

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.

A screenshot of the EdReflect login page. At the top, the EdReflect logo is displayed. Below the logo are two input fields: "Email Address" and "Password". Under the "Password" field is a checkbox labeled "Keep me logged in". At the bottom of the form are two buttons: a blue "Sign In" button and a blue link that says "Don't know your password?".

* 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

Learner Dashboard Navigation

After signing in, you will be taken to your dashboard, where you can easily navigate to all sections of the site. We recommend personalizing your dashboard by updating your profile picture and creating new learning goals.

Your dashboard provides you with direct access to EdReflect tools and resources that support your professional learning. Here is an overview of everything you will find:

EdReflect E-Portfolio

Click “Visit My E-Portfolio” to access your EdReflect E-Portfolio. The E-Portfolio contains a comprehensive list of your scheduled activities, an “Aggregated Evidence and Ratings” page, and an “Artifacts” section, all in one convenient place. For a comprehensive overview of the E-Portfolio, [click here](#).

Current Activities

The “Current Activities” section displays the four most current activities, and provides educators with access to their past activities. Click an activity link to begin collaborating and communicating with your observer.

Goals

Click on the yellow sticky note at the bottom to access the goal-planning tool. Enter a goal summary, align the goal to indicators on your organization’s rubric, reflect and respond to SMART prompts, and create posts to track your progress. To learn more about creating goals, [click here](#).

BloomList

Use the BloomList to create To-Do items to organize your professional growth pathway. The BloomList captures action items such as conducting peer observations, attending workshops, or other classroom activities. For more information on the BloomList, [click here](#).

Professional Learning Resources

Click on “Explore Resources” to browse [BloomBoard](#), where you can find collections of professional development resources curated by other educators to address common problems of practice. You can also demonstrate competency around certain skillsets by applying for and earning micro-credentials.

The screenshot shows the MASTER Connecticut 2014-2015 Educator Evaluation System interface. The page title is "MASTER Connecticut | 2014-2015 Educator Evaluation System" and the user is identified as "Demo Learner". The navigation menu includes "Home", "Activities", and "End of Year Evaluation". A blue box highlights the navigation menu, with a handwritten label "Main Navigation" and an arrow pointing to it. Below the navigation menu, there is a "Welcome, Demo!" message and a "Visit My E-Portfolio" button, with a handwritten label "Visit My E-Portfolio" and an arrow pointing to it. The main content area is divided into three sections: "BloomList - To Do Items", "Current Activities", and "Goal Summaries". The "BloomList - To Do Items" section has a handwritten label "Upcoming BloomList Items" with an arrow pointing to it. The "Current Activities" section has a handwritten label "Current Activities" with an arrow pointing to it. The "Goal Summaries" section has a handwritten label "Goal Summaries" with an arrow pointing to it. There are also two yellow sticky notes at the bottom, one labeled "Goal #1" and one labeled "Goal #2", with a handwritten label "Open Goal Planning" and an arrow pointing to them.

Self-Reflection & Goals

We believe in educators having a strong voice in their goal creation, evaluation process, and professional growth. EdReflect creates a positive and effective environment to empower teachers through the professional learning process.

Educators can play an active role in their observation and evaluation processes with tools that assist in the creation of professional growth plans and self-reflection. EdReflect collects aggregated evidence and ratings throughout the year, which learners can view at any time. The EdReflect Snapshot tool allows learners to assign themselves ratings after reflecting on their practices and goals.

Aggregated Evidence & Ratings

Learners can view detailed ratings and evidence notes from each of their observations—in addition to creating their own self-ratings—on the Aggregated Evidence and Ratings (AE&R) screen.

To navigate to your AE&R page:

1. Click “Visit My E-Portfolio” on your homepage.
2. Click the “Aggregated Evidence & Ratings” tab to the far left.

The AE&R page displays ratings from both you and your observer for different activities, and allows you to add your own ratings notes. To learn more about navigating and filtering ratings on the AE&R page, [click here](#).

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Creating Snapshots

Snapshots allow learners to capture a static photo of the ratings page. Comparing last year's data to reflect and set goals for the coming year helps gauge progress toward those goals throughout the year. As a result, educators can focus on their practice and facilitate greater collaborations with their observers. To learn more, review our support materials on adding ratings and creating a snapshot.



The screenshot shows a purple dialog box titled "Create a Snapshot" within the "Educator Rubric" interface. At the top, it states "Currently viewing evidence & ratings from 0 activities and 0 snapshots by 0 observers" with a "Change" button. The main section is titled "Create a Snapshot" and contains a text input field labeled "Name your snapshot" with the handwritten note "Name field" next to it. Below this is a dropdown menu for "Select a meeting" and two checked checkboxes: "Include evidence" and "Include historical ratings". A "Cancel" button is in the top right corner. At the bottom, there is a warning message: "Are you planning to attach this snapshot to a meeting? Make sure you're only looking at evidence & ratings you want the other party in the meeting to see. Review observations and snapshots included." and a "Create Snapshot" button with the handwritten note "Create Snapshot" next to it.

Snapshot Privacy and Sharing

A snapshot is private to its user, however certain activities within EdReflect may enable you to attach a previously-created snapshot to share with an observer. These activities vary according to your district's evaluation process. To learn more about snapshot sharing, [click here](#).

Setting Goals

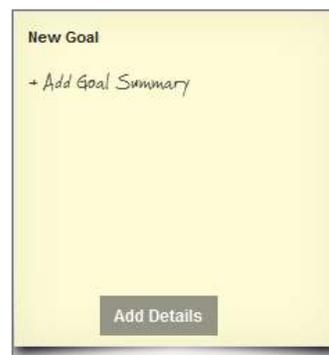
Creating goals around practice and performance is critical for educators' growth. EdReflect provides the tools and resources needed to create, support, and track actionable goals for improving identified growth areas. Learners create and modify goals, while observers can view comments about objectives and strategies for achieving goals. For more information about setting goals, [click here](#).

Goal Summaries

Your unique goals are the foundation of your professional learning and are displayed prominently on your learner dashboard. The goal summary sticky notes at the bottom of the screen provide an overview of your goals. Click on a goal summary to expand its details. To create a new goal, click a blank note to open the goal planning area and enter your new goal.



Click "Ready to plan your goals" to open the Goal Planning page



Click "Add Goal summary" to create a new goal summary

Goal Planning

The Goal Planning page is the home for all of your goals—a place where you can reflect on your strengths and identify opportunities for growth to create meaningful, actionable goals.

| Areas Of Strength: | Areas For Growth: |
|---|---------------------------------------|
| Planning/individualization within lessons | Engaging higher-order thinking skills |
| Engaging exercises | Engaging dialogue |
| Curricular planning | Hands-on activities |
| Transitions | |
| Feedback | |

←————→
Areas of Strength/Growth notecards

Goal Details

Creating a goal opens tools you can use to align it to indicators; specify its measurable completion details; and outline its impact and scope. Take advantage of the customizable SMART goal questions to articulate your rationale and define how you will achieve your goal. Be thorough—the details you add to your goal serve to refine your vision and make it actionable.

The screenshot shows the 'Your Goal' interface. On the left is a sticky note for 'Goal #2' with the text: 'I will prepare and incorporate activity transitions to smooth behavior issues.' The main area contains SMART goal questions:

- Which indicators does this goal align with?**
 - 1a Creating a positive learning environment that is responsive to and respectful of the learning needs of all students.
 - + Align this goal with indicators
- Specific - What specifics will help you know you've reached your goal?**
 - + Add Answer
- Measurable - What data will you use to measure progress?**
 - + Add Answer
- Attainable - How difficult will this goal be for you to complete?**
 - + Add Answer

Annotations include a blue arrow pointing from the 'Measurable' question to a pop-up window showing the answer: 'I will track my wait time, the number of students that respond and the quality of their responses (formally on a scale of 1-3) in one of my class periods.' Another blue arrow points from the text 'Click Add Answer and then enter a response' to the 'Add Answer' button for the 'Measurable' question.

Support and track your goal in the Goal Progress area. You can create posts to show your goal's progress or add reflections to document your thinking about the goal over time. Find and attach EdReflect resources you've identified to help you achieve your goal, and post links to websites that support your goal. Your goal's details are always available—just click its sticky note! To learn more about tracking progress on goals, [click here](#).

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.

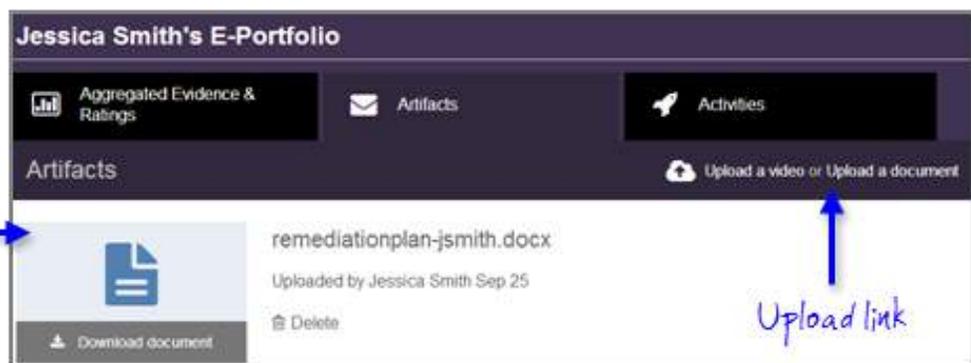


Option 2 (Learners & Observers)

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

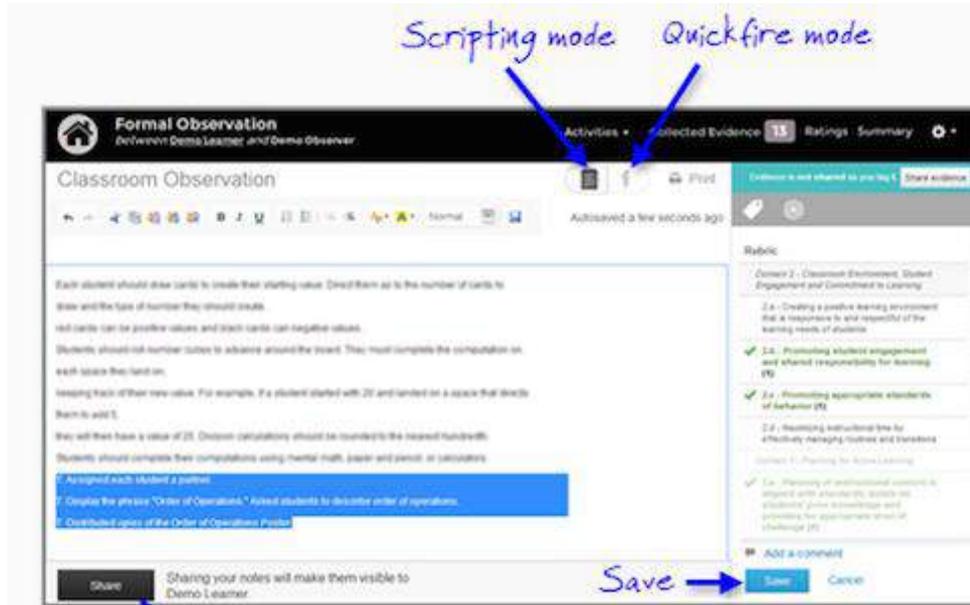
EdReflect’s tools for evidence collection allow both learners and observers to collect, tag, and share evidence, facilitating discussions focused on goals and evidence of practice. EdReflect’s evidence and support features are described below.

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.

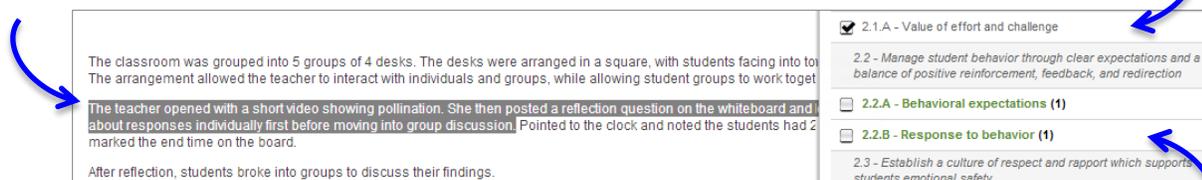
To learn more about using scripting and Quickfire, [click here](#).



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



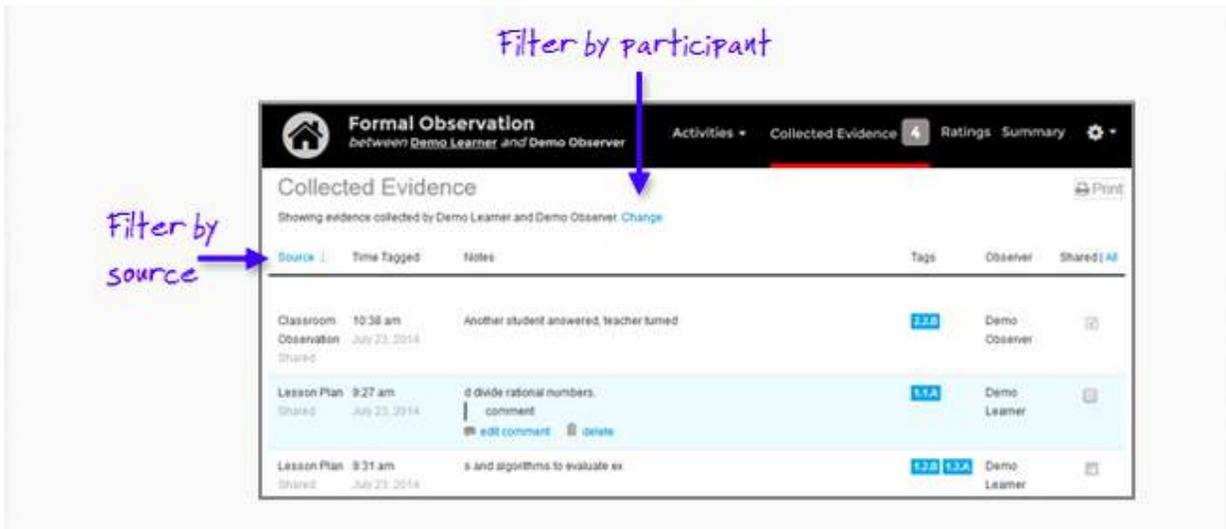
Select indicator

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](#).