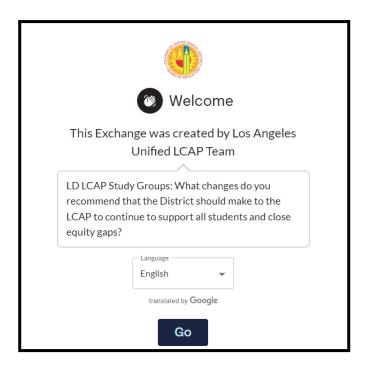


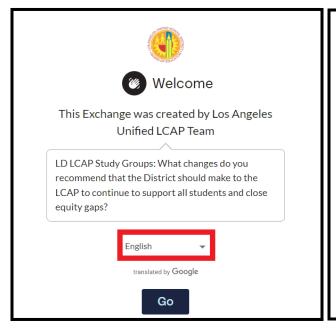
This guide will provide instructions on how to Access ThoughtExchange (<u>page 1</u>) and Navigate Results of ThoughtExchange (<u>page 8</u>)

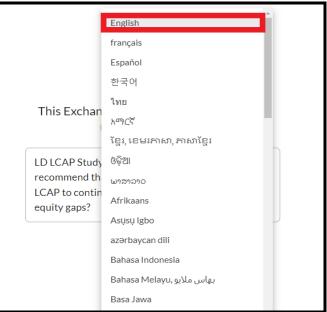
I. Accessing ThoughtExchange

1. Go to https://my.thoughtexchange.com/scroll/252230865/welcome

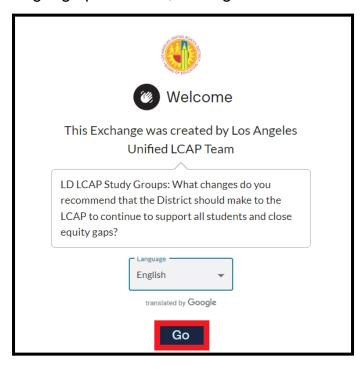


2. You will see a box with the word "English." Click on the language option and choose your language preference from the options provided.

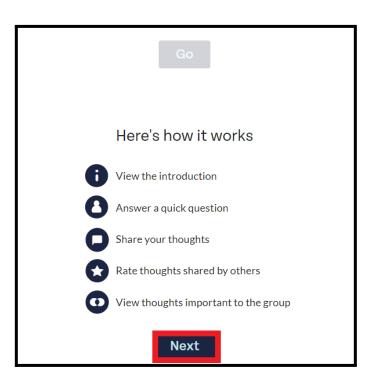




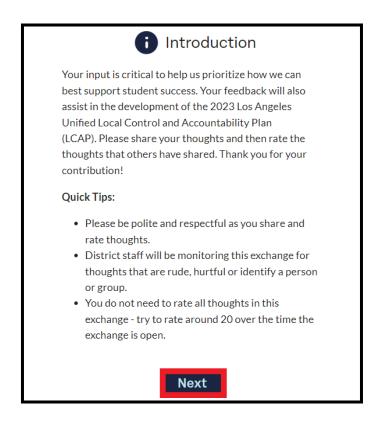
3. After selecting your language preference, click "go."



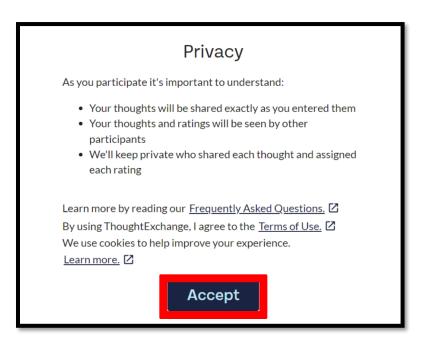
4. This will take you to a page that explains how ThoughtExchange works. Click "Next" after reading the "Here's how it works" section.



5. This will be followed by an Introduction - please read through and build an understanding of the importance and expectations of this ThoughtExchange. Click "Next" once you have read this section.

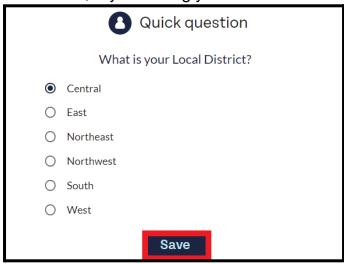


6. Then, read and Accept the Privacy Agreement.

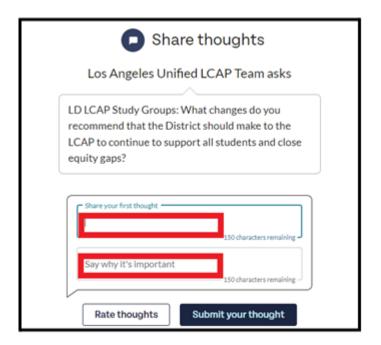




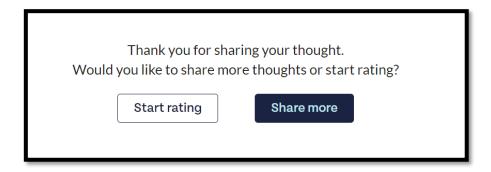
7. Then, answer the "Quick Question," by selecting your Local District. Click "Save"



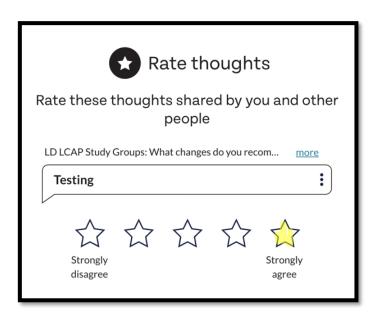
8. Please read the prompt, and share your first thought, and why it is important. There is a 150-character limit for your thoughts and reason.

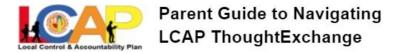


9. If you would like to rate your thoughts or add more comments, select "Start rating" or "Share more".



10. Rate the thoughts shared by you and other participants by selecting the stars from Strongly disagree to Strongly agree.

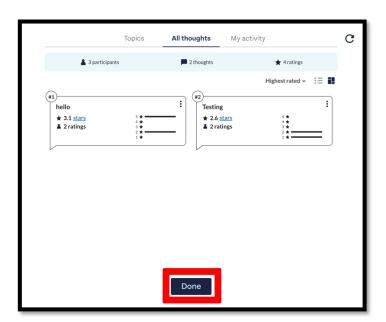




11. By selecting "Topics" you can view all the thoughts generated by other participants.



12. By selecting "All thoughts" you may view the results of the rated and starred comments. Select done when completed.





13. Thank you for participating in this Exchange. You can share or rate new thoughts for as long as the Exchange is open.

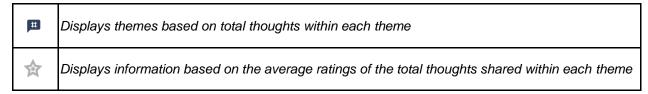


Thanks for participating in this Exchange!

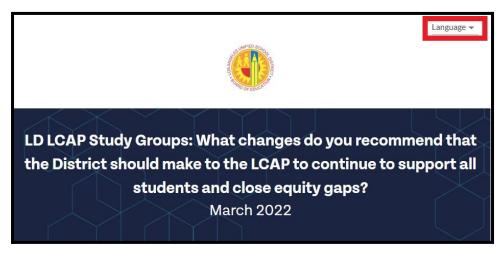
You can share or rate new thoughts for as long as the Exchange is open and view the results at any time.

II. Navigating Results of ThoughtExchange

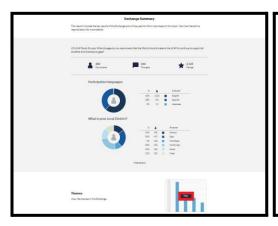
Legend



1. Go to https://my.thoughtexchange.com/report/6d67d0fc2665759b53a564c8dbd860cb Click on the "language" tab and select your language preference.



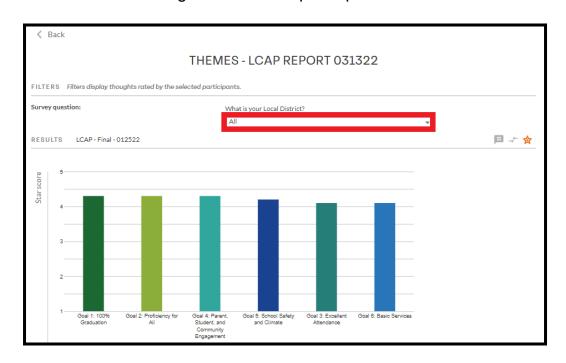
2. The Exchange Summary details demographical information of participants and Themes. Scroll down and click on "View" under Themes.

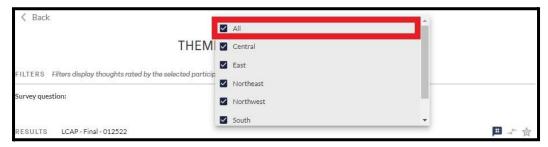






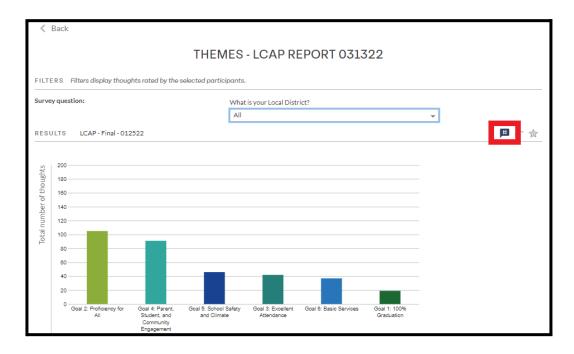
3. This prompts the Themes that developed during this ThoughtExchange. Scroll down under "What is your Local District" to choose any of the local districts, and view themes that were generated from participants of these local districts.





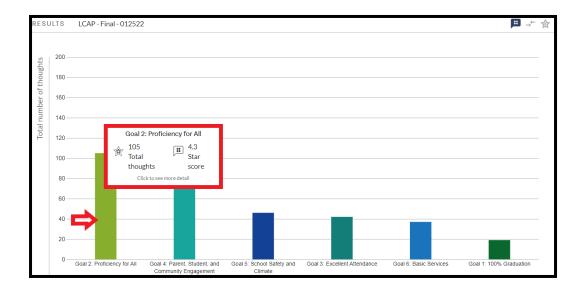


4. If you would like to view the themes based on total thoughts within each theme, select the comment bubble with the "#" sign.

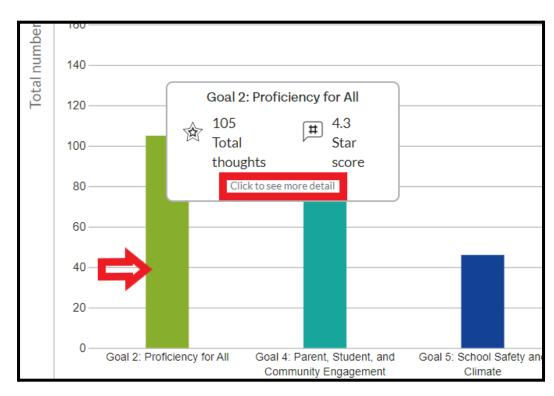




5. Click on the bar graph to view a snippet of information on the number of thoughts and rating score per goal by last year's LCAP Study Group.

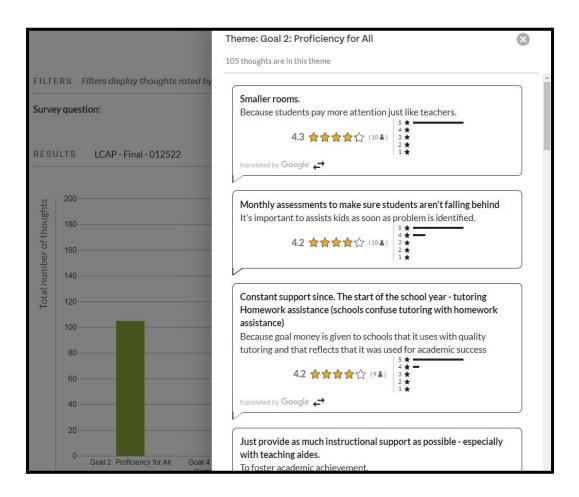


6. Click on "Click to see more detail" link below the overview to see all comments and ratings.





7. Scroll down to view comments, the number of ratings and the ranking of each thought by the 2021-2022 LCAP Study Group.



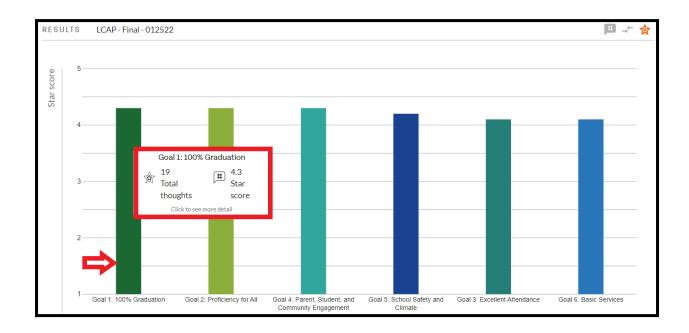


8. If you would like to view information based on the average ratings of the total thoughts shared within each theme, select the star "\pm" symbol.





9. Click on the bar graph to view a snippet of information on the number of thoughts and rating score per goal by last year's LCAP Study Group.



10. Click on "Click to see more detail" link below the overview to see all comments and ratings.



11. Scroll down to view comments, the number of ratings and the ranking of each thought by the 2021-2022 LCAP Study Group.

