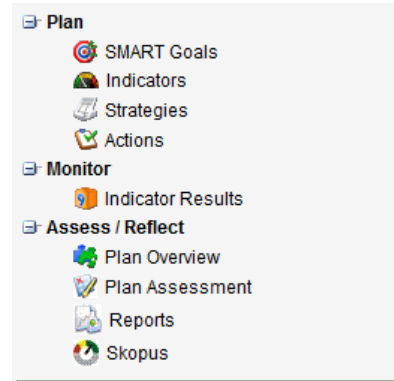


SkoVision: How to Update Strategies?

Step 1: Select Strategies



Step 2: Double click on the strategy you wish to update.

Step 3: Under the General Tab, change the following

- Person responsible (if necessary)
- Office responsible (optional field)
- **Finish date (mandatory change – I would suggest 06/30/2013)**
- Priority and Status (if necessary)

Strategy: Enhanced Communication (Partnerships: Student-led Conferences)





A screenshot of the SkoVision strategy update form. The form is titled 'Strategy: Enhanced Communication (Partnerships: Student-led Conferences)'. It has several tabs: 'General', 'Actions', 'Topics', 'SMART Goals', 'Reflection', and 'Comments'. The 'General' tab is selected. The form is divided into several sections:

- Provide a detailed description of the strategy:** Strategy name: 'Enhanced Communication (Partnerships: Student-led Conferences)'. Description: 'Student-led conferences'. Best practice: Closing Achievement Gap: Created by: 'Melfort and Unit Comprehensive Collegiate'.
- Identify the organization to which the strategy is assigned:** Organization: 'Melfort and Unit Comprehensive Collegiate'. Authorized central office resources: (empty dropdown).
- Identify the person and/or the office to which the strategy is assigned:** Person responsible: 'Michelle Strube'. Office responsible: (empty dropdown).
- Specify the timeline of the strategy:** Start date: '11/1/2009'. Finish date: '4/15/2010'.
- Specify the strategy status, priority and % complete:** Priority: 'High'. Status: 'Completed'. % complete: '100'. Budget (\$): (empty field).
- Select the development status of the strategy:** Approved. Under development. Archived: .

SkoVision: How to Update Strategies?

Step 4: Select the Actions Tab

Strategy Start date: 11/1/2009 - Strategy Finish date: 4/15/2010 Show only Archived

Action *	Owner *	Start date *	Finish date *	Status *	Resources needed	Projected cost	Expected results *	Archived	Delete	Edit
Individual teachers meet with their own advisor groups to assist students in goal setting.	Teachers	11/20/2009	4/1/2010	Completed ▾			Meeting with Advisor Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Student-led Conferences held	Teachers, Parents & Students	11/15/2009	4/15/2010	Completed ▾			Conferences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Create preliminary document of procedures for student-led conferences.	Michelle Hauser	11/15/2009	4/15/2010	Completed ▾			Document	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Present plan to staff for revisions	Michelle Hauser	11/15/2009	11/15/2009	Completed ▾			Presentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

In order to **edit** any individual action, select the Edit icon on the right-hand side. Complete the edits and save.

In order to **add** a new action, select the Edit icon on the right-hand side at the bottom and complete all mandatory fields.

Step 5: SMART Goal Tab

If you wish to link to a new, delete or add to another SMART Goal, select the SMART Goal tab and make the alterations required.

Step 6: Comments Tab

Used for year-end reflections. Refer to document on Curriculum Corner for complete instructions.