

Please join the Division of Child Development and Early Education (Early Educator Support, Licensure and Professional Development Unit (EESLPD) in a Connect Pro Meeting.

Meeting Name: Writing Smart Goals/Professional Development Plan

EESLPD Unit – Writing Smart Goals/Professional Development Plan

Choose one session: Wednesday, December 14, 2011 (3:30 – 5:30 pm)
or
Thursday, December 15, 2011 (3:00 – 5:00 pm)

All NC Pre-K Teachers and Site Administrators are required to complete one 2-hour session on Writing Smart Goals/Professional Development Plan if they have completed the Evaluation Training: Tracks A, B and C and day 2. You may participate in both sessions, but you are only required to complete one session. This webinar will cover instructions and procedures on how to write a professional development plan for the NC DPI Teacher Evaluation Process. It will include steps to help the teacher identify SMART goals, activities to support the goals, expected outcomes and evidence of completion, resources needed and the timeline.

Materials Needed for the Webinar:

1. Please be sure to use **your own computer and internet connection** for this session, as you will need to practice using the McREL Online System. **Read all of the instructions below before you log into the webinar.**
2. Download:
 - Blank copy or your completed professional development plan
 - Rubric for Evaluating North Carolina Teachers
<http://www.ncpublicschools.org/docs/profdev/training/teacher/individual/form-ready-rubric.pdf>

CEUs will be issued upon your completion of this session.

Registration Instructions

The Adobe Connect System does **not** require a separate registration process. You will enter the webinar and automatically be registered for the session.

To register, you will enter the webinar directly from the webpage/address. Once the page appears, you will see two boxes: NCID and password and the other, "Enter as Guest." Proceed to

“Enter as a Guest” by typing in your [First Name, Last Name, email address and County where you work.](#)”

Participation Instructions

There are two ways to participate: as an individual in front of your own computer or laptop station, or in a large group around one computer with the screen projected for all to see. If all participants are connected via one computer, the site administrator or other administrative official (Local NC Pre-K Contractor, Program Contact, etc.), must collect names on the attached Attendance Roster and submit to the Division of Child Development and Early Education – sharon.spigner@dhhs.nc.gov or mail to Early Educator Support, Licensure and Professional Development Unit, 2201 Mail Service Center, Raleigh, NC 27609-2201. Faxed copies will not be accepted.

CEU Process

Sessions less than 2.0 clock hours will not qualify for Continuing Education Credits. Attendance for individuals signed in as a “Guest” will be automatically accounted for through Adobe Connect.”

To join the meeting:

<https://dhhs.ncgovconnect.com/tlu/>

If you have never attended a Connect Pro meeting before:

Test your connection:

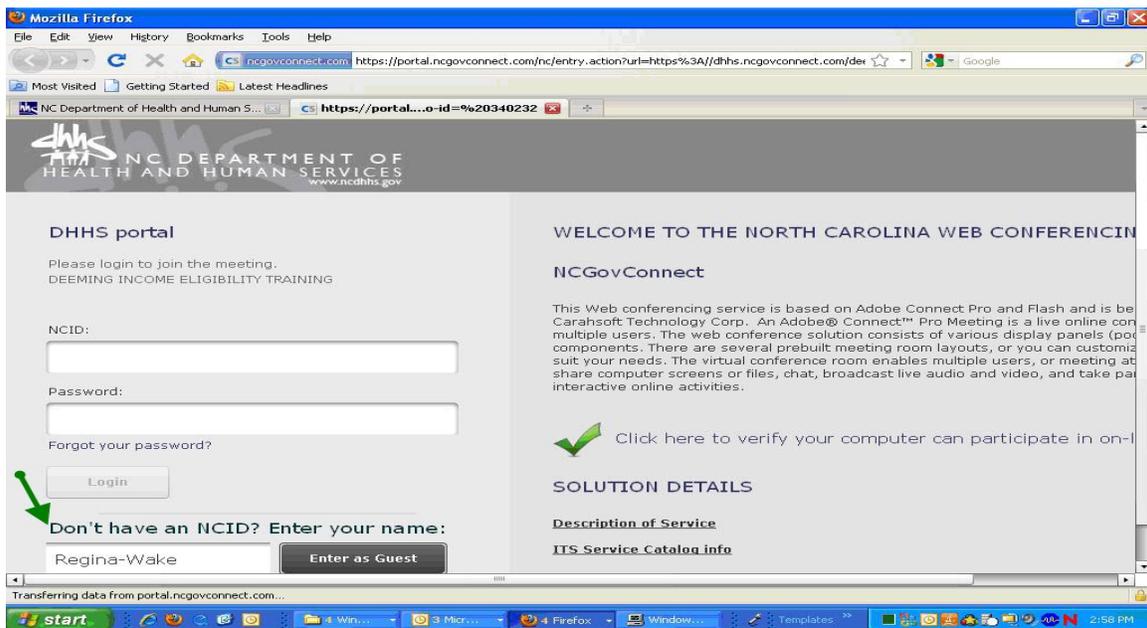
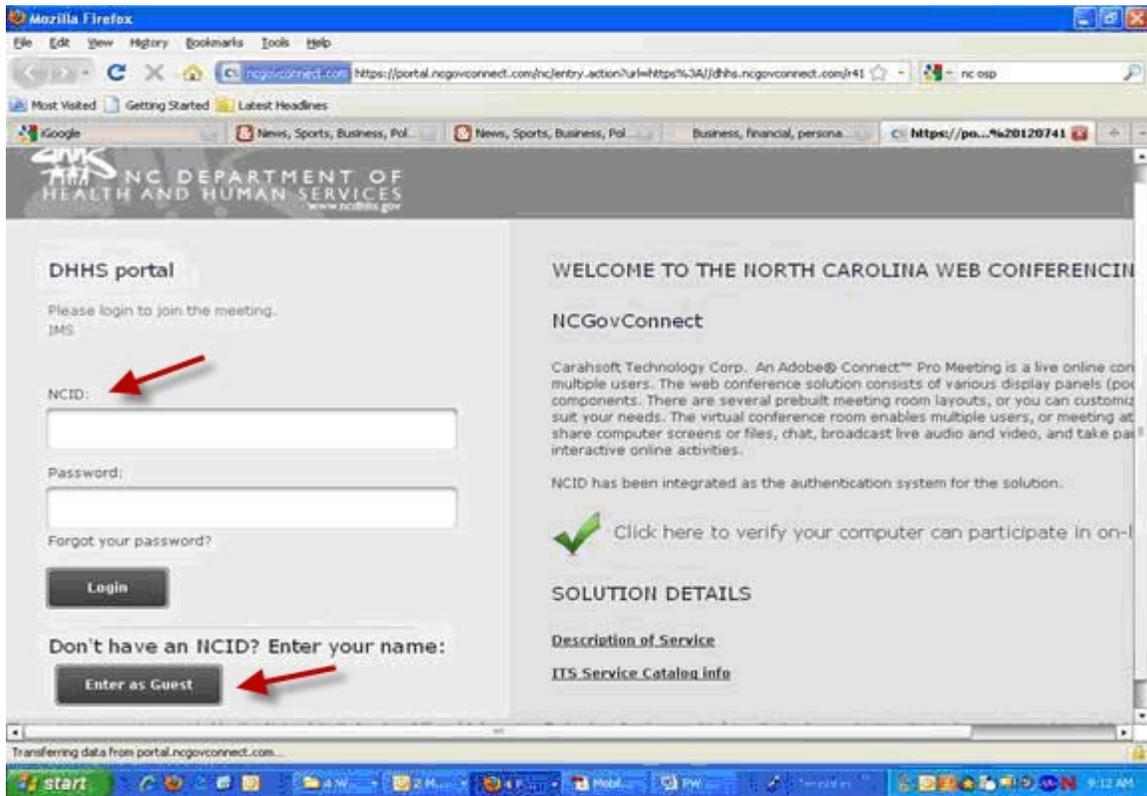
https://dhhs.ncgovconnect.com/common/help/en/support/meeting_test.htm

Get a quick overview: http://www.adobe.com/go/connectpro_overview

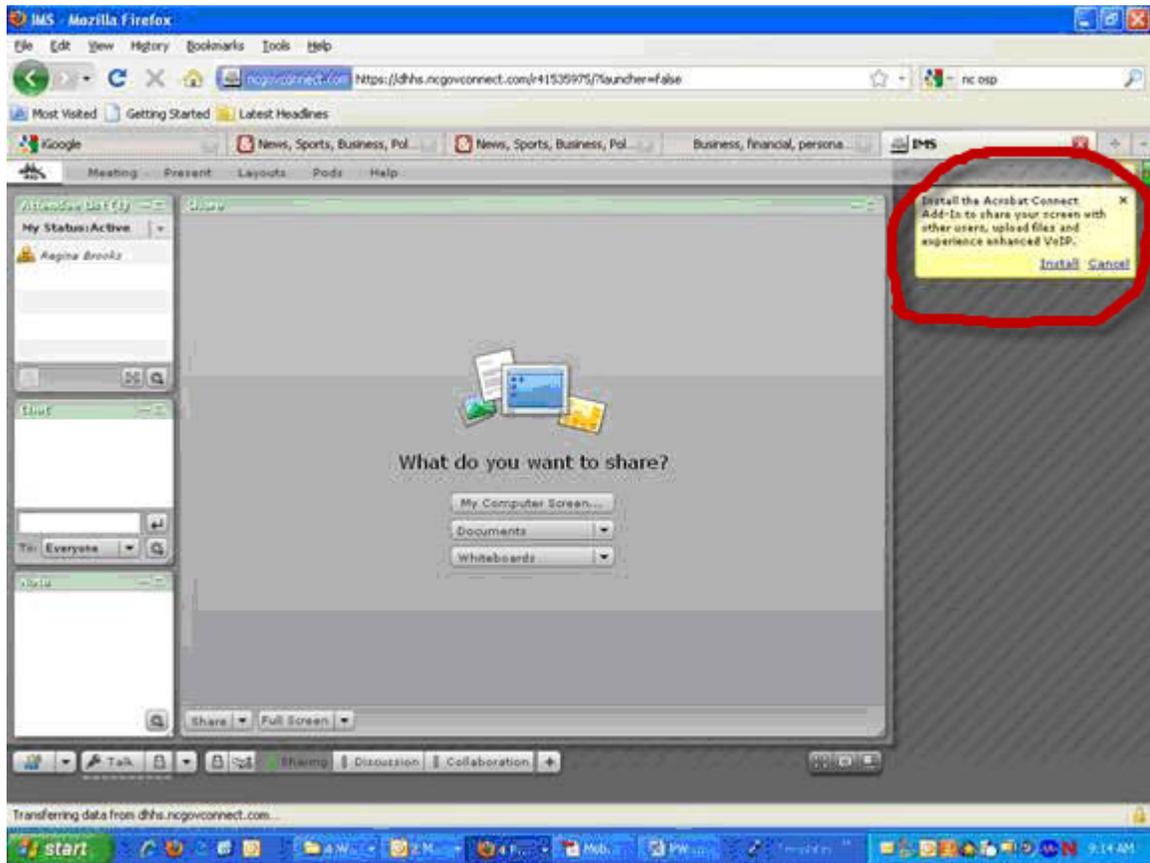
Adobe, the Adobe logo, Acrobat and Acrobat Connect are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Please read instructions to access session.

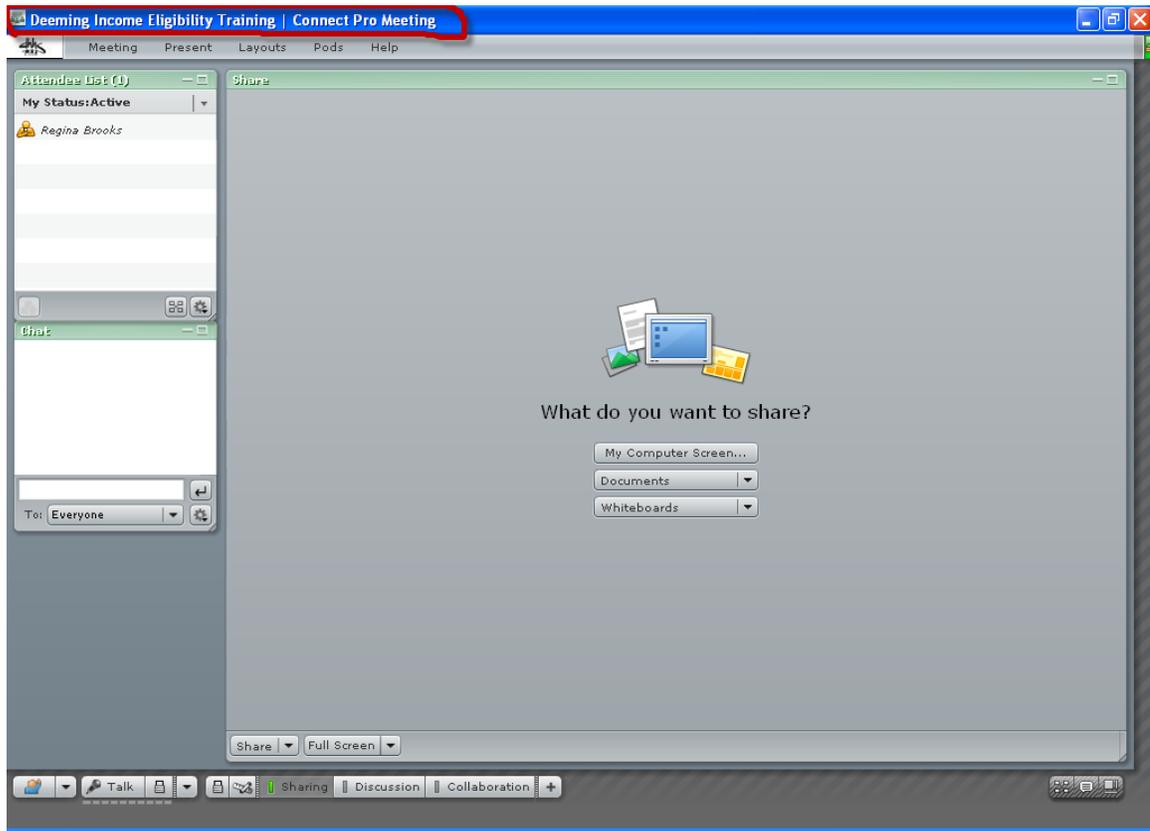
Please login as **Guest** by selecting “**Enter as Guest**”. As guest, use your first and last name, email address and county you work in (Ex. Sharon Spigner, sharon.spigner@dhhs.nc.gov -Mecklenburg). You will not need a password using the **Guest** login. DHHS and DPI employees will login using their NCID number. Below is an example of **NCID** and **Guest** login *screenshot*.



Once you have logged in, you may be asked to ***“Install the Adobe Connect Add-In...”***. Please select ***“Install”*** if you see the yellow window dialogue box in the right upper corner like the sample *screenshot below*. If the Install selection does not work, please contact your IT staff.



Your screen should look similar to the *screenshot below* once you are fully in Adobe Connect.



We will be recording the training and streaming audio from the session to your computer. Please ensure you have internal or external speakers to hear the presenters.

There will be a Q&A session. You can enter your question during the session in the available **Chat** dialogue box and they will be answered after the presentation. To enter your question in the **Chat** dialogue box, type in the small rectangle box right above the word "**Everyone**" box. Once you have typed your question, select the icon that looks

like a return key to the right of the rectangle box. The presenters and content experts will respond to your questions. A screenshot representing where your questions should be submitted is below.

