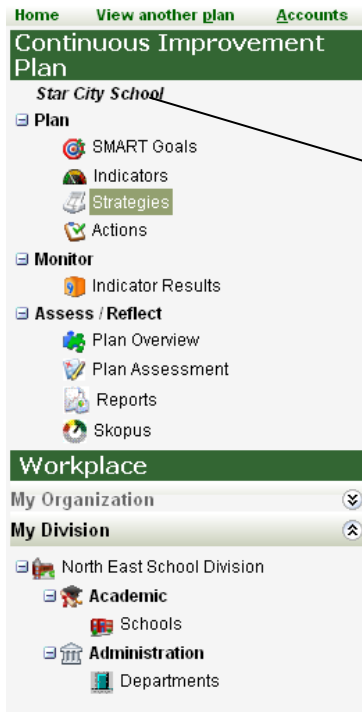


SkoVision: How to Complete Strategy Reflections?



Step 1

1. Be sure you are working in your school's plan.
2. Single click on "Strategies" (left-hand side).
3. Double click on the row of the strategy you want to provide a comment for.
4. Single click on "Comments" tab.
5. Select appropriate View (Select Report)
6. Select Edit icon (right-hand side).
7. Select Type (again use Report), and enter your comment(s).
8. Save.

This process should be completed for all of the strategies near the end of the year, or once all of the actions within the strategy have been completed. The comments that you input will only appear in document generated from "Reports".



Step 2

Step 4

Step 5

Step 6