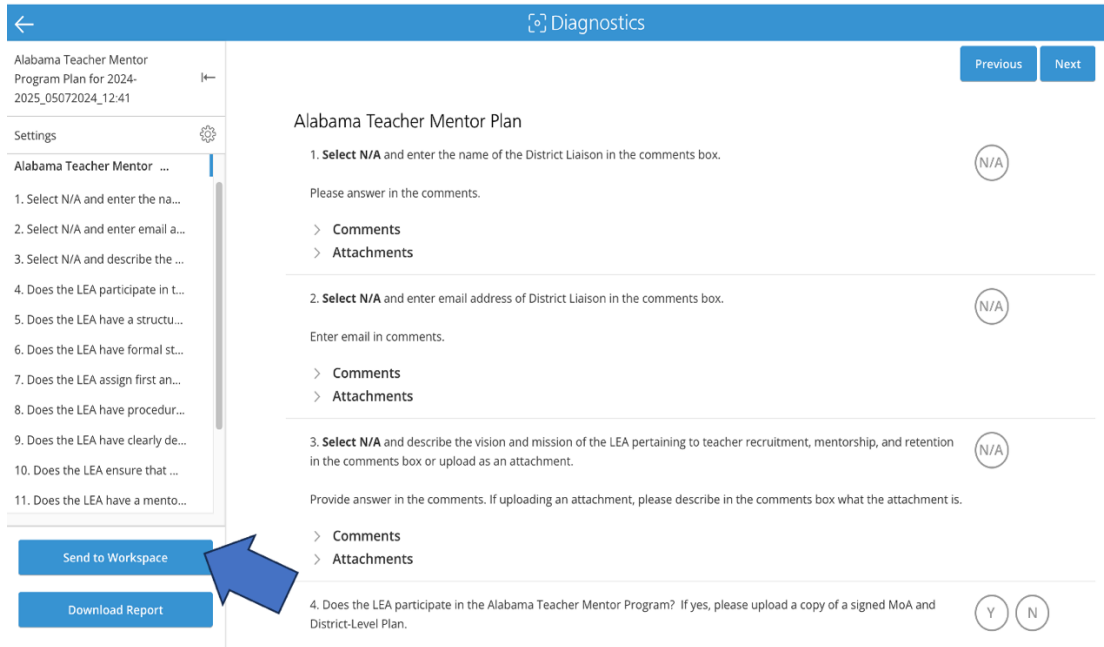
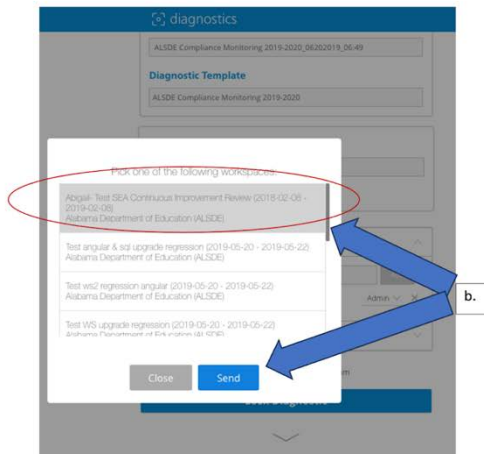
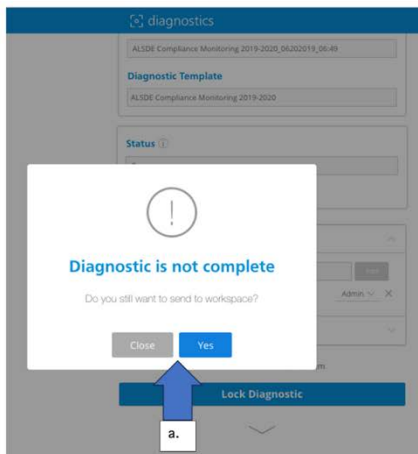


# District Response to Alabama Teacher Mentoring Program (ATMP) Department Program Plan Review

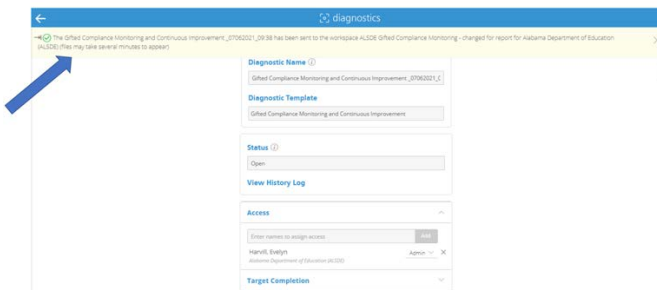
1. Upon completion of providing all required information for the ATMP District Plan, and reviewing the plan, from Diagnostics click Send to Workspace.



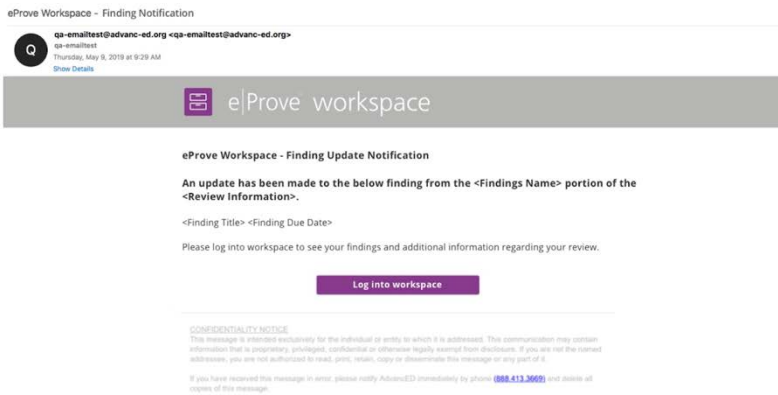
2. (a.) If the system detects the Diagnostic is not completed you will receive a confirmation prompt. (b.) In any event to send the Diagnostic to Workspace titled with 'ATMP' and the District name must be selected and click send.



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
<b>All (876)</b>	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
<b>Total:</b>		<b>876</b>

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  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 Program 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 Program 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	Active
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.

Logged in as **Mark Quintana** Logout

ALSD E Compliance Monitoring 2023-2024 Birmingham City Schools  
Birmingham City Schools  
Birmingham, Alabama

Activities

Manage Resources

Manage Users

**Workspace**

Review Mode

**Activities**

Current Review

Name	Status
LEA Accounting and Reporting for ALSDE Compliance Monitoring 2023-2024	Complete
Federal Programs for ALSDE Compliance Monitoring 2023-2024	Complete
Career Technical Education for ALSDE Compliance Monitoring 2023-2024	Complete
Counseling and Guidance for ALSDE Compliance Monitoring 2023-2024	Complete
Transcript Audit for ALSDE Compliance Monitoring 2023-2024	Complete
School Safety for ALSDE Compliance Monitoring 2023-2024	Complete
Educator Certification for ALSDE Compliance Monitoring 2023-2024	Complete
Technology for ALSDE Compliance Monitoring 2023-2024	Complete
Special Education Self-Assessment for Continuous Improvement for ALSDE Compliance Monitoring 2023-2024	Complete
Special Education Indicators for ALSDE Compliance Monitoring 2023-2024	Complete
LEA System Profile/Fiscal Review for ALSDE Compliance Monitoring 2023-2024	Complete
Transportation I for ALSDE Compliance Monitoring 2023-2024	Complete
Transportation II for ALSDE Compliance Monitoring 2023-2024	Complete
Health Services/Nursing for ALSDE Compliance Monitoring 2023-2024	Complete
School Improvement for ALSDE Compliance Monitoring 2023-2024	Complete

**Cognia**

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Privacy Policy

10. Click the 'Findings' tab..

workspace

Welcome, Logout

**Resources**

Search by resource name and created by

Folders Findings

Name	Created By	Added On	File Size	Functions
Team Only Folder				
Shared Folder with Kalamazoo RESA				

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

workspace

**Resources**

Search by resource name and created by

Folders Findings [Findings Summary \(33\)](#)

Finding	Number of Findings	Team Contact(s)	Ft
Administrative and Finance Findings	3	James Buchanan Barnes ( <a href="#">1 more</a> )	
Federal Program Findings	5	Steve Rogers ( <a href="#">12 more</a> )	
Counseling and Guidance Findings	1	Natalia Romanova	
Instructional Services/Library Media Findings	3	Anthony Stark	
Prevention and Support Services - Safe Schools Findings	2	Wanda Maximoff	
Health Services Findings	3	Sam Willson ( <a href="#">2 more</a> )	

Title	Status	Due Date
<a href="#">1. Technology Compliance</a>	Complete	7/1/2019
<a href="#">2. Technology 1:1 Computer Classroom Use</a>	In Progress	7/1/2019
<a href="#">3. Technology Strategy 2020</a>	Not started	7/1/2019

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, consectetur 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, consectetur 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, consectetur adipiscing elit. Aenean commodo ligula eget...

1.9 Lorem ipsum dolor sit amet, consectetur 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, consectetur 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

**Attach Files** External Link

File (i)

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

a.

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.

The screenshot shows a web form titled "Add Note" with a purple header. The form contains a "Change Action" dropdown menu with options: "Plan Created", "Implemented", "Work in Progress", and "Will Not Implement". A blue arrow labeled "a." points to this dropdown. To the right of the dropdown, the text "Due Date: 7/17/2024" is visible. Below the dropdown is a text area with a "4000 characters left" indicator. The text in the area reads: "to the following finding statement: 83% requirement." Below the text area is an "Add Attachments" section with the instruction "Add up to 10 attachments per note." There are two tabs: "Attach Files" and "External Link". A blue arrow labeled "b." points to the "Attach Files" tab. Below the tabs is a "Drag & drop files" area with a "Select File" button. Below that is an "Attachment Name" input field with the placeholder "Enter a file name". A blue arrow labeled "c." points to the "Attach" button. At the bottom right are "Cancel" and "Save" buttons. A small asterisk note at the bottom left says "\* Indicates required field".

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