

Protaxx



Progress & Goal Plan Report Running

BY: DATA MANAGEMENT





You're How To!





Bridgeport Public Schools

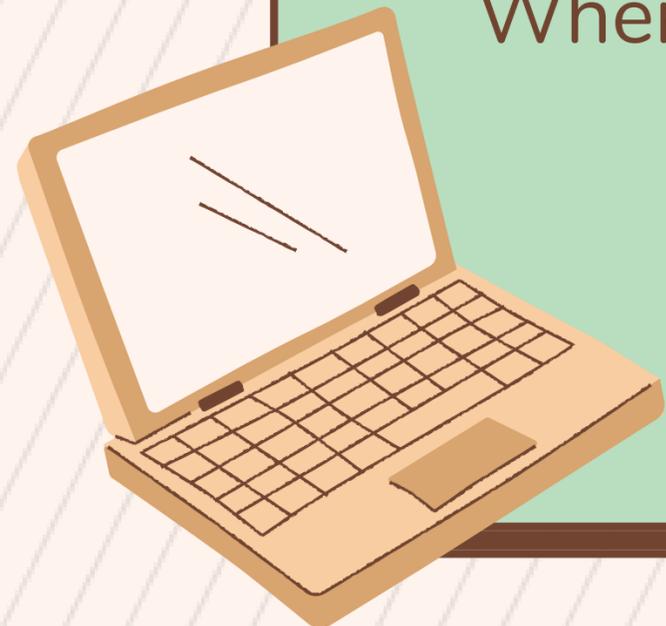
Welcome



Powered By
ProTraxx

EzReport

When you first log in look for "EZReport" on the top of the screen.



Let's Get Started



- Online Process/Staff Evaluation
- GOAL SETTING REPORTS
 - Goal Plan Progress Details
 - Goal Plan Progress Summary
 - Goal Plan Details
 - Tiered Approval Goal Plan Details
- ONLINE PROCESS REPORTS
- CONNECTICUT EVALUATION REPORTS
- IMPORTED EVALUATION REPORTS
- Professional Development

FIRST VIEW



On the left hand side you will see the following drop down menu view.

Click on "Online Process Reports"





Next Up

After clicking on "Online Process Reports"

The drop down menu options will appear.

Select, "Process & Goal Plan Summary"

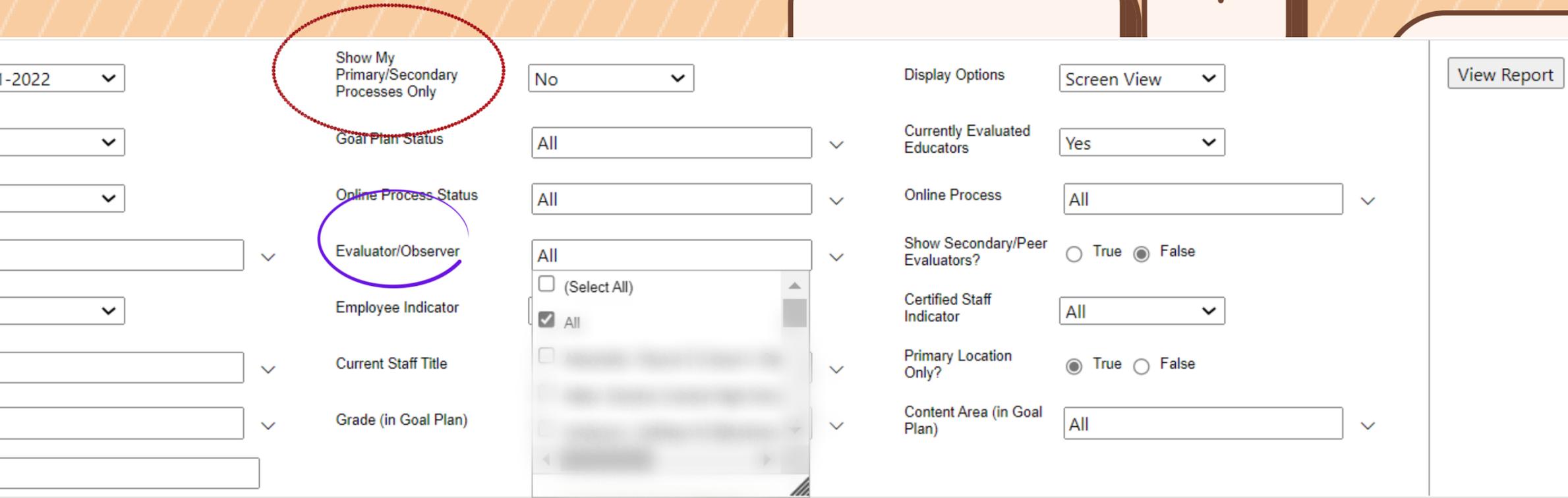
The following screen will appear:



The screenshot shows the Bridgeport Public Schools ProTraxx interface. The left sidebar menu is expanded to show 'Online Process/Staff Evaluation' with a sub-menu 'ONLINE PROCESS REPORTS' containing 'Process & Goal Plan Summary'. The main content area displays various filter options:

- Fiscal Year: 2021-2022
- Goal Plan Type: All
- Online Process Type: All
- Primary Evaluator: All
- Account Status: All
- Current Staff Location: All
- School (in Goal Plan): All
- Show My Primary/Secondary Processes Only: Yes
- Goal Plan Status: All
- Online Process Status: All
- Evaluator/Observer: All
- Employee Indicator: All
- Current Staff Title: All
- Grade (in Goal Plan): All
- Display Options: Screen View
- Currently Evaluated Educators: Yes
- Online Process: All
- Show Secondary/Peer Evaluators?: True False
- Certified Staff Indicator: All
- Primary Location Only?: True False
- Content Area (in Goal Plan): All

Adjusting The Filters



2022

Show My Primary/Secondary Processes Only

No

Display Options

Screen View

View Report

Goal Plan Status

All

Currently Evaluated Educators

Yes

Online Process Status

All

Online Process

All

Evaluator/Observer

All

Show Secondary/Peer Evaluators?

True False

Employee Indicator

(Select All)

All

Certified Staff Indicator

All

Current Staff Title

Primary Location Only?

True False

Grade (in Goal Plan)

Content Area (in Goal Plan)

All

The circled fields are the only fields that need to be adjusted.

- **Show My Primary/Secondary Processes Only:** Is auto selected as "Yes", Change this field to "**No**"
- **Evaluator/Observer:** Choose from the drop down list the appropriate administrator.
- The "**All**" Check box is auto selected. You must remember to uncheck the box when making your selection.

Once filters are set: Click "**View Report**"



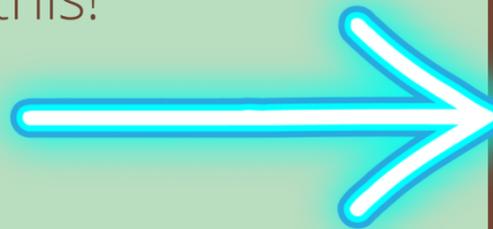
You've Run The Report!



GENERATED REPORT



Now that you've run the report you're screen should look like this!



Bridgeport Public Schools

Welcome () EzPD EzHR EzSetup EzReport EzTraining My EzTraxx

Online Process/Staff Evaluation

- GOAL SETTING REPORTS
- ONLINE PROCESS REPORTS
 - Process & Goal Plan Summary Export
 - Process Progress
 - Process Progress Form Details
 - Process Response Details by Response
 - Process Response Summary (bar graph)
 - Process Response Summary (column chart)
 - Process Response Summary (pie chart)
 - Tiered Approval Form Details
- CONNECTICUT EVALUATION REPORTS
- IMPORTED EVALUATION REPORTS
- Professional Development
- ACTIVITY REPORTS
- COST & FUNDING REPORTS
- ENROLLMENT REPORTS
- ATTENDANCE REPORTS
- INSTRUCTOR REPORTS
- GOAL REPORTS
- PARTICIPANT REPORTS
- SUMMARY REPORTS
- OUT OF DISTRICT ACTIVITY REPORTS
- Human Resources
- EMPLOYEE REPORTS
- HR RESOURCE REPORTS

Fiscal Year: 2021-2022 Show My Primary/Secondary Processes Only: No Display Options: Screen View

Goal Plan Type: All Goal Plan Status: All Currently Evaluated Educators: Yes

Online Process Type: All Online Process Status: All Online Process: All

Primary Evaluator: All Evaluator/Observer: All Show Secondary/Peer Evaluators?: True False

Account Status: All Employee Indicator: All Certified Staff Indicator: All

Current Staff Location: All Current Staff Title: All Primary Location Only?: True False

School (in Goal Plan): All Grade (in Goal Plan): All Content Area (in Goal Plan): All

1 of 1 Page Width Find | Next

Bridgeport Public Schools
Process and Goal Plan Summary Export
Fiscal Year: 2021-2022
Report run by George Ocasio, on 5/25/2022 11:33 AM
Filter by All Participants, "Show My Primary/Secondary Processes Only" is OFF, Fiscal Year: 2021-2022, show Currently Evaluated Educators Only, Evaluator/Observer(s) [George Ocasio], show Primary Locations only

PERSON NAME	STAFF LOCATION	PROCESS STATUS	FORM PROGRESS	FORM PERCENTAGE	GOAL PLAN STATUS	GOAL PLAN PERCENTAGE	GOALS APPROVED	GOALS APPROVED %	GOALS SCORED	GOALS SCORED %	REFLECTIONS PROGRESS
		IN PROCESS	4 of 6	67.0 %	APPROVED	100.00	COMPLETE (4 of 4)	100.0 %	1 of 4	25.0 %	0 of 6
		IN PROCESS	4 of 6	67.0 %	APPROVED	100.00	COMPLETE (4 of 4)	100.0 %	1 of 4	25.0 %	0 of 6





Navigation: 1 of 1, Page Width, Save Disk Icon, Find | Next

Bridgeport Public Schools
Process and Goal Plan Summary Export
Fiscal Year: 2021-2022
Report run by George Ocasio, on 5/29/2022 11:09:13 AM
Filter by All Participants, "Show My Primary/Secondary Processes Only" is OFF, Fiscal Year: 2021-2022, show Currently Evaluated (Wayne S Alexander], show Primary

PERSON NAME	STAFF LOCATION	PROCESS STATUS	FORM PROGRESS	GOAL PLAN PERCENTAGE	GOAL APPRO
		IN PROCESS	4 of 6	100.00	COMPLETE (4)
		IN PROCESS	4 of 6	100.00	COMPLETE (4)

Export Options: Word, Excel, PDF, CSV (comma delimited), XML file with report data

- To download and save the report find the "Save Disk Icon"
- From the drop down select: "Excel"
- The report will then begin to download for easy access and viewing.





Bridgeport Public Schools

Michael J. Testani
Superintendent of Schools

Thank You

DO YOU HAVE ANY QUESTIONS?
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