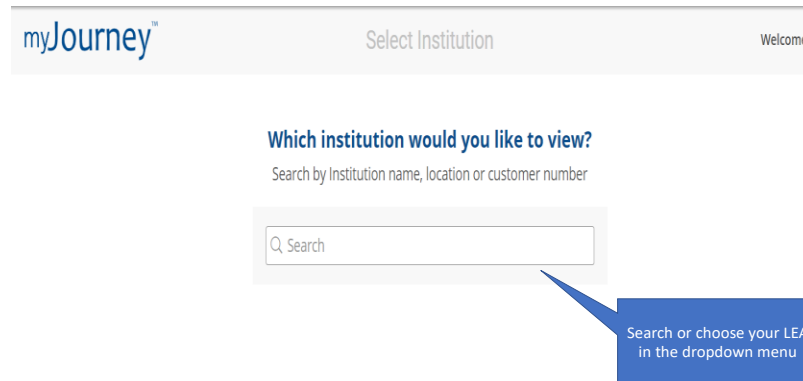


Creating a District Plan

1. 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).



2. Search or choose your district in the dropdown menu.



3. Click 'Go to Diagnostics.'

Alabama Department of Education (ALSDOE)
Institution Update

myJourney[™] Welcome, Vicky

	Diagnostics Completed	Diagnostics In Progress	Assurances Completed	Assurances In Progress	Other Diagnostics Completed	Other Diagnostics In Progress
Early Learning Schools	0	0	0	0	0	1
Elementary Schools	0	1	0	2	0	378
Middle Schools	0	0	0	0	0	150
High Schools	0	3	0	0	1	196
Unit Schools	0	0	0	0	0	49
Other Schools	0	0	0	0	0	1
District	1	2	0	0	4	46
SEA	0	0	0	4	14	51
Total:	1	6	0	6	19	872

Chose the "diagnostics" module

e.Prove diagnostics

Go to diagnostics

4. The landing page will have tabs showing My Content and Certified Content.

a. If the tabs are not visible, click the 3 lines in the upper left-hand corner to open the Menu and click Content Library.

b. If the Alabama Teacher Mentor Program Plan is not easily visible, type the word 'mentor' (without the quote) in the search bar and click continue.

a.

Diagnosics

b.

mentor Filter By All

Type	Content Name	Description	Actions
Systems	Alabama Teacher Mentor Program Plan for 2024-2025	Alabama Teacher Mentor Program Plan	⋮

5. Click the 3 dots on the right and side and click 'Open Diagnostic.'

Name	Institution	Creator	Last Modified	Date	Status
Alabama Teacher Mentor Program Plan for 2025-2026 <i>Alabama Teacher Mentor Program Plan for 2025-2026</i>	Alabaster City Schools <i>Alabaster, Alabama</i>	Administered by:  <i>Alabama Department of Education (ALSDE)</i>	Mar 14 2025	Created: Mar 14 2025 Start: March 14 2025 End: March 31 2026	Open Diagnostic Lock

6. Click on 'NEXT' to open the Diagnostic and begin responding to the prompts.

Diagnostic Name

Alabama Teacher Mentor Program Plan for 2025-2026

Diagnostic Template

Alabama Teacher Mentor Program Plan for 2025-2026

Status

Open

[View History Log](#)

Access

Enter names to assign access

Target Completion

Last modified 3/14/2025, 11:00 am

Lock Diagnostic

Alabama Teacher Mentor Program Plan

Please complete the following form by November 30th.

Next

7. Begin responding to prompts.

a. When moving from one page to another within the Diagnostic be sure to click the 'Previous' and 'Next' buttons within the Diagnostic program. If the forward or back button is used the information will not be saved and will need to be re-entered.



Alabama Teacher Mentor Plan

1. **Select N/A** and enter the name of the District Liaison in the comments box.



Please answer in the comments.

- > Comments
- > Attachments

2. **Select N/A** and enter email address of District Liaison in the comments box.



Enter email in comments.

- > Comments
- > Attachments

3. Provide your district's mentoring plan, which must include the following: Mission/Vision/Goals for Mentoring Program Roles and Responsibilities (Expectations) of the Mentor Mentoring Partnership Confidentiality Agreement Mentor Training Documents/Protocols District-specific Evaluation Tools (Optional)



- > Comments
- > Attachments

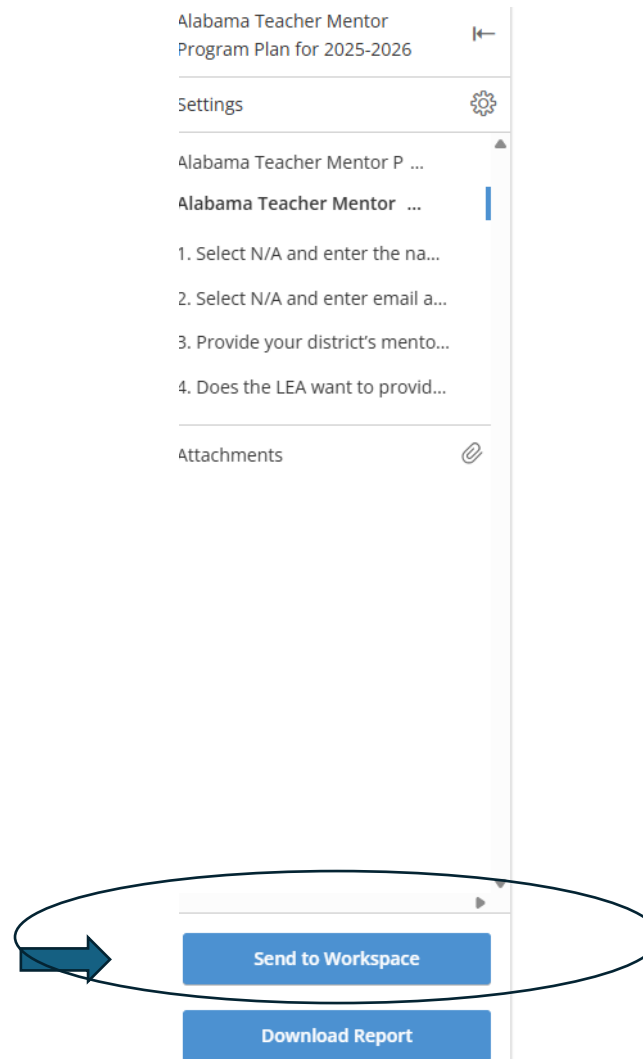
4. Does the LEA want to provide any additional information? If yes, please provide your response in the comments box or upload your document(s).



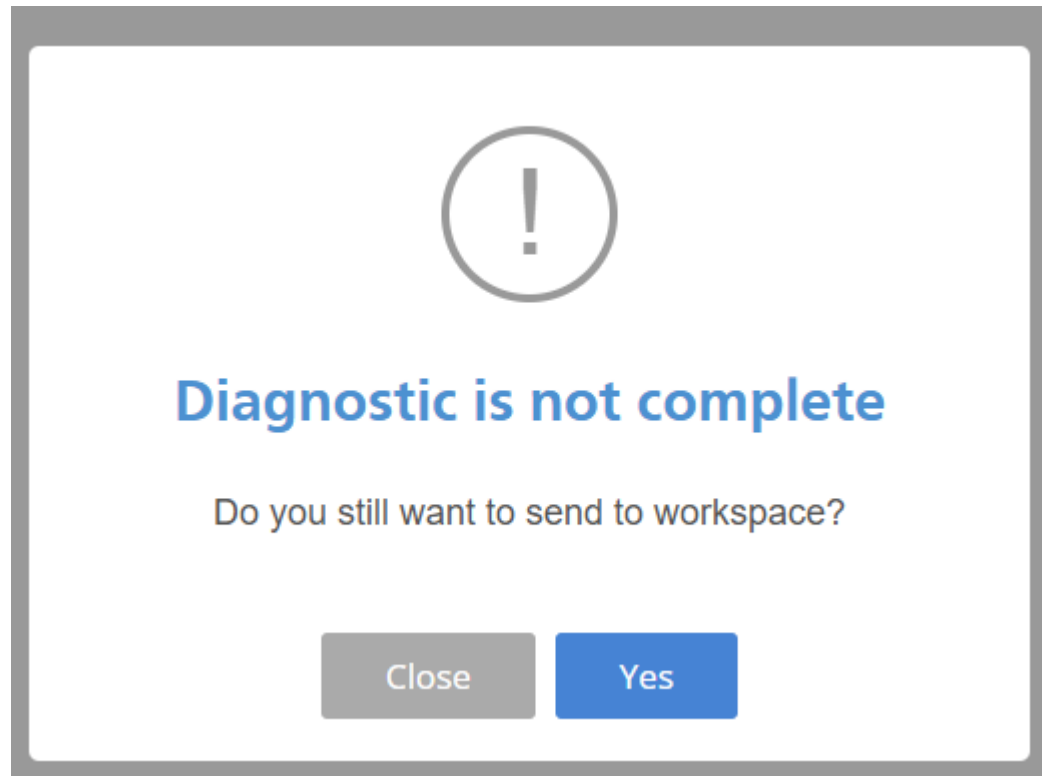
- > Comments
- > Attachments



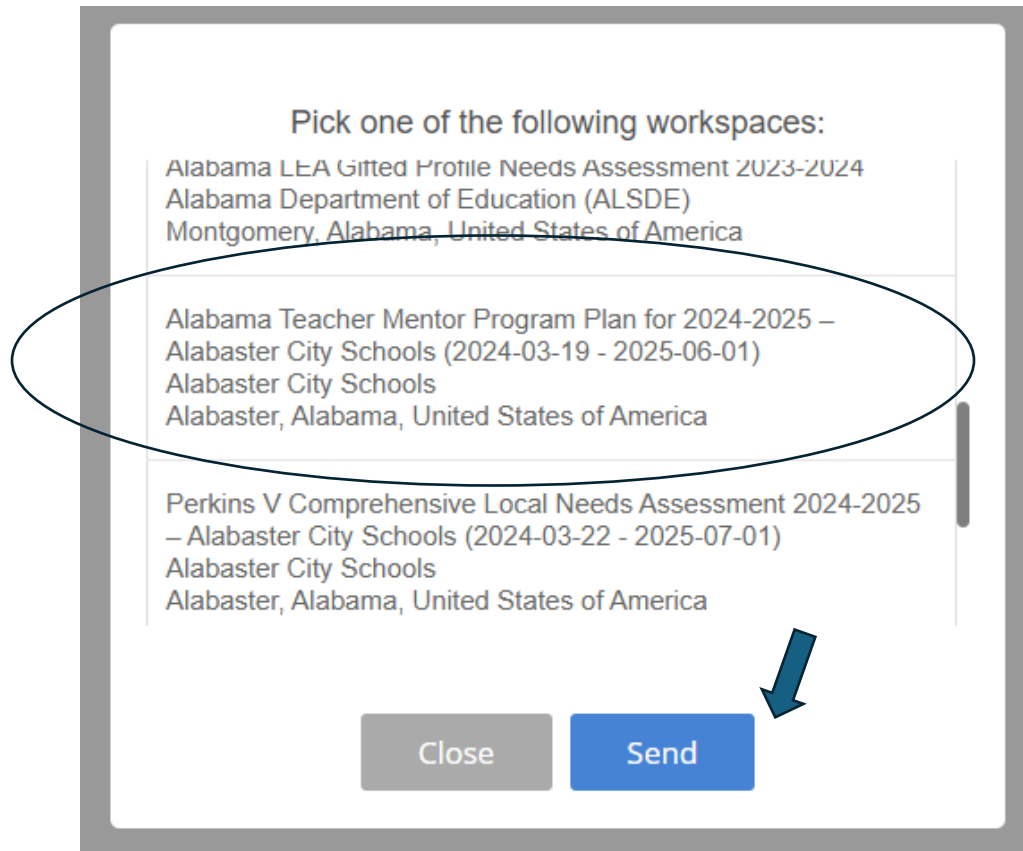
8. Upon providing all required information, review, and click 'Send to Workspace.' This button is located on the bottom left-hand side.



9. If the system detects the Diagnostic is not completed, you will receive a confirmation prompt.
- (a.) Click 'Close' to return the Diagnostic and return to Step 7.
 - (b.) Click 'Yes' to continue to send the information as it is currently provided for the ALSDE ATMP Department review. Proceed to the next step.



10. Upon clicking the Diagnostic to Workspace titled 'ATMP,' the title of the Workspace (Alabama Teacher Mentor Program Plan for 2025-2026-District's NAME) must be selected first and then click 'Send.'



11. Upon successfully sending the plan to the Workspace, a Verification message will be provided.

12. Scroll up until you see 'Lock Diagnostic' and click 'Lock the Diagnostic.'

Diagnostic Settings

Diagnostic Name

Alabama Teacher Mentor Program Plan for 2025-2026

Diagnostic Template

Alabama Teacher Mentor Program Plan for 2025-2026

Status

Open

[View History Log](#)

Access ^

Enter names to assign access Add

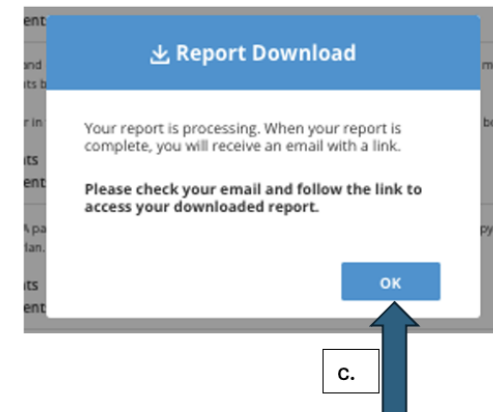
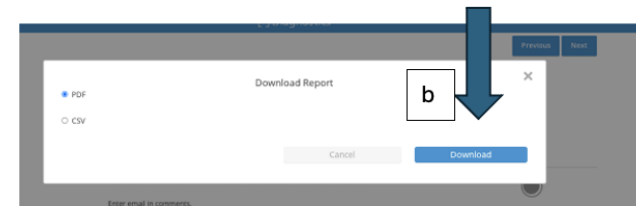
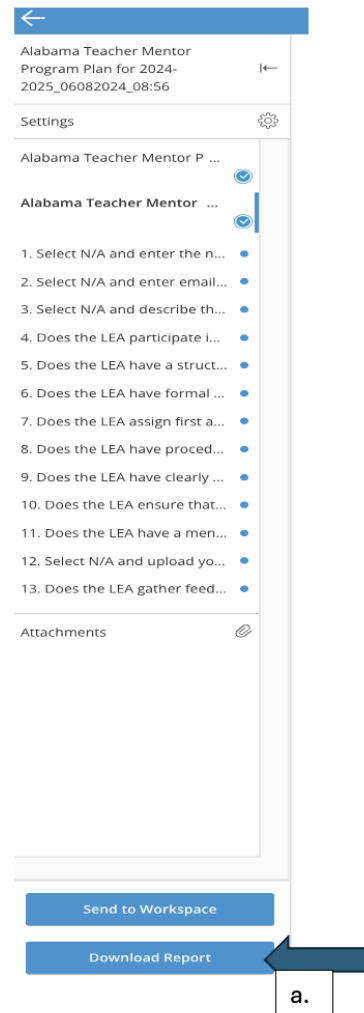
Target Completion v

Last modified 3/14/2025, 11:00 am

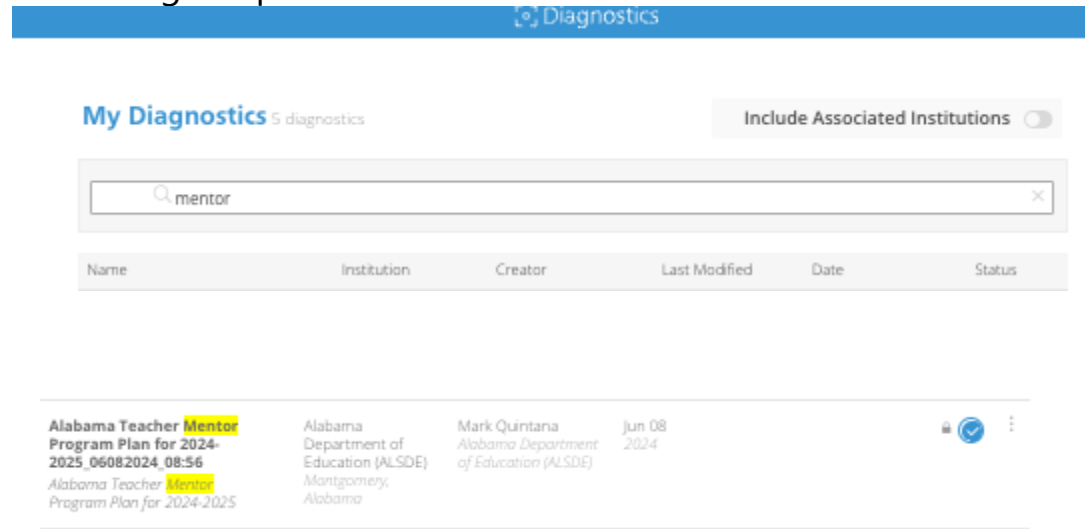
Lock Diagnostic

13. Click 'SAVE' to complete the saving process.

14. If a PDF version of the plan is desired, click **DOWNLOAD REPORT** in the bottom left-hand side. Select (a.) PDF and click (b.) **DOWNLOAD**. (c.) Select 'OK.' The report will be delivered shortly via email.



15. When returning to the My Diagnostics screen, there will now be a lock symbol to indicate the plan is locked. There is also a blue circle that is fully filled in indicating that the system has a response to all prompts. If the blue circle is only partially filled, the system is documenting partial completion. If the circle has no blue color the system is documenting the plan has not been started.



16. The ATMP Plan can be opened for viewing by clicking the 3 dots on the right-hand side. To revise the plan, return to STEP 6 and follow the directions from that point.

