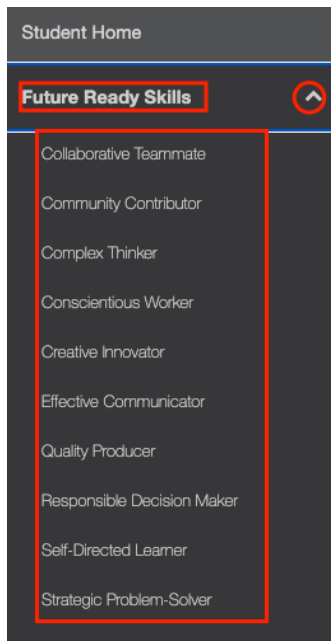


Future Ready Skills (Student)



A list of **Future Ready Skills** may be found by navigating the left-hand menu and clicking the caret. There are ten (10) skills to select from.

Collaborative Teammate 	Community Contributor 	Complex Thinker 	Conscientious Worker 	Creative Innovator 
Effective Communicator 	Quality Producer 	Responsible Decision-Maker 	Self-Directed Learner 	Strategic Problem-Solver 

Activities

Each skill contains five (5) activities for the student:

1. Take the Self-Reflection

Consider at least one **Indicator** (survey question) for the selected skill. Determine the amount of evidence you could provide from school and your personal life to support the indicator. Select your answer from the drop-down menu: **Little or No Evidence, Some Evidence, or Ample or Ample 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.

Choose your **overall skill level**. Rate yourself 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**. If you have trouble clicking the submit button, it's possible that you haven't entered all the required data.

2. Submit New Evidence

Submit evidence of your accomplishment or implementation of the Skill. The evidence should provide compelling support for the indicator(s). It should be clear, detailed, and varied.

Add an **Evidence Name** and **Description**. Adding a **URL link** is optional.

Evidence Name (required)

Evidence Description (required)

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

Choose a **Skill Level**. Rate yourself as a **Novice**, **Developing**, **Proficient**, or **Exemplary**.

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.

Select at least one **Indicator** that showcases the skills associated with the chosen evidence.

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.

Click **Submit**. If you have trouble clicking the submit button, it's possible that you haven't entered all the required data.

3. Request Feedback

Select the **Create Request** button found in the top right corner.

Feedback Requests

Create Request

Submit a request for feedback on the skill from others who can provide meaningful feedback, such as a parent, coach, teacher, relative, employer, or other relevant individuals. Use a professional tone and style when making this formal communication request. Type the **full name** of whom you are requesting evidence, their **email address**, and a short **message** addressing what you are requesting and why. Select the relationship to you (self, parent/guardian, teacher/other). Click **Send E-Mail** when finished.

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

Send E-Mail

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** will show a list of the requests made (name sent to, date sent, email address). It also displays the status of the request. 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	Resend Request
[Redacted]	5/9/17 9:01 AM	[Redacted]	No	Teacher / Other	Resend Request
[Redacted]	6/12/17 9:16 AM	[Redacted]	Yes	Teacher / Other	

Feedback Requests

Create Request (button circled in red)

Resend Request (button circled in red with arrow pointing to it)

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

Select at least one **indicator** that describes your actions. Which indicator(s) 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.

Briefly describe the **actions** you plan to take to increase your abilities and the resulting evidence.

Briefly describe the actions you plan to take that will increase your abilities and resulting evidence for thi... (required)

Click **Submit**. If you have trouble clicking the submit button, it's possible that you haven't entered all the required data.

5. Review Activities

Update the **Start** and **End Dates** for the timeline.

Collaborative Teammate

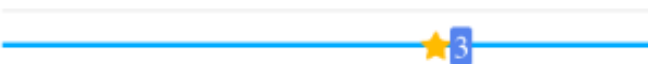


Start Date (optional)
 

End Date (optional)
 

Review the submitted evidence, self-reflections, and goals submitted by all users for the specified skill. 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 displayed 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

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. Update the **Start** and **End Dates** for the timeline.

Overall Summary

Collaborative Teammate

Start Date (optional): 6/14/23

End Date (optional): 6/16/23

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

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

Evidence for Collaborative Teammate - 6/15/23



1
2

^ **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.
	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.

Self Reflection for Collaborative Teammate - 6/15/23



1

^ **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

This summary of your goals allows for self-reflection on your progress.

Click the caret to **review** the actions you said you would take to increase your abilities.

Evaluate Goals

 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?

Optionally rate your resources and responsibilities by selecting from the drop-down menu (Little or No Evidence, Some Evidence, Ample Evidence).

I share resources and responsibilities. (optional)

Little or No Evidence

Some Evidence

Ample Evidence

Select your **overall progress** toward achieving your goal. (None at all, Very Little, Some, Significant)

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

- None at all
- Very little
- Some
- Significant

What evidence supports your rating? List any activities, projects, experiences, or accomplishments that support the rating that you provided above.

What evidence supports your rating? (required)

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

Evaluate

When completed, click the blue **Evaluate** button.

Collection of Evidence

Review your feedback submissions. You can filter by selecting or unselecting the check box menu for **Self**, **Parent/Guardian**, and **Teacher/Other** 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

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		