

## The Basics

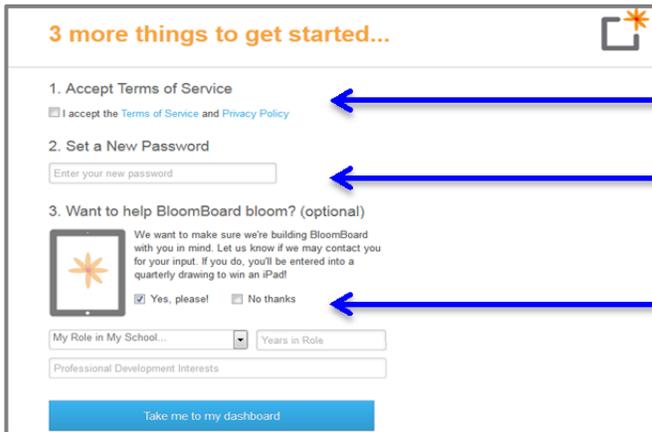
### Signing In

1. Open your internet browser of choice. BloomBoard is supported on Firefox, Safari, and Chrome. Internet Explorer supports BloomBoard only with the Google Chrome Frame extension.
2. Go to <http://apps.bloomboard.com>.



Forgot your password?  
Click here and we'll send you an email that allows you to reset it.

3. Enter your school email address.
4. Enter your password. Your initial password was emailed to you with the subject *Welcome to BloomBoard* when your account was created.



Accept the Terms of Service – it's required

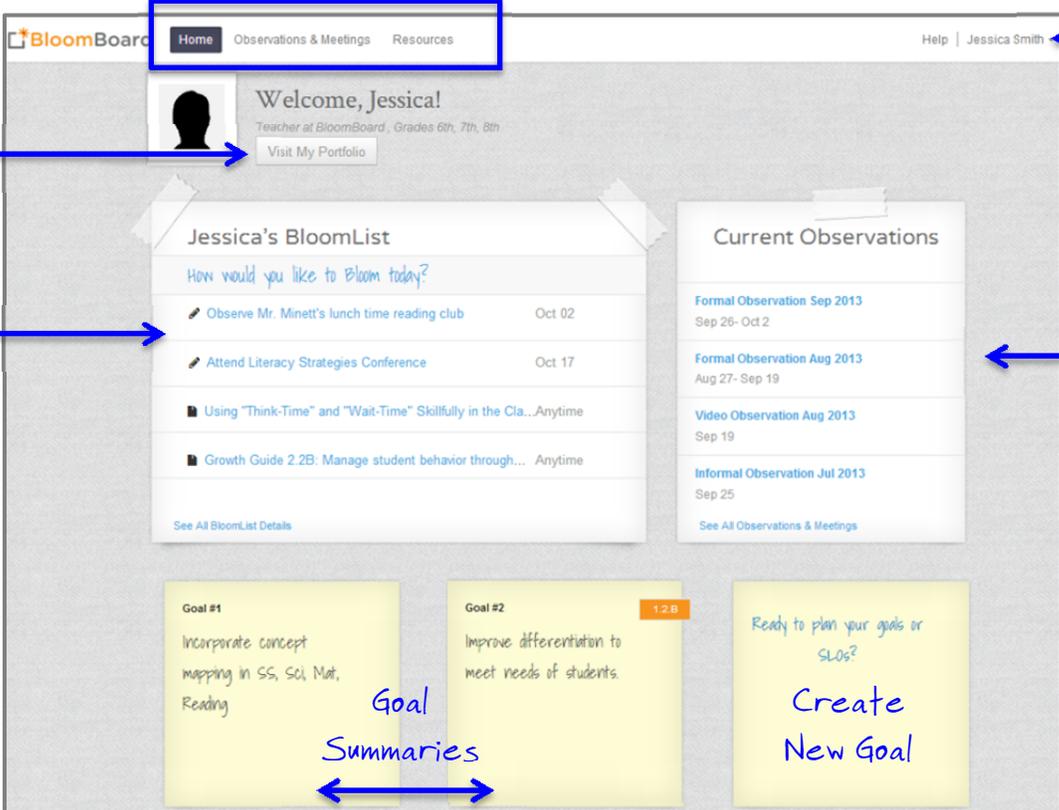
Enter a new password – that's required too

Choose to give us input (please) – your feedback is valuable and will help us make BloomBoard even better

5. If this is your first time signing in, you are prompted to accept the terms of service, enter a new password, and choose whether to allow BloomBoard to contact you. After you have done so, you are asked to sign in using your new password.
6. Click *Take me to my dashboard*. 

## Navigating the Site – Home Page

The home page opens after signing in. The home page allows you to navigate to the site's main sections, and offers access to areas and features that have been enabled by your district, and are appropriate for the teacher role. Take a quick home page tour by reviewing the screenshot and accompanying highlights below.



The screenshot shows the BloomBoard home page for a user named Jessica Smith. The page is annotated with several handwritten labels and arrows pointing to specific features:

- Main Navigation Bar:** A blue box highlights the top navigation menu containing "Home", "Observations & Meetings", and "Resources".
- Settings:** An arrow points to the "Help | Jessica Smith" link in the top right corner.
- Visit My Portfolio:** An arrow points to the "Visit My Portfolio" button located below the user's profile picture.
- Upcoming BloomList Items:** An arrow points to the "Jessica's BloomList" section, which lists upcoming activities such as "Observe Mr. Minett's lunch time reading club" and "Attend Literacy Strategies Conference".
- Current Observations:** An arrow points to the "Current Observations" section, which lists recent observations like "Formal Observation Sep 2013" and "Video Observation Aug 2013".
- Goal Summaries:** A double-headed arrow points to the "Goal #1" and "Goal #2" sections, which provide summaries of educational goals.
- Create New Goal:** An arrow points to a yellow box with the text "Ready to plan your goals or SLOs? Create New Goal".

## Main Navigation Bar



Navigate to the site section you wish to visit. Available sections are determined by both your role and the features enabled by your district.

## Settings



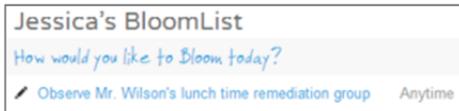
Use to update your profile; sign out; and transition between learner and observer (if applicable).

## Visit My Portfolio



Click *Visit My Portfolio* to open the E-Portfolio.

## Upcoming BloomList Items



Shows 4 BloomList items and provides access to the BloomList.

- Click the *How would you...* question to create a new BloomList item.
- Click a BloomList item (preceded by a pencil icon) to open the item.
- Click the *Details* link on the bottom to open the full BloomList.

## Current Observations



Displays the 4 most current observations, and provides access to all observations.

- Click a link to open an observation.
- Click the *See all observations* link on the bottom to view all of your observations.

## Goal Summaries



View and access goals displayed as sticky notes.

- Click a goal to open and modify the goal.
- Click the blank goal note to create a new goal.

## Goals

### BLOOMBOARD GOALS

Here at BloomBoard, we view masterful teaching as one of the most challenging professional aspirations that a person can hold. In order to get to that point, we believe that, as with any other undertaking of gigantic proportion, discrete, manageable goals are the best way to begin.

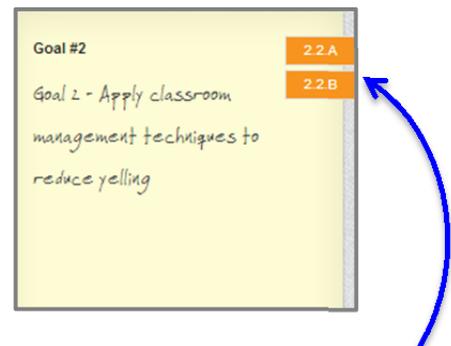
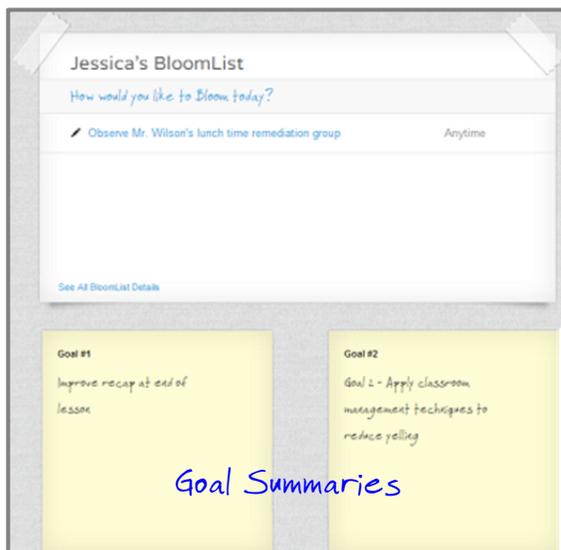
In setting your goals, we encourage you to engage in dialogue with your observer, creating a conversation about the improvement strategies that will allow you to meaningfully focus your practice on a day-to-day basis.

In order to be effective, however, the goal-setting process must be intrinsically motivated. Only you can be truly responsible for making a commitment to better your teaching. As a reflection of that responsibility, only you are able to create or edit goals for yourself in the BloomBoard system. To create goals, start with Goal Summaries.

Goal Summaries display on the bottom of the home page.

### Goal Summaries

- A Goal Summary is a snapshot of a goal presented as a sticky note.
- You cannot add, edit or delete goals directly from the home page.
- Click a summary to open the details screen so you can enter and modify details.



Numbers in corner display indicators that you have tagged to the goal.

## SETTING GOALS

1. Click the blank goal summary on the home page to open the Goal Planning page.
2. Click *Add Another Goal* in the sticky note outline to open a blank goal in which you can create a new goal summary.
3. Click the new note and type a short goal summary. When you are finished, press **Enter** or click outside the note.



Click the blank note to open the Goal Planning page

### Helpful Hint

Notecards work best for broad ideas. Goals are intended to be more actionable and specific.

Areas of Strength / Growth notecards

Click the outline to open a new blank goal

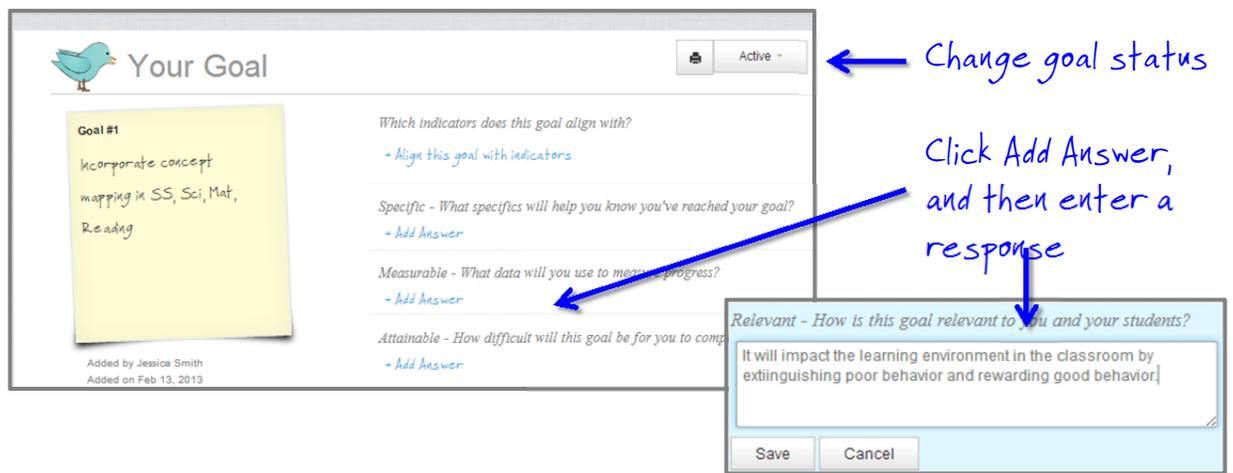
View Archived Goals

4. Click on the *Areas of Strength* or *Areas for Growth* notecards to add general thoughts about your teaching. Click outside the notecard to update the text.

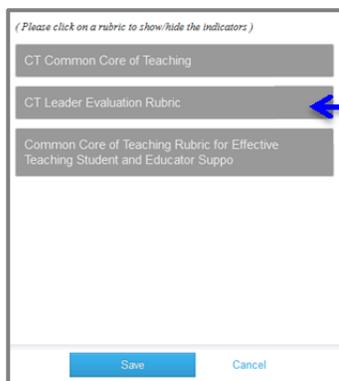
## Entering Goal Details

The goal details screen allows you to align a goal to indicators and define attributes, such as completion date. Districts choose their own detail questions, so your questions may vary from those shown below.

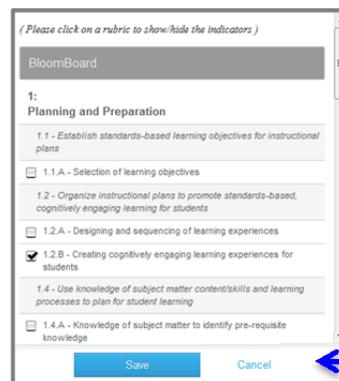
1. Click *View Details* at the bottom of a goal summary to open the Goal Details page. 
2. To answer a detail question, click *Add Answer*, enter a response in the text box that displays, and then click *Save*.



3. To align a goal with indicators, click the *Align this goal...* link to open the indicator table. 
4. If your district has multiple rubrics, choose a rubric.
5. Use the checkboxes to select indicators you wish to align to your goal and then click *Save* when finished.



Click a rubric, if applicable, to open the appropriate indicators



Choose indicators from the table

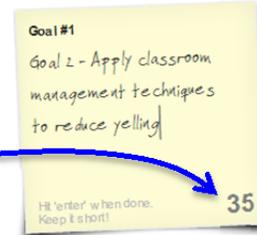
Click Save or Cancel

## EDITING GOALS

### Editing Goal Summary Text

1. Click on the goal text to enable editing.

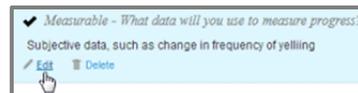
As you type, the software updates the number of characters left until the 100 limit is reached



2. Make desired modifications to the goal text and then press **Enter** or click outside the note to complete the modifications.

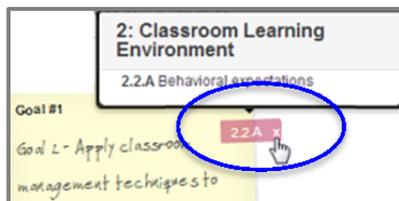
### Editing and Deleting Goal Details and Indicators

1. To edit a goal detail from the goal details page, hover on the detail to view the *Edit* link.



Edit or delete a goal detail

2. Click *Edit* to open the text box.
3. Make modifications and click *Save* when finished. Alternately, click *Delete* to remove the detail. The deletion is made instantly and is permanent.
4. To edit goal indicators, click the *Align this goal* link to open the indicator table. 
5. Select and deselect indicators by clicking their check boxes.
6. Click *Save* when finished.



Helpful Hint: You can also delete an indicator by hovering on its red tag. When the description and x display, click the x. The deletion is made instantly and is permanent.

7. A notification displays above the goal page.

Assigned indicator deleted. 

## ADDING BLOOMLIST TO GOALS

You can attach specific action items to your goal in the form of BloomList items or BloomBoard resources. Assign yourself an article to read, video to watch, teacher to observe, or other item that will help you achieve your goal. The BloomList and BloomBoard Resources are explained in more detail in their own sections.

1. From the bottom of a goal's Details page, click either *New BloomList Item* or *Browse Resources*.
2. If you choose a BloomList Item, complete the fields in the dialog box and then click *More details* to select the goal to attach.
3. When finished, click *Create* to save the item or *Cancel* to exit the BloomList.

