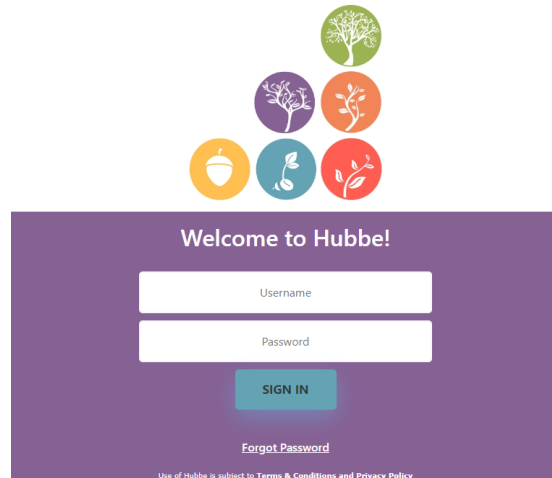
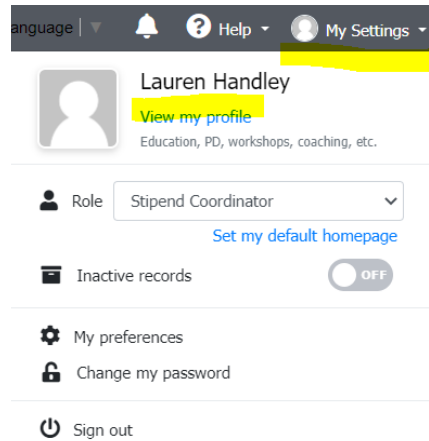


How to Create a Professional Growth Plan Goal

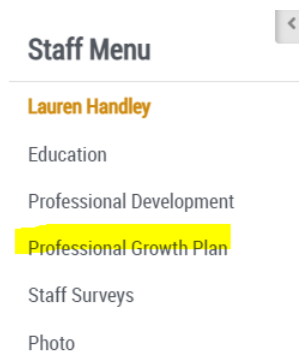
1. Login at [SLO Quality Counts Pinwheel](#)
2. Enter your assigned User Name and Password Info



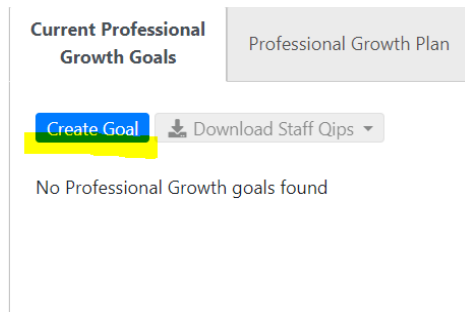
3. At the top right hand corner, click the dropdown menu where it says “My Settings”
4. Click on View my Profile



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



6. Click “Create Goal” under Tab “Current Professional Growth Goals



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: In Progress Due Date: 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

← Back to Grid Edit Delete Archive

Professional Growth ID PG14479746	Goal	Professional Growth Adviser Raechelle Bowlay
Progress In Progress	Due Date 5/31/2023	Date Approved
Include in Professional Growth Plan No	Created On 3/13/2023	Created By laurenhandley

Focus and Growth Goal Areas

Identified QIP Goal Focus Areas Learning Environments and Curriculum	Identified Professional Growth Goal Areas 2. Attend conferences, workshops, institutes, academies, symposia, teacher center programs, or staff development programs
--	---

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

Current Professional Growth Goals **Professional Growth Plan** Archived Professional Growth Goals

Create Professional Growth Plan

Search:

ID	Title	Goals Included	Status	Created On	Actions
No data available in table					

This site is optimized for 1024x768 resolution, or higher, using the current version of Chrome.

10. Click on the blue tab “Create Professional Growth Plan”-- if your personal information is not updated in Pinwheel, 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:

ID	Title	Goals Included	Status	Created On	Actions
PGP15226304	Test PGP Upload for WFR	<ul style="list-style-type: none"> 2022-2023 Professional Development Goals 2022-23 Professional Development Goals 2022-23 Professional Development Goals 	In Progress	3/29/2023 by laurenhandley	

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.

Early Care & Education Workforce Registry

Visit the New **REGISTRY RESOURCE WEBSITE!**

Return Home
Employer Admin Request
Instructor Access Request
Training Sponsor Tools
Training Calendar
Stipends & Pathways
Stipend Administration
My Resources
My Tools & Settings

Upload a new document (Maximum file upload size is 5MB)

File Type •
- Please Select -

File Description
(Maximum characters: 200)

Choose file... Choose

Support

12. The confirmation for upload looks like this:

Early Care & Education Workforce Registry

Visit the New **REGISTRY RESOURCE WEBSITE!**

Return Home
Employer Admin Request
Instructor Access Request
Training Sponsor Tools
Training Calendar
Stipends & Pathways
Stipend Administration
My Resources
My Tools & Settings

Document ID 1454388

Document Type
Professional Growth Plan

Upload Date 03/29/2023

Description
2023 Professional Growth Plan TEST for QC

View Document [View](#)

Status Added

Support

AND you are done!