

Mid-Year Reflection Technical Assistance

Who?

Schools

Required for SIP goals:

Comprehensive Support and Improvement (CS&I), Targeted Support and Improvement (TS&I) schools
School Improvement Grant 1003(g) Cohort 3 (SIG3) & Cohort 4 (SIG4) schools

When?

Due by February 1, 2019

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.