HOW TO

Assign Staff Milestones with the Roadmap

What is the roadmap?

The roadmap is designed for **implementation team members** to facilitate RULER-related staff development. As an implementation team member, you will see the "RULER Roadmap" on your RULER Online homepage.

Within the roadmap, you will see a series of "Milestones" that you can assign (or "publish") to your staff members. When you publish a milestone, it will appear on the homepage for all staff members within your school. The milestones are unnumbered, which allows you to publish them in the order that fits your school's unique RULER rollout.

For example, some teams may choose to start the school year by completing the "Building a Positive Emotional Climate with the Charter" milestone, which is the fourth milestone in the list.

Please note that if you've already begun your RULER implementation and added users to RULER Online, staff may have already completed some of these tasks.

What's included in each milestone?

Each milestone consists of a series of tasks to be completed within RULER Online. These generally include completing a module, writing a digital journal post, watching a video, or practicing with a digital tool.

To accompany many of the milestones, you'll also see facilitation guides (generally located at the bottom of the milestone box). These guides contain suggestions to help you facilitate an in-person meeting after staff complete the published milestone. The tasks in each guide can be modified according to your meeting length or preferences.

These guides are only viewable to the implementation team. In addition to their location within each milestone box, implementation team members can access the guides within the Staff Meeting Facilitation Guides section in the resource library.
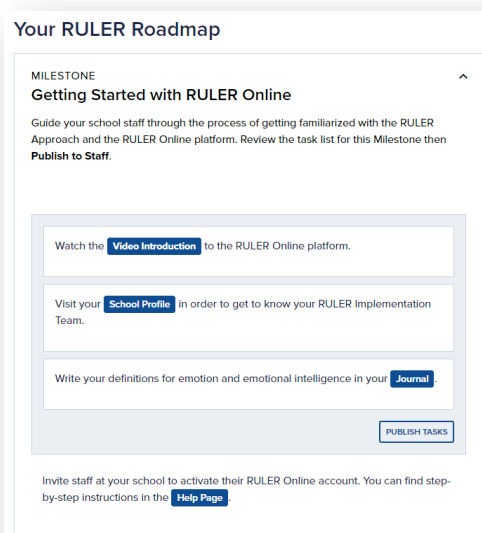
How can I publish a milestone?

When you (or another member of your implementation team) has decided on a milestone you'd like to publish, one member of the implementation team should click the "Publish Tasks" button on the bottom right of the milestone box. You will be asked to confirm the milestone assignment.

When you press the "Yes, Publish Now" button, staff within your school will be able to see the assigned milestone on their RULER Online homepage. They will only see the milestones that you've published – the full list is only viewable to your school's implementation team.
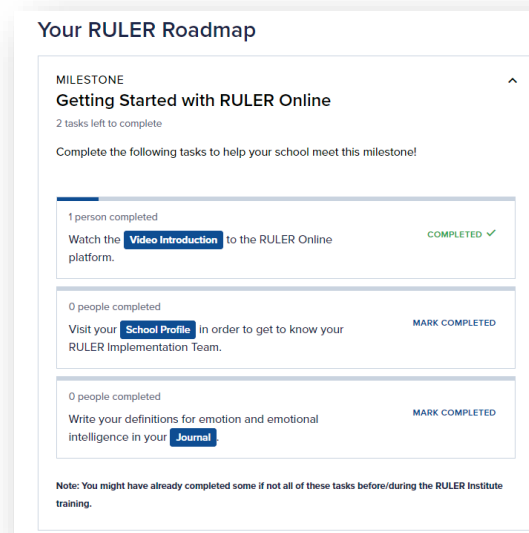
Staff can complete the milestone tasks at their own pace, then press "Mark completed." Implementation team members will be able to see how many staff members within their school have completed a milestone, but not the specific names of individuals.

The implementation team's view of the milestones includes slightly different instructions. For example, for the "Getting Started…" milestone, you'll see the text: *"Guide your staff through the process of getting familiarized…,"* while staff will see: *"Complete the following tasks…!"* See an example in the image below.

Implementation Team View   Staff Member View

How can I ask a question about the roadmap/milestones?

If you have any questions about the roadmap or milestones, please don't hesitate to reach out to ruler.online@yale.edu, or send a message using the "Contact" button in the RULER Online footer.