

*myFolio Lesson Plan:*

# Reflecting and Capturing Learning from a Pandemic Year

*Problem to Solve:*

Help your faculty/staff reflect on 2020-2021, capture their learning, and use it to inform goal-setting for the coming year.

*Resources Needed:*

- 1 hour of leader prep time
- 30 - 40 minutes of faculty meeting time
- The myFolio Custom Year End Self-Reflection feature



## Articulate your “why,” “when,” and “who”

1

Draft a concise statement about why you are undertaking this activity and what you hope to achieve. We recommend something like this: *“It’s been an unbelievably difficult year, when we’ve all had to rise to new challenges and learn to do new things, just to get by. And while we hope that we never have another pandemic, the things we learned this year will also make us better teachers in ‘normal’ circumstances. This activity will help us intentionally consolidate that learning and benefit from it in the years to come.”*

Determine who will participate in the activity (Faculty only? All staff? Leaders?). Set aside time at the appropriate meeting(s).

## Create the Content

2

Identify 3–4 questions to structure faculty/staff reflection. Use the ones below, or create your own.

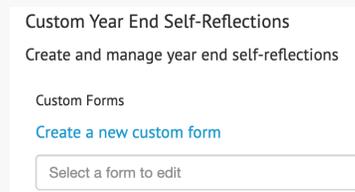
- What was the most significant struggle you faced professionally this year? How did you make progress with it? What did you learn, about teaching or about yourself, in the process?
- What are you better at as a teacher or professional now, as compared to a year ago?
- Identify 1–2 ways in which you could use something you learned during this pandemic year to be more effective in your teaching or work during “normal” times.

## Set it up in myFolio

3

Follow these steps to create a custom year end self–reflection form in myFolio:

- Click on “Manage,” and then “Customizations”
- Scroll down to “Custom Year End Self-Reflections”
- Click “Create a new custom form”
- Name your form (we recommend “Pandemic Reflection”), and then click “+ Add custom field.”
- Enter your questions from Step 2 (Create the Content) as 3–4 separate custom fields, then click “Save”



Click [here](#) for more documentation about Self Reflection Year End Summary Notes

## Launch

4

- Convene your meeting and give a brief introduction and rationale (see above).
- Direct faculty/staff into myFolio. They should click on their name once logged in, then go to their “Notes” page. Then, they should use the “+ Add Note” button to create a Year End Summary, selecting the proper form (ex. “Pandemic Reflection”) on the page for the new Year End Summary Note
- Give faculty/staff ~15 minutes to write their reflection note. Then, ask them to debrief in pairs. What came up for them as they were writing the note?
- Debrief as a whole group, if time is available. Consider asking, “What are you taking with you as you leave this meeting?”

