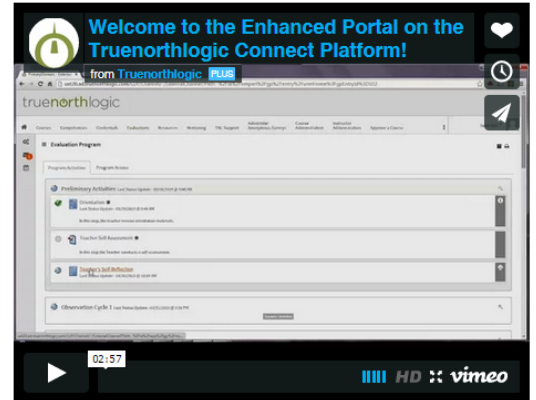**Dear Teacher and Administrator:** The ACIIS Platform has undergone some enhancements over the summer. This newsletter briefly reviews some of the updates and where to find help guides.
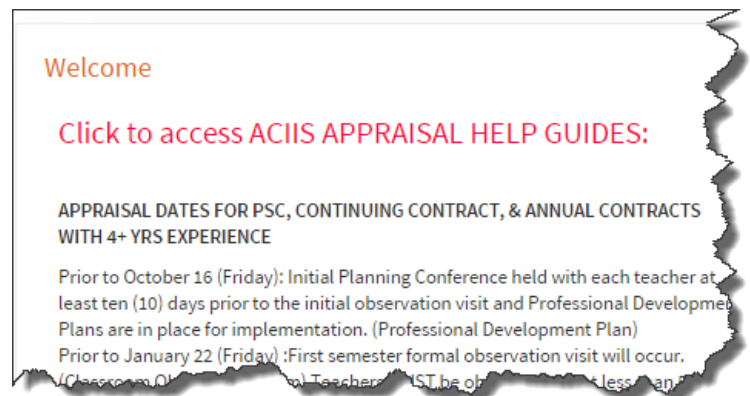
ACIIS Enhance Portal Channel

When signing into ACIIS, you will see a channel titled **Enhanced Portal**. At the bottom of this channel is a short 3 minute video. This video reviews the enhancements to the Professional Learning Management System.

Welcome Channel

Located on the ACIIS home page is the **Welcome Channel** and it contains the 2015-16 appraisal timelines. You will also find a link to the district **ACIIS Appraisal Help Guides** which can be downloaded.

Welcome

Click to access ACIIS APPRAISAL HELP GUIDES:

APPRAISAL DATES FOR PSC, CONTINUING CONTRACT, & ANNUAL CONTRACTS WITH 4+ YRS EXPERIENCE

Prior to October 16 (Friday): Initial Planning Conference held with each teacher at least ten (10) days prior to the initial observation visit and Professional Development Plans are in place for implementation. (Professional Development Plan)
Prior to January 22 (Friday) :First semester formal observation visit will occur.

The help guides can also be accessed by navigating form the home page to:

Homepage>Just-4-Teachers> ACIIS Help Page> ACIIS Appraisal Help

Any questions specific to the appraisal process, contact your team leader or school leadership team.

ACIIS Appraisal Help

Help documents associated with the New Lesson Planner.

Appraisal Help Documents - Teacher

- Completing Your PDP
- Using the ACIIS Email Tool
- Completing the Formal Observation
- How Do I Know I Have Completed the PDP Correctly?
- Completing All Steps of the Appraisal
- Completing Mid-Year Appraisal
- Completing Professional Development Surveys

Appraisal Help Document - Administrators

- Locating Teachers' Appraisals
- Accessing and Completing Teacher PDP
- Using the ACIIS Email Tool
- Teacher Appraisal System
- How to approve / reject Courses Sections in ACIIS
- Completing the Formal Observation
- How to Access Teacher Archived Appraisals
- How to include a Final Appraisal Summary in an evaluation
- Completing All Steps of the Appraisal
- How to Access the Evaluation Status Dashboard
- How to Export Appraisal Plan Dashboard to Excel
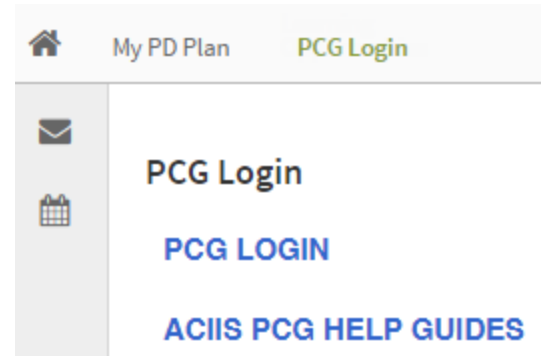- Starting a Teachers' Appraisal
- Completing Mid-Year Appraisal

General Information
- Browser Help

Accessing the District Electronic Lesson Planner

Selecting PCG Login on the menu bar will give you access to the planner. *PCG LOGIN* links you directly to PCG and the *ACIIS PCG HELP GUIDES* links to the district help documents repository for the electronic lesson planner.

🏠 My PD Plan   PCG Login

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📅

PCG Login

PCG LOGIN

ACIIS PCG HELP GUIDES

Once on the district *ACIIS PCG HELP GUIDES* webpage, you will have active links to access the help guides and print at your convenience.

How to Use PCG Lesson Planner

Help documents associated with PCG Lesson Planner

Step-By-Step Help Guides
- How to get to PCG from ACIIS
- Step 1: Selecting Your Curriculum
- Step 2: Setting UP Your Lesson Planner
- Step 3: Adding & Editing Lessons
- Copying a previous years planner
- Planner & Lesson maintenance features
- Attaching a resource to a lesson

Training Modules
PCG Lesson Planner: Step-By-Step Documents
- PCG: Step-By-Step Handout (Modules 1-5)

PCG Lesson Planner: Step-By-Step Slide Presentations
- Module 1: PCG Lesson Planner Intro/3 Options
- Module 2: Curriculum Maps: Finding & Adding a Curriculum Map (Steps 4-19)
- Module 3: Creating a New Lesson Planner
- Module 4: Creating & Editing Lessons (OPTION 1: Type Lesson Plans in PCG)
- Module 5: Printing - Export to Word
- Finding & Copying Lessons

PCG Lesson Planner: Options
- OPTION 2 - Creating a Multi-Day Customized Template
  - Sample Customized Templates for Copying & Pasting into PCG
  - Inserting Your Customized Template into Weekly Lessons
- OPTION 3 - Adding a Resource/Attachment

If you need any additional support with using ACIIS or the lesson planner, contact your school based trainer. You can also direct any questions to your team leader or school leadership team on how to access training at your school.

Once in PCG, select Curriculum icon and then Teacher Lesson Planner.

CURRICULUM

Teacher Lesson P...

Curriculum

If you are a new teacher to the district, your electronic lesson planner account will be set up by August 19, Wednesday.