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