InterLEAD Connector™

Connecting appraisal with professional learning,
reflection and teacher growth

QUICK USER GUIDE FOR TEACHERS
Using the InterLEAD Connector™ System

Contents

Logging on

Once your school/centre has been set up to use the InterLEAD Connector™ you will receive a username (your school/centre email address) and a password. To login to your personal on-line file go to www.interlead.co.nz

At the very top right of the page you will see 'user LOGIN' - select and click on the InterLEAD Connector™ logo. Then enter your username and password. This will take you directly into your personal file and your Home Page.

Your Home Page tab

At the top of your Home Page you will find a number of tabs:

Home

My Reports

Journal

My Profile

Log Out

Your Home Page summarises the status of your current appraisal cycle and associated current and past reports and also the reports other colleagues might have requested you to complete. On this page are a number of headings:

• Appraisal for Others

This identifies those colleagues who have asked you to provide reflective data for their personal reflection and inquiry. Next to each name, on the right-hand side of the page you will see which sections they have asked you to complete on their behalf. To open the questionnaire just click on their name (in blue) on the left-hand side of the page and you will be directed straight to the questions you have been asked to provide perceptions on. In the middle of the page is the deadline date each report is to be completed by.

• Self Appraisals

This allows you to access any self appraisals that have been set up for you to complete.

My Reports tab

This page is a 'storage container' where all your previous completed reports are stored. Over time this becomes an active archive.

This provides you with a list of previous reports completed by you and others. These are full reports in that they combine reflective data from all respondents. If you wish to look at the full report click on – Full Report – ; if you wish to just look at a particular section go to the next column, Key Area Reports, and click on the specific area you seek. The Criteria Report is part of your Full Report which reports responses (yours and others) against the Professional Standards. This is useful for your Registration when it is due.

The final column, Appraisal Status, indicates whether the report is complete or incomplete.

My Journal tab

This is your Reflective Journal and a porthole within InterLEAD Connector™ which many teachers enjoy considerably. There are five active domains:

1. Journal Sharing
2. Your Contributions to Other People's Journals
3. My Current Inquiries / Goals
4. My Personal Reflections
5. Feedback
6. My Links
7. My Files

- Journal Sharing

The Journal Sharing domain has been designed for you to control who has access to your reflections. The NZ Teachers Council seeks evidence of on-going reflection, dialogue and inquiry in support of your registration renewal and this is one way of achieving this requirement. Note - even by granting access to others they DO NOT have access to your reports. They are only able to access your Reflective Journal and can if they wish contribute to your reflections by adding their own thoughts and questions to aid your reflections. Each time they contribute a comment the system date-stamps it.

By clicking – Please Select – the names of all staff members loaded onto the InterLEAD Connector™ appear. Click on the name of person or people you would like to contribute to your reflections and then click – Share –. By doing this, InterLEAD Connector™ automatically connects your Journal with that person by providing them access to it. If you wish to uninvite someone then go to the right hand side of the page, click on that person's name after pressing – Please Select – and click on – Remove –.

- Add a Professional Friend

This feature allows you to invite an external person (i.e. professional friend) into your journal, you can then choose whether to share your Journal with them.

To do this click on the red – Invite Professional Friend – button, then fill in the details of the person you would like to invite and click – Save – . Your 'professional friend' will then be e-mailed, inviting them to set up a password for InterLEAD Connector™, and they can then access your Journal. If the invited person is already on the InterLEAD Connector™ or Leadership Reflector™ they can use their own InterLEAD Connector™ or Leadership Reflector™ password to login and view your Journal.

- Your Contributions to Other People's Journals

If you have contributed to other users Journals either via commenting on one of their reflections or actually writing a reflection on their Journal you now have the ability to view all of this in one place.

If you click on the – View Your Activity – link you can now see this listed by the date the of the entry.
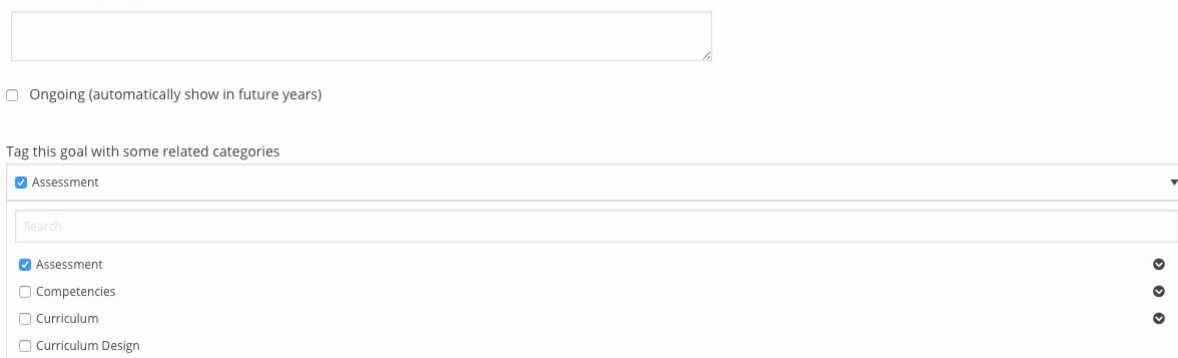
We hope this saves you having to search through other staff's Journals to find what you may have contributed to other users.

- My Current Inquiry / Goals – set up

In the My Current Inquiry / Goals domain you can create drop-boxes to record each of your inquiries or goals in. These could be your own personal goals and/or school/centre wide goals. For each new inquiry or goal click on the – New Inquiry / Goal – button. select either an Inquiry or Goal from the links provided. In the newly created box record your inquiry or goal remembering to tick the 'ongoing' box if it a multi-year Inquiry or Goal, then selecting who you want to be able to see this Inquiry/Goal (via the privacy setting).

You can now choose the Inquiry/Goal and place into relevant categories (you may select as many as you like). See how this displays below...

New Inquiry/Goal

☐ Ongoing (automatically show in future years)

Tag this goal with some related categories

☑ Assessment	▼
Search	

☑ Assessment	⌄
☐ Competencies	⌄
☐ Curriculum	⌄
☐ Curriculum Design	

From here you are also able share it with the selected groups you choose. See below...

Who can see this Inquiry/Goal?

InterLEAD School, including everyone that your journal is shared with	▼

By choosing to share with your school, your Inquiry/Goal will be visible to everyone in InterLEAD School via the Inquiry/Goal discovery board. Along with the Inquiry/Goal text, your name and the date it was created will be shown, and others will be able to contact you via Appraisal Connector should they wish to connect with you about this Inquiry/Goal. It will also display on your journal to everyone your journal is shared with.

Now click on – Save –.

You will then be prompted to 'Create an Inquiry / Goal Plan' which you can either complete now or later (if you click the 'Not Now' option).

If you do not create the plan immediately you can create it later by clicking on the Inquiry / Goal itself and then in the drop-down box click the 'Create Inquiry/Goal Plan' link and create the plan. If you wish to create it at a later date you can do this by going to Journal – View All Reflections – View By Inquiry / Goal then choose the goal and you will see the option as the top reflection for that Inquiry / Goal.

To benefit most from InterLEAD Connector™ try and keep your goals small, like stepping stone goals on the way to achieving something bigger. Each stepping stone goal becomes a step in the right direction.

For example: Your objective may be to improve your classroom behaviour management. To achieve this will require mastery in a number of areas and achieved in the right sequence.

Goal 1: By week 6 Term One I will only have to give instructions once because I will ensure students are looking at me and not talking or fidgeting when I am talking to them.

Having achieved this stepping stone goal your next goal might be:

Goal 2: By week 10 Term One students will not be calling out but will be putting their hands up and waiting to be called upon.

And so forth.

When you click on one of your Goals in the blue box, you can also delete, edit or mark it as complete.

- My Personal Reflections

In the domain My Personal Reflections you can record in an on-going and sequenced way your reflections. Teachers are logging onto their Journal at Staff Meetings, Team/Syndicate/Department and Faculty meetings to record things that occur to them as evidence of reflections against their teaching practice. Teachers in schools who have been trained in '4 Minute Walk Throughs' are now recording their reflections in this Journal after they have conducted their Walk Through and as they engage with their colleagues in reflective dialogue. (Some teachers we have heard of end their week with a glass of wine and record their thoughts from the week in learning partnerships or by themselves).

Firstly click on the – ADD NEW REFLECTION – button, select the required template (see examples following) and then title your reflection and you are away... aside from writing your Reflection you can also;

CHOOSE A TEMPLATE FOR YOUR NEW REFLECTION

Click each heading below for more information on that template.

If you're not sure which template to use and wish to use the original journalling template please click here.

Ongoing Reflection Journalling Templates

- Blank - Don't use any pre-formatted template
- 4W Framework ❶
- Growth Framework ❶
- Intelligent failure / Growth Mindset Framework ❶
- Shout to the Stars Celebratory Framework ❶

Professional Learning Templates

- Learning through Partnership Learning / Coaching / Mentoring ❶
- Professional Readings / Study / Research ❶
- Learning from a Walk-through / learning Walk/Lesson Observation ❶
- Learning from a Meeting ❶
- Planning my Appraisal Conversations ❶

Other Templates

- Lesson Observation Feedback ❶
- Professional Development ❶
- Relating to Parental / Community Learning ❶

Your Custom Templates

Click here to create your own journalling template, like those above, to reuse in your journal.

- **Upload an image from your computer to Reflection text box**

Open a Reflection text box by clicking – Add New Reflection – in the Reflections Area of the Journal.

Now identify the Images along the top of the Reflection text box. Click on the small square mountain symbol at far right ▲▲ (reads Upload An Image) then browse your computer and choose your file/image and hit the – Upload – button. It will automatically upload the file to the Reflection text box.

- **Upload an image from the internet to your Reflection text box**

Open a Reflection text box by clicking – Add New – in the Reflections Area of the Journal.

Now identify the Images along the top of the Reflection text box, click on the small mountain symbol ▲▲ (reads Insert/edit Image) then type in the Source URL, title it if you wish, and then click the OK button. It will automatically upload the image to the Reflection text box.

Please note you have the ability to resize the image by typing in some dimensions. Please remember that the dimensions are the 'pixel' size for the image.

- **Upload a URL link into the Reflection text box**

Open a Reflection text box by clicking – Add New – in the Reflections Area of the Journal.

Now identify the Images along the top of the Reflection text box, click on the chain link symbol 🔗 (reads Insert/edit Link) then copy/paste, or type, in the URL - title it if you wish - and then click OK to upload the URL link to the Reflection text box.

This is also available for embedding video links via the symbol in the editing area of the Reflection text box.

Please note: If you title your URL link then this title will appear in the Reflection text box, you just need to click on the title and it will take you through to the URL.

Once you have written your reflections (inserted images, files or URL links) you then have the opportunity to link each one to your goal/s if it is appropriate - you can also link to any of the 6 Professional Standards, Tātaiako, Code of Ethics and Key Competencies.

To link a reflection with an Inquiry / goal (you have to have set the inquiry or goal already loaded in to do this) click in the box next to the relevant Inquiry or Goal under the – Which of your Inquiries / Goals Does this Relate to? –.

To also link a reflection to any of the 6 Professional Standards / Tātaiako / Code of Professional Responsibility etc. just click the box next to the relevant standard (you can click multiple standards in one reflection).

- **Critical Thinking feature - the elements of Critical Thinking**

What is Critical Thinking? Critical Thinking is, in short, self-directed, self-disciplined, self-monitored, and self-corrective thinking. It is a label for good or clear thinking. It is a collection of skills and strategies that a thinker can use when the situation calls for them. It is also a disposition towards thinking carefully and thoughtfully.

Why is Critical thinking important? Research undertaken by psychologists consistently reveals individuals with higher Critical Thinking scores experience fewer negative life events and that Critical Thinking more strongly predicts life events than intelligence (IQ).

When you write a Reflection, you can choose to use the Elements of Critical Thinking feature to help you not only reflect but also use sentence starters to help you frame your Reflection using a Critical Thinking area.

When you next write a reflection and have chosen a template, then a box will appear above the Reflection text box to help you identify areas of Critical Thinking (if you wish to do so).

If you wish to understand what Critical Thinking is for a certain area (and to use the sentence starter in a Reflection) then just click on one of the headings. You can then either **close** this section or **choose** one of the three Sentence Starters by clicking on the black folder icon - the Sentence Starter will then be copied into your Reflection text box - and you can use it to help frame Reflections using Critical Thinking techniques. We believe this can be a powerful tool to enhance reflecting and thinking.

- Share with Specific People

This feature allows three options for sharing Reflective Journal entries with shared Journal people. The three options are;

1. Everyone with whom I have shared my journal
2. Specific People with whom I have shared my Journal
3. Nobody

To choose the 'Everyone' or 'Nobody' options just highlight your preferred option from the dropdown box. If you choose the 'Specific People' option please then tick the box next to the person/s you would like to share the reflection with, finish tagging goals or PTC, then click – Save –.

This means the reflection will only be visible to the people you have selected and only they will be e-mailed about a new reflection being written. Make sure before leaving this page, after linking your reflections to your goals and Professional Standards, that you click on – Save –.

Once you have completed your links and reflections click on the Journal tab at the top of the page and this will return you to your Journal. You will now see your last reflection and links to your goals and the appropriate Professional Standards you have just selected. You will also see the system automatically has date stamped when you made your reflection so that you can keep track of when you made each one. This also encourages you to reflect regularly - which is a requirement for Teacher Registration.

You will notice that only your 'Last Reflection' appears on the front page of the Journal area, to view all your reflections you click on the – View All Reflections – button on the Journal. Once you are through to the next page you will see all your reflections listed, to view any reflection in full just click on the Reflection. You will also see that you can view reflections by date - simply click on the – View By Date – button, choose the date range and then hit the – Find Reflections – button.

You can also view your Reflections by any of your goals or against the Professional Standards, assuming you have tagged your reflections to these on your Journal. To do this click on either the – View by Goal – or – View by Criteria – or – Reflection Summary – buttons, once through to the next page then choose a goal or Professional Standard and hit the – Find All Reflections – button. All the reflections tagged to the goal or Professional Standard will then display.

- Reflection Breakdown Summary

This feature allows you to see how many reflections you have written per goal/criteria. To view, go to 'Journal' and click on the – View All Reflections – button. You will then see a – Reflection Breakdown – button, click on this and view either the pie graphs or scroll down the page to see which goals/criteria have been reflected on.

- Reflection Viewing Feature

We have enhanced the reflection viewing area under the VIEW ALL REFLECTIONS button on your InterLEAD Connector™ Journal. We wanted you to have the flexibility to filter reflections in a variety of ways - and from multiple sources.

This solution will enable targeted filtering and allow for filtering by teacher groups i.e. Kāhui Ako / teams / departments etc. Leaders and others within a team will be able to view what's being posted and shared by a specific group.

Feedback section

To access this feature go to 'Journal' and scroll down to the Feedback section. To request Feedback click on the red – Request New Feedback – button under the Feedback heading and this will take you to a page where you can write the question or statement you would like feedback on.

Write the question or statement in the line provided, and if applicable, tag it to any of your goals/ inquiries. Then you can choose which colleagues you would like feedback from by choosing their name from the box of names below. (Note they must ask at least two staff for feedback and the answers come in anonymously).

The colleagues selected are e-mailed requesting they provide Feedback, they then click on the e-mail link, write the feedback and then press – Submit – . The answer they write to the question (or statement) then automatically populates your Journal under 'Feedback' listing the question and the feedback provided. To delete a question at any time just click the delete button under the question. The question will be live for 14 days for them to provide feedback.

Please note: Only the last question asked, and feedback received appears on the front page of your Journal. To view all the questions and feedback you have ever asked you need to click on the – View All Feedback – button. This is the same as the reflection area on the InterLEAD Connector™ Journal.

- My Links

Creating Folders in the My Links section. Go to the My Links section of the Journal area. To create a folder, click on the – Add Folder – link. Then type in the name of your new folder in the pop-up box and then hit OK, the folder is now created. Once folders are created then you can choose to load links into them when you attach new links to the Journal area.

Please note: Each time you wish to log out of the system click on – Log Out –. This also ensures any changes you make are saved.

- My Files

At the bottom of this page is a heading titled My Files. This is like a portfolio that allows you to save documentation as evidence of Teacher Registration. This might include photographs, planning documents, recorded conversations and videos.

To save a document click on – Manage Files – and then to create a new folder click on the – Add Subfolder – link situated in the bottom right hand side of the page, then name your folder and press OK. Once you have created your folder/s please click on the – Browse – button, this will take you into your hard drive. Select the file you wish to save, then name it in the white box (note: it must be

named). Now choose the folder you wish to save to, from the dropdown box, then click on – Upload File – your file will automatically be saved to the folder you selected. You will also see the ability to determine who sees the file by using the 'Who else can see this file?' option.

Please note: You do not have to create folders or save files to specific folders, files can just be saved to the Manage Files area.

- Completing Staff Reviews – for both self and peer feedback

Whether you are completing your own Self Appraisal or providing reflective data for others' reflection the approach is the same. To access the questions requiring completion go to your Home page and click on the person's questions you wish to work on. This will take you directly to the set of questions you have been invited to complete.

To select the appropriate response to each question, select one of the four choices lying in the four boxes beneath each statement. The response in the first box at the far left of the page is indicative of a novice level of performance. Moving to the right, the following box indicates a capable level of performance, the next an effective (proficient) level of performance and the response furthest to the right, a level of performance indicative of mastery.

It is unlikely that within the realms of what we know about human performance that anyone would be masterful at everything. This indeed would be a superhuman effort and be unrealistic. It is one thing to reach mastery but another thing to retain it. More likely, whilst we might have attained mastery in a previous cycle against one statement as our attention has been diverted to another area of performance, our original area of performance in which I achieved mastery in might have slipped back to being effective. This is the nature of human performance - a little like a sportsperson giving a masterful performance one week to follow up the following week with an average performance.

To make your selections move your mouse across each of the four possible responses. Click on the response best describing the behaviour and move onto the next question. When you do this, you will see the response you selected remains whilst the other three disappear. Should you wish to change your response simply go back and drag your mouse over where the statements would have been and you will find all the possible responses reappear. If you believe you or the person who you are providing reflective data for should focus on a particular statement as a possible goal you should click on the pink box to the right and above each question. When you do this, it changes to red. At the bottom of each page click – Save and Next –.

If upon reflection you want to change any of your responses, you can go back into the questionnaire so long as you do so BEFORE the deadline date. You will not be able to access any questionnaire after the deadline date has passed.

You DO NOT have to complete each section at any one time – you can choose to leave individual questions until a later date. You can also leave entire sections until a later date.

When you go back to the start of each questionnaire you will see at the top of the page the sections you have been requested to complete. Only once all questions from each section have been completed does it indicate you have completed the section. So long as you leave as few as one question unanswered, the system will not forward the document for processing, analysing and conglomeration with other respondents' data into a final report. It is important you complete ALL questions before the deadline. To check whether you have completed all sections go to the top of the first page of each questionnaire and look at the section summaries.

Please note: This option is available for those with either the 'schedule self appraisal' box ticked or at least one of the 'Edit Users', 'Schedule Appraisals' or 'View Staff Reports' boxes ticked. If you would like this option activated, please contact your School / Centre InterLEAD Connector™ Administrator).

Self Apprasial set up

If you wish to create your own Self Appraisal please follow the instructions below;

1. Once logged into InterLEAD Connector™ and on the Home page please look under the 'Self Appraisals' heading on the home page.

2. To start a new Appraisal please click on the – Schedule a new Appraisal for XXXX – link.

3. Once through to the Appraisal Structure page please tick the question section boxes you wish to include in this Appraisal by ticking the box next to the section you wish to include , then scroll to the bottom of the page choose the 'Due Date' you want the Appraisal to be completed by and then click the – Create – button.

4. At this point you have set up a 'Self Appraisal' and you will have been e-mailed notification and you will also have the Self Appraisal appear under the 'Self Appraisals' heading on you home page.

5. You will then be taken to a page which will show each question set heading, that were included, and your name (self appraisal) under each one (please scroll down the page to see these sections). If you wish you can now add other appraiser/s to provide you with feedback via the Appraisal.

6. To add appraisers to all your selected question sections, please go to the 'Add Appraisers to all Question Groups' at the top right of the page.

7. Once you have highlighted one (or multiple users in the box under the 'Add Appraisers to All Question Groups' heading) to be an 'other appraiser/s ' please hit the 'Add Appraisers' button and they will be invited to appraise you on the questions in the Appraisal sections you have included in this Appraisal. They will be automatically e-mailed informing them of this invitation and the invitation will appear under the 'Appraisals for Others' heading on their home page.

8. To add an 'other appraiser' to individual question sections please go down to the section you wish to add them to and then locate the 'Assign another person to complete this appraisal section', click on the drop down box highlight the 'other appraisers name' you wish to add and then click the red 'Add Appraiser' button.

- Add a staff member/user to an existing appraisal

Look under the SELF APPRAISALS heading on the home page, find the appraisal you wish to change and click on the Edit link. Once through to the next page then locate the 'Assign another person to complete this appraisal section' or 'Add appraisers to all question groups' heading if have multiple people appraising each section and add users as required by clicking the Add Appraiser button (much the same as the above paragraphs).

- Delete a staff member/user from an existing appraisal

Look under the SELF APPRAISALS heading on the home page, find the appraisal you wish to change and click on the Edit link next to it. Once through to the next page then locate the staff member you wish to delete and click the 'Remove Appraiser' link next to their name and then confirm it. Please be careful, as this cannot be undone. (Remember to do this for each section of the Appraisal).

This is very useful if a staff member has missed the due date of an appraisal and therefore is holding up the completion of an appraisal. Once you have deleted out all the people who have not completed an appraisal then the appraisal will be complete and available for viewing after the due date.

- Delete an appraisal I have set up

Look under the SELF APPRAISALS heading on the home page, find the appraisal you wish to change and click on the Edit link next to it. Once through to the next page then you can click on the 'Delete Entire Appraisal' button on the top left of the page. Once you have pressed this and then confirmed your deletion the entire appraisal will be completed.

- Change the due date of an appraisal

Look under the SELF APPRAISALS heading on the home page, find the appraisal you wish to change and click on the Edit link next to it. Once through to the next page click in the Due Date box, change the date to the new date you want the Appraisal completed by and then click SAVE.

This will then give respondents until the new due date to answer the questions.

Reports

When can I access My Reports?

Only AFTER the deadline date has been passed and assuming the appraisal has been completed by all involved, will you be able to access your reports. When you do so you can convert your report into a PDF document by clicking – Full Report – and then the – PDF – button. By doing so you can save your report in other locations and print off a user-friendly copy.

Create your own Student Voice Apprasial

If you wish to create your own Student Voice Appraisal please follow the instructions below;

1. Once logged into InterLEAD Connector™ and on the Home page please look under the 'Student Voice Feedback Appraisals' section.

2. To start a new Student Voice Appraisal please click on the – Schedule Yourself a New Student Voice Appraisal – link.

3. Once through to the Appraisal Structure page please tick the question section boxes you wish to include in the student voice feedback and then choose the date you want the student voice to be in by and click the – Create – button. This will take you through to the next page and you can then choose to Name your SV appraisal , customise the name students see on the appraisal and then gather student voice feedback via the generate codes option - print and hand them out to students (Option 1 on next page) or send feedback requests out via e-mail (Option 2 on next page).

Please choose the appropriate Student Voice section you wish to gather feedback on below.

Student Voice - Primary (years 0-3)

Feeling Safe	☐	▼ Preview
Standards & Expectations	☐	▼ Preview
Teaching & Learning – Relationships	☐	▼ Preview

Student Voice - Primary (years 4-8)

Safety & Wellbeing	☐	▼ Preview
Standards & Expectations	☐	▼ Preview

Student Voice - Secondary

Safety & Wellbeing	☐	▼ Preview
Standards & Expectations	☐	▼ Preview

Student Voice Appraisal - set up by your Administrator

If a Student Voice Appraisal has been set up for you by your school administrator, please follow the instructions below;

1. Please log on to the InterLEAD Connector™ and go to the Student Voice Feedback Appraisals heading on the Home page. If an appraisal has been set up requiring you to gather student feedback then a link will appear similar to this one, i.e. Student Voice Appraisal Set Due 29th March 2018.

2. Click on this link and this will take you through to a page where you can gather feedback. Feedback can be gathered in two ways, either by generating a Sheet of Unique Codes which can be printed and handed out to students or by e-mail where you put in e-mail addresses for students (if known). There is also the ability to do a combination of both options. See instructions following.

- Option 1 - Generating a sheet of unique codes

In the box below the 'Generate Codes for How many Students?' heading put in the number of codes you wish to generate for your students. Once you know the number then put it in this box and hit the – Generate and Print – button. This will then bring up a screen with the number of requested unique codes. Now print this sheet out, cut out the individual codes and hand them out to students.

- Option 2 - Gathering feedback by e-mail

In the box provided load in your students e-mail addresses (important: these must be separated by a space or a comma), once e-mails are all loaded in then hit the – Review Emails – button. This will take you to a page where you can choose which of the student e-mails you wish to send a code to by clicking the tick in (or out) of the box provided. This page also allows you to make changes to your e-mail list without having to start again, you can either delete an e-mail address (if you do not want to send a feedback code to this student) or add an e-mail (if you want to send one to a new student), you then need to hit the – Update Email List – button and it will automatically make any changes to the list of students being sent feedback codes. Now hit the – Send Codes – button and the students selected will be sent unique codes. They will receive a message similar to the one below (with the unique code).

> Dear Student,
> Your School would like feedback on your teacher, Mr Smith.
> To supply anonymous feedback please follow this link, or visit studentvoice.co.nz and enter the following code
>
> KVK4JR
>
> Please do this before Thurs 29 Mar 2018.

Once you have sent student/s the e-mail then that is all you need to do - the students now do the rest. The students will then login to www.studentvoice.co.nz and answer the questions.

To monitor how many Student Feedback responses you have had please click on the Home page and under the 'Student Voice Feedback Appraisals' title you will see a heading that says 'Number of Responses', this is where you can tell how many students have provided feedback.

The feedback the student/s provide is then automatically populated into an Appraisal Report and is available after the due date (assuming there have been some responses).

Give your Students more voice and choice

Teachers require better and more precise feedback as they fully realise the importance of their student's voice.

- Three areas to gather feedback from students

We have differentiated the Student Voice Question sections into three areas to help teachers gather precise feedback from their students. These areas are;

1. Years 0-3
2. Years 4-8
3. Secondary

When you go to set-up a Student Voice appraisal you will see three question sections to select from – simply choose the relevant question section for your Student Voice appraisal.

- Students can contact you

We believe (and we know many of you do as well) that the ability for students to contact staff members if they have any questions or concerns is very important, so we have added this feature to the Year 4-8 and Secondary sections. Your students can contact you through the Student Voice portal to discuss any aspects of their Student Voice appraisal and answers. This contact is made via e-mail using Yes or No buttons.

Create your own Appraisal Summary or view shared Appraisal Summaries

Go to your JOURNAL and click on the APPRAISAL SUMMARY REPORT button to either;

1. UPLOAD your School / Centre Completed Appraisal Summary Form,
2. CREATE a new Appraisal Summary, or
3. VIEW your past Appraisal Summaries.

If you are an Appraiser of Staff Members (or being appraised yourself) you'll be able to click on the APPRAISAL SUMMARY REPORT button to create your own Appraisal Summary or view Appraisal Summaries shared with you by colleagues.

If you choose to use the InterLEAD Connector™ 'Appraisal Summary' form, click on the new APPRAISAL SUMMARY REPORT button and fill in the form as shown below (this could be done in conjunction with the appraiser or on your own). Please remember to select your Appraiser/s at the top as these are people you automatically share the report with an they can add their own comments and ' sign it off ' electronically.

You are able to type in the Goals / Inquiries Focus, then highlight the Standards Evident (this can be done for multiple Inquiries or Goals just by adding a new Inquiry via link) – use the boxes to document;

• Range of sources and perspectives present in journal
• Learning highlights and changes to practice
• Outcomes for learners
• Appraiser comments

APPRAISAL SUMMARY REPORT

VIEW YOUR SIGN-OFFS

SUMMARY OF PROFESSIONAL GROWTH AND LEARNING

Teacher and Appraiser(s) to complete – summary of discussion

Please fill in the sections highlighted below.

Appraiser(s)

Alexandra Hudson   Remove

Add another Appraiser

Range of sources and perspectives present in journal

Summarise one or more of your inquiries/goals

Remove

Inquiry/Goal Focus

Standards evident

None
Standards for the Teaching Profession
  1 - Te Tiriti o Waitangi partnership - Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
  2 - Professional Learning - Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievemen

Learning highlights and changes to practice

Outcomes for learners

Appraiser comments

No comments

Add another Inquiry/Goal focus

There is then a section called 'Any Standards for the Teaching Profession not strongly demonstrated through the inquiries/goals'. Here you can highlight a Standard and then fill in the Evidence and Conclusions boxes with the relevant information. This will likely be filled out together.

The last box is 'Agreed Next Steps' and this should also be filled out together with discussion.

Once the Appraisal Summary Report has been shared with the Appraiser, they can then access a Formal Attestation area where they can tick a box stating whether the Standards have been met, or have not been met.

Once the Report has been created and shared with the Appraiser then they see the view below. They can now add a Comment in the box provided, and either SAVE it so that the changes can be viewed by the Appraisee or if the document is final they can click SIGN AND SAVE. This finalises the report and it can now be viewed by the Appraisee/Appraiser - and any other people the Appraisee wants to share it with. Please see below...

APPRAISAL SUMMARY REPORT

[VIEW GUY SMITH'S REPORTS] [VIEW YOUR REPORTS]

SUMMARY OF PROFESSIONAL GROWTH AND LEARNING

Teacher and Appraiser(s) to complete – summary of discussion

You have been asked to provide feedback and sign off this Appraisal Summary for Guy. Please fill in the sections highlighted below.

Created Wed 06 Dec 2017
Not signed

Appraiser(s)
Andrew Ormsby

Range of sources and perspectives present in journal
Journal , Student Voice

Summarise one or more of your inquiries/goals

> **Inquiry/Goal Focus**
> *Lifting Spelling in Year 5 Students*
>
> **Standards Evident**
> *2 - Professional Learning - Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.*
>
> *2 - Commitment to Learners.*
>
> **Learning Highlights and Changes to Practice**
> *Engagement and Motivation of Students*
>
> **Outcomes for Learners**
> *They are learning to spell at levels above Plan and have a real interest in the topic*
>
> **Appraiser Comments**
>
> > **Comment**
> > [   ]

Any Standards for the Teaching Profession not strongly demonstrated through inquiries/goals

> **Standard**
> *2 - Professional Learning - Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.*
>
> **Evidence**
> *No evidence or professional learning in 2017*
>
> **Conclusions**
> *PD Planning is very important for 2018*

Agreed Next Steps
Plan PD , keep up Engagement and Motivation levels , gather SV feedback at least once a term

Formal Attestation

Standards for the Teaching Profession   ● have been met   ○ have not been met

Attestation last changed by Andrew Ormsby

By pressing "Save and Sign" below you are acknowledging that this Appraisal Summary is complete, and the Formal Attestation chosen is final. If you would just like to save your comments and let Guy update their report press "Save".

[SAVE]   [SAVE AND SIGN]

Ever been looking for inspiration in setting a Goal or Inquiry ?

Or ever wondered what colleagues have set for their Goals or Inquiries and why?

Well, now you can use our new Goal/Inquiry Noticeboard feature to browse 16 categories (including an extensive list of sub-categories) to see the Goals or Inquiries being set in your school/centre. These can easily be accessed in the bottom right of the overview screen. See below...

Inquiry/Goal discovery

Assessment - 1 item

Competencies - 1 item

Design for Learning / Planning - 1 item

Browse shared Inquiries/Goals

Please note: Items won't display in this section until new Goals/Inquiries have been tagged to share.

Once you have clicked on a category (which are ranked in order of popularity) or you just want to browse, you can then either view the Goal or Inquiry (if it has been shared with you) or send an electronic request to the owner and ask to either see their Goal or Inquiry, their Journal, or just understand more about why they set that Goal or Inquiry. See the Assessment category example below...

Inquiry/Goal Discovery

Tagged with:

☑ Assessment ▼

Created since:	Created prior to:	Keywords:
Any time ✗	Any time ✗	

FILTER

6 results

▼ Inquiry/Goal: Engage in professional development to enhance my critical thinking and problem solving skills

25 seconds ago, tagged: Assessment

CONTACT THE INQUIRY/GOAL AUTHOR

▸ Inquiry/Goal: Use Lead Indicators to inform me of areas i need to strengthen throughout 2018

Find out more about how to set up Goals/Inquiries on page 4-5.

Create and send External Reports directly off InterLEAD Connector™

InterLEAD Connector™ users can create reports made up of their own selected InterLEAD Connector™ Appraisal Reports, Reflections and Reflection Breakdown Summary Pages and then share this report with an external party (i.e Education Council, external appraiser, colleague, friend, yourself ...you choose). You can also send teacher registration documentation directly off the InterLEAD Connector™ to EDUCANZ. To find and use this feature please follow the steps below;

1. Go to the MY REPORTS tab. You will now see a heading MY EXTERNAL REPORTS. To create an 'external report' please click the 'create an external report' link and this is where you can start creating your report.

2. You can now Title Your Report (i.e. Teacher Registration Documentation April 2017–April 2019).

3. You can then showcase particular Reflections from your InterLEAD Connector™ Journal in your Report. Please use the Filter by date, Filter by Goal or the Filter by Criteria (or a combination of all three) to help find which Reflections you'd like to include in your report. We're initially displaying Reflections from the last month, but you can change the date range or clear the dates to show all your reflections. Once you have selected a reflection you can click 'view' to preview a reflection in a pop-up window. Please note that the filters will not be visible in the final report, they are purely to aid you in finding and selecting the Reflections you wish to include.

4. You can then choose to include the Reflection Breakdown Summary view in your Report if you wish. Here you can create a summary of your Journal Reflections between a window of time, showing a breakdown of how many Reflections relate to your goals and standards. Please first tick the box to select this option. The dates you choose will determine which Reflections are included in the breakdown, but it does not make those Reflections visible. The breakdown only aggregates Reflections and shows a count per goal and standard for the time frame you choose. Therefore, the Reflections you selected above do not change which reflections are used in the breakdown. Note that any of your goals will be visible if they relate to Reflections within the selected dates.

5. Next you can choose any number of InterLEAD Connector™ Appraisal Reports to include. Use the date filter and preview links to help find which reports to include. Note that only completed reports that are past their due date are available. Click the box to include a report, and click the cross in the 'Included Reports' list to remove one.

6. Once you have worked through the areas above and you are happy with the information you have included, then click SAVE.

7. You will then be taken back to the MY REPORTS tab and your 'external report' will be available. If you wish to preview your report before you send it via e-mail please click the 'preview' link and the report will open up and display the information you have selected. If you need to make a change to the Report please clear the Preview browser window and go to MY REPORTS and click the 'update' link, this will open up the Report and you can make changes.

8. Once you are happy with the contents of the Report then send it off to one or more recipients by clicking the 'manage' link and loading in the e-mail addresse/s and click SEND. If you have sent it to someone you no longer want to have access you can block them, effectively making the link they were sent invalid.

Job applications

Teachers are starting to use their Full Reports with job applications. One teacher recently applying for a new teaching position in another school included in their application a copy of their latest Full Report. By doing so they were able to communicate to their prospective Principal exactly where their strengths and areas of development lay. The Principal knew exactly what they were getting and appreciated the openness and honesty the candidate brought to their process. The candidate won the position.

Professional collaboration - intensive learning teams

Teams of teachers work together to assist each other to develop their practice by visiting each other and providing reflective feedback via InterLEAD Connector™. This shifts collaboration away from Communities of Interest (where there is a lot of professional talking but little transference into improvement and action) to Communities of Practice (where the intention is to modify practice – to do something with their thinking). We can assist you with In-School/Centre Professional Learning to establish your Intensive Learning teams with guiding principles, vision establishment for teams and set up dynamics to ensure optimum learning outcomes for teachers.

Supports teacher inquiry

InterLEAD Connector™ strengthens teachers' ability to reflect. From this reflection teachers are undertaking more inquiry around their practice. When we refer to students/children in classrooms/learning environments we are prone to saying things like, "They are doing an inquiry." The pivotal word is 'doing'. It highlights action. Teachers are more easily able to move to action (inquiry) from their reflections.

Accelerates de-privatisation of learning environments

When teachers are invited by colleagues to access their learning space unannounced - for teachers to provide them with reflective data - visiting teachers are discovering how much they can learn about their own teaching practice simply by spending a few moments a week in another teacher's classroom/learning environment. As teachers come to learn and value this, it is accelerating the de-privatisaton of classrooms and learning environments across schools/centres - creating more open, transparent organisational learning cultures.

Encourages informal professional conversations on practice

Schools and Centres using InterLEAD Connector™ are reporting how there are more frequent and richer professional conversations between teachers on teaching practice. Not students/children, not administration - but teaching practice. These conversations strengthen organisational behaviours and interactions supportive of professional learning communities.

Questions - please contact us

Learn more at **www.interlead.co.nz**, email
connector@interlead.co.nz or contact one of our team.
We will be happy to provide you with more information.

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