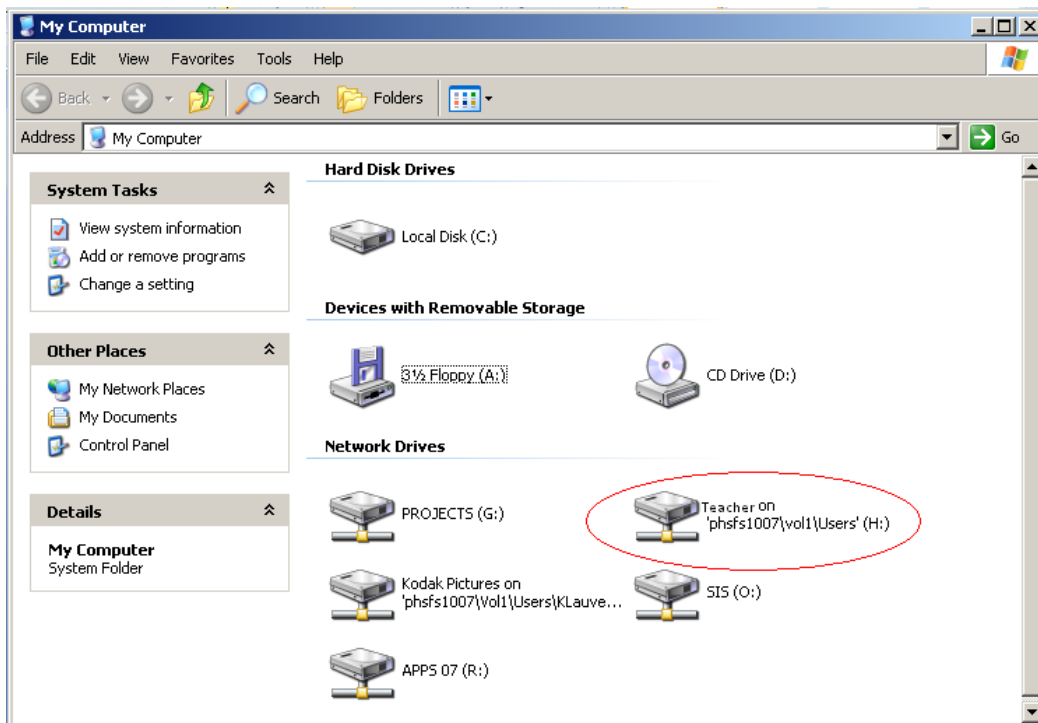


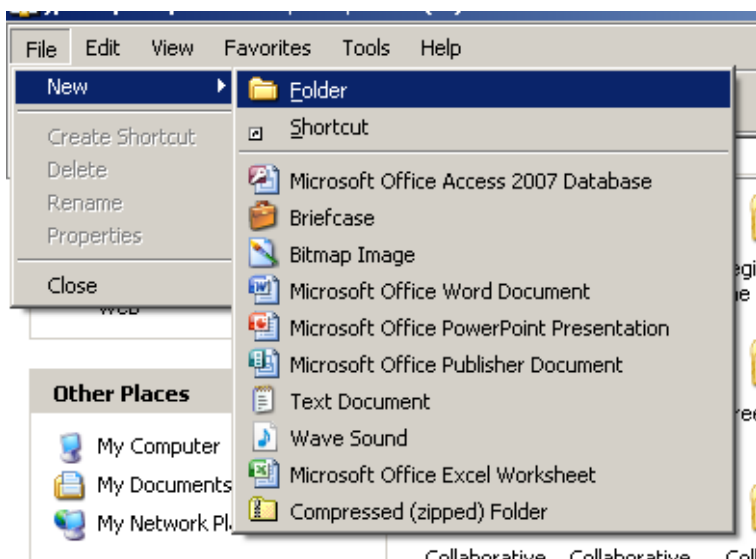
File Management for Career Ladder

The first step to managing your career ladder files is to create a folder in My Documents (your H: drive) for all your Career Ladder files. This will be the location to store all of your files so that you can edit them rather than starting the process over each time that you need make a change in your plan.

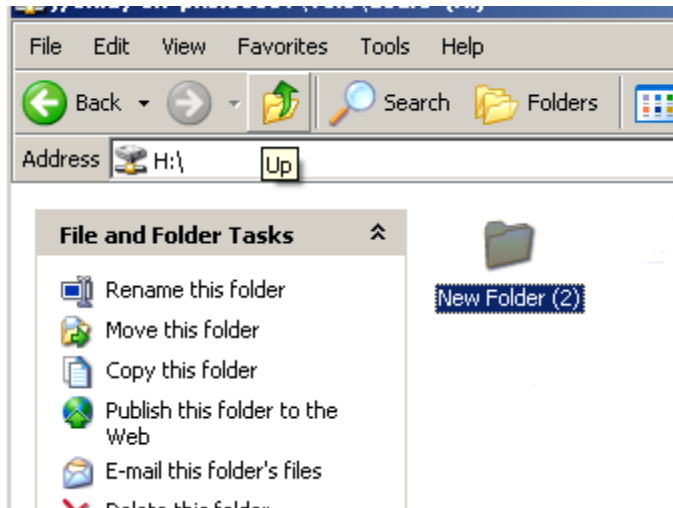
Click on Start >My Computer >Double click on your H: drive.



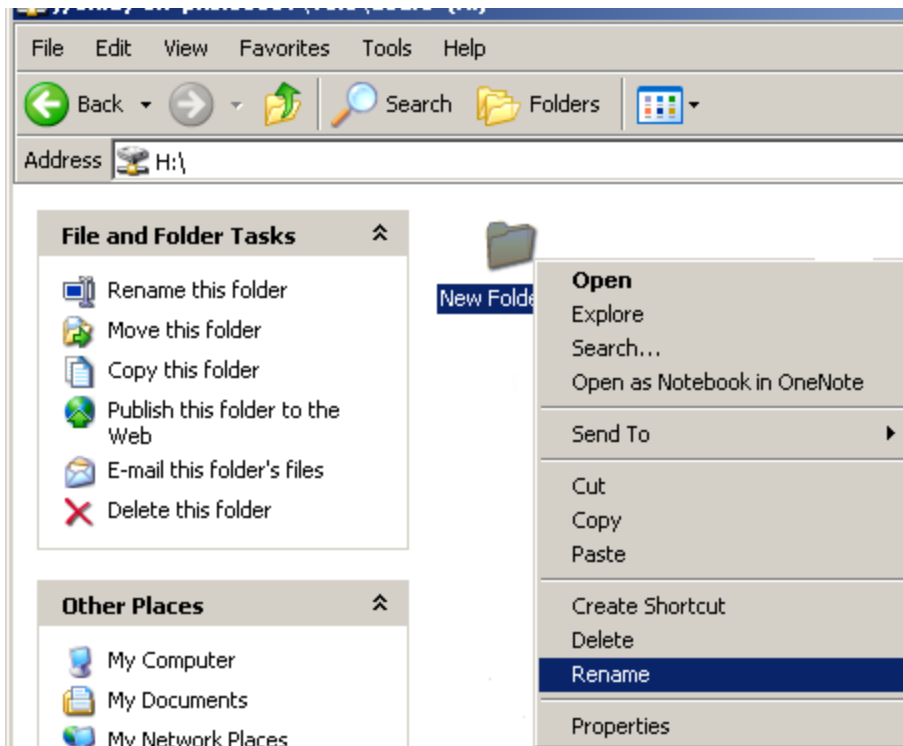
In the H: drive window that opens, you will create a folder by clicking on >File >New >Folder



A new folder will appear in your H: Drive

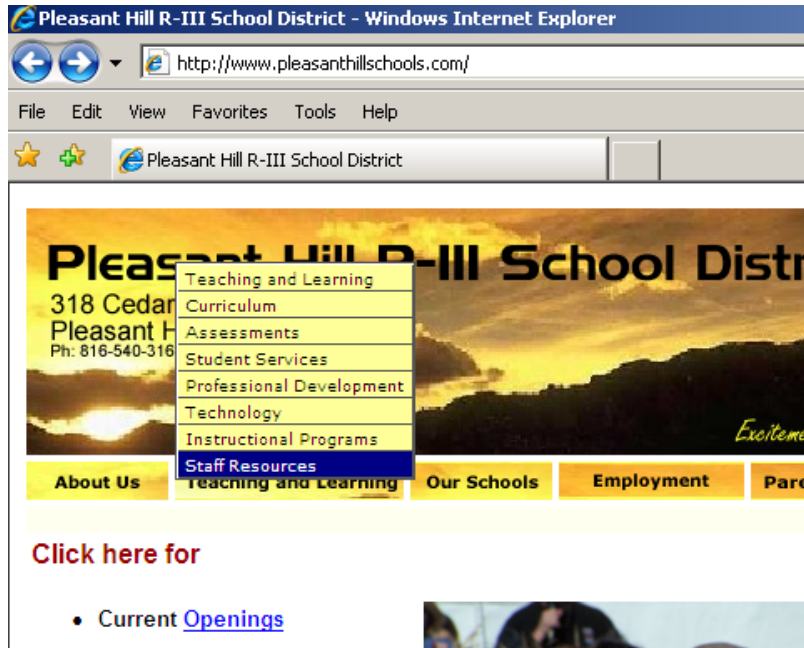


Right Click on the new folder and click >Rename

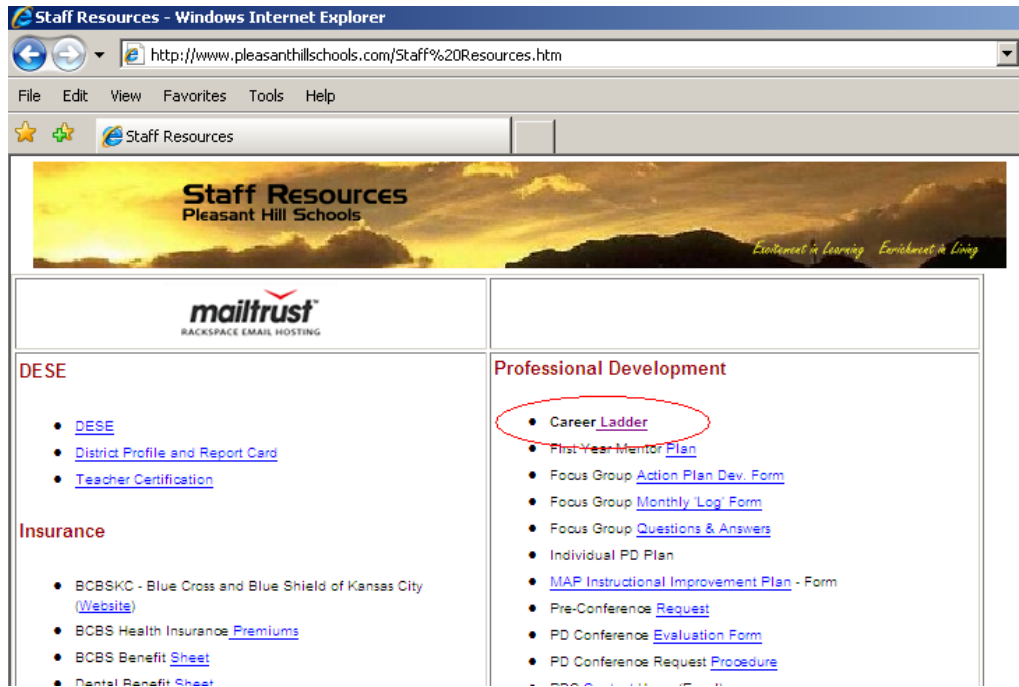


Title it Career Ladder by typing in the text box below the folder. Hit Enter on your keyboard. You now have a folder to keep all of your Career Ladder documents in. You may then exit out of the H: drive window.

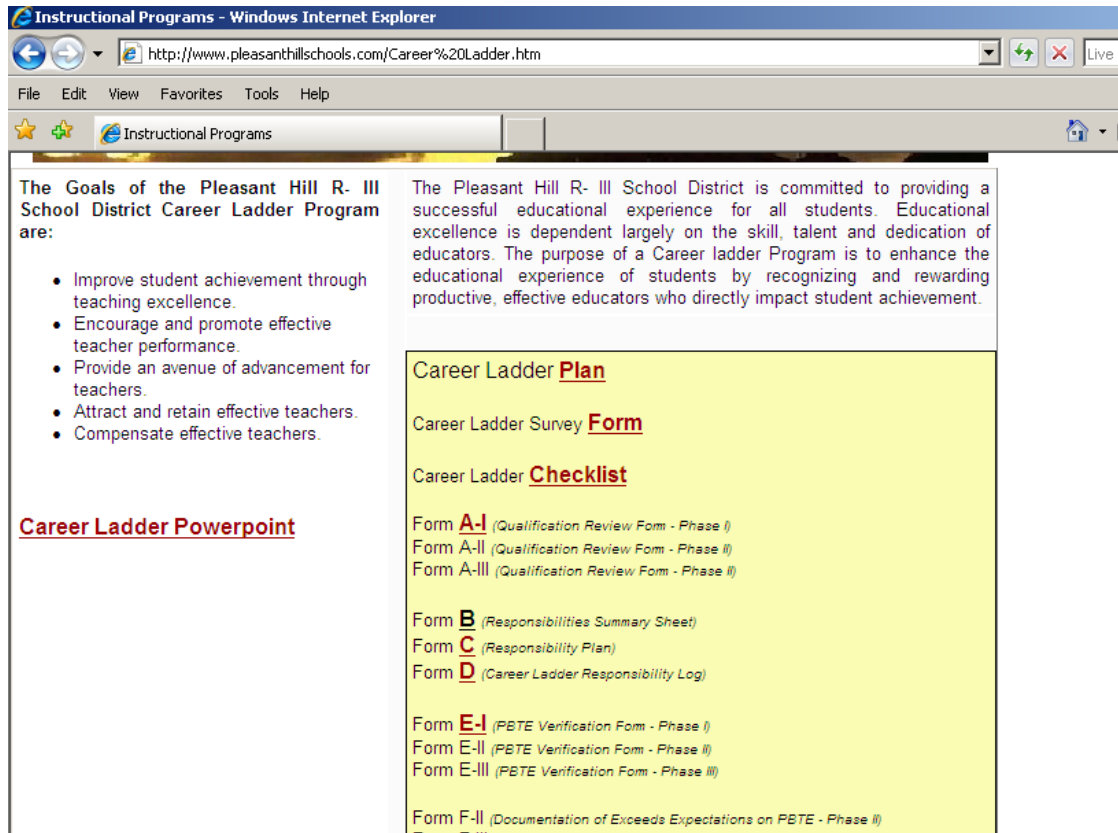
The next step is to retrieve the career ladder document templates from the Pleasant Hill R-III website. Open Internet Explorer and you can go straight to the documents by typing in the address <http://www.pleasanthillschools.com/Career%20Ladder.htm>. Or you can link to the documents by typing the address for Pleasant Hill School District's website which is www.pleasanthillschools.com. Next you'll need to move the cursor over Teaching and Learning, a menu will pop up, then click on Staff Resources.



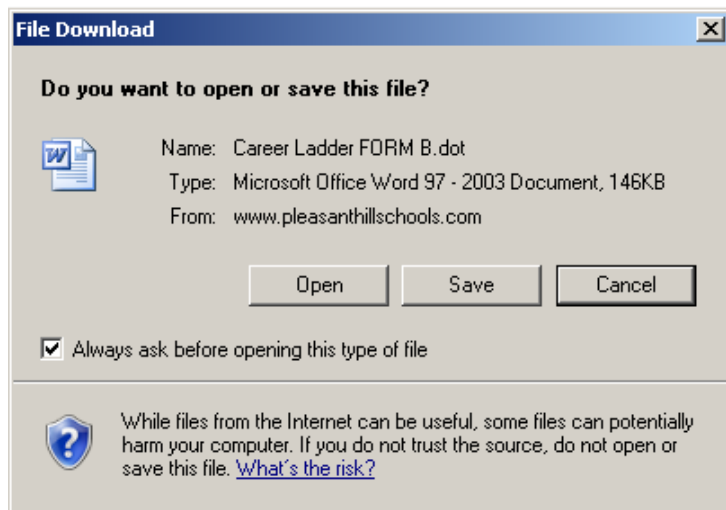
On the Staff Resources page, click on Career Ladder which is listed under Professional Development.



On the Career Ladder page, choose the document that you will be working on. For this example Form B will be used.



When you click on Form B a window will open titled File Download. Click on >Open.



Type your information into the document. For those forms with check boxes,

Responsibilities Summary Sheet

Name: PHTeacher Date: 1/24/09

(List Responsibilities to be accepted on Career Ladder Stage I)

Stage I – Minimum of two (2) / Maximum of six (6) responsibilities / goals. (60 hours)

Stage II – Minimum of three (3) / Maximum of nine (9) responsibilities / goals. (90 hours)

Stage III – Minimum of four (4) / Maximum of twelve (12) responsibilities / goals. (120 hours)

Responsibility / State Goal and give the appropriate area and the specific number for that area.

Responsibility	Goal Area with Number	Student Contact Hours	Non student contact hours
1. Tutoring			
2.			
3.			
4.			

For those forms with check boxes, double click on the box and a window titled Check Box Form Field Options. Under Default Value click on Checked, then click OK.

Check Box Form Field Options

Check box size

Auto

Exactly: 10 pt

Default value

Not checked

Checked

Run macro on

Entry: [] Exit: []

Field settings

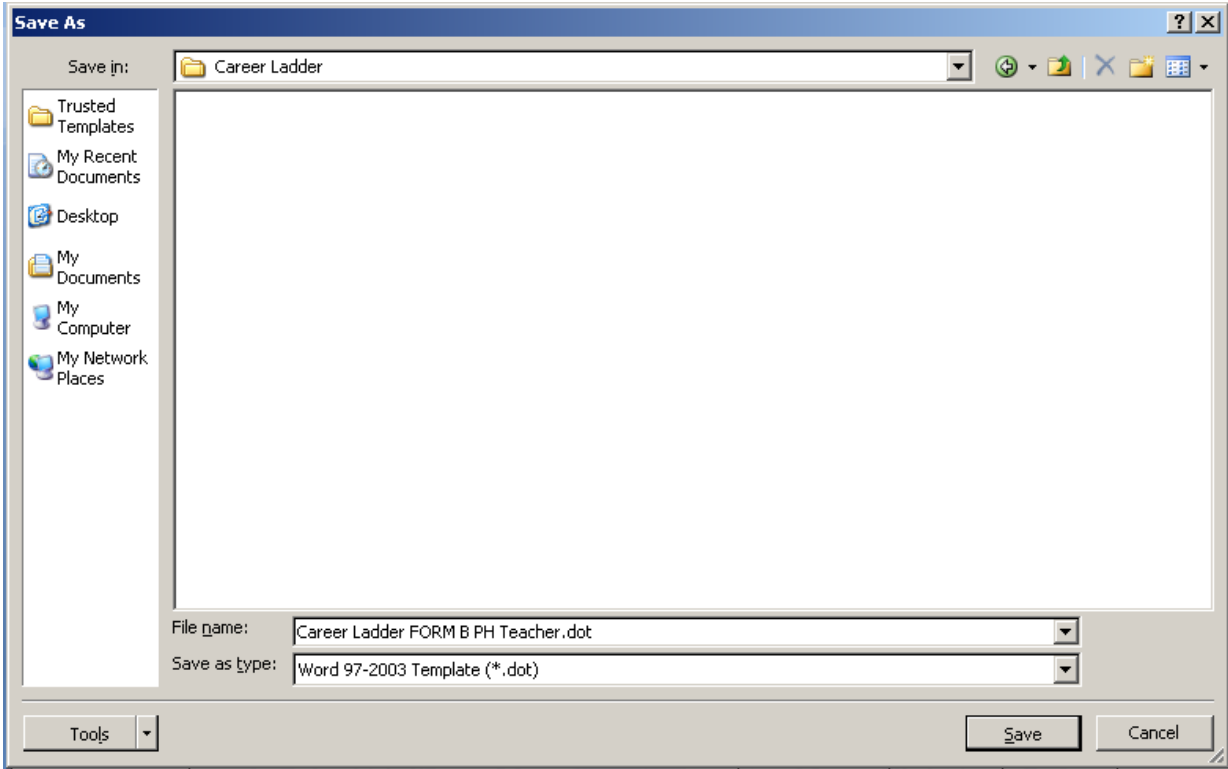
Bookmark: []

Check box enabled

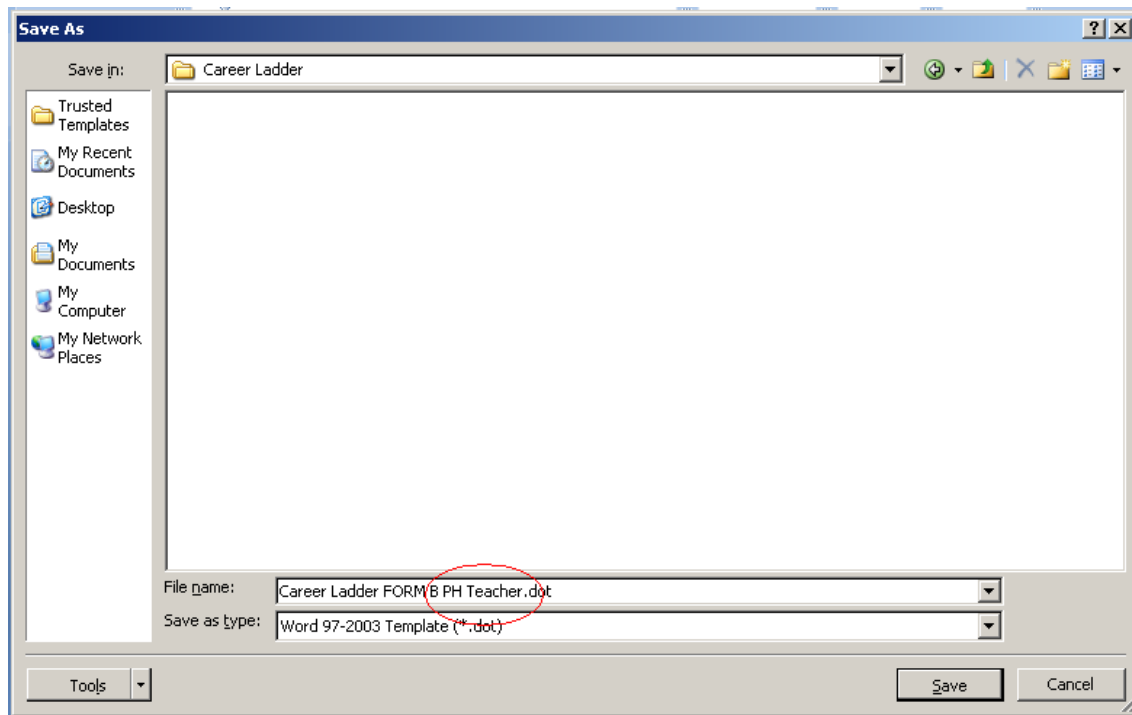
Calculate on exit

Add Help Text... OK Cancel

When you are done typing any information in, you will need to save the document to your Career Ladder folder so that you may return to the document and make any additions or changes. To save the document, click on the >Window button in the top left hand corner, then click on >Save As. The Save As window will open and you will need to double click on the folder called Career Ladder. Your Career Ladder folder will then be open in the Save As window.



You need to change the file name to something you will recognize, perhaps adding your name. This will be especially important when completing the forms for which you will need several copies (Forms C and D). The best option on those forms would be to add a number which corresponds with the Responsibility and your name(ex: Form C Responsibility 1 first name last name) .



Once you've changed your file name click >Save. This process can be repeated with all Career Ladder documents. By saving your documents, you will then be able to open them by going to your H: Drive, double clicking on your Career Ladder folder, and then double clicking on the document you would like to view or edit.