



# Accessing Self Reflections Quick Reference Card

Self-reflection is a process by which teachers assess the effectiveness of their instructional planning, lesson implementation, content knowledge, beliefs, and dispositions for the purpose of self-improvement.

The goal of self-reflection is to improve teaching and learning through ongoing thinking on how professional practices impact student and teacher learning. The attainment of this goal is facilitated through the development of a professional growth plan that either develops or hones professional practices and leadership skills.

Administrators can view Teacher Self-Reflections but there is no approval process

## Accessing Teachers Self Reflections

To Access Self Reflections:

1. From the Educator Development menu, click **Self-Reflection by Teacher**



2. The **Self-Reflection** Report for your school displays

## Self-Reflection by Teacher

CLARK FORK JR-SR HIGH SCH...	<b>Spring2013 Self Reflection</b> Jan. 1, 2014 - Jun. 30, 2014 <a href="#">Choose another window</a> ▾	Not Submitted <b>86.7%</b> 13 of 15 Teachers	Submitted <b>13.3%</b> 2 of 15 Teachers
	<b>Spring2013 Self Reflection</b> Jan. 1, 2014 - Jun. 30, 2014		
	<a href="#">Fall2013 Self Reflection</a>		

Key elements of this report include:

**Institution Selector:** Available to principals at multiple schools. Use this to toggle between teachers at your different schools.

**Window Selector:** One self-assessment per window is allowed for each teacher. The window of the most recent self-reflection is listed here by default. To view self-reflections for a different window, click **Choose another window** and select a window.

**Submission Status:** A percentage of how many teachers have submitted and not submitted their self-reflections.

**Teacher Self-Reflection Status:** Shows if the teacher has submitted or not submitted their self-reflections. When submitted, a teacher's name will become a link to the self-reflection they submitted, and this column will show when the reflection was submitted.

3. Click on teacher's name, highlighted in blue, and read the chosen **Self-reflection**

Teacher Name ^	Teacher Self-Reflection Status
<a href="#">CARREON, JACE</a>	Submitted 09/27/2013
CHAPPLE, SHAWNA	Not Submitted
CLEGG, ROBERTO	Not Submitted
<a href="#">GAGE, Seneca</a>	Submitted 09/25/2013

4. Once finished reviewing select **Close** at top right

