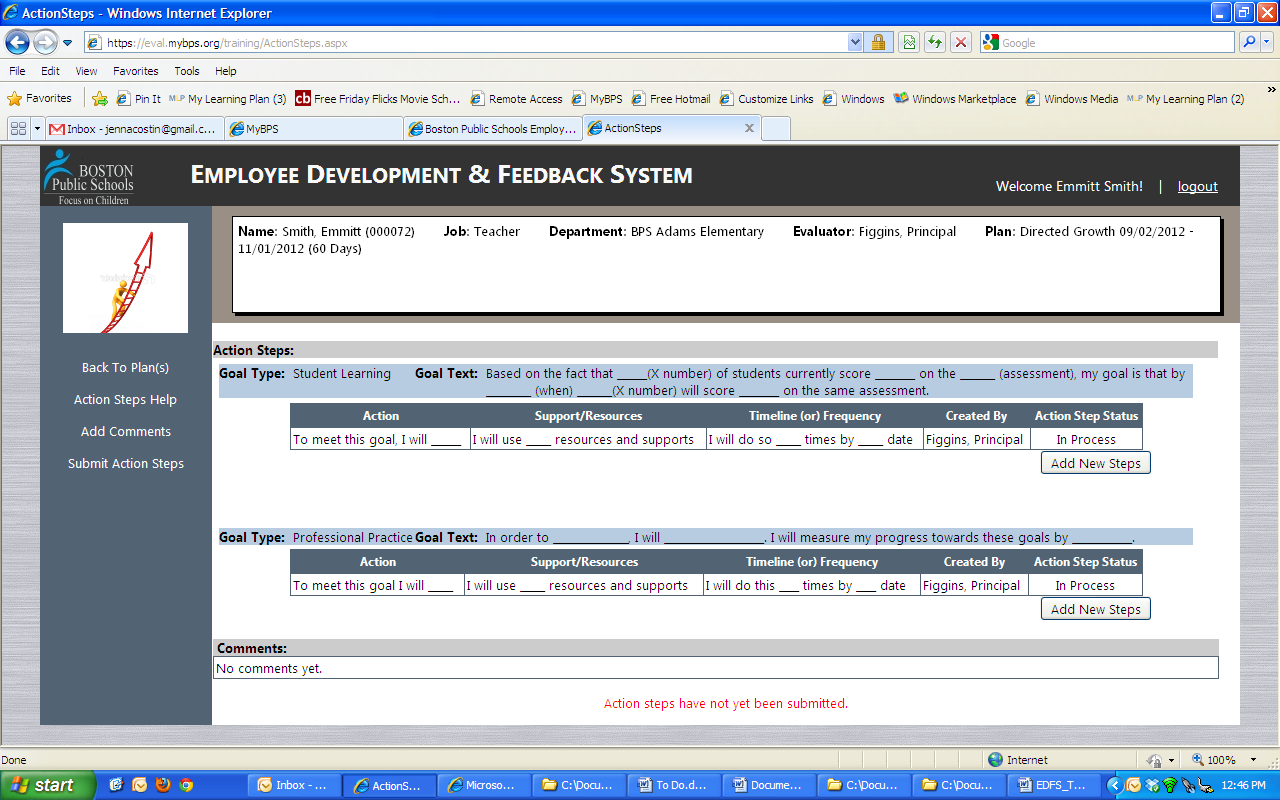
Select ***Save***

Describe when or how frequently you will complete this step

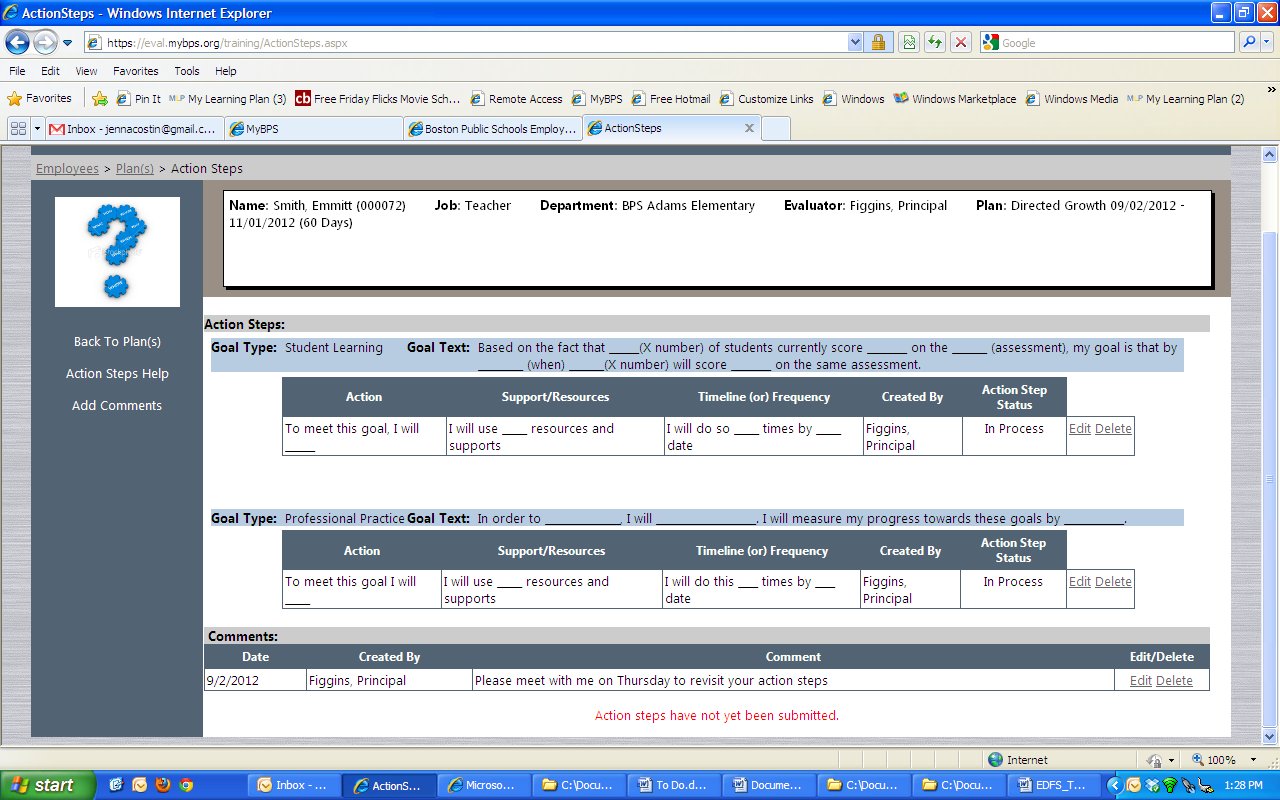
Describe your action step in detail

Describe the supports/resources you will use to complete your action step

* 1. Repeat steps 3) b. and 3) c. to add action steps for your Professional Practice Goal
  2. Once you have added all of your Action Steps, select ***Submit Action Steps*** on the left side of your screen to notify your Principal/Headmaster that you have entered your action steps and are waiting for his/her approval:



* 1. Your principal will either approve of your action steps, or send them back to you requesting additional changes. You will receive an email to notify you if your action steps have been approved or returned.
     1. If your action step(s) have been returned, read your evaluator’s comments located at the bottom of the Action Steps page, and communicate with him/her about how to change your action step(s). Then login to EDFS, select ***Action Step(s)*** and select the Edit button to the right of your returned action step:



* + 1. Then select ***Submit Action Steps*** to send the amended goals back to your evaluator.