



Quick Tip Thoughtful Journaling

Thoughtful journaling will contribute to a successful reflection paper. Documenting how you have developed your new learning (observations, articles, book chapters, workshop attendance etc.) and *what you learned* from engaging in those activities will greatly assist you when developing your reflection paper. Jotting down what you are doing differently as a result of your new learning and the positive impact you are seeing on your students will make drafting your reflection paper easy!

Additional Information

Beginning Teachers-

- Once you complete any online document i.e. CCT Performance Profile, Goal, Initial Summary etc. click “Done” for a checkmark to appear on your module tracker.
- The Professional Growth Action Plan is completed by entering the Goal, Initial Summary, Activities and Resources, Anticipated Timeline and Meeting Dates separately. When you click on “Review Professional Growth Action Plan” you will see the plan in its entirety ready to send to your building administrator.

Mentors-

To view your Beginning Teacher’s meeting logs, please open your dashboard and click on the message indicating that you have an open meeting log from your beginning teacher. You can also click directly on the “blue bars” indicating that a meeting has taken place. The meeting log(s) will open for you to click the pencil icon to accept one log at a time.