



## Continuous Improvement for Teachers Project

TOOLKIT GUIDE #4

# Ending a Cycle



*You will begin this process **after** you've participated in a professional learning community or coaching session for your current cycle. If you are in the self-study condition, you will end your cycle after completing your video reflection.*

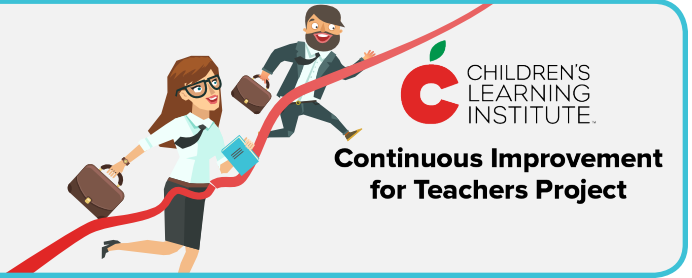
This guide corresponds with the  
stage of the cycle.

**Ending a Cycle**


1. Updating the Short-Term Goals Report
2. Completing End of Cycle Surveys

# Step 1:

## Updating the Short-Term Goals Report



The first step is to update your goals report:

1. Login to CLI Engage.
2. Navigate back to the Teacher Behavior Goal-Setting System from the dashboard (under the green banner, *Quality Improvement and Innovation*).
3. Click the black play button  by your name.
4. Click the green button, *Select Goals/Update COT*.

Select Goals/Update COT

5. Scroll down and select the instructional area you have focused on for your current cycle. You should see the *Goal Set Date* by your goals in this area.

Select as Goal	Goal Item	Observed at BOY	Observed at MOY	COT Updates	NS	Goal Set Date	Goal Met Date	Resources
<input checked="" type="checkbox"/>	Ask basic knowledge level questions to encourage students to talk.					10/03/2019		
<input checked="" type="checkbox"/>	Ask higher-level, open-ended questions to encourage students to talk.					10/03/2019		
<input checked="" type="checkbox"/>	Engage children in conversations that involve child and teacher taking multiple turns about a conversational topic.					10/03/2019		
<input checked="" type="checkbox"/>	Attempt to elicit language from all children not just those who volunteer or those with strong speaking skills.					10/03/2019		

In the far right column, fill in the *Goal Met Date* with today's date **for all active goals**, except any goals you'd like to carry over into your next cycle. Leave the other columns blank. (See screenshot on the following page.)

Select as Goal	Goal Item	Observed at BOY	Observed at MOY	COT Updates	NS	Goal Set Date	Goal Met Date	Resources
<input checked="" type="checkbox"/>	Encouraging Students to Talk							
<input checked="" type="checkbox"/>	Ask basic knowledge level questions to encourage students to talk.					10/03/2019	10/04/2019	
<input checked="" type="checkbox"/>	Ask higher-level, open-ended questions to encourage students to talk.					10/03/2019	10/04/2019	
<input checked="" type="checkbox"/>	Engage children in conversations that involve child and teacher taking multiple turns about a conversational topic.					10/03/2019	10/04/2019	
<input checked="" type="checkbox"/>	Attempt to elicit language from all children not just those who volunteer or those with strong speaking skills.					10/03/2019	10/04/2019	

## What if I have goals I didn't meet?

Good question. This project is about challenging yourself to continually set new goals. By selecting the goals as *met*, they are cleared from your short-term goals report, allowing you to have a clean view of the goals for your next cycle. This doesn't mean you're expected to perfect every strategy in two weeks—you'll take what you've learned and continue to practice across the year, especially when meaningful opportunities arise. However, if there are specific strategies that you would like to continue practicing and incorporate into your next action plan, you can carry them over into the next cycle. Any goals carried over do NOT count toward the minimum of five goals you must set for the new cycle, and we recommend that you try to clear them from your next short-term goal report to keep you focused on new goals.

After filling in the *Goal Met Date* column, you can either:

- **Save and Exit:** Click *Save Changes* and scroll to the top of the page to navigate back to your *Teacher Folder*. This option is recommended to give you time to reflect, refer back to your data, and think about what area you will focus on for your next cycle before setting a new round of goals.
- **Save and Set New Goals:** If you are ready to select goals for the next cycle, you can do so by selecting the checkboxes in the far left column of the strategies you'd like to work on. Click *Create New Short Term Goal Report*. This will prompt you to **create a new action plan. However, remember that it is best to review the relevant professional learning session for ideas before creating your action plan.**

## Step 2: Complete the End of Cycle Survey



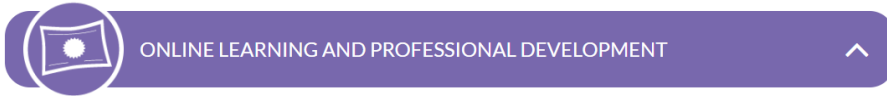
**Continuous Improvement  
for Teachers Project**

These surveys include a few brief questions to let us know how you felt about your work in each cycle. **Please be honest and forthright when answering these questions;** we will use your answers to determine if there are needed improvements to the project. There are three available surveys that you must complete (your coach will inform you of when you need to complete them). There is also a Beginning of Project Survey, which you will have already completed, and an End of Project Survey, which you will complete at the end of the year.

The cycle surveys are accessible through CIT Professional Learning Sessions.

## To access the PLS:

1. Return to the CLI Engage Dashboard.
2. Find the purple bar for ONLINE LEARNING AND PROFESSIONAL DEVELOPMENT.



4. Find and click the program, *CIT Professional Learning Sessions*.

**CIT Professional Learning Sessions**

24 Courses  
Best Fit for: **TEACHERS**

These brief courses, or professional learning sessions, are designed to be used by teachers participating in the Continuous Improvement for Teachers (CIT) project.

[VIEW COURSES](#) →

**NOTE: Your coach facilitator will email a schedule which includes the timeline for cycle completion.**

[BOY Cycle Survey](#)

[MOY Cycle Survey](#)

[EOY Cycle Survey](#)

[End of Project Survey](#)