EdReflect

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.

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:

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

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 cu activities, and provides educators with access to their pe activities. Click an activity link to begin collaborating and communicating with your observer.

Goals

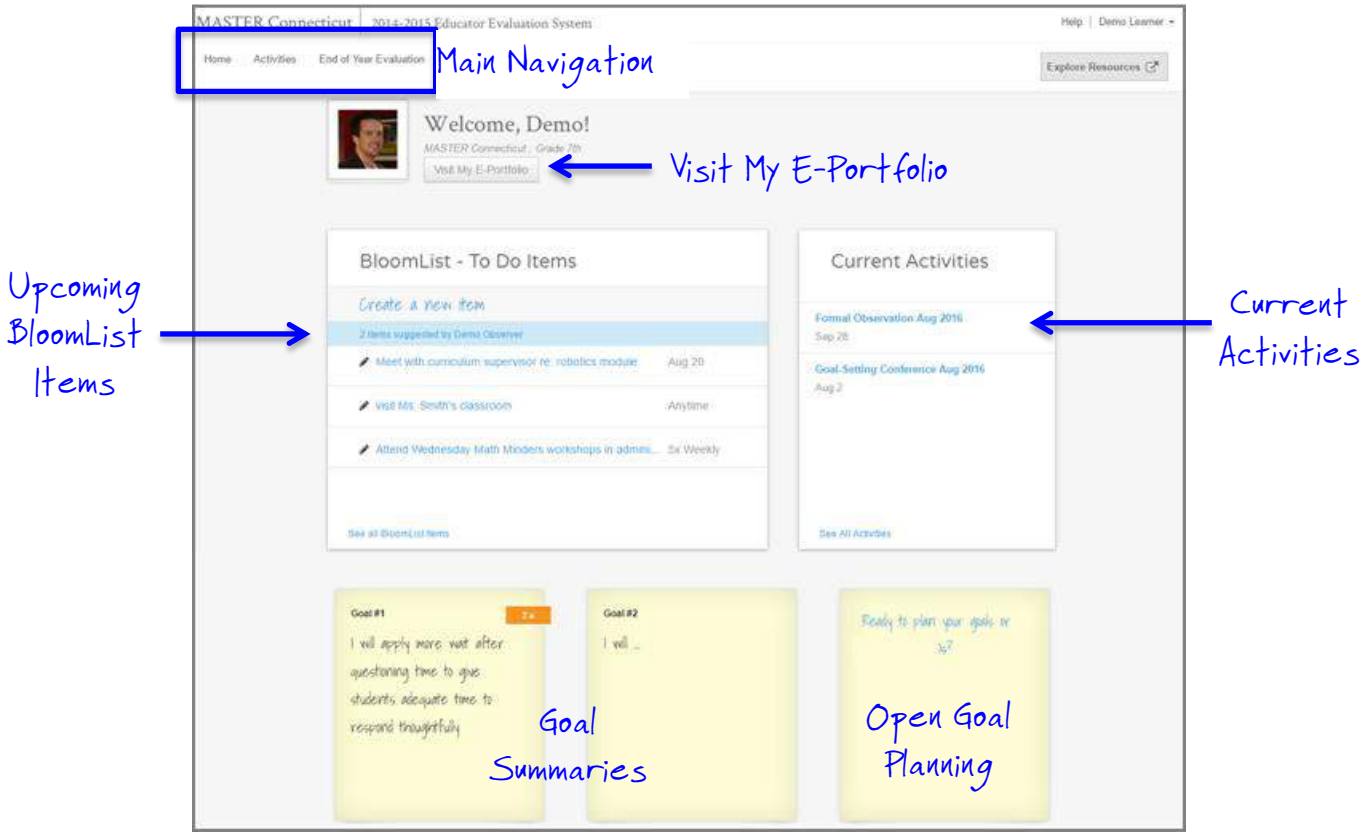
Click on the yellow sticky note at the bottom to access the goal-planning tool. Enter a goal summary, align the goal to indicators on your organization’s rubric, reflect and respond to SMART prompts, and create posts to track your progress. To learn more about creating goals, click here.

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.



EdReflect

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.

Name field

Cancel

Create Snapshot

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

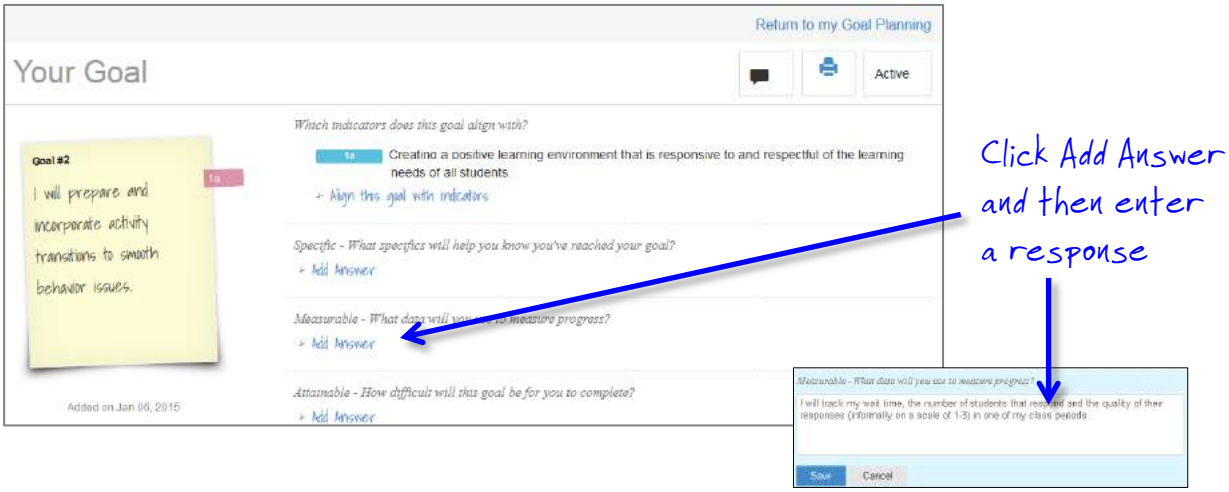
Click "Add Goal summary" to create a new goal summary

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.

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.



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.

EdReflect

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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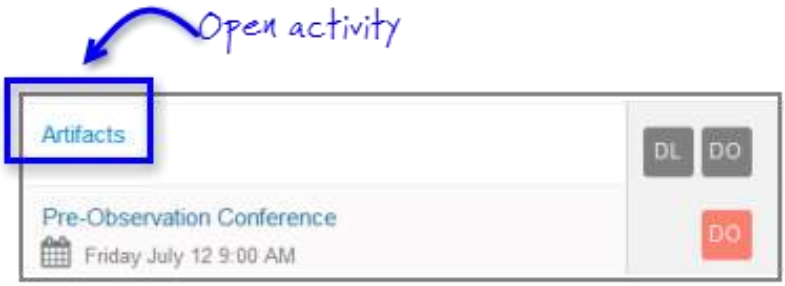
Option 1 (Learners Only)
Upload artifacts directly into your EdReflect E-Portfolio by clicking the “Artifacts” tab in your e-Portfolio.

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.

Collecting and Tagging Evidence

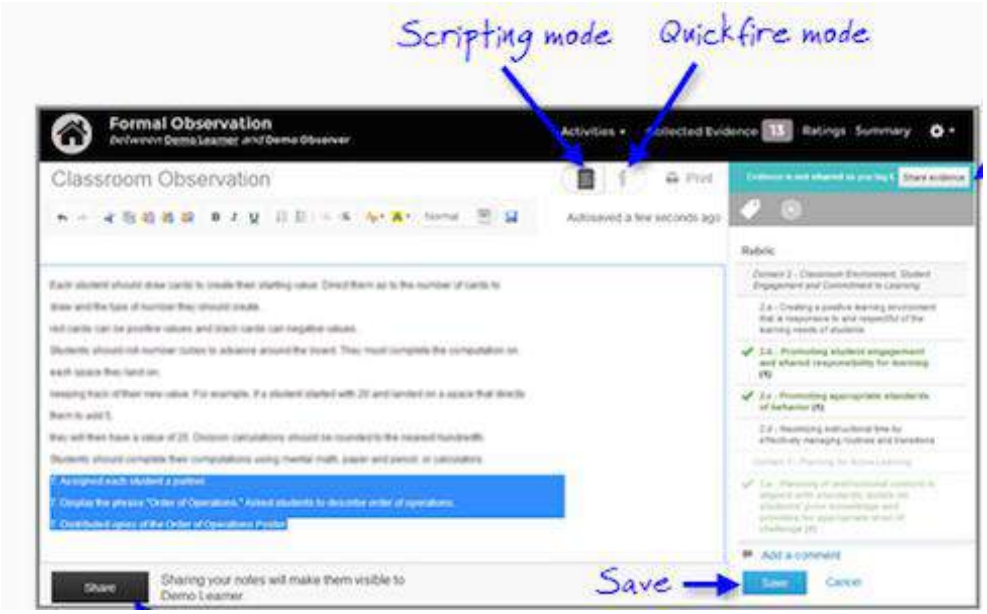
EdReflect’s tools for evidence collection allow both learners and observers to collect, tag, and share evidence, facilitating discussions focused on goals and evidence of practice. EdReflect’s evidence and support features are described below.

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.

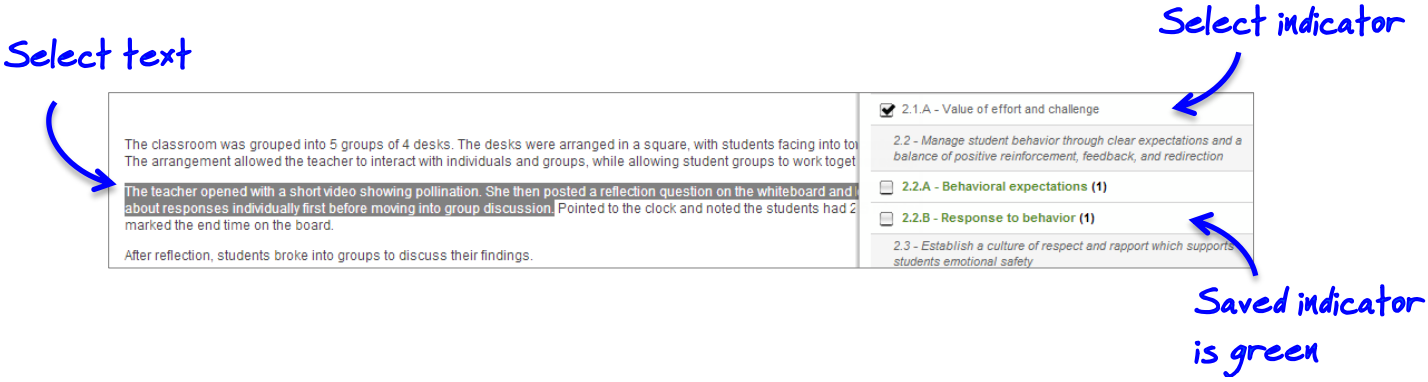
2. Quickfire allows observers to quickly take notes that include a timestamp. Quickfire is particularly useful for observers looking to collect evidence on pacing and transitions during an observation.

To learn more about using scripting and Quickfire, click here.



Tagging Evidence

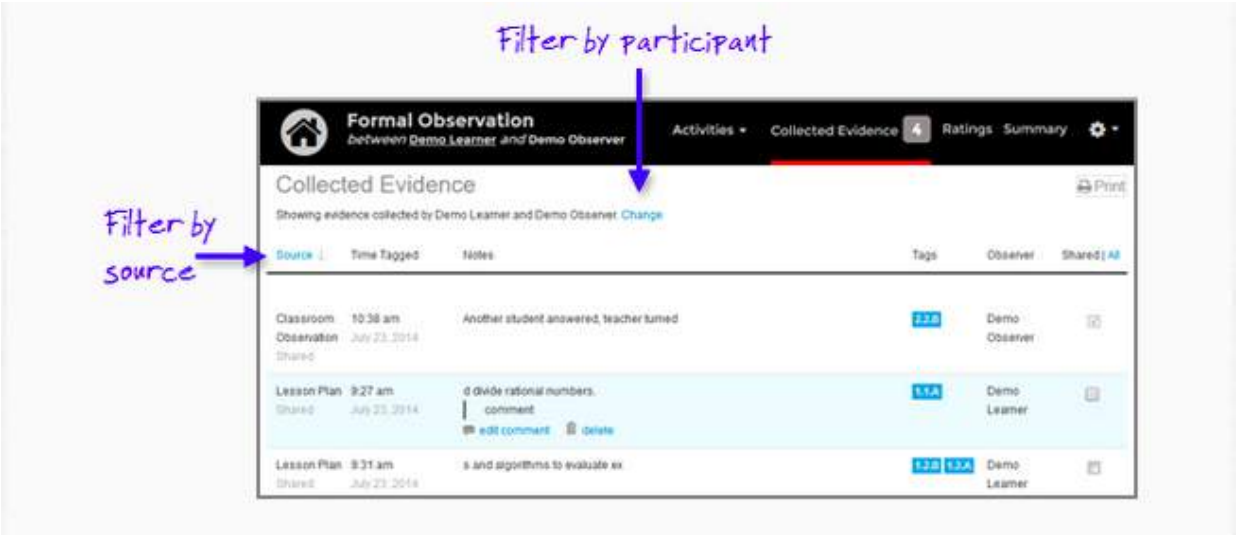
Tagging, a valuable feature for both observers and learners, allows users to highlight specific evidence and align it with rubrics and/or goals. Observers and learners can collect and share progress by uploading artifacts or using notes collected through scripting, then tag directly to a rubric indicator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



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.