

# Principals: Viewing Self-Reflections Quick Reference Card

## CIITS: Viewing Educator Self-Reflections

### Viewing Self-Reflections

1. Roll your cursor over Educator Development on the navigation bar and click **View Self-Reflection**
2. Click **Choose another window** to choose which type of educator to view (*Teacher, Therapeutic Specialist, Library Media Specialist, School Psychologist, or Instructional Coach*). NOTE: *You will not need to use the **Filter groups** option since choosing the appropriate window will automatically filter by educator type*

Therapeutic Specialist Self-Reflection	
Aug, 01 2014 - May, 31 2015	Not Submitted
Group: Therapeutic Specialist	100%
1 of 1 Educators	
Choose another window ▾	
Therapeutic Specialist Self-Re... Aug, 01 2014 - May, 31 2015	Group: Therapeutic Spe...
School Psychologist Self-Refl... Aug, 01 2014 - May, 31 2015	Group: Psychologist
Library Media Specialist Self-... Aug, 01 2014 - May, 31 2015	Group: Library Media S...
Instructional Coach Self-Refle... Aug, 01 2014 - Dec, 31 2014	Group: Instructional Co...
Guidance Counselor Self-Refl... Aug, 01 2014 - May, 31 2015	Group: Guidance Couns...
Teacher Self-Reflection Aug, 01 2014 - May, 31 2015	Group: Teacher

3. The system will display the names of educators for the window you selected. Educators who have submitted their self-reflection will have blue hyperlinks for their name; Educators who have not submitted their self-reflection will appear in black text with a Status of "Not Submitted". Click on the **NAME** of the principal to view their self-reflection

<a href="#">Hart, Holly</a>	Submitted 06/29/2014
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4. The screen will display the self-reflection the educator has entered for each component of their framework
5. Each area will also display the educator's self-assessed rating of *Ineffective, Developing, Accomplished, or Exemplary*

#### Planning and Preparation

1a: 1a: Demonstrating Knowledge of Content and Pedagogy

Developing

Sample Text here

6. Click the Close button at the top of your screen to return to the main page for viewing self-Reflections