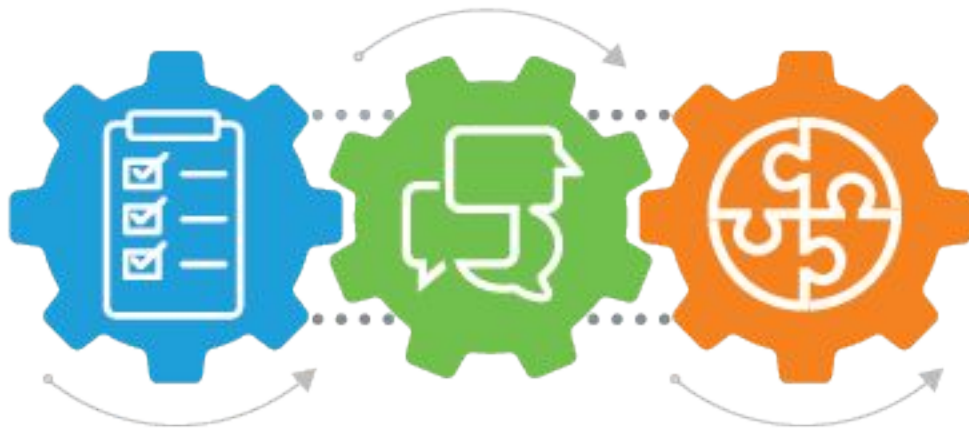




Administrator TOOLKIT



Plan • Communicate • Integrate



Welcome to the ExploreLearning Reflex Administrator Toolkit!

This Toolkit provides support and resources for district and building administrators as they develop their Reflex implementation plans. Overall, your Reflex implementation plan will support the successful integration of the Reflex program in your school(s).

Your careful consideration and documentation of your math fact fluency goals will create a target for your teachers and students so that they can work towards the achievement of that goal. Your designed goal achievement recognition strategies for teachers and students will support them in their work towards the goals, lead to positive experiences with Reflex and grow a love of mathematics.

The toolkit gives information and practical examples you need to plan for and integrate a proven math fact fluency program into your classrooms.

The ExploreLearning Reflex Administrator Toolkit Contents:

- I. Welcome Letter and Table of Contents
- II. Getting Started - A “Reflex Administrator Toolkit” video describing the use of the toolkit
- III. Reflex Administrator Toolkit videos and resource tools to support you in creating, monitoring, and updating a successful Reflex plan that will result in developing a positive math culture.
 - a. Plan
 - b. Communicate
 - c. Integrate

The ExploreLearning Reflex Administrator Toolkit will be updated on an ongoing basis in order to maintain academic relevance. In addition, we welcome your feedback on these pages, and, if you have other good practice examples to share, please get in touch.

Have a Great School Year!

The ExploreLearning PD Team



Getting Started with Reflex Administrator Checklist

Plan!

Tools- [Reflex Administrator Toolkit Video](#)
[Reflex Administrator Implementation Planning Sheet](#)

- Develop a Reflex Implementation Plan

Tools- [Reflex Administrator Quick Reference Guide](#)
[Administrative Setup of Reflex On-Demand Videos](#)

- Administrator Login
- Update Profile
- Set School Year Start Date
- Import Students
- Invite Teachers
- Identify/Invite Other Reflex Administrators

Communicate!

Tools- [Reflex Teacher On-Demand Videos](#)
[Reflex Teacher Quick Start Guide](#)

- Provide Teachers with Reflex Professional Development
- Teachers Must Create Classes/Add Students/Add an Assignment
- Provide Students with Login Cards
- Provide Parents with Reflex Parent Letters

Integrate!

Tools- [Reflex Approach Flipbook](#)
[Reflex Professional Development/Webinars](#)

- Review/Execute your Plan/Ideas
- Continue Providing Reflex Professional Development
- Celebrate Successes



Elevating School Engagement with Reflex Administrator Planning Sheet

Reflex Purpose and Goal

Purpose:

Goal:

Strategies

Plan:

When/Where?

Environment/Tools?

Communicate:

Who/How?

Positive Math Culture

Integrate: