

# Quickstart guide



## MirrorTalk

Web-based platform for reviewing M2 sessions, feedback, summaries, video observations, reflecting, and assigning activities to groups.



### MirrorTalk for personal reflection

- Sign in to your MirrorTalk account.
- Select **Personal** from the dropdown menu.
- Click **New** to do a guided reflection. Think of a professional goal you would like to reflect on. Click **Done** when finished.
- You will be taken to the dashboard, where you will see your Activity card.
- The front of the card shows the Lesson and the Depth of Thinking score.
- The back of the card provides additional in-depth insights and analytics, such as Zone of proximal development, Mindset, Tone, and Cognitive bias.



### Assign reflection to others

**Set up** your first activity:

- Create a Group. Select **New** from the dropdown menu at the top. Select the grade level and access type.
- Invite participants to the group by sharing an invitation link.
- In a Group, click **New** to create an activity. Click **Custom** to make your own or choose from the **Examples**. Examples can be edited.
- Enter a learning objective by recording into your microphone or typing. This will prompt MirrorTalk AI to generate reflection questions.

**Share** the activity link with participants:

- Click **Assign** and share the link via email or learning platforms.
- View the reflection insights in the group dashboard by clicking on each participant's card.
- Group Summary Lesson will be generated on the dashboard, and it will be emailed to you.



### Helpful tips

- Naming your activity will make it easier to find in the future, saving you from having to recreate it.
- Changing the **Focus** of the activity will adjust the reflection prompts.



### Pre-reflection workspace

- Pre-Reflection Workspace allows you to create customized activities for participants.
- Click on +Step and select the tool.
- None means you can enter any instructions for the students to follow.
- The steps will appear in the order you pre-set them.
- Participants will complete the steps before they reflect.
- For example, you can add a whiteboard activity for participants to brainstorm, have them record a video practicing a skill, and give them a short brain break before reflecting.
- Workspace is available only on M2 devices.