

## Directions for Completing Self-Assessment

1. **Open** an *internet browser* (Google chrome or Internet explorer)
2. **Type** [www.effectiveeducators.com](http://www.effectiveeducators.com)
3. **Log in page will open**
4. **Type** in your log in (school email) and password (you just made one)
5. **Alerts box** will have your Self-Assessment that has been started listed
6. **Click** on your *Self-Assessment*
7. **It may bring up another window with your name and then each Domain that you have began a Self-Assessment in**
8. **Click** on the *Domain Assessment* that you want to continue rating
  - a. **Click on** *Resources: Scale* for more information on each Design Question (DQ)
9. **Click** on *Rating Tab* for each Design Question (DQ)
  - a. **Choose:** *Not Using; Developing; Applying; Innovating*
10. **Click** *Finish* when you are done with each Domain
11. **Click** next Domain Section to rate
12. Take your time and reflect
13. When you are *all finished* with all Domains you may **Log out** at this time
14. We will be adding Growth Plans later
15. We would like this self- assessment completed by October 14, 2013