



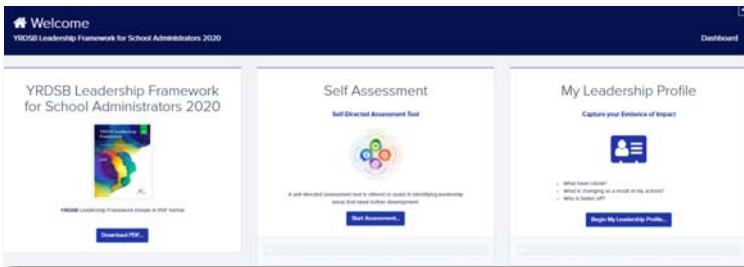
YRDSB Leadership Framework Self-Assessment Tool

This Quick Reference Guide lists the steps to be taken to access the YRDSB Leadership Framework Self-Assessment Tool

1. Log in to https://bettereducate.com/yrdsb_application . Create a user name and password and select **Sign Up**.

A screenshot of the 'Member Sign Up' form. The form includes fields for Username (with a 'Not Available' error message), Password, Repeat Password, Email Address, Repeat Email Address, First Name, Last Name, City, Birth/Province, and Country. There is a checkbox for 'I have read and agree to our Terms of Use' and a green 'Sign Up!' button.

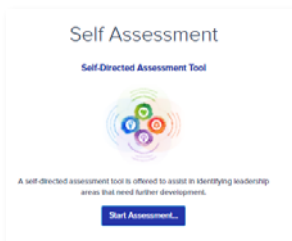
2. When you log in, you will see a dashboard with three tiles: **YRDSB Leadership Framework for School Administrators 2020, Self-Assessment** and **My Leadership Profile**.



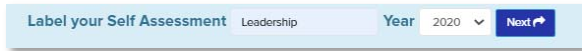
3. Access the **YRDSB Leadership Framework for School Administrators 2020** tile to view the YRDSB Leadership Framework for School Administrators 2020.



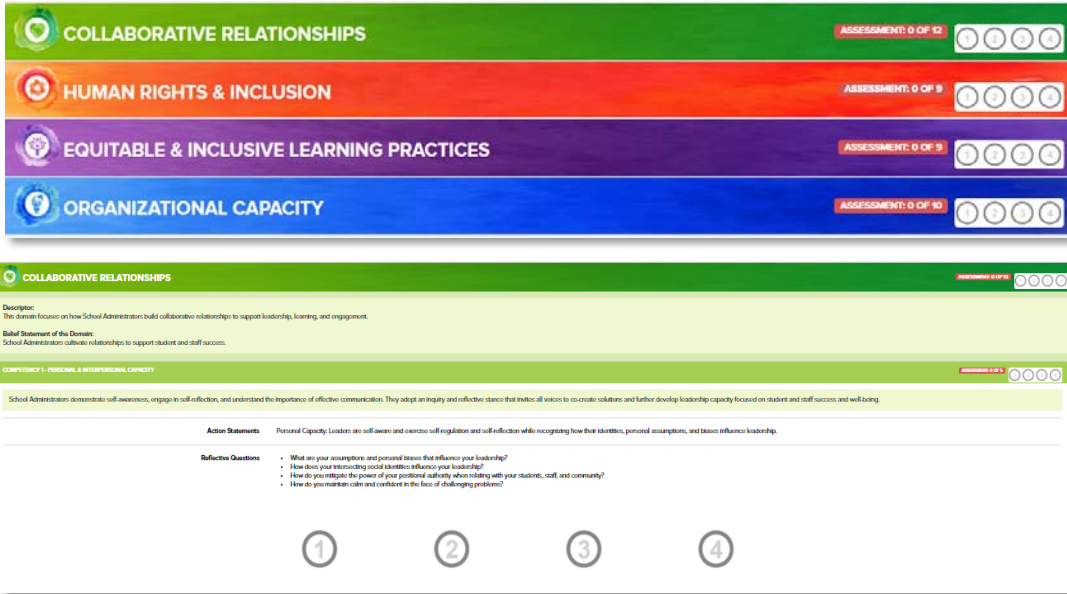
4. Access the **Self-Assessment** tile to begin your self-assessment.



5. Label your Self-Assessment ex “Leadership” and select NEXT



6. Select each domain to drop down to each competency to begin your self-assessment. As you consider each *Action for Leader* described in the YRDSB Self-Assessment Tool, ask yourself to what extent you demonstrated each leadership action. Select the most suitable response rated 1 to 4.



7. Repeat above for each domain and competency. As you complete, your responses are auto-saved.

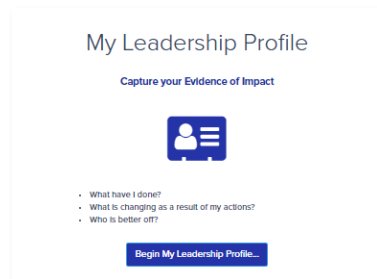
8. Once completed, you can view a summary and/or print found top right of self-assessment screen. You can edit this self-assessment anytime or delete and start again.



9. Return to dashboard by selecting **Dashboard** found top right of page.



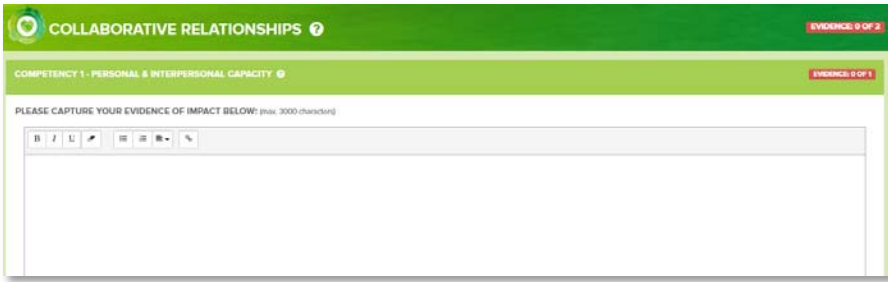
10. Access the **My Leadership Profile** tile to capture evidence of your leadership and its corresponding impact.



11. Label your **My Leadership Profile** and **Save**. The Save button becomes visible after you label and apply a year.



12. Drop down each competency to capture evidence of your leadership and its corresponding impact. Descriptions for each domain and competency can be viewed by hovering over the question mark icon. As you add your responses, you will notice a **SAVE** button appears at the bottom of the text box. Select to save what you have written. You may revise your responses any time.



13. Select the profile icon found on the top right of the screen to log out.



14. To log back in to BetterEducate, go to <https://bettereducate.com/yrdsb>, select **log in** and then you will be prompted to enter your **user name** and **password**.



If you have any questions or need assistance navigating the platform, please contact leadership.development@yrdsb.ca