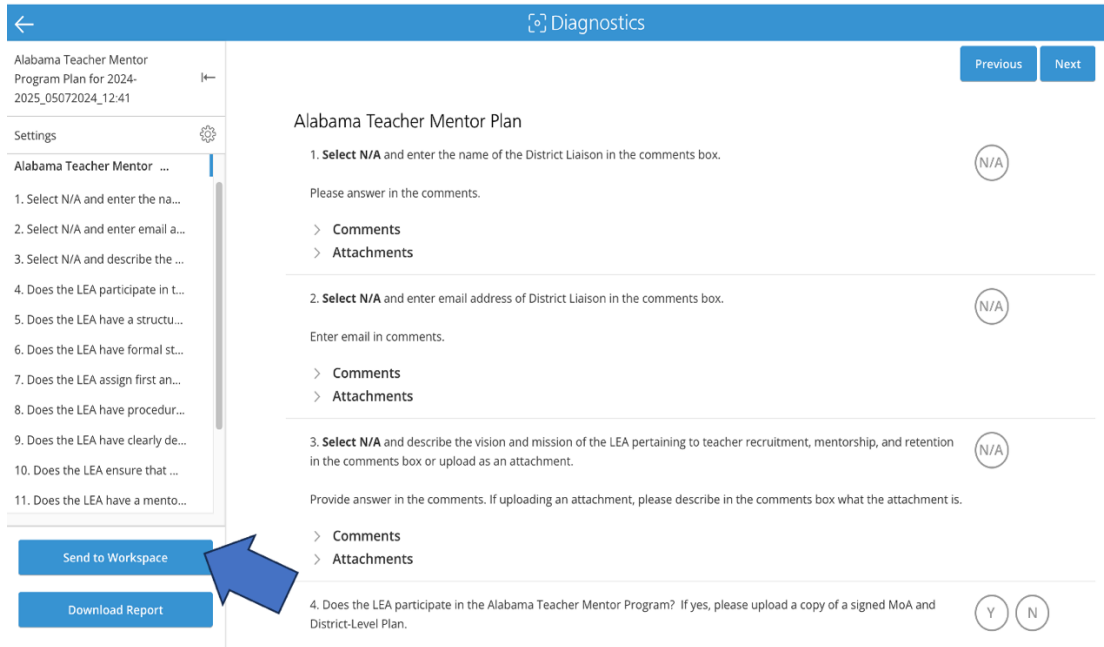# District Response to Alabama Teacher Mentoring Program (ATMP) Department Program Plan Review

1. Upon completion of providing all required information for the ATMP District Plan, and reviewing the plan, from Diagnostics click Send to Workspace.


2. (a.) If the system detects the Diagnostic is not completed you will receive a confirmation prompt. (b.) In any event to send the Diagnostic to Workspace titled with 'ATMP' and the District name must be selected and click send.
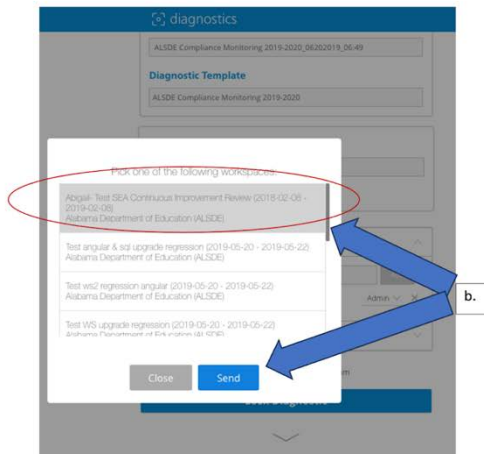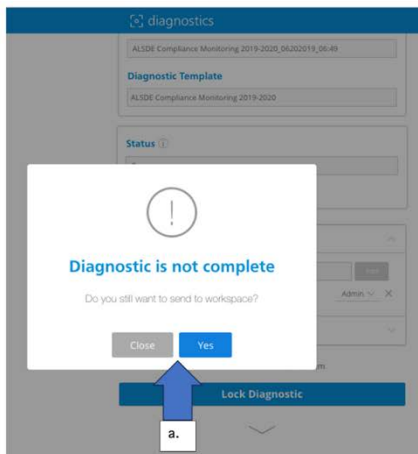
3. A verification message will be provided.
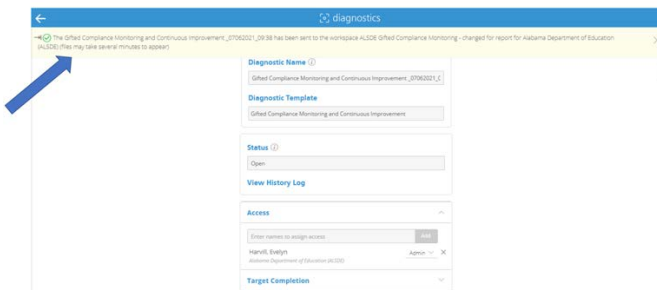
4. Upon ATMP Department review an email is sent to the District to notify them that ALSDE has provided information aligned to their review of the district's ATMP Program Plan. Click 'Log into Workspace.'
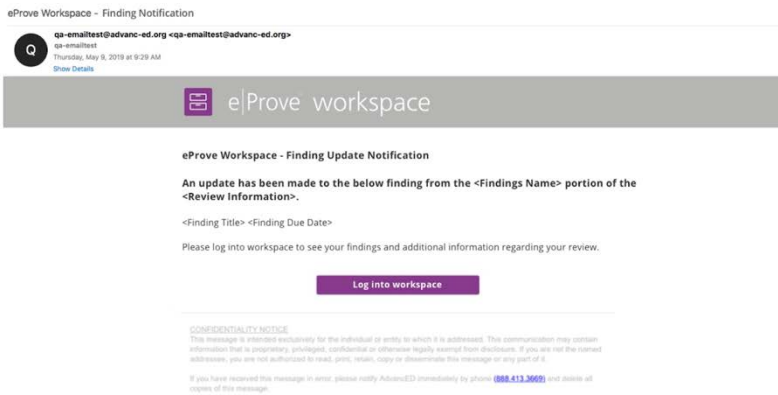
5. As prompted Log into myJourney.
   Using a Chrome browser (highly recommended), go to https://myjourney.cognia.org/. Enter your email address as username and password. (Click Forgot Password, if needed, and follow those directions).

6. Search or choose your district in the dropdown menu

7. Click 'Go to Workspace'

Administrations   📋 Workspaces

All (876)   2024-25 SY (556)   ⬇️

	Workspaces
Early Learning Schools	2
Elementary Schools	68
Middle Schools	23
High Schools	41
Unit Schools	11
Other Schools	2
District	706
SEA	23
Total:	**876**

e|Prove workspace

Go to workspace

8. Search or choose your district in the dropdown menu, click the 3 dots on the right-hand side, and click open.

Which workspace would you like to view?

Filter by All 🔍 teacher mentor ✕

141 workspaces found

Name	Institution	Location	Dates	Created By	Status	
Alabama **Teacher Mentor** Program Plan for 2024-2025	Acceleration Day and Evening Academy District *Alabama Department of Education (ALSDE)*	Mobile Alabama 311024		Cyndi Wrenn	Active	⋮
Alabama **Teacher Mentor** Plan for 2024-2025 – i3 Academy District	i3 Academy District *Alabama Department of Education (ALSDE)*	Birmingham Alabama 317919	Start: Mar 20, 2024 End: Jun 1, 2025	Riley Emmons	Active	⋮
Alabama **Teacher Mentor** Plan for 2024-2025 – Wilcox County School System	Wilcox County School System *Alabama Department of Education (ALSDE)*	Camden Alabama 214880	Start: Mar 20, 2024 End: Jun 1, 2025	Alicia Hannigan	Active	⋮
Alabama **Teacher Mentor** Program Plan for 2024-2025 – Vestavia Hills City School System	Vestavia Hills City School System *Alabama Department of Education (ALSDE)*	Vestavia Alabama 214839	Start: Mar 20, 2024 End: Jun 1, 2025	Alicia Hannigan	Acti	👁 View 📂 Open ✏️ Edit 🗄 Archive 🗑 Delete
Alabama **Teacher Mentor** Program Plan for 2024-2025 – Tarrant City Board of Education	Tarrant City Board of Education *Alabama Department of Education (ALSDE)*	Tarrant Alabama 214755	Start: Mar 20, 2024 End: Jun 1, 2025	Alicia Hannigan	Active	⋮
Alabama **Teacher Mentor** Program Plan for 2024-2025 – Satsuma City School System	Satsuma City School System *Alabama Department of Education (ALSDE)*	Satsuma Alabama 232169	Start: Mar 20, 2024 End: Jun 1, 2025	Alicia Hannigan	Active	⋮
Alabama **Teacher Mentor** Program Plan for 2024-2025 – Russell County School System	Russell County School System *Alabama Department of Education (ALSDE)*	Phenix City Alabama 214873	Start: Mar 20, 2024 End: Jun 1, 2025	Alicia Hannigan	Active	⋮

9. Click the (a.) navigation, 3 lines on the upper left-hand side to (b.) access the Manage Resources section.

10. Click the 'Findings' tab..

11. (a.) Select the arrow to the left of the Findings tab, and (b.) Select the Findings to review and address.

12. Review the Finding, click Add a note to address with information.

Administrative and Finance Findings
Coosa County School District

Candy canes ice cream jujubes cake icing. Macaroon lollipop gummies danish muffin caramels topping. Tiramisu tiramisu bonbon macaroon. Cookie candy canes jelly-o. Icing jujubes pudding bear claw pudding gingerbread lollipop bear claw. Marzipan apple pie liquorice jelly-o. Fruitcake oat cake gingerbread jujubes wafer. Dragée marshmallow wafer wafer halvah sugar plum cake carrot cake donut. Sugar plum icing fruitcake croissant cookie cotton candy.

1. Donut chocolate tootsie roll chocolate lollipop.　　Due Date: 7/1/2019
　　　　　　　　　　　　　　　　　　　　　　　　　Not Started

Statement

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate

Description

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate

Items

1.2　Does the LEA have all required program evaluations: Migrant?

1.5　Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget...

1.9　Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget...

⌄ Notes　　　　　　　　　　　　　　　　　　　　　　　　　　+ Add a note

Note Details　　　　　　　　　　　　　　　　Actions　　Functions

No Notes Found
When notes are added, they will be listed here.

13. (a.) Add notes and/or attachments (files and/or links) to respond to the Finding, and (b.) click Savie.

📝 **Add Note**

Change Action ⌄　　　　　　　　　　　Due Date: 8/1/2019

This note is associated to the following findings statement :
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec

Attach Files　External Link

a.

ᴀᴄ File ⓘ

☁ Drag & drop file　　　　　　　**Select File**

Attachment Name
Enter a name for this attachment　　　　**Attach**

Attached Items
No attachments have been added.

* Indicates required field　　　　Cancel　**Save**

b.

14. (a.) Historical documentation between the ALSDE ATMP Department and the District are logged in the Notes section, (b.) the district reports the status of addressing the finding in the 'Change Action' section, and (c.) click Save.

15. Repeat these steps as ALSDE ATMP Department reviews and evaluates each submission by the District for addressing any Findings.