



Best Practices for Schools

Stage 1

- **Identify anticipated points of resistance and special tactics based on readiness assessment.** *This helps to prepare your initial presentation to address any concerns by users. This should be done with department/team leaders.*
- **Norm with staff on WHEN and HOW it will be implemented.** *You can do this in a faculty meeting or department meetings.*
- **Send information about EdGuru by email.** *It is very important to educate the user community as frequently as possible.*
- **Determine the topic area(s) you will focus on assigning:**
 - A. Schoolwide
 - B. Teams/Grade Levels/Subjects
 - C. Individual Users

Stage 2

- **Delegate a Report Reading Team.** *Each week, have team leaders and the school leadership team look at usage and discuss the data before meeting with teachers. The work is more manageable and buy in is higher if done as a team!*
- **Track trends in usage.** *Being able to track usage trends will help you prioritize actions or change the manner in which you are trying to resolve concerns.*
- **Feedback Meeting** *Teacher feedback is a part of operating schools. When schools know that 1) teachers want what's best for their schools' success; and 2) difficult challenges are a natural part of school operations, it can be easier to depersonalize negative comments.*
- **Continue to familiarize yourself with new resources.** *EdGuru will add new resources monthly. Make sure to check them out and see if they can help in making a revised action plan/focus area for your next steps.*

Stage 3

- **Let users know you heard their feedback regularly.** *Send out a whole school message to users responding to EdGuru data/trends. This could be weekly, monthly, or each term. When users see that you are looking at the data holistically and responding to it, they will utilize EdGuru to its full potential.*
- **Appreciate teachers and staff.** *Within the report, there are so many points of praise for teachers and staff members. Sharing the positives with your staff in a meaningful way will increase morale and overall feelings of appreciation.*
- **Appreciate high users.** *Find a way to appreciate the teachers who take time to use the platform the most. This could be one-on-one appreciation or a larger celebration. Letting teachers know you appreciate their time completing the resource activities will help you gain higher usage rates.*
- **Reach out to EdGuru.** *EdGuru has a team of educators to brainstorm with you! Reach out to them for free advising sessions if you want to discuss next steps.*