
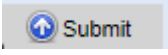






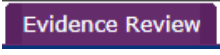

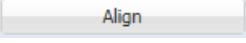


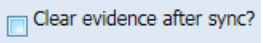




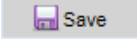
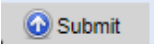

# Observation Process Cheat Sheet

## Pre-Observation Form


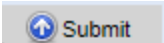

- Teacher clicks on , completes the form, and clicks 
- Principal clicks on , and then reviews, edits, comments, clicks 
- Teacher reviews the form
- Pre-Observation Meeting
- Principal finalizes it - 

## Formal Observation

- Click on . Take notes during the lesson. Press enter will make it disappear and save. You can add additional shortcuts by clicking on 
- After the lesson, click on 
- Drag evidence collector box to the side and click on 
- click on 
  - Use the pencil to make changes and/or correct errors
  - Click on check boxes by the comments (left side), and then click on the check boxes by the component(s) (Ex: 2b and/or 3c)
  - Click 
- Click on 
  - Double-check spelling and component alignment
- Click on 
  - Make sure box is Unchecked - 
  - Click 

- Click on  next to Formal Observation Form
  - Find the correct component (2b or 3c)
  - (1) Click on [Enter Notes and Evidence](#) under 2b or 3c ratings (basic, proficient...)
    - Make adjustments, correct errors, or add more information
  - (2) Check mark the critical attributes that you saw
  - (3) Select final rating by clicking on Unsatisfactory, Basic, Proficient, Distinguished
  - At bottom of screen, enter in Areas of Strength, Growth, and Recommendations
  - Click one of the following
    -  Save - not ready to send to teacher yet
      - You will be able to go back in and make changes, and then submit
    -  Submit - completed and ready to send to teacher
      - The form will now go to the teacher
  - Teacher goes in and acknowledges it
  - Principal finalizes it - 

### Post-Observation

- Teacher opens up Post-Observation Form by clicking on  next to Post-Observation Form
- Teacher completes the form and clicks 
- Principal clicks on  and reviews the form and adds comments if needed
- Principal meets with the teacher
- Principal finalizes it - 