



IMPLEMENTATION PLANNING GUIDE

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INTRODUCTION

This resource was designed to help you plan for RULER implementation at your school. As a RULER implementation team member who attended RULER training, you have the unique opportunity to champion and coordinate RULER-related staff development when you return to your school after training. Your training package includes two years of access to the RULER Online platform (access can be extended through RULER subscription after the first two years), as well as virtual coaching sessions, newsletters, and support webinars.

RULER ONLINE

RULER Online is the Yale Center for Emotional Intelligence’s digital learning platform. Please note that **RULER Online is not the same website that you used to engage in the RULER Institute training.** You will “graduate” to the RULER online platform after completing the training. Your access to the training portal will end six weeks after your training ends. The RULER Online platform includes learning modules, resources, PreK-12 curricular content, and digital tools to support you in your implementation. In this document, you’ll learn how to access RULER Online, invite your fellow staff and faculty members, and use some of the platform’s main features.

IMPLEMENTATION ACTIVITY SCHEDULE

The Implementation Activity Schedule provides you with suggested activities to complete during your school’s first phase of implementation, which is devoted to staff development. This resource provides you with activities organized by topic, as well as the recommended approach and duration for each. You’ll see links throughout this section that lead directly to RULER Online. You’ll also notice that there are a few blank areas for you to complete with your implementation team. You will also see an area for “Notes from the RULER Institute Training.” In this space, you can paste in notes that your team collected in the Team Workspace during the training.

ADDITIONAL SUPPORTS: COACHING AND NEWSLETTERS

In addition to the resources outlined in this packet, you will be assigned a RULER Implementation Support Coach. Your RULER Coach is a representative from the Yale Center for Emotional Intelligence and can help to guide you through your RULER implementation. You will be provided with more information about your coach after you complete the training, including an introductory email and instructions for scheduling your first coaching session. You will also begin receiving RULER newsletters. These will begin shortly after your training ends, then continue monthly during the first year of implementation and quarterly thereafter.



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1. RULER ONLINE

As mentioned above, RULER Online is the Yale Center for Emotional Intelligence's digital platform that includes everything you need for successful school-wide RULER implementation. RULER Online can be accessed at <https://ruler.online>. You will see steps for getting started with RULER Online and inviting your staff members below.

Again, please note that RULER Online is separate from the training portal. Your access to the training portal will be removed six weeks after your training session ends. You will receive a separate email invitation with instructions to activate your RULER Online account during Week 6 of your training session. If you do not receive this email invitation by Friday of Week 6, please contact ruler.online@yale.edu.

GETTING STARTED WITH RULER ONLINE

Please follow these steps to get your school started with RULER after attending the RULER Institute.

1. Make sure that you have activated your [RULER Online account](#).
2. View the [RULER Online Introductory Video](#) to learn how RULER Online can support your implementation efforts.
3. Invite other individuals from your school to RULER Online by following the instructions on the following page. If you have any questions about this process, please feel free to contact ruler.online@yale.edu.
4. Plan for staff development using the Implementation Activity Schedule below in this document. Work as a team to ensure that the activities are scheduled and successfully completed with staff.
5. Review the [Using the RULER Roadmap Guide](#) and the [Staff Meeting Facilitation Guides](#) on the platform to plan for leading professional development sessions related to each topic.

ADDING USERS TO RULER ONLINE**OPTION 1: MANUALLY INVITE USERS TO RULER ONLINE**

1. Once you're logged into RULER Online (<https://ruler.online/>), click on the "Menu" button in the top right corner. This icon should have your initials or picture.
2. Within this menu, click "School Profile."
3. On this page, click the name of the school that you'd like to invite users to.
4. Under the information about your school, you will see a green "Add Users" button on the right side. Click that button.
5. Type in the user's email address, full name, and their role at your school. If you'd like to add more than one person at a time, click the "Add Multiple Users" button and fill out information for each person. Once you have your desired information typed in, press "Save."
 - ***If you have a long list of users, you may choose to upload a CSV file. This will allow you to invite many users to the platform at the same time.***
 1. *To do this, click the "Upload CSV" button in this area, then click "Download Sample CSV."*
 2. *Fill this sample file out with your staff members' names and email addresses.*
 3. *Return to this area to press "Select File" to choose the file you just created. If a user is already registered with another school or district, you will receive an error that they are already registered. This user's name will be unchecked automatically on the right side. For assistance moving a user to your school, please email ruler.online@yale.edu.*
 4. *Users are automatically set to "Teacher" and "School Staff." On this screen, you can change their school role or their RULER Online role (staff or implementation team).*
 5. *Once you are satisfied, click "Confirm Upload."*
6. An email invitation will be sent to these individuals. By following the instructions in this email, they can create a password and set up their RULER Online profile. If they do not see the email, please ask them to check their junk folder, as sometimes school filters block communication from external senders. If the email was not sent to their junk folder, please contact ruler.online@yale.edu for assistance.



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OPTION 2: ASK USERS TO SELF-REGISTER USING YOUR SCHOOL REGISTRATION CODE

1. On the top right of the RULER Online platform, click on the menu button.
2. Click “School Profile.”
3. Click the name of the school that you’d like to invite users to.
4. Under the school name at the top of the page, you will see a registration code.
5. Send this code (along with the URL <https://ruler.online/>) to faculty/staff that should have access to RULER Online. You may use the following template in your note to staff, replacing **CODE** with your registration code:

*Please self-register for our school’s RULER Online account by visiting <https://ruler.online>. Click “Create your account,” then paste in our school’s registration code: **CODE**. If you need help with activating your account, please view this brief instructional video: <https://vimeo.com/357902329>.*

RULER ONLINE HELP

As you use RULER Online, please feel free to reach out at any time by using the “Contact” button in the footer. There is also a [“Help” page](#) that includes frequently asked questions and answers, including instructions on how to use the digital tools and technical support solutions.

2. IMPLEMENTATION ACTIVITY SCHEDULE

The table on the following page includes recommended tasks for Phase 1 of your school's RULER implementation: **Staff Personal and Professional Learning**. As you may remember from the RULER Institute, we recommend that this phase take between one and two years. This is so that the adults in the school are comfortable with the RULER skills and tools before introducing them to students. As you may imagine, you also can use the table below to plan for onboarding new staff to RULER in the coming years (after the majority of your staff/faculty are already trained). This table does not include guidelines for Phase 2 and beyond, which focus on students and families. However, resources to support student and family engagement can be found on the last two pages of this document.

You'll notice that the first three columns of the table below contain suggested activities, along with the recommended approach and duration for each. These recommendations come directly from the RULER team at the Yale Center for Emotional Intelligence and are based on research on best practices in RULER schools. The other columns can be discussed and agreed upon with your colleagues. You can choose to fill this information in by typing directly into the PDF, printing out this document, or using it as a starting point to create your own plan. You will see linked references to RULER Online resources and modules throughout the activity schedule.

We understand that this information may not be set in stone at this point - and that's okay! The goal is to get you thinking about the stakeholders, resources, and timeline for an effective, yet realistic implementation.

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ACTIVITY SCHEDULE FOR PHASE 1: STAFF PERSONAL AND PROFESSIONAL LEARNING

Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
Introduction to Emotional Intelligence and the RULER Approach							
<p>Notes from the RULER Institute: <i>You may summarize discussions from your Team Workspace here or print this document to take notes.</i></p>							
Introduction to the RULER Approach	Read RULER Talking Points document and watch corresponding video	Individually or in staff meeting	15 minutes				
The Emotions Matter Mindset and the Impact of Emotions	Complete online learning modules: The Emotions Matter Mindset and The Impact of Emotions	Individually	40 minutes - 1 hour				



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Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
The Impact of Emotions	Complete Guided Discussion: How Emotions Impact Our Lives activity	Staff meeting	30 minutes, but can be modified				
The RULER Skills and Approach	Complete online learning modules: The RULER Skills and The RULER Approach	Individually	1 hour				
The RULER Skills and Approach	Lead one activity from the Building RULER Skills resource collection	Staff meeting	30 - 45 minutes				

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Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
The Charter: Building and Sustaining Positive Emotional Climates							
<p>Notes from the RULER Institute: <i>You may summarize discussions from your Team Workspace here or print this document to take notes.</i></p>							
The Charter	Complete online learning module: The Charter - Building and Sustaining a Positive Emotional Climate	Individually	30 minutes				
Building the Charter	Create a Staff Charter on paper or through the RULER Online Charter tool	Staff meeting (can be split into multiple meetings)	1 - 2 hours				
Revisiting the Charter	Review guides in the Charter resource collection for keeping the Charter alive and brainstorm creative ways to do so in your school	Individually or with School RULER Implementation Team (those who attended RULER Institute training)	20 minutes				



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Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
Revisiting the Charter	Create Staff Charter Survey and agree upon timing plan to send to staff (note that this can be done through the Charter tool)	School RULER Implementation Team (those who attended RULER Institute training)	30 minutes				
Revisiting the Charter	Analyze Charter survey results and use the Revisit the Charter resource if necessary	School RULER Implementation Team (those who attended RULER Institute training)	1 hour				

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Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
The Mood Meter: Enhancing RULER Skills							
Notes from the RULER Institute: <i>You may summarize discussions from your Team Workspace here or print this document to take notes.</i>							
The Mood Meter	Complete online learning module on The Mood Meter: Building RULER Skills	Individually	30 minutes				
Using the Mood Meter	Conduct a group plot using the digital Mood Meter tool	Staff meeting	15 minutes				
Using the Mood Meter	Complete at least one activity from the Mood Meter resource collection	Staff meeting	30 minutes				

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Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
The Meta-Moment: Activating One's <i>Best Self</i>							
Notes from the RULER Institute: <i>You may summarize discussions from your Team Workspace here or print this document to take notes.</i>							
The Meta-Moment	Complete online learning module: Responding with One's Best Self Using the Meta-Moment	Individually	30 minutes				
Your <i>Best Self</i>	View the Best Self video and discuss the qualities of your <i>best selves</i> as educators	Staff meeting	30 minutes				
Taking a Meta-Moment	Complete the Meta-Moment: Review and Reflect activity	Staff meeting	20 minutes				



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Topic	Recommended Staff Activity	Approach	Suggested Duration	Stakeholders to Involve	Person(s) Leading	Timeline for Completion	Notes and Considerations
The Blueprint: Resolving Conflict with Empathy							
Notes from the RULER Institute: <i>You may summarize discussions from your Team Workspace here or print this document to take notes.</i>							
The Blueprint	Complete online learning module: The Blueprint - Resolving Conflict with Empathy	Individually	30 minutes				
Using the Blueprint	Complete The Blueprint: Review and Reflect activity	Staff meeting	20 minutes				
Using the Blueprint	Complete the Practice with the Blueprint Reflection activity	Staff meeting	30 - 45 minutes				

PLANNING FOR PHASE 2: STUDENT IMPLEMENTATION AND FAMILY ENGAGEMENT

After the adults in the school are comfortable with the RULER skills and tools, your school will move onto Phase 2: **Student Implementation and Family Engagement**. RULER Online offers all the PreK-12 curricular resources and family engagement guidelines that you will need for this phase. Information about each is located below.

CURRICULAR RESOURCES

- **[RULER for High School](#)**: RULER for High School is a flexible curriculum that can be implemented in unique ways to meet the needs of your school. The curriculum is divided into four years, with each year offering 20 lessons that cover topics related to grade-appropriate student development in the skills of emotional intelligence. The digital lessons were designed in a way that you can display to students using a projector or smartboard. Within each lesson, you'll see slideshow presentations, discussion prompts, and activity instructions that can be completed as a class.
- **[RULER for Middle School](#)**: RULER for Middle School aims to contextualize students' understanding of emotions and emotional intelligence within their understanding of the real world: personally, at school, in their communities, and in the world at large. It is comprised of five units per grade, with four lessons in each unit, for a total of 20 lessons per grade, per year. The full curriculum is located in the RULER for Middle School resource collection, along with Core Routines (simple activities to integrate into daily classroom practices) and RULER Tool Introductory Lessons.
- **[RULER for Elementary School](#)**: RULER for Elementary School (K-5) is a developmentally appropriate and comprehensive curriculum that contextualizes and builds students' emotional intelligence within their experience of the world. A series of lessons and resources, including Core Routines and the Feeling Words Curriculum, is currently located in the RULER Online resource library.
- **[RULER for Early Childhood](#)**: RULER for Early Childhood focuses on teaching young children about emotions, with each unit focusing on one specific feeling word. Within the RULER Online resource library, you'll see Core Routines and the full Early Childhood RULER Classroom Implementation Guide.



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FAMILY ENGAGEMENT RESOURCES

RULER Online also offers a series of resources to engage families in emotional intelligence skill development. Please visit the [RULER Online Resource Library](#), then scroll to the RULER for Families collection. Here, you'll find guides, tipsheets, and activities to engage families in your school's RULER rollout.

THE RULER SHOWCASE

At the bottom of your RULER homepage, you will see a link to the RULER Showcase. You'll see two tabs – “The RULER Community” and “RULER at Your School.” The RULER Community highlights innovative and creative examples of RULER implementation around the world. You can use this resource for ideas on how you can effectively implement the RULER tools and skills into your school.

When you begin implementing RULER, you'll have the opportunity to add images or videos to the “RULER at Your School” tab, which is only visible to members of your school. Your posts may be selected to appear on The RULER Community tab. If so, we will reach out to you to ensure that we have proper media releases for staff and student images or videos.

BEST OF LUCK!

As you begin your RULER journey, please remember that your training package includes two years of access to RULER Online (access can be extended through RULER subscription after the first two years), as well as coaching from the RULER team. You'll also receive support through newsletters and focused implementation webinars.

We wish you all the best of luck as you begin your RULER journey and continue your school's commitment to creating a positive emotional climate. Remember that we are always here to help if you have any questions along the way! If you have any questions related to RULER Online, please reach out to ruler.online@yale.edu. If you have questions about your coach or training additional colleagues, please reach out to rulertraining@yale.edu.