

***Note:** This User Guide may be updated periodically based on Feedback from users who have encountered difficulty and requested Support or Help in using the tool. If you encounter difficulty or have suggestions for the tool, please contact us at absselfreflectiontool@ata.ab.ca .

What are the requirements to use this tool?

1. Any teacher, school leader or central office staff can access and use the tool at <https://absselfreflectiontool.com>
2. Technical requirements include:
 - a. A computer or other device – PC, Mac or iPhone or Android device
 - b. An internet connection
 - c. The application was built and tested on the following web browsers:
 - i. Google (Chrome – overall provides the best performance and display)
 - ii. Microsoft (Internet Explorer 9+ and Edge)
 - iii. Apple (Safari)
 - iv. Mozilla (Firefox)

How Do I Get Started?

1. Click on link < <https://ABSelfReflectionTool.com> > and **Sign Up** to create an account
2. Enter your preferred email address (**2X**). *It is recommended you consider using a non-district account*
3. Enter a Password, (6 to 12 characters of your choice) (**2X**)
4. Select either or both the Teacher Tool or the Leadership Tool, reflective of your current assignment
5. Agree to the Privacy Terms outlined
6. Click on **Proceed**

How do I continue to access the tool after setting up my Account?

1. Bookmark <https://ABSelfReflectionTool.com> for quick and continued access to the tool.
2. If you have created your account, click on **Sign In** with your preferred email address and password.
3. You can **enter, exit** and **re-enter the tool** at any time after you have activated your account. This feature enables you to work through your self-reflection on your professional practice at your own pace.
4. Your data is automatically saved in real time as you enter your responses and before you exit the tool.
5. Be sure to **Log Out** when you leave or exit the tool.

How to make edits to my email?

1. Click on your Welcome Name in the top left hand corner on the Home Page after logging in
2. This opens the profile associated with your User Account. Enter and Re-enter a new email address.
3. An automated email with a verification link will be sent to you. Click on the link to verify the new address.
4. You will be directed to the Reflection tool which verifies the new email.
5. You can remove the other email address associated with your account on your profile by clicking on Remove button.

Do I need to complete ALL of the Reflections on My Professional Practice?

1. You do not need to complete all of the Reflections. However, if you are a first time user, it may be beneficial to complete all sections to build your personal profile of the knowledge, skills and attributes associated with the Teaching Quality Standard and/or the Leadership Quality Standard.

2. You can use the **Navigation Bar** in the top left-hand corner to navigate to any section in the Reflection Tool you may choose for your Reflection on Professional Practice. This is useful for individuals who may already know the area of focus for their current Growth Plan.
3. The applicable competency or standard should be included in each of your Growth Plan goal(s) and this tool assists in identifying the exact Competency, Standard or Indicator in each section of the Self-Reflection.

How do I use the hyperlinks most efficiently?

1. **Right mouse** click on a hyperlink
2. Click on **Open Link in a New Tab** or **Open Link in a New Window**
3. The web page(s) should appear as a new tab or window
4. Click on the X in the new Tab to return quickly to return to where you were in the tool.

Why do I seem to lose the program after clicking on a hyperlink?

1. Clicking directly on a hyperlink will take you to the correct webpage, but after clicking out of that webpage using the X on the right-hand side of the page, you will discover that you are no longer in the Tool. It will take you back into the program, without logging in again because you did not logout. However, it will not take you directly back to where you had been in the tool.

How do I Save my personal data?

1. Your data is automatically saved as you enter your responses and before you exit the tool. A Pop-Up message will assure you that your data has been saved.

Do I always need to use the same computer to access the tool and/or my data?

1. Your personal data is stored in the cloud so you can access the tool on any device that meets the requirements for this tool. Be sure to Log Out whenever you leave or exit the tool.
2. Login to your account on any device using your preferred email and password.

What are Archived Self-Reflections and can I access them?

1. Archived Self-Reflections are the previous years' Reflections on Professional Practice.
2. You can **archive** your current Reflections by clicking on **Archive Responses** highlighted in the tool. It is recommended that you not archive your responses until after your Growth Plan has been approved. After you have archived your Reflections, you cannot make any changes to your Reflections.
3. Automated archiving will occur during the summer months to ensure that all accounts are archived prior to the launch of the Reflection on Professional Practice tools prior to the start of a new school year.
4. You can access your archived Reflections at any time after the archiving occurs. This provides you with an historical record of your reflections and growth.

Can I print a copy of my Survey Results?

1. The last page(s) of the Survey, called *Summary of My Reflections on Professional Practice*, can be printed. However, users should note that the clarity of results of the printing may vary according to the type of printer being used.
2. Click on **Print This Page** found in the upper right-hand corner. Your *Default Printer Options* will open. You can click on the **Print** button **or for better printing results, follow Step 3 below**.
3. When your print screen opens, usually the *Default Destination* of your printer appears below the Print/Cancel buttons.
 - a. Click on **Change** and select **Save as PDF**.
 - b. Click on **Save** where the Print button normally appears. This will allow you to save the Summary of Reflections on My Professional Practice to the file of your choice on the local hard drive of your computer. Give the file a name such as My Reflections Summary 2016 and click on **Save**.

- c. **Re-open** the saved PDF document and follow your usual steps to Print to your Default printer. (NOTE: You may have to click on Change again to change the Destination to the name of your Default Printer.)

What do I do if I am encountering difficulty or find hyperlinks in the tool that are not working?

If you are encountering difficulty using the Reflections on My Professional Practice Tool and require support/help, please follow these steps:

1. **Send an email to abselfreflectiontool@ata.ab.ca** describing the issue for which you require support. You will receive an automated response acknowledging receipt of your request. Support will follow-up with a personalized response within a reasonable period of time to assist you in resolving the issue.
2. If the issue is an emergency requiring immediate attention, **you may call the following number for Reflections on My Professional Practice Tool support/help:**

Hours of Operation: 0830–1600, M–F
(Excluding holidays)

Edmonton calling area: 780-447-9417
Elsewhere: 1-855-747-9417

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