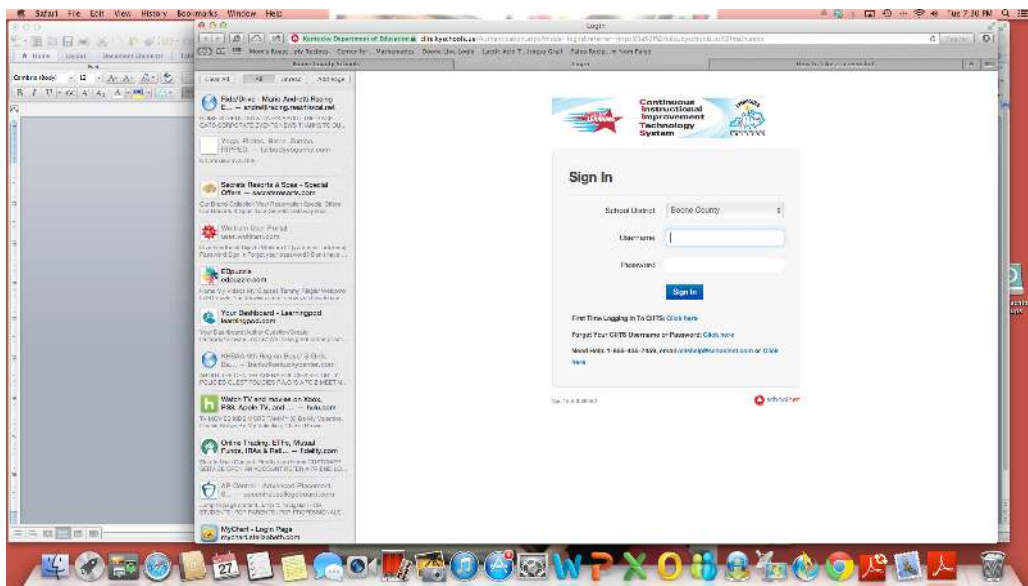


CIITS Training

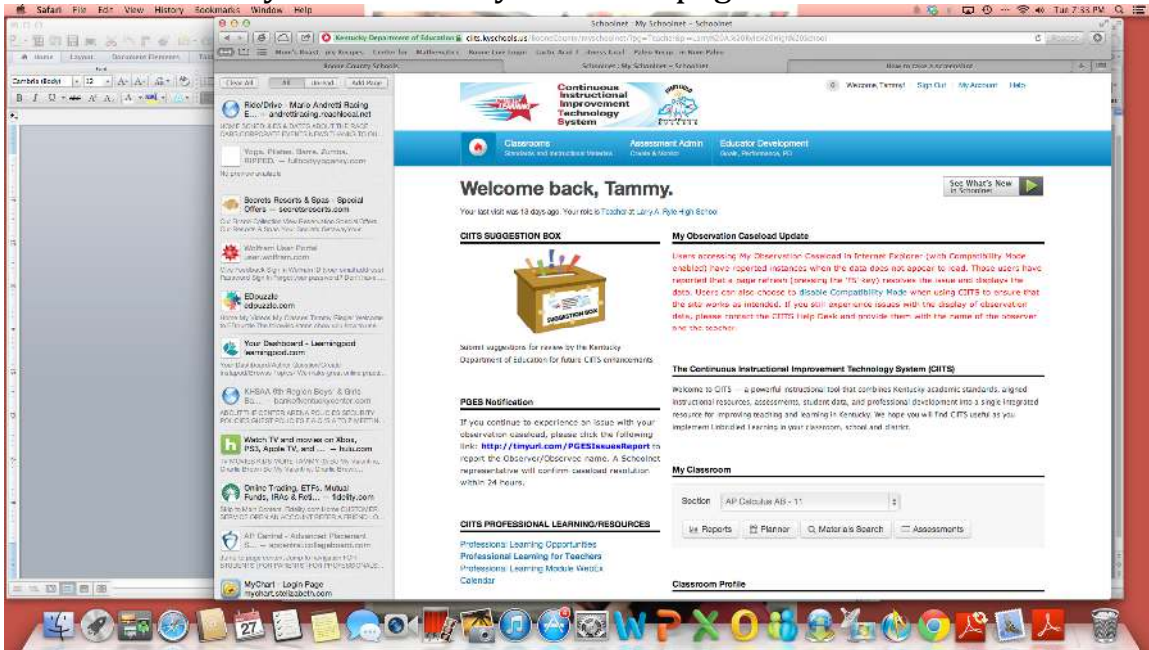
Click on CIITS under the STAFF tab of the Boone County Schools website.



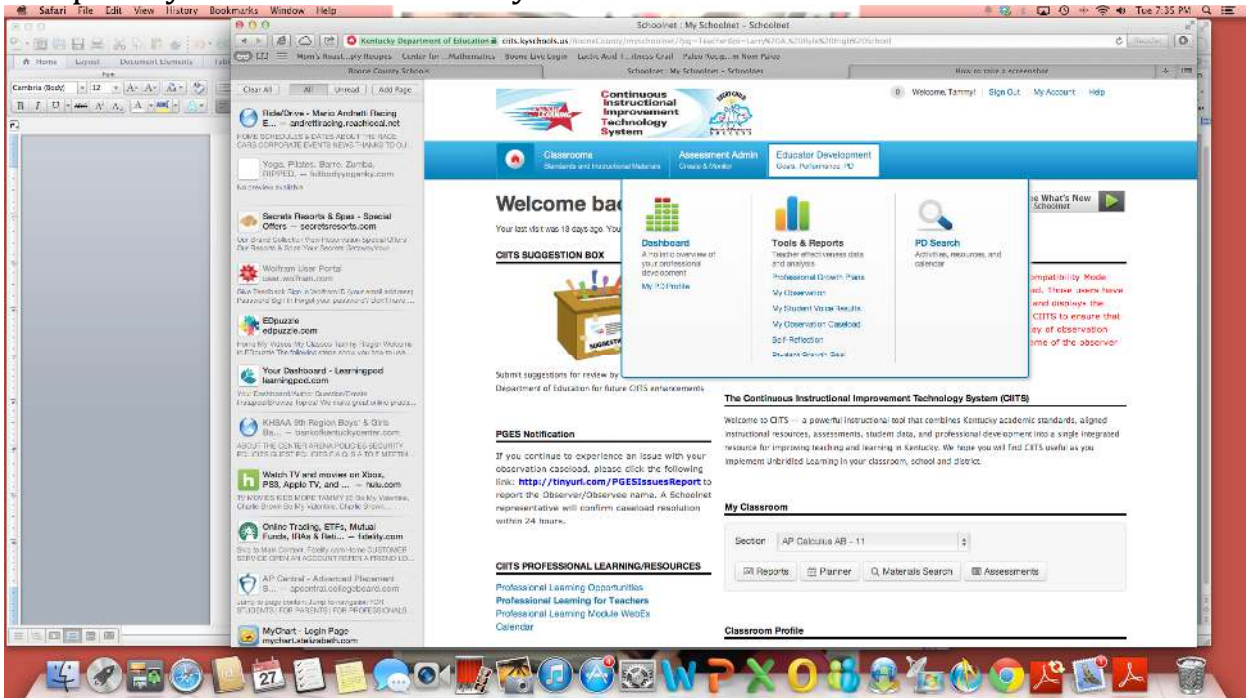
You will need to log in using your school email as your username and password you create for CIITS.



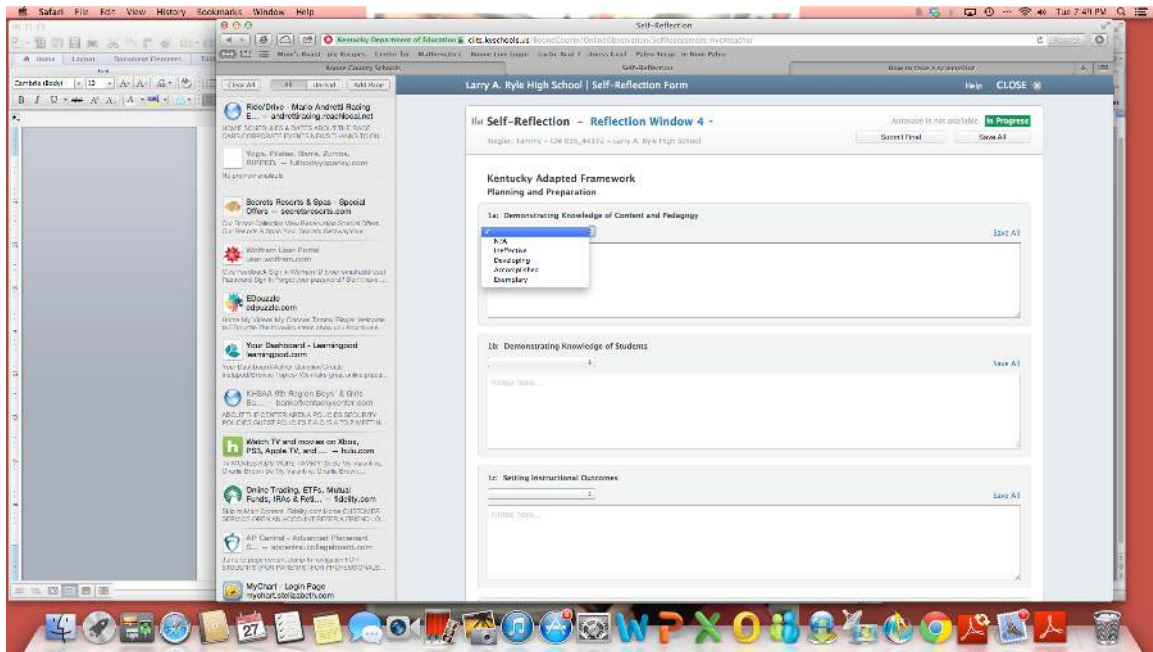
The next screen you will see is your home page of CIITS.



The Educator Development tab is where you will enter your reflections when you are ready in August. Under this tab you will see **Tools & Reports** and at the bottom of the list **Self-Reflection**. The reflections need to be saved first in a word document then you can copy and paste your reflections from your word document into CIITS.



Once you click on Self-Reflection the following screen will appear. The drop down is for you to rate yourself as Ineffective, Developing, Accomplished, or Exemplary. The notes section is where you will copy and paste your reflection for each component of the domain. **You only click submit final at the top when all the reflections are complete.** You can click on save all to save your progress if you need to come back later.



Other features of the Tools & Reports that you will be interested in:

Student Growth Goal – This goal you will get more information on setting in the fall.

Professional Growth Plans – This is where you will document your professional growth plan.

My Observation – This is where you can access your observations from your evaluating principal.

My Student Voice Results – This is where you can access the results of the student voice survey that selected students will take.