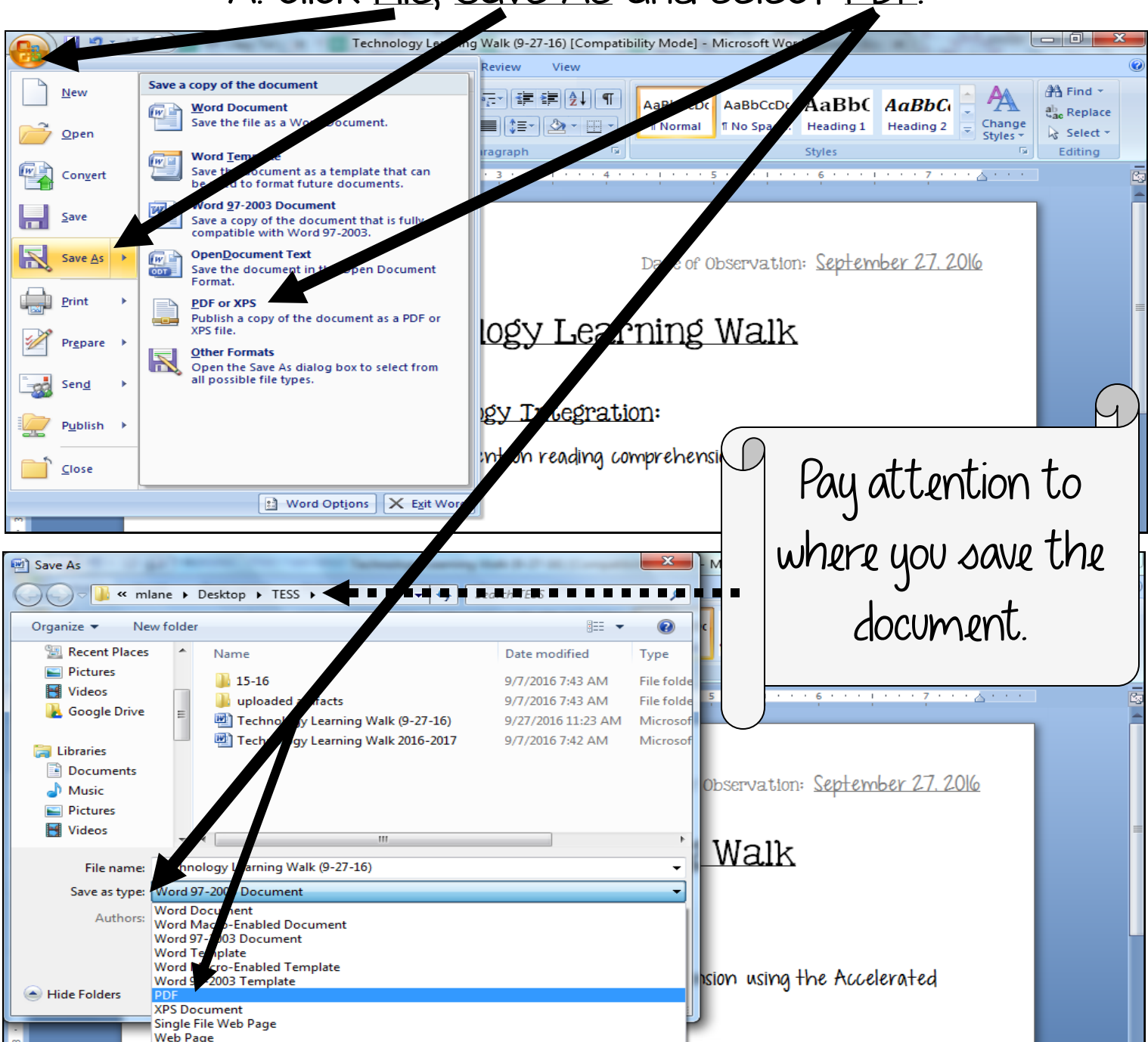


Uploading Learning Walks to EdReflect (Bloomboard)

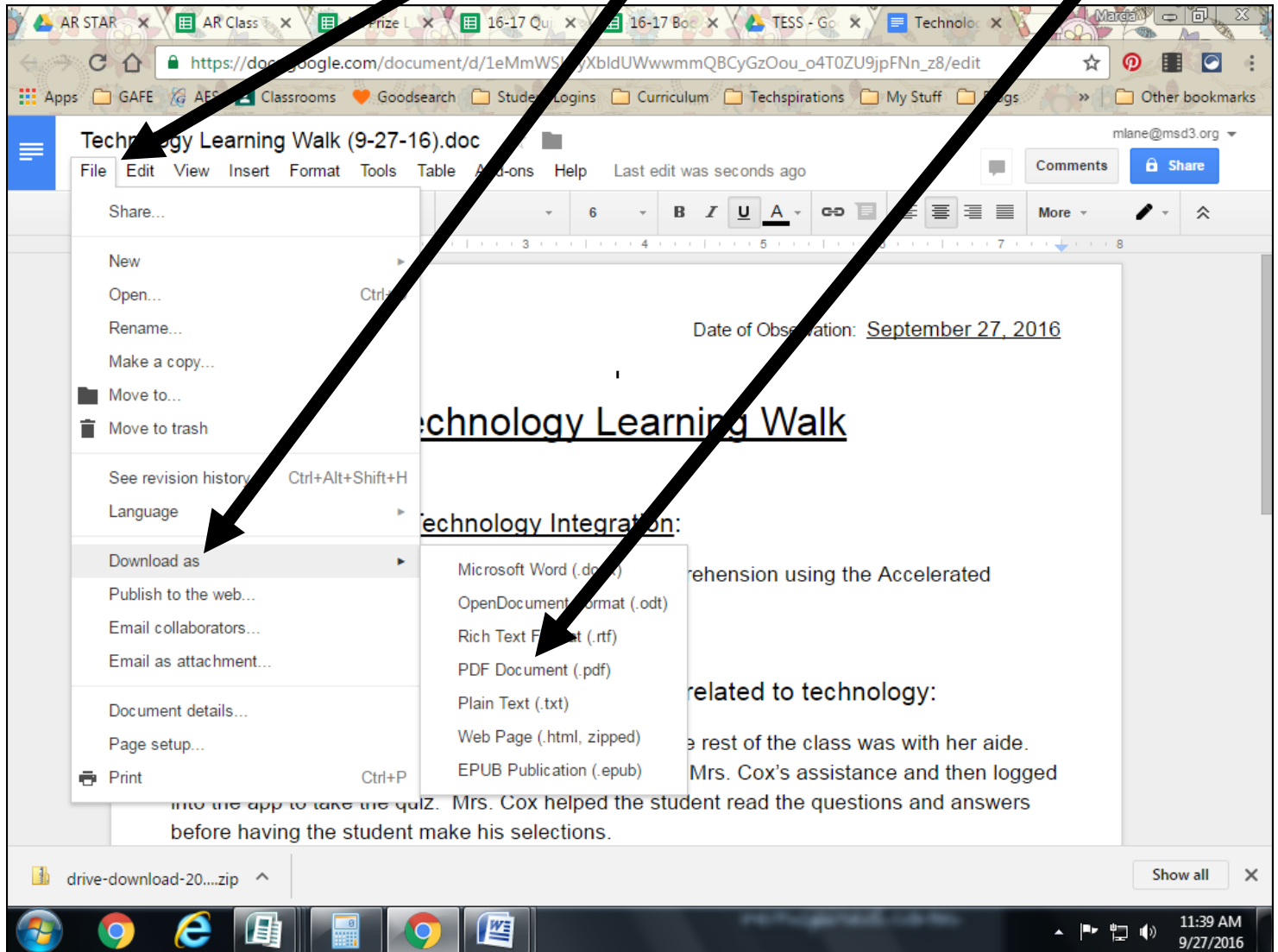
1. Type up your observation in Word or Google Docs.
2. When you are finished save the document as a PDF.
 - ★ If you use: Microsoft Word
 - A. click File, Save As and select PDF.



..... When you are finished save the document as a PDF.

★If you use: **Google Docs**

A. click File, Download As and select PDF.

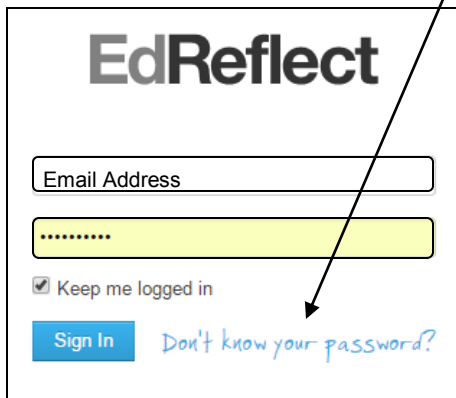


3. Make sure you choose a file name that includes the school year:

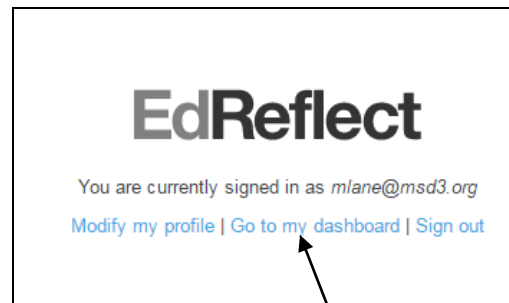
- 16-17 Learning Walk - Sept
- Learning Walk (9-27-16)
- September Learning Walk (16-17)

When you download your file as a PDF, the PDF is now on your computer in your "Downloads" folder. If you need help locating your Downloads folder, let me know.

4. Go to EdReflect: (<https://edreflect.com/users/login>)
- If you don't know your password, click Don't know your password?



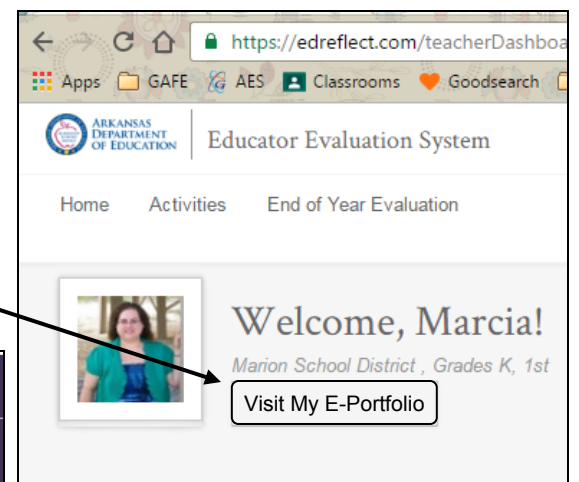
The login page for EdReflect. It features the EdReflect logo at the top. Below the logo are two input fields: 'Email Address' and a password field (represented by dots). There is a checkbox labeled 'Keep me logged in' and a blue 'Sign In' button. A link labeled 'Don't know your password?' is located to the right of the 'Sign In' button. An arrow points from this link to the next screenshot.



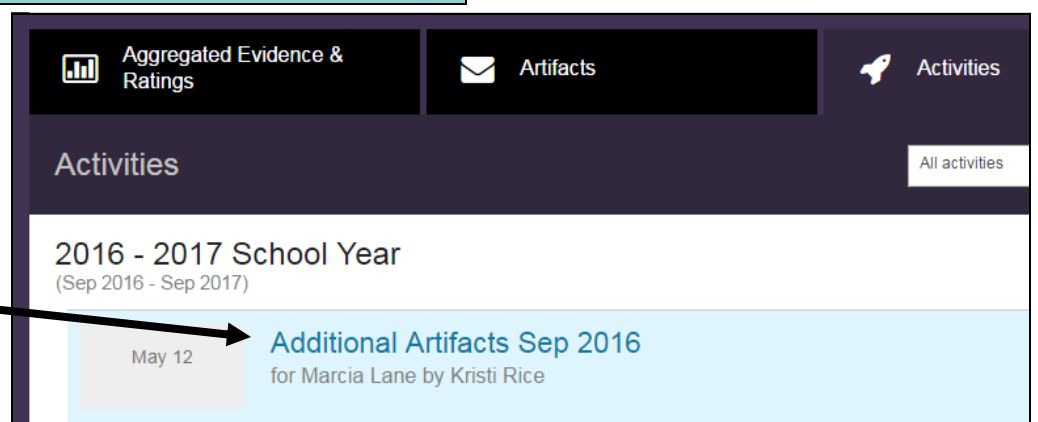
- If you have logged in before, click Go to my dashboard.

5. Click on Visit My E-Portfolio

6. Click on Activities



7. Click on Additional Artifacts



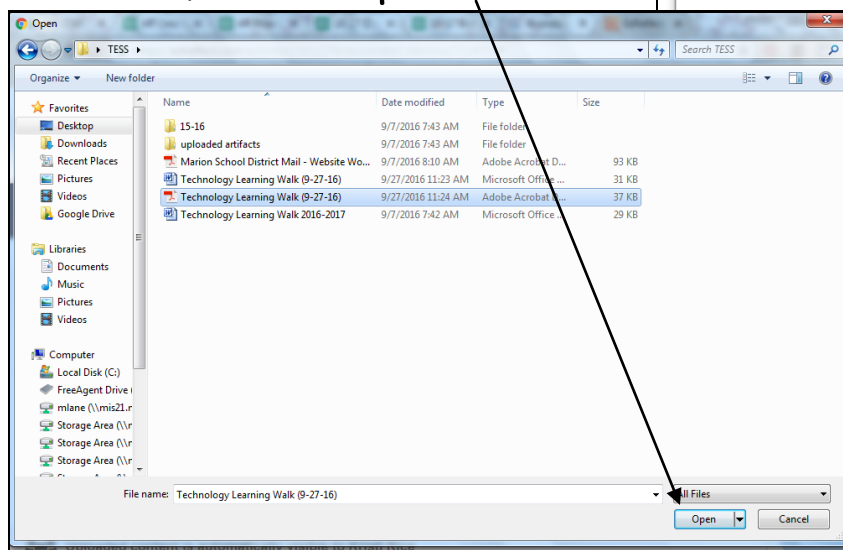
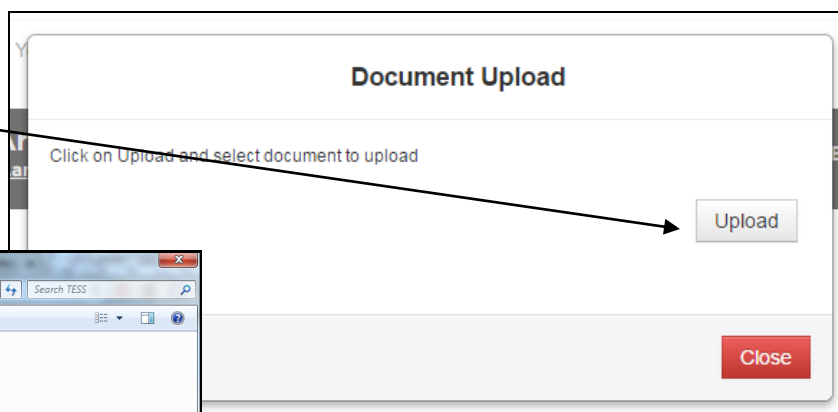
8. Click on Artifacts Upload



9. Click on the big blue cloud: Upload your Artifacts Upload

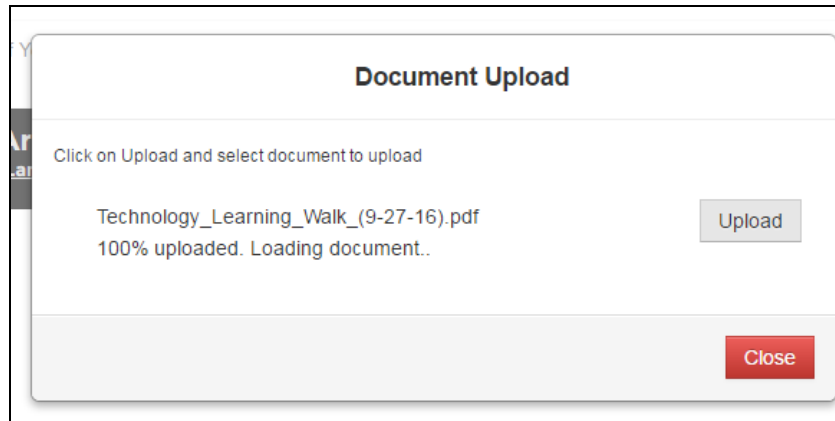


10. Click Upload, find the PDF that you saved earlier, click Open.



If you are having a hard time finding your files, make a folder on your desktop labeled TESS and make sure to always save your files there.

11. Do not click the red Close button! I don't know why it is even there. 😞 This box will go away on its own when the upload is complete.



12. Your artifact should pop up.
Highlight the portion of your Learning Walk that refers to one of your domains and then hover your mouse over the side panel until it pops over.

A screenshot of a Learning Walk artifact viewer. At the top, it shows the filename 'Technology_Learning_Walk_(9-27-16).pdf' and a dropdown menu. Below that are 'Rename', 'Download', and 'Delete' buttons. The main content area displays the document text. At the top of the document, it says 'Teacher: Becky Cox' and 'Date of Observation: September 27, 2016'. The title 'Technology Learning Walk' is centered. Below it, the first section is '1.) Observations on Technology Integration:', which is highlighted in light blue. The text under this section is 'Mrs. Cox was working with a student on reading comprehension using the Accelerated Reader App on an iPad.' The second section is '2.) Observations on Classroom Procedures related to technology:', also highlighted in light blue. The text under this section is 'Mrs. Cox worked one-on-one with her student while the rest of the class was with her'. On the right side, there is a sidebar with a list of domains. The first domain is 'Arkansas: Instructional', which is highlighted in light blue. Below it are 'Domain 1 - Pla', '1a - Demons underlying re and skills of t', '1b - Identifies needs of the', '1c - Identifies goals for the', '1d - Demons', and '1e - Plans a instructional school progr'. At the bottom of the sidebar, there is a blue button that says 'Please sele be able to t'. At the bottom of the main content area, there is a footer that says 'Uploaded content is automatically visible to Kristi Rice and all read-only viewers.' with a group of people icon.

13. When the evidence bar pops over, scroll down until you get to your PGP domain component.

★ Click Share Evidence
(You will only do this the first time.)

★ Put a check beside the domain component, this “tags” your evidence.

★ Click Save

Repeat the Highlight and Tag process for each separate PGP Domain Component.
Save after each.

The screenshot shows a software interface for sharing evidence. On the left, a text area contains a paragraph about a student's behavior, with several phrases highlighted in blue. On the right, a sidebar lists PGP domain components with checkboxes. A solid black arrow points from the 'Share Evidence' text to the 'Share evidence' button at the top right. A dashed black arrow points from the 'tags' text to the checkbox next to '2a - Creates a respectful and emotionally safe culture that promotes collaboration' under 'Domain 2 - Environment'. A solid black arrow points from the 'Save' text to the 'Save' button at the bottom right. The interface also includes a 'Share evidence' button at the top right, a 'Save' button at the bottom right, and a 'Cancel' button at the bottom right. The text 'Evidence is not shared as you tag' is visible at the top right. The text 'le to Kristi Rice' is visible at the bottom left.

one with her student while the rest of the class was
poor (Biscuit goes to school) with Mrs. Cox's assistance
the quiz. Mrs. Cox helped the student read the ques
e student make his selections.

Classroom Culture (2a):
with her class. When a student became agitated she
never raised her voice when calming the student down
ected of her students, including social conventions in
teractions. During her one-on-one time, her student
choices, stating "Biscuit! I love Biscuit books!"

Coordination and Communication (4c):
her aide, the resource teacher, the art teacher, and
meet the needs of her students, communicating either

Evidence is not shared as you tag Share evidence

1e - Plans a coherent program of instructional support fully integrated with the school program

1f - Develops a plan and process for the ongoing assessment and improvement of the instructional support program

Domain 2 - Environment

☒ 2a - Creates a respectful and emotionally safe culture that promotes collaboration

☐ 2b - Promotes a culture of continuous instructional improvement

☐ 2c - Develops processes and procedures for teachers to participate in support activities

☐ 2d - Establishes clearly defined norms for professional conduct

☐ 2e - Organizes physical space for professional learning

Domain 3 - Delivery of Service

Add a comment

Save Cancel

le to Kristi Rice