



February 23 Webinar: Streamlining the Observation Process Using the Evidence Collection Tool

- Purpose for this webinar series is to address feedback recorded by the State
 - - historical data from Teachscape Reflect
 - - Process View --> click on teacher --> click on stack of papers to the right --> click on Artifacts
 - - Will be able to see all prior evaluations as PDFs
 - System Reports
 - - - have been added to all SD sites
 - standard reports are still there
 - There are six additional reports that have been added based on feedback
 - Opportunities to extend learning
 - - Upcoming webinars
 - - February 15th 9:30 CST (Support)
 - February 23rd 11:30 CST (Support)
 - February 28th 2:30 CST (Support)
 - March 7th 9:30 CST (End of Year)
 - March 10th 9:30 CST (Support)
 - April 4th 9:30 CST (Modifying Forms)
 - May 2nd 9:30 CST (Beginning of Year)
 - Series of webinars
 - - recordings of previous webinars are recorded, too
 - [Click Here](#)
 - streamlining observations
 - - evidence collection tool
 - - You will receive an email that the pre-observation form has been complete. click  next to pre-observation form in order to review pre-observation form
 - In Teacher Formal Observation Form, click 
 - evidence collection tool is an auto-saved feature (automatically saves)

- type into evidence collection tool that pops up (you can drag the corner to make it bigger or smaller)
- Click Enter after typing evidence - automatically saves
- can add keyboard shortcuts (Ex: type "s" for student and "t" for teacher)
 - - click gear bar to add additional keyboard shortcuts
- the observable components are above the evidence box. hover over them to get the indicators - click on it to add the component to specific pieces of evidence (saves time)
- Click on the tab, Evidence Review
 - - Can review all of the evidence you collected
 - can collect, align, and score within this tool
 - Three tabs: Aligned Evidence, Unaligned Evidence, and Evidence/Score
 - can complete the entire observation within this screen
 - can align evidence to observable components
 - auto-saves as you go
 - this helps streamline the process
 - can go back and forth between this tab and the Formal Observation Form tab
 - In Evidence/Score tab, can view the evidence you collected and the components you aligned them to.
 - - can score components within this tab by clicking Score
 - Click Sync to add all of this to the observation form (recommendation: do NOT clear evidence after sync - uncheck that option)
 - - these will still be editable within the Observation form ()
 - Must save at the bottom of the Observation form!
- Questions
 - - When can the teacher see the evidence that was collected?

- teachers do not see evidence while you enter evidence in the Evidence Collection Tool, even after you click Sync.
- Once you go into the Observation Form and click Submit, then the teacher can see the evidence that has been collected. Notes and evidence will be included if you entered it before you clicked Submit
- What will it look like for the teachers?
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 - It will look just like the observation form you see
- syncing, scoring, and finalizing