



revised 09/26/2022



★ Instructions for ★

Adding Staff Member's to Your School's RULER Dashboard
Accessing RULER Staff Training Modules
Logistics for Clock Hours & Funding

Adding Staff Members to Your School's RULER Dashboard

☆ Have a RULER Implementation Team Leader go to ruler.online



☆ Once logged in, click on “**MANAGE USERS**” to access your current staff roster.

A screenshot of the RULER dashboard showing a list of staff members. The dashboard has a top navigation bar with tabs: 'All', 'School Implementation Team', 'Teachers', 'Staff', 'Leadership', and 'Invited'. A dropdown menu on the right shows 'Name A - Z'. The staff list includes: Anthony Anderson (aanderson2@everettsd.org, School Staff Leadership, Invited), Brian Beckley (bbeckley@everettsd.org, School Staff Leadership, Invited), Catherine Matthews (cmatthews@everettsd.org, School Staff Leadership, Invited), and Christopher Eulford (ceulford@everettsd.org, School Staff, Invited). Each entry has a circular profile picture placeholder with initials and a three-dot menu icon.

AA	Anthony Anderson	aanderson2@everettsd.org	School Staff Leadership	Invited	⋮
BB	Brian Beckley	bbeckley@everettsd.org	School Staff Leadership	Invited	⋮
CM	Catherine Matthews	cmatthews@everettsd.org	School Staff Leadership	Invited	⋮
CE	Christopher Eulford	ceulford@everettsd.org	School Staff	Invited	⋮

To add individual staff members, click “**ADD USERS.**” To add a large number of staff at once, click “**UPLOAD CSV.**”

A screenshot of the RULER dashboard for Sequoia High School. The dashboard shows school information: Sequoia High School (EDIT), Everett Public Schools, website URL, address, phone, and registration code. It also shows user counts: Invited Teachers/Staff: 12, Active Teachers/Staff: 44. A navigation bar includes 'MANAGE USERS' (highlighted), 'STAFF CHARTER', 'HOW WE WANT TO FEEL', 'ROADMAP', 'COURSES', 'RESOURCES', and 'TOOLS'. At the bottom, there is a 'Search Users' field and two green buttons: 'ADD USERS' and 'UPLOAD CSV'. Two blue callout boxes with arrows point to these buttons: 'Click here to add individual users' points to 'ADD USERS', and 'Click here to add a large number of staff members at once' points to 'UPLOAD CSV'.

RULER ONLINE Courses Resources Curricula Tools

Sequoia High School EDIT

Everett Public Schools

<https://www.everettsd.org/sequoia>

US, 3516 Rucker Ave, Everett, WA 98201

Phone: 425-385-5100

Invited Teachers/Staff: 12

Active Teachers/Staff: 44

Registration Code: 7w4qv

MANAGE USERS STAFF CHARTER HOW WE WANT TO FEEL ROADMAP COURSES RESOURCES TOOLS

Search Users

Click here to add individual users

Click here to add a large number of staff members at once

ADD USERS **UPLOAD CSV**

If you click “Upload CSV,” this is the next window you’ll see (with an example).

ADD PEOPLE WITH CSV FILE UPLOAD ✕

Upload a CSV file with the following structure:

Name	Email
Joe Graham	joe.graham@gmail.com
Hannah Harris	hannah.harris@gmail.com

[Download Sample CSV](#)

SELECT FILE **CLOSE**

After you select your CSV file with staff names and emails, this is the next window you’ll see.

ADD PEOPLE WITH CSV FILE UPLOAD ✕

<input checked="" type="checkbox"/>	Name	Email	School role	RULER Online role
<input checked="" type="checkbox"/>	Sally Lancaster	slancaster@everettsd.org	Leadership ▾	School Staff ▾
<input checked="" type="checkbox"/>	Catherine Matthews	cmatthews@everettsd.org	Staff ▾	School Staff ▾
<input checked="" type="checkbox"/>	Peter Scott	pscott@everettsd.org	Teacher ▾	School Implementation ▾
<input checked="" type="checkbox"/>	Jeanne Willard	jwillard@everettsd.org	Teacher ▾	School Staff ▾
<input checked="" type="checkbox"/>	Cathy Woods	cwoods2@everettsd.org	Teacher ▾	School Staff ▾

CONFIRM UPLOAD **REPLACE FILE** **DISCARD**

Select roles using pull-down menus

ADD PEOPLE TO EPS STUDENT SUPPORT SERVICES TEAM ✕

The email address you entered is already registered. Please choose another email address.

RULER Online role:

☐ School Implementation Team ☒ School Staff

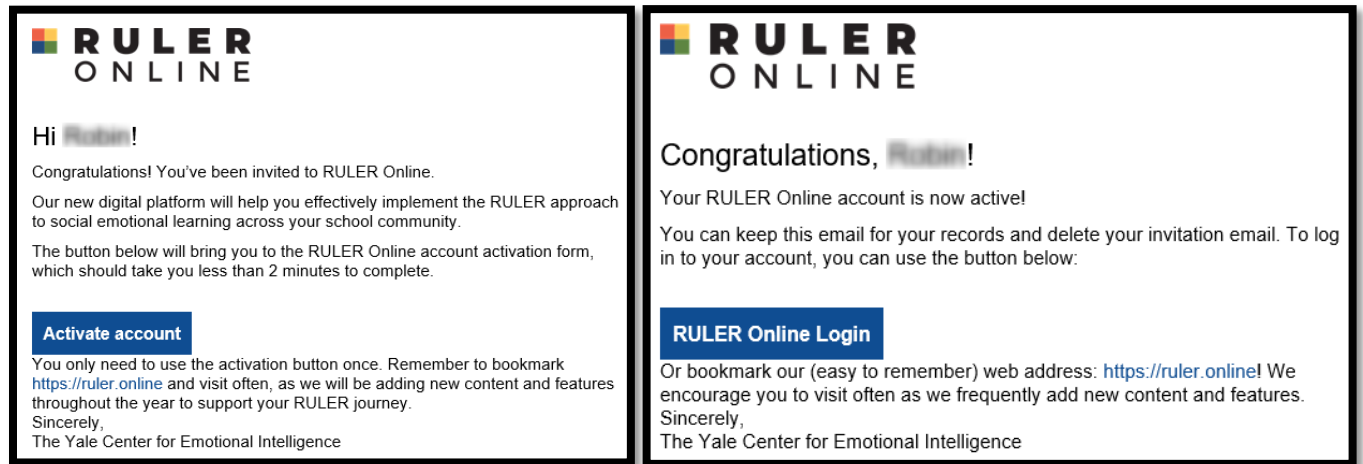
School role:

☐ Teacher ☐ Staff ☒ Leadership

[Add Multiple Users](#)

The staff member may be registered at another school or department. If this is the case, email Dave Peters to have them switched to your site.

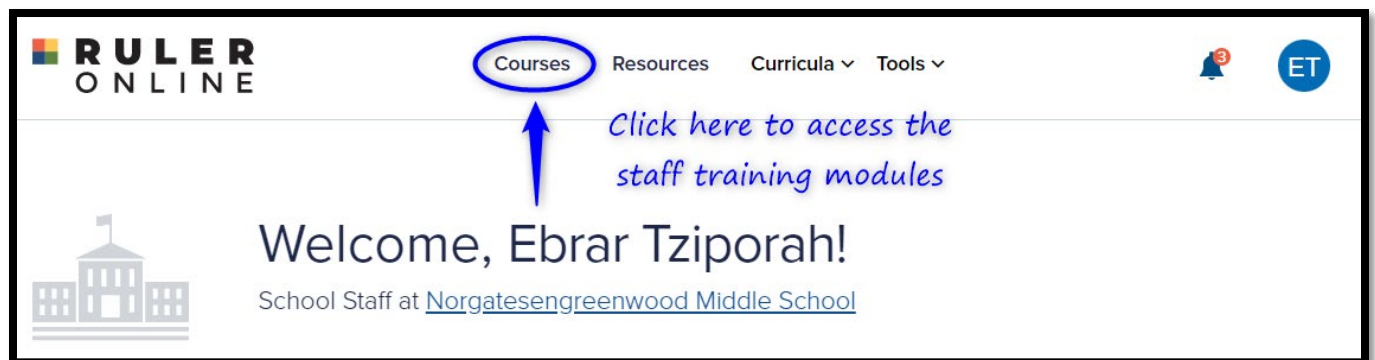
Once you “confirm upload,” each new staff member added will receive an email to activate their account and a follow-up email with log-in access.



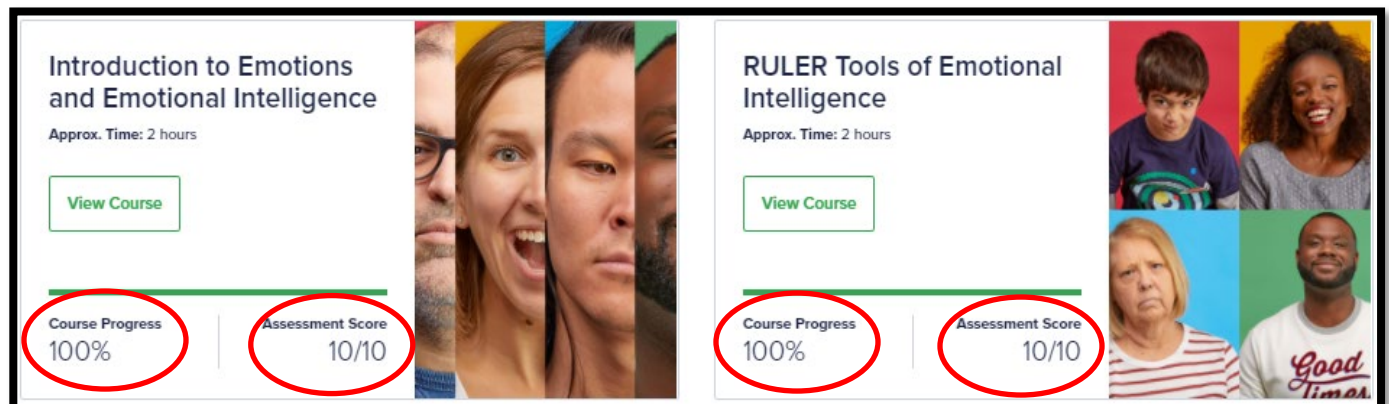
RULER Staff Training Modules

Two 2-hour training modules are accessible through each staff member's RULER dashboard at: ruler.online

- **Introduction to Emotions and Emotional Intelligence**
- **RULER Tools of Emotional Intelligence**



Each of the courses has an estimated completion time of 2 hours and includes a self-assessment.



★ Staff must achieve **100% Course Progress** and **10/10** for each assessment score.

- **Introduction to Emotions and Emotional Intelligence (2 hrs)**
 - The Emotions Matter Miniset (20 min)
 - The Impact of Emotions (30 min)
 - The RULER Skills (40 min)
 - The RULER Approach (30 min)
 - Course Assessment
- **RULER Tools of Emotional Intelligence (2 hrs)**
 - The Charter: Building & Sustaining a Positive Emotional Climate (30 min)
 - The Mood Meter: Building RULER Skills (30 min)
 - Responding with One's Best Self Using the Meta-Moment (30 min)
 - The Blueprint: Resolving Conflict with Empathy (30 min)
 - Course Assessment
- **Upload the following staff to your school's RULER dashboard:**

- Administrators
- Teachers
- Counselors
- ESA's
- Paraeducators
- Office Staff

RULER Clock Hours & Funding for School Staff

- ★ Recommended that both training modules be completed by end of fall semester
 - Non-admin cert staff will receive 4 **paid** clock hours
 - All other staff will receive 4 **unpaid** clock hours
- ★ Staff must achieve **100% Course Progress** and **10/10** for each assessment score
- ★ Completion must be verified on the **shared school spreadsheet** (i.e. office manager, admin) *A school-specific link was emailed to each office manager and admin team. Contact Lindsey de Carteret (ldecarteret@everettsd.org) if you need it resent.* 😊
- ★ **UPDATE: Timecards are NOT going to be used or accepted.** Once they're verified in the shared school spreadsheet, they will be **automatically processed** for the next month's payroll through Frontline according to the payroll cutoff dates.

Month	Completed Verification	Pay Date
September	9/27/2022	10/31/2022
October	10/27/2022	11/30/2022
November	11/28/2022	12/30/2022
December	12/14/2022	1/31/2023
January	1/27/2023	2/28/2023
February	2/24/2023	3/31/2023
March	3/28/2023	4/28/2023
April	4/27/2023	5/31/2023
May	5/26/2023	6/30/2023
June	6/28/2023	7/31/2023