**Lessons Learned Professional Development Notes**

**Help Guide**

**Introduction to Professional Development Notes**

Lessons Learned Professional Development Notes replace Development Points and Strengths (which your school may have renamed), which were previously added at the bottom of Teaching and Learning forms. They also replace Feedback Forms, which you may have been using under the Teaching and Learning menu.

You can add Professional Development Notes in three places on the system:

* On Professional Development Notepads (a new option under the T&L menu)
* Against aspects on Teaching and Learning Forms
* Against spokes on 360 Review radars

Professional Development Notes are more customisable than the previous Development Points and Strengths. You can add multiple Note Types, for example, and these can be used for praise, developmental purposes or simply to make a record of an event or action. You can name your Note Types whatever you like and you also can have as many or as few Note Types as you wish.

Some examples of new Note Types you might choose to use on the system:

* Even Better If
* Note of Appreciation
* What Went Well
* General Feedback
* Areas for Improvement
* Next Steps
* Example of Excellence
* Challenge
* Personal Note (for staff to provide notes to themselves)

You can also choose your own icons for your Note Types to personalise them further.

For the time being, we’ve set up all schools to have Development Point and Strength Note Types so that you can continue to use the system in a similar fashion to before, but if you want additional Note Types, please let us know.

We’ll also have copied across all the categories and sub-categories you were previously using for your Development Points and Strengths. Again, if you’d like to change these, please contact support.