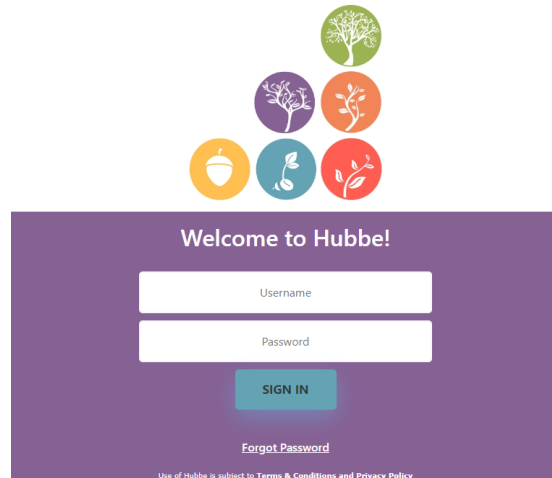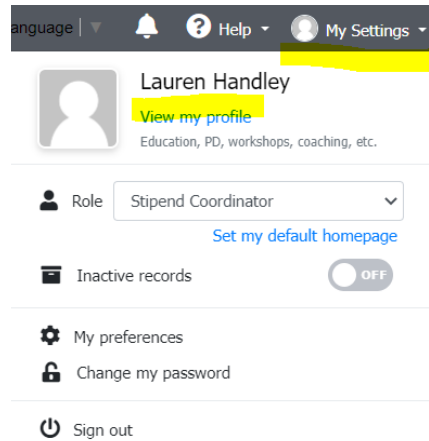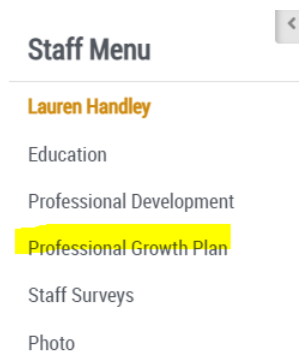# How to Create a Professional Growth Plan Goal

1. Login at [SLO Quality Counts Pinwheel](#)
2. Enter your assigned User Name and Password Info
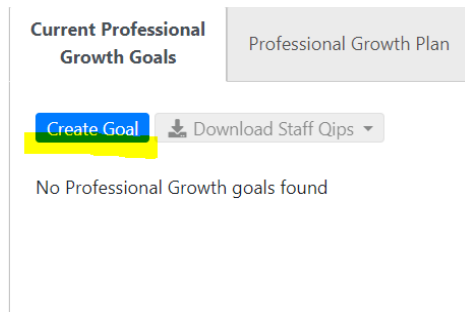

3. At the top right hand corner, click the dropdown menu where it says "My Settings"
4. Click on View my Profile

5. Click on "Professional Growth Plan" on the far left-hand menu bar

6. Click "Create Goal" under Tab "Current Professional Growth Goals

Current Professional Growth Goals   Professional Growth Plan

Create Goal   ⬇ Download Staff Qips ▾

No Professional Growth goals found

7. Create Goal
   a. ID : Leave Alone
   b. Goal: Enter "2022-23 Professional Development Goals"
   c. Advisor: leave blank for now
   d. Progress: Select "In Progress"
   e. Due Date: Select 5/31/23
   f. Date Approved: leave blank for
   g. Include in Professional Growth Plan: Select YES
   h. Focus Area: Connected to Competencies: IE: Learning Environments
   i. Identified Professional Growth Areas: Select #2 "Attend Conferences, Workshops…."
   j. Click SAVE

Create Professional Growth Goal   ⛶ ✕

- Select -   ▾

Progress   **Due Date**

In Progress   ▾   05/31/2023   📅

Date Approved

mm/dd/yyyy   📅

Include in Professional Growth Plan
◉ Yes ○ No

Focus Areas

- Select -   ▾

Identified Professional Growth Goal Areas

2. Attend conferences, workshops, institutes, academies, symposia, teacher center programs, or staff … ▾

Cancel   **Save**

8. Continue with additional goals

9. Once completed, click back on "Professional Growth Plan" on far left menu bar. Click on the second tab, "Professional Growth Plan"

10. Click on the blue tab "Create Professional Growth Plan"-- if your personal information is not updated inPinwheel, it will ask you to update. Go back to your name under the far left menu bar. Click on your name, then edit any information it asked. Return to the far left menu bar and "Professional Growth Plan." Now your plan should look like this:

11. Click on the title and hit download (Green Tab "Download PGP") and this will download the plan to your computer or device. Now you take that document and follow the steps for uploading to iPinwheel.

12. The confirmation for upload looks like this:

AND you are done!