



EdReflect

Summer Checklist

Get EdReflect User Accounts Ready for 2017-18

Use the summer months to make important user account updates in EdReflect.

- ✓ End of year ratings are due July 1st; please do not mark users inactive or change their school affiliation until after July 15th so that accurate reports can be prepared for the state. (*No individual user's data will be sent to the ADE*). As a reminder, marking users inactive will close their accounts and hide – but not delete – their information.
- ✓ After July 15th, you can create accounts for new hires, update rubric and school affiliations, and modify relationship with our user [management tools](#).
- ✓ Remember to set [read-only](#) relationships at the beginning of the school year to ensure that co-observers have access to view all necessary activities.
- ✓ Set training dates as soon as possible to ensure time for scheduling and preparation. Leverage our [library](#) of support resources to help facilitate any internal trainings.

Happy summer and congratulations on completing another school year!

- The EdReflect Team