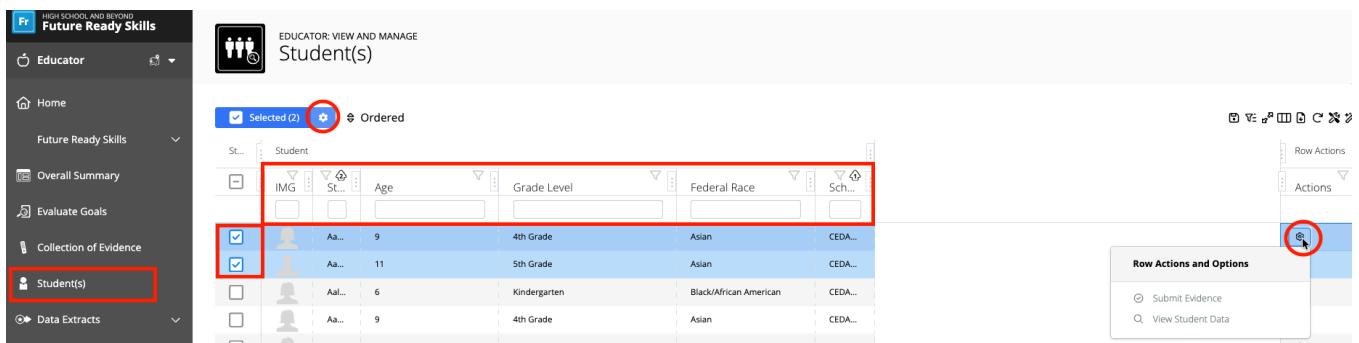


Manage Future Ready Students: Educator (Connect)

Here, you will learn how to manage students' progress and submit evidence.

View and Manage Students

1. Start under **Student(s)** in the left navigation menu.
2. You will see a data table listing the students you have access to.



St...	Student	Age	Grade Level	Federal Race	Sch...
<input checked="" type="checkbox"/>	Aa...	9	4th Grade	Asian	CEDA...
<input checked="" type="checkbox"/>	Aa...	11	5th Grade	Asian	CEDA...
<input type="checkbox"/>	Aa...	6	Kindergarten	Black/African American	CEDA...
<input type="checkbox"/>	Aa...	9	4th Grade	Asian	CEDA...
<input type="checkbox"/>	Aa...	9	4th Grade	Asian	CEDA...

3. Adjust the sorting and **filtering** options at the top of each column to suit your needs.
4. Use the **Row Actions and Options** gear to the far right to choose one of the following.
 - a. **Submit Evidence**
 - b. **View Student Data**
5. To submit evidence for multiple students at once, select one or more **checkboxes** to the far left or click the top checkbox to select all.
 - a. Click the **Selected Gear** in the top left and choose **Submit Evidence**.

Submit Evidence for Your Students

1. Teachers can submit evidence for students' future-ready skills in two different ways.
2. If you have received an email from a student requesting feedback, follow the link from the email to complete the form.
3. Or, start by navigating to **Students** in the left navigation menu if you have not received an email request.
4. You will see a data table of the students currently enrolled in your classes.
5. Click the **Row Actions Gear** to the far right and choose **Submit Evidence**.
 - a. Select the **magnifying glass** in the **Future Ready Skill** field and click the **checkbox** to the left of the Future Ready Skill for which you want to submit evidence.
 - b. Fill in the **Evidence Name** and **Evidence Description** fields.

c. Fill in the **If you have supporting evidence, paste the URL here** field.

About the Evidence

Select the skill the evidence best showcases. Enter a short label in the Evidence Name field, and use the Evidence Description for more detailed observations about the student's development in this skill area.

Future Ready Skill (required)

Collaborative Teammate
x
🔍

Evidence Name (required)

Aa

If you can link to your evidence, paste the URL here (optional)

https://
Aa

Evidence Description (required)

d. In the **Indicators** section, click the **checkbox** to the left of one or more indicators that the evidence supports.

Indicators

Choose the indicator(s) the evidence supports.

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

- This student shares resources and responsibilities.
- This student comes to collaborative sessions well prepared.
- Between team meetings, this student completes tasks and work that have been assigned.
- This student shows commitment and alignment to the team's vision, decisions, and goals.
- This student contributes ideas.
- This student builds on the thinking of others.
- This student welcomes and encourages the perspective and insights other team members contribute.
- This student practices SPACE (Silence, Paraphrase, Accepting language, Clarifying questions, Evidence)
- This student is open to influence and able to compromise.
- This student uses conflict resolution strategies when necessary.
- This student seeks and uses feedback from team members to improve work.
- This student provides feedback to others in a way that is helpful and moves the work of the team forward.

e. Next in the **Skill Level** section, choose the option you feel the evidence presents:

- i. **Novice:** Is beginning to show some evidence in a limited number of the indicators.
- ii. **Developing:** Demonstrating evidence in most of the indicators of this skill.
- iii. **Proficient:** Is consistently demonstrating quality evidence in a majority of the indicators.
- iv. **Exemplary:** Has ample and varied evidence of most of the indicators of this skill. Evidence is consistently of the highest quality.

Skill Level

Choose a skill level option you believe the evidence presents.

- Novice - Is beginning to show some evidence in a limited number of the

As I consider the evidence, this student's facility with this Future Ready Skill is currently: (required)

Novice

Developing

Proficient

Exemplary

f. Click **Save**.

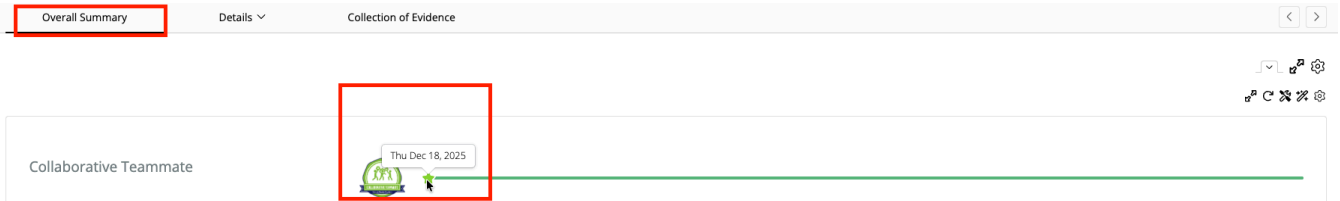
6. To submit evidence for multiple students at once, click one or more **checkboxes** to the left.

7. Click the **Selected Gear** in the top left of the table and choose **Submit Evidence**. Follow the directions as above.

View Student Future Ready Skills Data

1. Start under **Student(s)** in the left navigation menu.

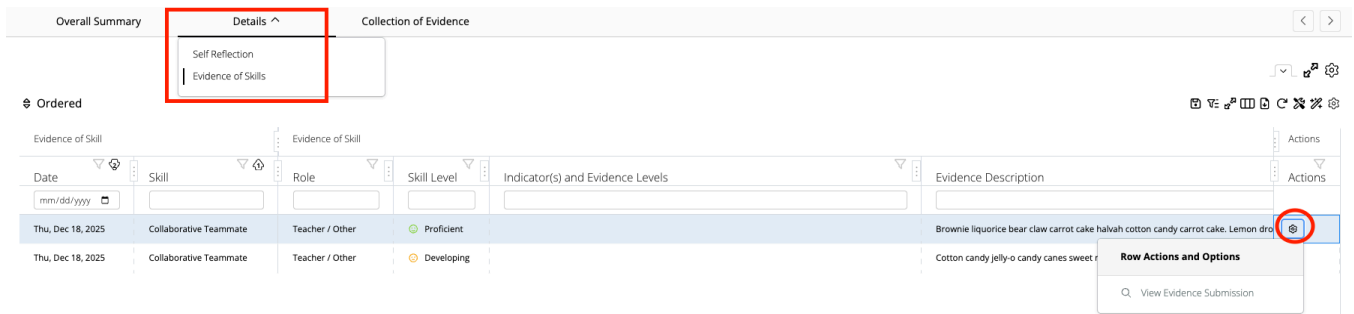
2. You will see a data table listing the students you have access to.
3. Use the **Row Actions Gear** to the far right and choose **View Student Data**.
4. You will see subpages (tabs) across the top of the page; it will default to the **Summary tab**.



- a. The **green line** represents **Evidence Submissions**, and the **star icon** indicates each submission for that skill.
- b. The **blue line** represents student **Self-Reflections**, and the **rocket ship icon** here indicates each submission for that skill.
- c. The color of the icons represents the skill level of the submission.
 - i. **Red:** Novice
 - ii. **Orange:** Developing
 - iii. **Light Green:** Proficient
 - iv. **Dark Green:** Exemplary
- d. Hover over an icon to reveal the date of submission.
- e. Click the icon to open a popover window of specific details.

Note: If there are multiple submissions on the same day, the popover window will display a tab for each submission. The icon's color will be for the highest skill level submitted for the day.

5. Click the **Details tab** at the top of the page and choose one of the following:
 - a. **Self-Reflection:** Here, you will see a table of self-reflection submissions.
 - i. Click the **Actions Gear** at the far right and choose **View Self-Reflection** for more specific details and the entire record.
 - b. **Evidence of Skills:** Here, you will see a table of skill submissions.
 - i. Click the **Actions Gear** at the far right and choose **View Evidence Submission** for specific details and the entire record.





6. Click the **Collection of Evidence Tab** at the top of the page.
 - a. You will see a data table of how the student is progressing in each of the Future Ready Skills. Each entry represents the latest rating provided by a person in that role.

b. Click on any **rating** to see the full response.

Overall Summary Details ▾ **Collection of Evidence** < >

Ordered

Skills	People
Skill	Teacher / Other Responsible Adult Self Parent / Guardian
 Collaborative Teammate	 Proficient

Read Only

Evidence Submission Details

Student	Aadya Thonangi	Future Ready Skill	Collaborative Teammate
Date Submitted	Thu, Dec 18, 2025	Relation	Teacher / Other
Name of Person Who Submitted Feedback	Tonyia Cooper	Email Address	
URL to support evidence	https://www.schooldata.net/		
Label	Indicator testing		