

Getting Started

Welcome to EdReflect! We're on a mission to empower educator growth through personalized professional development. Our platform enables educators to set growth goals, view specific evidence from classroom observations, get timely and actionable feedback from their observers, and access thousands of high-quality resources to support individual professional learning.

Let's get started!

Signing In

- Go to <https://edreflect.com> and log in using your district email address. (Note: Your password was emailed to you with the subject line "Welcome to EdReflect." if you cannot find it, select the "Don't know your password" link from the sign in page.)
- We've already configured your account, so simply agree to our Terms of Service and enter a new password.
- Click "Take Me to My Dashboard" to begin.



* Before You Start

- Make sure you have reliable Internet access.
- Make sure you're using a supported browser: Firefox, Safari, or Chrome.

* We're Here to Help

We know professional growth takes a great deal of time and effort; our mission is to provide you with the tools and resources to make this process as rewarding as possible. Should technical issues arise, feel free to contact our Support Team anytime.

Email
support@edreflect.com

Observer Dashboard Navigation

An observer's role is paramount in supporting the professional learning and growth of your teachers. The Observer Dashboard simplifies scheduling and managing observation and meeting activities, allowing you to spend time on what really matters—providing your educators with quality feedback and recommending [targeted resources](#) to become more effective educators.

The Observer Dashboard

- Displays a list of learners and activity types in an organized grid configured for your evaluation process. This feature facilitates scheduling only the appropriate observation and meeting activities for each learner. For more about scheduling activities, [click here](#).
- Allows the observer to take notes, collect evidence, enter ratings, and complete other activities related to the evaluation process.
- Tracks productivity with “at-a-glance” status reporting. Colors indicate status and progress, helping you to conveniently prioritize your activity schedule.

For a detailed overview of the Observer Dashboard, [click here](#).

The screenshot shows the Observer Dashboard for the 2014-2015 Educator Evaluation System. The interface includes a header with the system name and user information, a navigation bar with 'Activities' and 'Explore Resources', and a main grid of activity cards. A handwritten note says 'Track all of your observations!' with an arrow pointing to the 'ALL LEARNERS' column.

Activity Type	ALL LEARNERS	Teresa Boyd-Co...	Demo Admin Le...	Demo Learner	A. Connecticut L...	Rachel Litt	Brooke McGraw	Admin NoSPI
▼ Goal-Setting Conference	Schedule	AUG 22 Schedule	Schedule	🔄 AUG 2 Schedule	Schedule	✓ AUG 1 Schedule	AUG 24 Schedule	Schedule
▼ Formal Observation	Schedule	Schedule	Schedule	🔄 SEP 28 Schedule	Schedule	🔄 OCT 12 Schedule	Schedule	Schedule
▼ Informal Observation	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule

Evidence

Evidence collection and sharing is vital to creating a transparent evaluation process and supporting educator growth. EdReflect provides a variety of ways for both learners and observers to collect, tag, and share evidence to foster more meaningful conversations about teacher learning and growth. EdReflect helps identify opportunities for growth, so educators can focus their time on the resources that will support their professional learning to become more effective educators.

Uploading and Sharing Artifacts

To meet your goals as an educator, it is essential to collect and share evidence and data to track your growth and provide additional notes within an observation.

Examples of artifacts include:

- Lesson plans
- Student work samples
- Student achievement data
- Exit tickets from a classroom lesson
- Classroom photos
- Parent communications
- And much more

To help meet your goals, EdReflect provides a private, personal space to upload, collect, store, and share evidence and notes. To support your professional learning, the Artifacts tab in the E-Portfolio allows learners to upload and organize artifacts to easily track your progress and share evidence of growth.

To Add Artifacts to Your E-Portfolio

1. [Log in](#) to EdReflect
2. Click on “Visit My E-Portfolio” to the right of your profile picture
3. Click on the purple “Artifacts” tab
4. Upload artifacts in one of two ways:

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Option 1 (Learners Only)

Upload artifacts directly into your EdReflect E-Portfolio by clicking the “Artifacts” tab in your e-Portfolio.

All artifacts uploaded in this way are totally private until you decide to share them in an observation or meeting activity. By having a robust portfolio full of artifacts, you can be more reflective of your practice and much better equipped to demonstrate evidence of your professional growth.

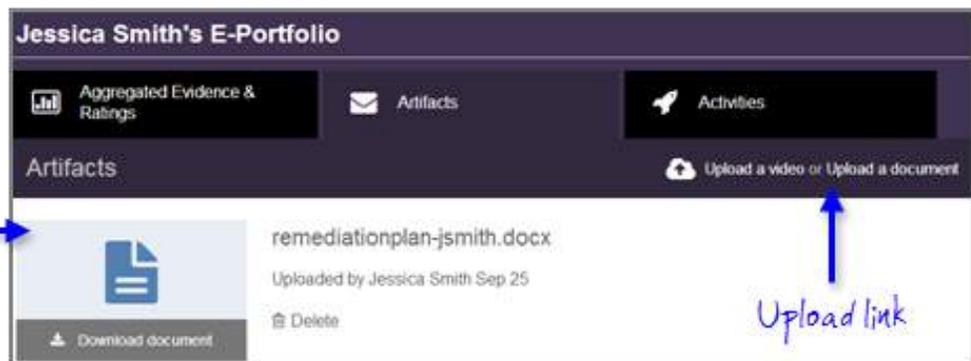


Option 2 (Learners & Observers)

Upload artifacts into EdReflect directly through an observation or meeting activity. All artifacts uploaded directly to an activity in this way are automatically added to a learner’s E-Portfolio and shared with the observer.

To learn more about the specifics of uploading artifacts and the differences between uploading methods, [click here](#). For more information about manipulating artifacts in EdReflect, [review this support article](#) on renaming and removing artifacts and deleting artifacts.

All uploaded artifacts display in the pane, including those uploaded within activities



Collecting and Tagging Evidence

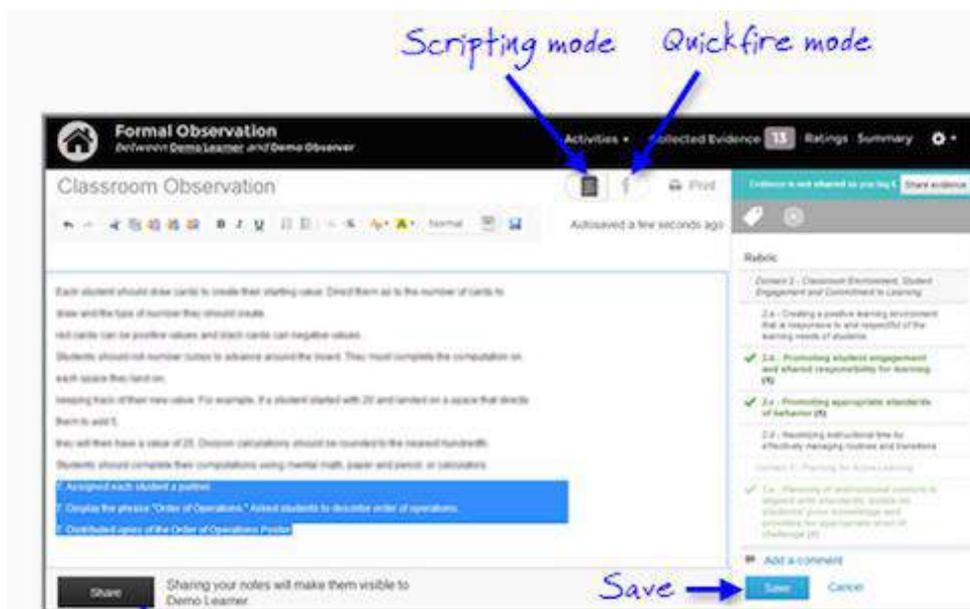
EdReflect’s tools for evidence collection allow both learners and observers to collect, tag, and share evidence, facilitating discussions focused on goals and evidence of practice. EdReflect’s evidence and support features are described below.

Collecting Evidence

There are two methods to collect evidence within EdReflect:

1. The scripting feature can be enabled for observers to take and enter notes during an observation or meeting activity.
2. Quickfire allows observers to quickly take notes that include a timestamp. Quickfire is particularly useful for observers looking to collect evidence on pacing and transitions during an observation.

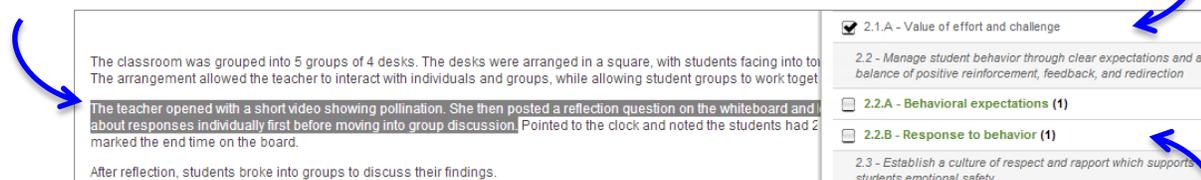
To learn more about using scripting and Quickfire, [click here](#).



Tagging Evidence

Tagging, a valuable feature for both observers and learners, allows users to highlight specific evidence and align it with rubrics and/or goals. Observers and learners can collect and share progress by uploading artifacts or using notes collected through scripting, then tag directly to a rubric indicator or specific goal. Tagging also allows evidence to be aggregated under indicators on the rubric to facilitate evidence-based discussions between observers and learners.

Select text



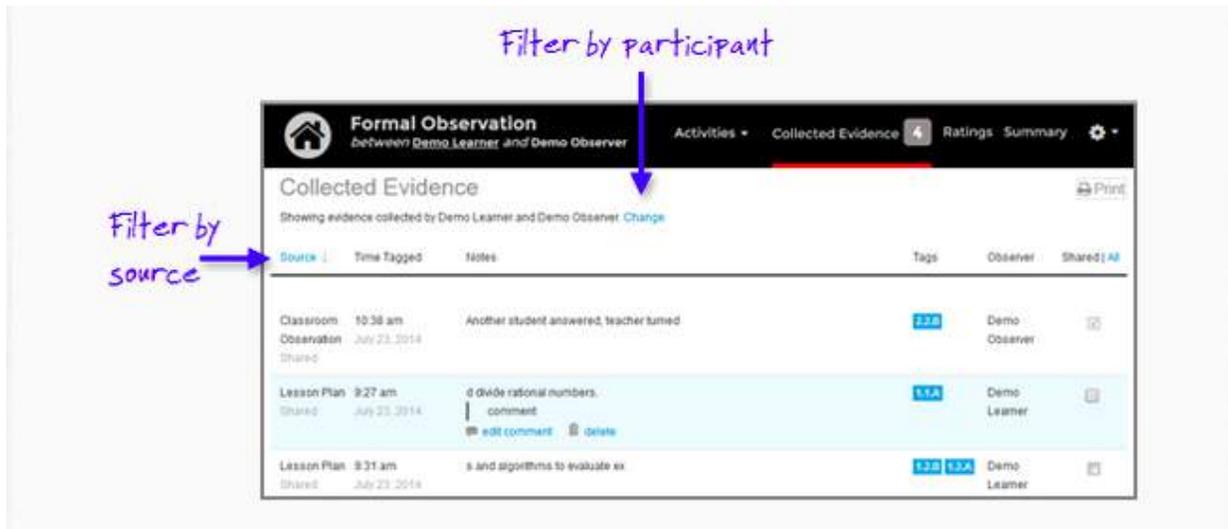
Select indicator

Saved indicator is green

The Comments section, at the bottom of the indicator pane, is a space to collect thoughts, advice, or general praise on each piece of tagged evidence. The comment feature creates transparency and encourages dialogue throughout the observation process. To learn about tagging and sharing evidence to a rubric or goal, [click here](#).

Viewing Evidence

As the evaluation process progresses, it is important to track trends within observations, lesson plans, and goals. Each observation's collected evidence is found on the Collected Evidence tab. Within this tab, learners and observers can view, edit, delete, comment on, and share the stored evidence. For more information on Collected Evidence, [click here](#).



Once the observation has been shared, all tagged evidence is also available for viewing by both observers and learners on the AE&R page.

Sharing Evidence

Sharing collected evidence shows progress and is vital for transparency in discussing professional learning. Below are three learner options for sharing only the pieces of evidence you want, when you are ready.

1. Click on the "Share Evidence" button at the top of the indicators panel within a scripting step. For more information on this method, [click here](#).
2. Modify the share status of collected evidence using the "Collected Evidence" tab. To learn more, [click here](#).
3. To share all evidence, click on the "Share All Activities and Evidence" button found within the gear icon on the upper right. To view the individual steps that have been shared within the observation, click on "What's Been Shared?"

To learn more about all options for sharing evidence, [click here](#).

Ratings

Ratings are a real-time and valuable checkpoint for a learner's progress, whether it's mid-year check-in or final indicator of performance. EdReflect works with your district to customize the process to coincide with your schedule and goals.

Sharing Ratings and Creating Snapshots

The Ratings Page allows observers to

- View evidence alongside rubric proficiency language
- Lead objective, evidence-based conversations about performance
- Identify clear action steps for growth

Viewing Aggregated Evidence and Assigning Ratings

There are two ways to view aggregated evidence and assign ratings.

Option 1

Within an observation or meeting activity click on "Rating Activity" to view:

- A learner's evidence and assigned ratings
- A teacher's rubric and the proficiency-level language for each component of the rubric
- All the collected evidence collected within the observation aligned to each indicator.

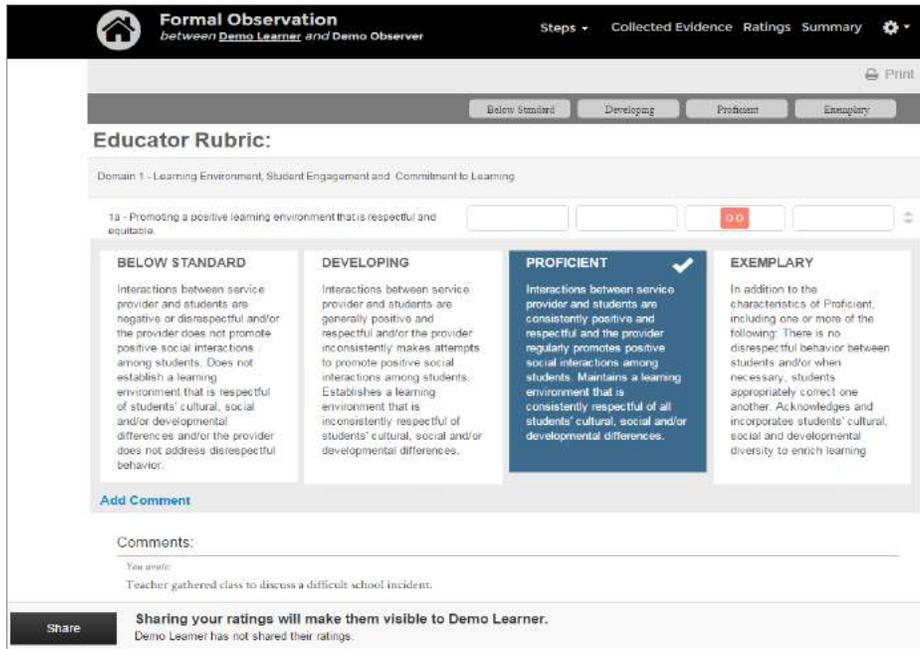
To learn more about assigning ratings, [click here](#).

To share ratings and comments with the learner, click the "Share" button at the bottom of the page. To learn more, about sharing, view [click here](#).

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Option 2

Observers can also collect and share ratings by creating a Snapshot. A Snapshot captures ratings and evidence in the form of a screenshot that can be attached to a meeting or emailed directly to a learner.

To create a snapshot, go to the learner's Aggregated Evidence & Ratings (AE&R) tab and click on the "Snapshot" button.



Snapshots are particularly useful to track progress in the middle or end of the school year, or during informal coaching conversations to gauge progress.

To learn more about filtering evidence and ratings, naming your snapshot, and attaching the snapshot to a meeting, [click here](#).

Assigning and sharing ratings based on collected evidence is vital to engaging in meaningful conversations about teacher practice and learning. EdReflect provides observers valuable tools to ensure transparency throughout this process so teachers can be recognized for their strengths, and can identify areas for growth. With this simplified process, observers and learners can spend more time focusing on next steps, finding resources for professional development in [BloomBoard](#), and ultimately seeing progress in teacher practice and student performance.