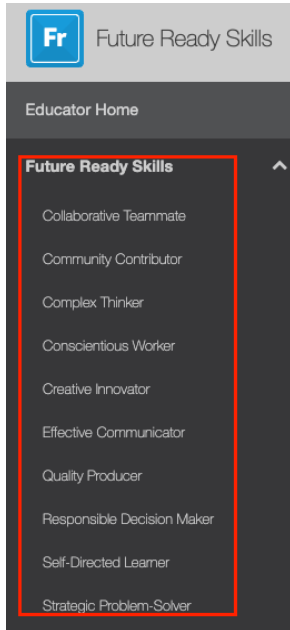


Future Ready Skills (Educator)






Log in to [http://\[yourdistrict\].schooldata.net/v2/future-ready-skills](http://[yourdistrict].schooldata.net/v2/future-ready-skills).













A list of **Future Ready Skills** may be found by navigating the left-hand menu. There are ten (10) default skills to select from: **Collaborative Teammate, Community Contributor, Complex Thinker, Conscientious Worker, Creative Innovator, Effective Communicator, Quality Producer, Responsible Decision Maker, Self-Directed Learner, and Strategic Problem-Solver.** NOTE: The district may customize skills.

Each skill contains five (5) activities for the student to complete: **Take the Self-Reflection, Submit New Evidence, Request Feedback, Review Activities, Set Goals, and Review Activities.**

Quick Links

Skills	 Take the Self-reflection
Overall Summary	 Submit New Evidence
Evaluate Goals	 Request Feedback
Collection of Evidence	 Set Goals
Annual Goals and Growth	 Review Activities

Skills (back to [Quick Links](#))

<p>Collaborative Teammate</p>  <p>Actively participate with others to accomplish a common goal and welcome the perspectives and insights team members contribute.</p>	<p>Community Contributor</p>  <p>Care about others and the community. They identify needs and take action to serve the common good. (family, school, workplace, society)</p>	<p>Complex Thinker</p>  <p>Identify and apply different types of thinking needed in specific situations. (Embedded skills of critical thinking, problem-solving, creativity, and innovation skills.)</p>	<p>Conscientious Worker</p>  <p>Actively participates and takes responsibility for high-quality work professionally and ethically. Seek, accept, and reflect on feedback from others.</p>	<p>Creative Innovator</p>  <p>Use their skills and knowledge to pursue and develop ideas, products, processes, solutions, etc., that are new and better than already exist. Take risks.</p>
<p>Effective Communicator</p>  <p>Communicate clearly, keeping in mind purpose and audience. Interpret messages/communication and respond appropriately to others.</p>	<p>Quality Producer</p>  <p>Take pride in producing high-quality work. Students evaluate and improve their work independently.</p>	<p>Responsible Decision - Maker</p>  <p>Makes informed and thoughtful decisions in various situations. Students analyze how their choices affect themselves and others.</p>	<p>Self-Directed Learner</p>  <p>Demonstrate initiative and perseverance in their learning. Take advantage of multiple resources for learning.</p>	<p>Strategic Problem-Solver</p>  <p>Find and solve problems and challenges using critical and creative thinking skills and strategies.</p>

Activities
1. Take the Self-Reflection (back to [Quick Links](#))

Choose at least one **indicator** for each **Skill** and determine the amount of evidence they could provide from their school and personal life to support the indicator level chosen. Add **supporting evidence** and choose their **overall skill level**.

- **Indicators** - This is a list of survey questions with a drop-down menu choice of answers: **Little or no evidence, Some evidence, or Ample Evidence.**

I share resources and responsibilities. (optional)

v

- Little or No Evidence
- Some Evidence
- Ample Evidence

I come to collaborative sessions well prepared. (optional)

I show commitment and alignment to the team's vision, decision... (optional)

I contribute ideas. (optional)

I build on the thinking of others. (optional)

- **Supporting Evidence** - List any activities, projects, experiences, or accomplishments that are examples of the evidence levels indicated.

Evidence that supports my Self Reflection (required)

List any activities, projects, experiences, or accomplishments that are examples of the evidence levels you indicated above.

- **Overall Skill Level** - This is a place to rate their overall skill levels as **Novice, Developing, Proficient, or Exemplary**.

As I consider my reflection and evidence above currently in this Future Ready Skill I am _____

- Novice - Is beginning to show some evidence in a limited number of the indicators.
- Developing - Is demonstrating evidence in most of the indicators of this skill.
- Proficient - Is consistently demonstrating sufficient evidence to support a proficient rating on the majority of indicators.
- Exemplary - Has ample and varied evidence of all the indicators of this skill. Evidence is consistently of highest quality.

 Click **Submit**.

2. Submit New Evidence (back to [Quick Links](#))

To allow students to submit evidence of their accomplishment or implementation of one of the Skills. The evidence should provide compelling support for the indicator(s) and be clear, detailed, and varied.

- **Details** - Include the Evidence **Name**, a **Description**, and an optional **URL** link.

Evidence Name (required)

Evidence Description (required)

If you can link to your evidence, paste the U... (optional)

- **Skill Level** - This is a place to rate their skill level as Novice, Developing, Proficient, or Exemplary.

Which of the following indicators does the evidence you described above showcase? (Choose at least 1)

- I share resources and responsibilities.
- I come to collaborative sessions well prepared.
- Between team meetings, I complete tasks and work assigned to me.
- I show commitment and alignment to the team's vision, decisions, and goals.
- I contribute ideas.
- I build on the thinking of others.
- I welcome and encourage the perspective and insights other team members contribute.
- I practice SPACE (Silence, Paraphrase, Accepting language, Clarifying questions, Evidence)
- I am open to influence and able to compromise.
- I use conflict resolution strategies when necessary.
- I seek and use feedback from team members to improve my work.
- I provide feedback to others in a way that is helpful and moves the work of the team forward.

- **Indicators** - This allows for selecting indicators that showcase the skills for the chosen evidence.

As I consider the evidence, currently in this Future Ready Skill I am

- Novice - Is beginning to show some evidence in a limited number of the indicators.
- Developing - Is demonstrating evidence in most of the indicators of this skill.
- Proficient - Is consistently demonstrating sufficient evidence to support a proficient rating on the majority of indicators.
- Exemplary - Has ample and varied evidence of all the indicators of this skill. Evidence is consistently of highest quality.

Click **Submit**.

3. Request Feedback (back to [Quick Links](#))

Students are encouraged to submit requests for feedback on skills they have been working on from others who are in a position to provide meaningful feedback, such as a parent, coaches, teachers, relatives, employers, etc. This is a formal communication. Students should use a professional tone and style when making their requests.

Click the blue **Create Request** button found in the top right corner.

Feedback Requests

Create Request

Type the **Name** of whom they request evidence, their **Email Address**, and a short **Email Message**. Select the **Requested Person Relation (Self, Parent/Guardian, Teacher/Other)** and click the blue **Send E-Mail** button.

Name of who you are requesting evidence from (required)

(eg Mrs. Johnson)

Email Address (required)

Mrs.Johnson@myschool.edu

Email Message (required)

Hello,
I am working on improving my skills as a Collaborative Teammate. I'd like you to fill out the indicator checklist based on your experiences with me. The link to my feedback form is below.


Your feedback will help me see my strengths and areas of improvement.

Thank you so much,

Teri Larew

Requested Person Relation

- Self
 Parent / Guardian
 Teacher / Other



A letter will be sent similar to the one below.

Hi Test,

We are sending you this email on behalf of Teri Larew who is requesting your input about their ability as a Collaborative Teammate. The student included the below message to you:

Hello,
I am working on improving my skills as a Collaborative Teammate.
I'd like you to fill out the indicator checklist based on your experiences with me. The link to my feedback form is below.

Your feedback will help me see my strengths and areas of improvement.

Thank you so much,

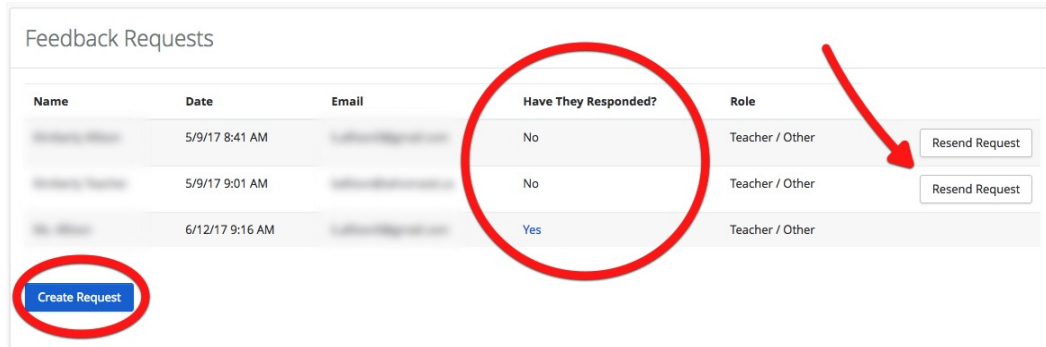
Teri Larew

[Click here to provide your feedback for Teri Larew](#)

If you feel you have received this in error, if you need help, or if you have any questions, please reply to this email.

-- School Data Solutions

The **Feedback Request Screen** shows a list of requests made (name sent to, date sent, email address). The submission request expires after seven (7) days. If the recipient has not responded (NO), the button to **resend the request** will be available.



Name	Date	Email	Have They Responded?	Role
[Redacted]	5/9/17 8:41 AM	[Redacted]	No	Teacher / Other
[Redacted]	5/9/17 9:01 AM	[Redacted]	No	Teacher / Other
[Redacted]	6/12/17 9:16 AM	[Redacted]	Yes	Teacher / Other

Buttons: Create Request, Resend Request, Resend Request

If the message has expired, the submitter will receive the message “This submission request has expired.” The form can only be submitted by the recipient once.

Submit Evidence For

Submitter:

This submission request has expired.

You have already replied to this request. Thank you for your submission. You can close this browser window.

4. Set Goals (back to [Quick Links](#))

Students are encouraged to reflect on their skills and set a goal near the beginning of the year but can set as many goals as often as they would like. Select at least one **indicator** and provide a comment that describes your actions.

- Indicators - Which indicators will you deliberately focus on to improve?

Which of the indicators will you deliberately focus on to improve? Select all that apply.

- I share resources and responsibilities.
- I come to collaborative sessions well prepared.
- Between team meetings, I complete tasks and work assigned to me.
- I show commitment and alignment to the team's vision, decisions, and goals.
- I contribute ideas.
- I build on the thinking of others.
- I welcome and encourage the perspective and insights other team members contribute.
- I practice SPACE (Silence, Paraphrase, Accepting language, Clarifying questions, Evidence)
- I am open to influence and able to compromise.
- I use conflict resolution strategies when necessary.
- I seek and use feedback from team members to improve my work.
- I provide feedback to others in a way that is helpful and moves the work of the team forward.

- Actions - Briefly describe your plan to increase your abilities and the resulting evidence. Click **Submit**.

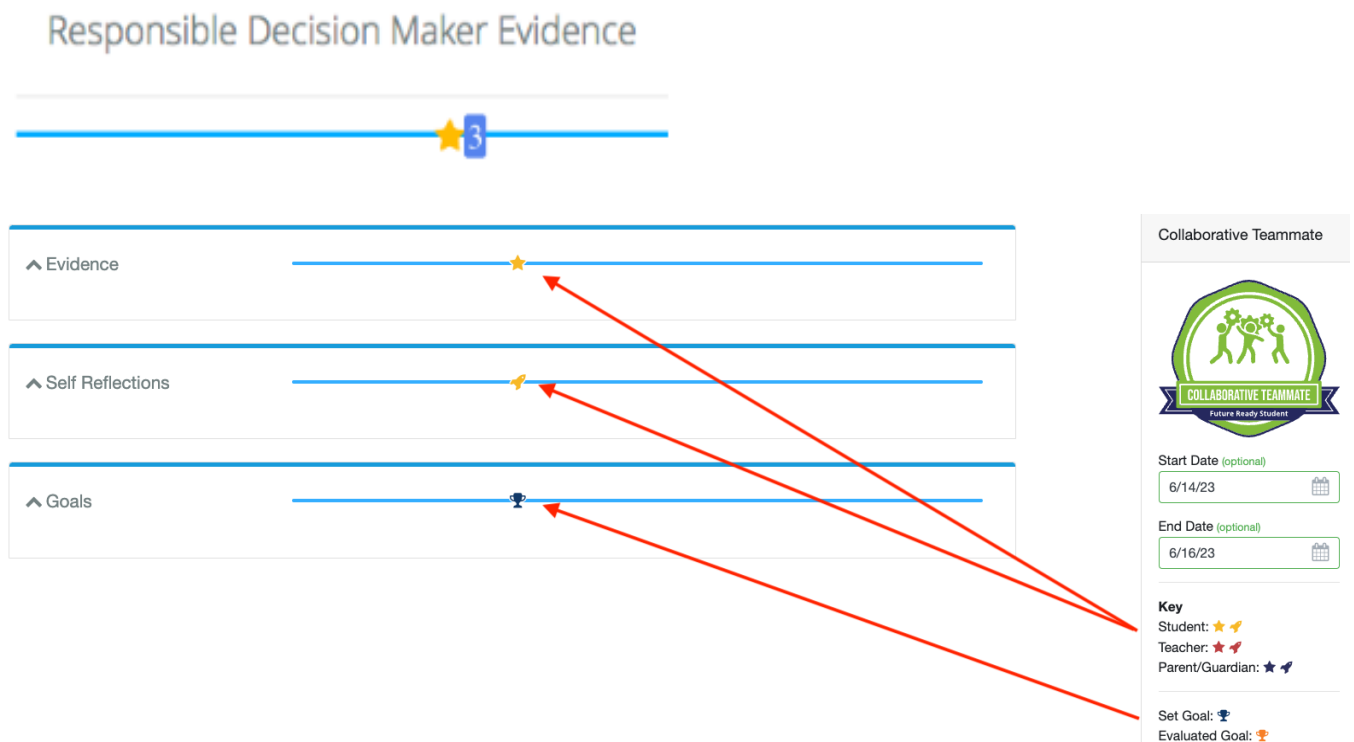
5. Review Activities (back to [Quick Links](#))

Review submitted evidence, self-reflections, and goals that all users have submitted on a timeline for a single Skill.

- Evidence
- Self-Reflections
- Goals

The user can choose a time frame for the timeline by updating the **Start** and **End dates**. A key is provided to show which evidence was provided by the different stakeholders and the different statuses of the goals. Hover over the icon on the timeline to see the exact date, or click on it to get more information. If there is more than one activity of the same type on the same day, a number will be next to the icon.

Responsible Decision Maker Evidence



Collaborative Teammate


Start Date (optional)
6/14/23

End Date (optional)
6/16/23


Key
 Student: ★
 Teacher: ★
 Parent/Guardian: ★
 Set Goal: 🏆
 Evaluated Goal: ★


Overall Summary (back to [Quick Links](#))


This is an overview of the progress of ALL self-reflections and evidence submitted. Clicking on the Key icons takes you to a screen view of your evidence or self-reflection.


^ Collaborative Teammate



★
★

^ Community Contributor

You do not have any self reflections or submitted evidence

^ Conscientious Worker

You do not have any self reflections or submitted evidence

^ Effective Communicator

You do not have any self reflections or submitted evidence

Start Date (optional)
6/14/23 

End Date (optional)
6/16/23 

Key
Evidence of Skill: —
Self Reflection: —
Student: ★ ★
Teacher: ★ ★
Parent/Guardian: ★ ★

Evidence for Collaborative Teammate - 6/15/23 x

^ Details

Submitter Type	
Evidence Name	
Test	
Evidence Description	test

^ Selected Skill Level

Developing - Is demonstrating evidence in most of the indicators of this skill.

^ Indicators

Indicator	
<input checked="" type="checkbox"/> I share resources and responsibilities.	
<input type="checkbox"/> I come to collaborative sessions well prepared.	
<input type="checkbox"/> Between team meetings, I complete tasks and work assigned to me.	
<input type="checkbox"/> I show commitment and alignment to the team's vision, decisions, and goals.	
<input type="checkbox"/> I contribute ideas.	

Self Reflection for Collaborative Teammate - 6/15/23 x

^ Indicators

Indicator	Little or No Evidence	Some Evidence	Ample Evidence
I share resources and responsibilities.			<input checked="" type="checkbox"/>
I come to collaborative sessions well prepared.		<input checked="" type="checkbox"/>	
Between team meetings, I complete tasks and work assigned to me.		<input checked="" type="checkbox"/>	
I show commitment and alignment to the team's vision, decisions, and goals.		<input checked="" type="checkbox"/>	
I contribute ideas.		<input checked="" type="checkbox"/>	
I build on the thinking of others.			<input checked="" type="checkbox"/>
I welcome and encourage the perspective and insights other team members contribute.			<input checked="" type="checkbox"/>
I practice SPACE (Silence, Paraphrase, Accepting language, Clarifying questions, Evidence)			<input checked="" type="checkbox"/>
I am open to influence and able to compromise.		<input checked="" type="checkbox"/>	
I use conflict resolution strategies when necessary.		<input checked="" type="checkbox"/>	
I seek and use feedback from team members to improve my work.	<input checked="" type="checkbox"/>		
I provide feedback to others in a way that is helpful and moves the work of the team forward.	<input checked="" type="checkbox"/>		

Evaluate Goals (back to [Quick Links](#))

This summary of your goals allows for self-reflection on how it is going. Click the caret to review the student's **action plan**, an **optional resources and responsibilities rating** (Little or No Evidence, Some Evidence, Ample Evidence), an **Overall Progress rating** (None at all, Very Little, Some, Significant), and **Evidence to Support** the ratings.

6/15/23 - Collaborative Teammate

Actions you said you were going to take to increase your abilities
Test

On June 15, 2023 you set a goal to improve your abilities as a Collaborative Teammate. In particular, you said you were going to focus on improving in the areas listed below. Reflecting on your most recent work products and interactions, how much evidence of growth could you site in the areas you identified?

I share resources and responsibilities. *(optional)*

Overall, how much progress toward achieving your goal did you make?

None at all
 Very little
 Some
 Significant

What evidence supports your rating? *(required)*

List any activities, projects experiences, or accomplishments that support the rating that you provided above.

Evaluate

Click the blue Evaluate button.

Collection of Evidence [\(back to Quick Links\)](#)

This is a view of the **Feedback Submissions**. It may be filtered by selecting or unselecting the checkbox menu for the **Self**, **Parent/Guardian**, and **Teacher/Other** checkboxes in the top right menu.

Select for most recent rating

Self
 Parent / Guardian
 Teacher / Other

Collection of Evidence

Select for most recent rating

Self
 Parent / Guardian
 Teacher / Other

		n/a	Novice Is beginning to show some evidence in a limited number of the indicators.	Developing Is demonstrating evidence in most of the indicators of this skill.	Proficient Is consistently demonstrating sufficient evidence to support a proficient rating on the majority of indicators.	Exemplary Has ample and varied evidence of all the indicators of this skill. Evidence is consistently of highest quality.
	Collaborative Teammate	T S P				
	Community Contributor	T S P				
	Conscientious Worker	T S P				
	Effective Communicator	T S P				
	Complex Thinker	T S P				
	Creative Innovator	T S P				
	Strategic Problem-Solver	T S P				
	Quality Producer	T S P				
	Responsible Decision Maker	T S P				
	Self-Directed Learner	T S P				

Annual Goals and Growth [\(back to Quick Links\)](#)

Clicking on the blue date link takes you directly to the Evaluate Goals. You may also filter by school year in the top right corner.

Annual Goals and Growth

2022/23 ▾

Date Goal Set	Future Ready Skill	Date of Goal Evaluation	Amount of Growth
6/15/23	Collaborative Teammate		