

# Mid-Year Reflection Technical Assistance

## Who?

### Schools

### Districts

#### Required for SIP goals:

Focus, Priority, and Monitoring Only schools  
School Improvement Grant 1003(g) Cohort 3 (SIG3) schools

#### Required for DIAP-tagged goals:

Districts with Focus or Priority schools

#### Required for SIG-tagged goals:

Districts with SIG3 schools

## When?

Within **30 days** of the release  
of district mid-year data

- OR -  
*whichever comes first*

**March 15, 2017**

## How?



- Go to the **Plan Dashboard** and select the **magenta Reflection** button.  
**Note:** The **Reflection** module is open for use once the plan has been published.



- Click the **teal Edit** button next to a goal to open its **Reflection** page.  
**Note:** If the **Reflection** for a goal is marked **Complete**, the **teal** button on the **Reflection Index** will read **View** rather than **Edit**.



- Click the black **Back to Reflection Index** to return to the **Reflection Index** page that displays all goals for the plan.



- Click the **green Save** button periodically to ensure your work is saved.



- Click the **red Clear** button to delete all previously entered content, if desired.  
**Note:** *Keep in mind, content cannot be recovered if cleared.*



**Important Note:** For schools required to complete a **Reflection** for SIP goals, the **Record** feature must be used in order for the **Reflection** requirement to be satisfied.

By clicking the **Record** button, you are adding a **Reflection** tracking event to the plan's **Tracking** page, along with a PDF of the **Reflection** responses. When a **Reflection** is recorded, the main district school improvement contact receives a notification, and if the **Reflection** is required, the regional executive director (RED) is copied.

- Click the **green Record** button at the top-right corner of the **Reflection Index**.  
**Note:** The **Record** button will only be active once the **Reflection Status** for all listed goals is **Complete**.
- When you click **Record**, a dialog box requesting verification will appear. Click the **OK** button to proceed and you will see a **green** flash message at the top of the page that reads, "Your reflection was successfully recorded."



- Click the **blue Print** button at the top-right corner of the **Reflection Index** to download a PDF of the **Reflection** responses, which can then be printed or saved.



For assistance, contact your regional specialist, send a message via Intercom, or reference the how-to guides located in CIMS.

- To access the guides, click **Toolkit** -> **Documents** -> **Navigation Guides** -> scroll down to [Reflection How-to Guide for Schools](#) or [Reflection How-to Guide for Districts](#), whichever is applicable.