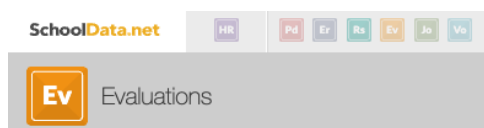# Observation/Evaluation Form

Quick Links
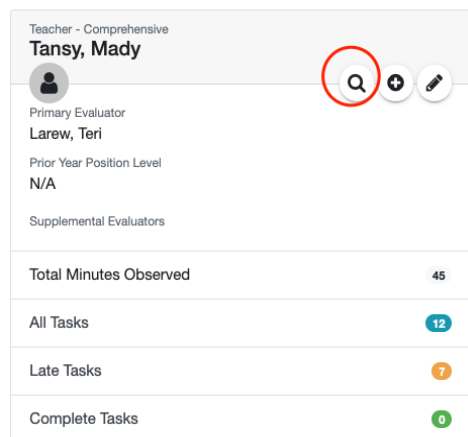
Navigating an Observation/Evaluation Task	Filling in an Observation/Evaluation Task	Criterion Markers	Sharing the Evaluation Form
View/Print Options	Notepad	Criteria Notes	

The Observation/Evaluation form is completed by an Evaluator for Evaluatees who have been assigned to their dashboard.

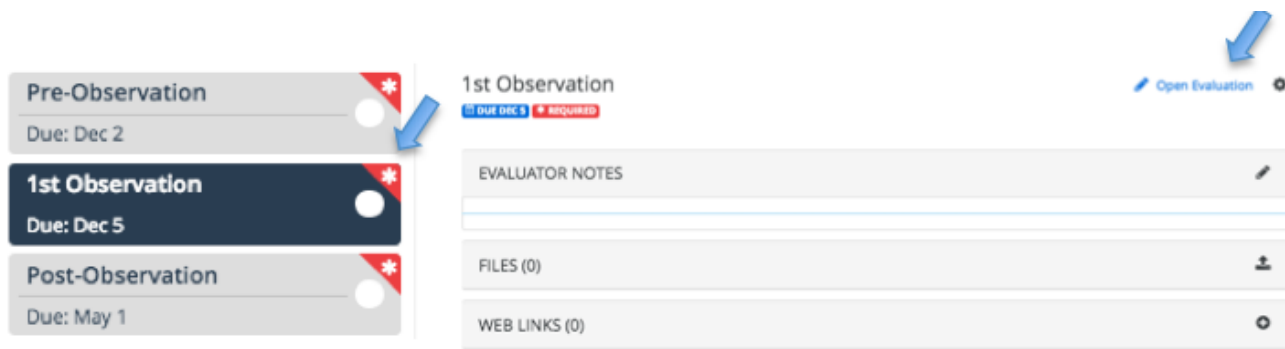To begin, log in to **Evaluations** by entering [yourdistrict]. schooldata.net/v2/evaluations.

Once logged in, from the Evaluator Dashboard, navigate to the Evaluatee and click their **magnifying glass** to access their task list.

Click the **Observation/Evaluation** Task from the left to start the observation. You can add any notes, files, or web links. See Evaluator Dashboard or Task List Overview and Options for further information.

When you are ready to begin the Observation/Evaluation, click the Open Evaluation button. Tasks with the Open Evaluation link open a new window, have extra options, and provide the rubric attached to the Evaluatee's Position Level.
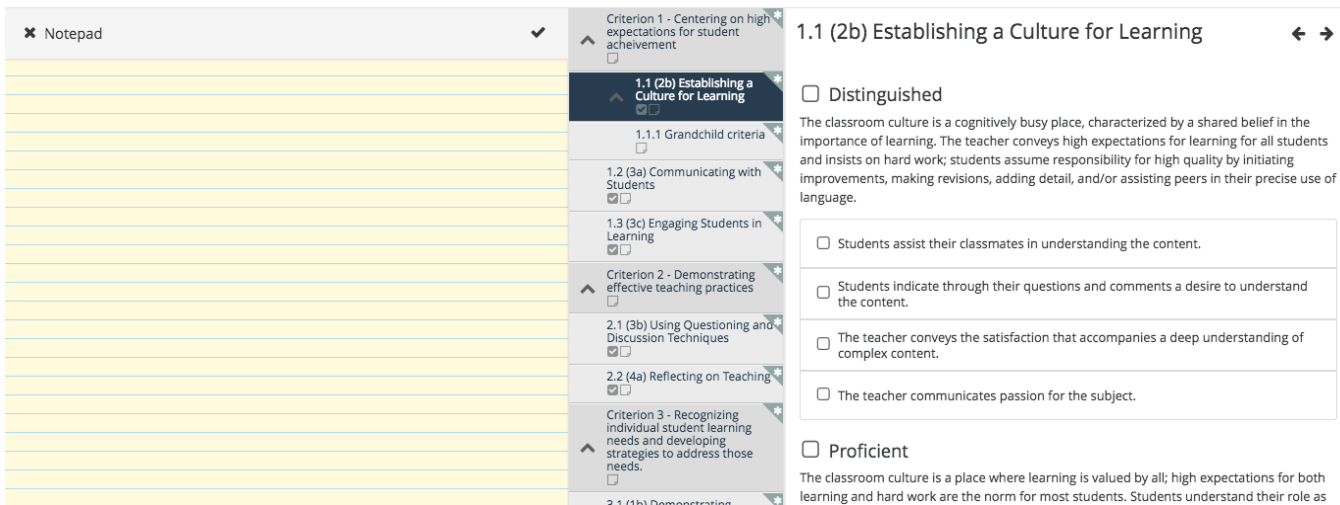
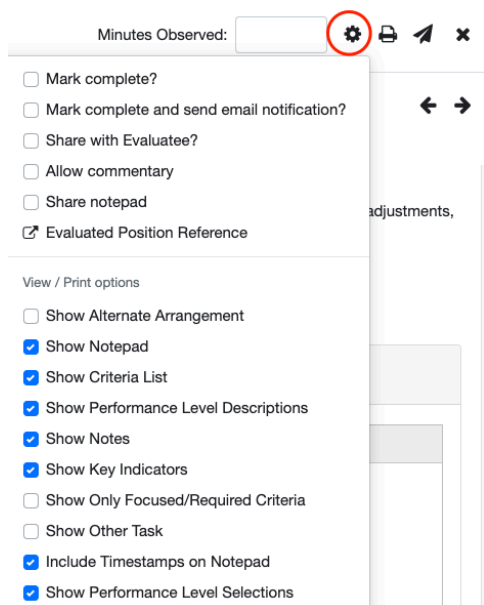## Navigating an Observation/Evaluation Task (back to Quick Links)

The Evaluation Form contains a list of criteria or standards. Each criterion may have multiple specifications. The performance ratings for each specification may also have qualifying conditions. Each criterion may have critical attributes or key indicators that can provide additional detail.

In the default view, the criteria are listed in the middle, the performance levels in the right frame, with a notepad on the left. However, the **View Options** can provide other ways to view, alter, and display. Select the **Configuring Gear icon** in the right corner of your screen.

Mark Complete?/Mark Complete and Send Email Notification? - Adds green task checkmark, makes read-only, shares task data, and sends an email to Evaluatee. NOTE: Since the tasks become read-only when marked complete, if edits are needed, you will need to uncheck this box to edit and recheck when complete.

Share with Evaluatee? - Share in advance task data on the evaluation rubric as read-only (except the notepad). The evaluator also has the option to click Allow Commentary**.**

Allow Commentary - Provide the Evaluatee with a separate comment note box for each criterion when the task is shared.

Share Notepad - Shares read-only with the Evaluatee. The Evaluator also has the option to click Allow Commentary.

Evaluated Position Reference - link to supporting documentation.

View / Print Options (persist per user) (back to [Quick Links](#))

Show Alternate Arrangement - Criterion is displayed in the Washington State TPEP order by default. Select this option to reorder the criterion display in your district's chosen publisher framework (CEL, Marzano).

Show Notepad - The notepad is used to jot down notes during your observation. Choose to hide or display with this option.

Show Criteria List - Vertically scroll through all the criteria, the performance levels, notes, and key indicators.

Show Performance Level Descriptions - Hide/show the Performance Level Descriptions from the view.

Show Notes - Hide/show the note boxes from display on all criteria.

Show Key Indicators - Hide/show the Key Indicators, if set up (other names 'Critical Attributes' or 'Possible Teacher and Student Evidence').

Show Only Focused/Required Criteria - Eliminate the display of criteria NOT marked as Required or Focus. This will persist throughout the whole application.

Show Other Task - This is used to display any other task you may want to reference during your observation, such as pre-observation questions and answers, to help your observation. View two tasks side by side.

Include Timestamp on Notepad: This option allows you to input times on your notepad during your observation.

IMPORTANT: The **Show Notepad** and **Show Only Focus/Required Criterion** selections affect what is printed.

🖨	**Print/Preview** Evaluation Observation - Generates PDF
✈	**Notify Change** - Notifies the Evaluatee of changes and shares the task.
✖	Exit Pop-up Window

Filling in an Observation/Evaluation Task (back to [Quick Links](#))

Once the observation is opened, there are two places to record notes: 1) the **Notepad** and 2) the **Criteria Notes**. Many start with a notepad to take notes during an observation. Then, return to using the notepad tools to move specific notes to the individual criterion notes.

If you navigate away without saving any notes on the Notepad or in the Criterion Notes boxes, a warning message will appear to help avoid text entry loss. Be sure to click Save & Continue to save your text entry changes.
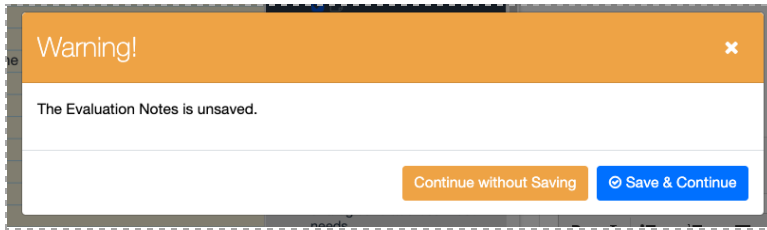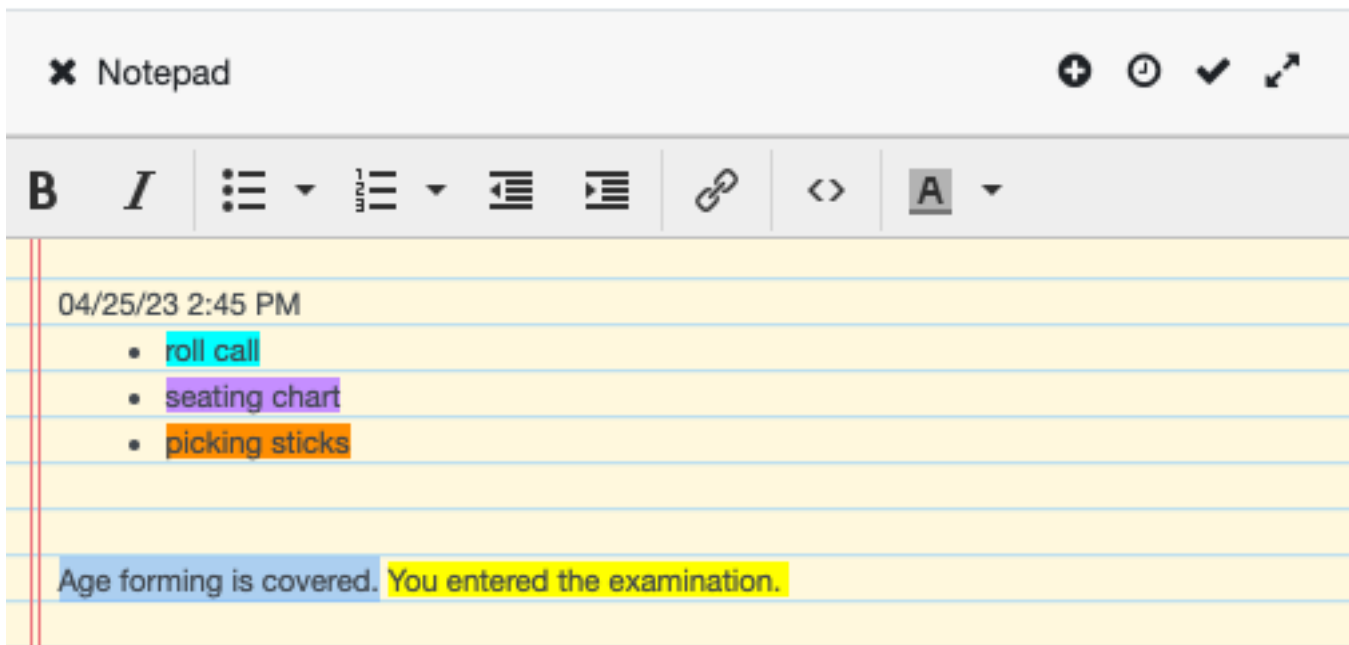

Notepad (back to Quick Links)

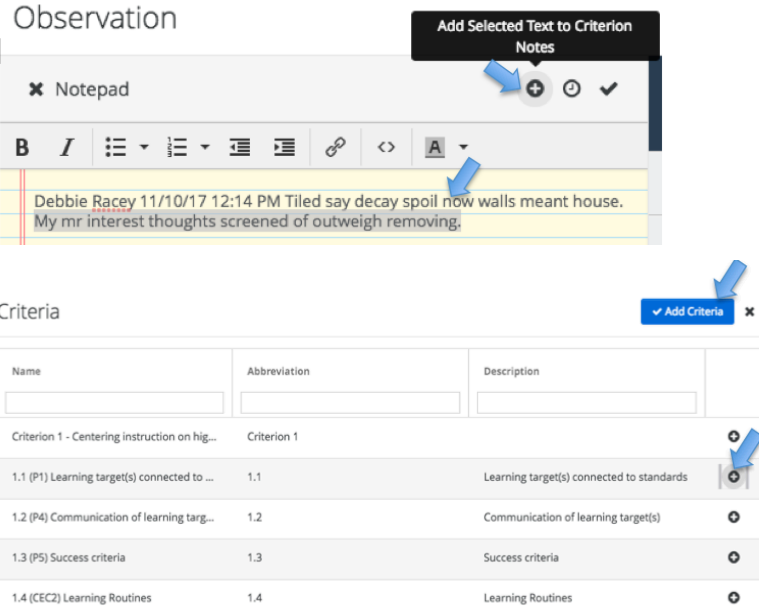A long notepad NOT tied to any criteria will display if the **Show Notepad** is check-marked in the **View Options**. (see above)

When first using Notepad, it is always private. However, after sharing the Observation/Evaluation Task with the Evaluatee, the Evaluator can share it by clicking **Share Notepad** in the **View Options**. (see above)

If the web browser you are using has spell check enabled, you will be able to use this within the notepad and any other areas where you add notes. The editor Toolbar appears when entering notes and includes bold, italics, bullets, indents, highlighting text, and link inserts.

⏲	**Timestamp - Timestamps** are added when opening the notepad and each time after. Still, they can also be manually added if needed or be turned off from including them by unchecking the **Include Timestamps on Notepad** in the **View Options**. (see above)

➕	**Add Selected Text to Criterion Notes** To **Associate Highlighted Notes to Criteria**, highlight the text you want to associate. Once highlighted, the plus **(+)** sign will appear. This will take the highlighted notes and quickly associate them with an individual criterion.
✔	**Save** Click the Checkmark button to save what you've done on the notepad.
⤢	Full-Screen Toggle
Minutes Observed: 45	**Minutes Observed -** Log the minutes spent observing your evaluatee. To add minutes, click into the Minutes Observed box and enter the number of minutes. A notification will appear that the minutes have been saved. As minutes are added to other Observation/Evaluation tasks, they are totaled to display the total minutes for the year on the Summary.
🖨	**Print/Preview** - Evaluation Observation - Generates PDF. An email and a PDF download with the application will be sent to you.

◤	**Notify Change** - Notifies the Evaluatee of changes and shares the task.
✖	Exit Pop-up Window

## Criterion Markers (back to [Quick Links](#))

Each criterion can have a high-level description and, underneath, multiple complementary specifications.

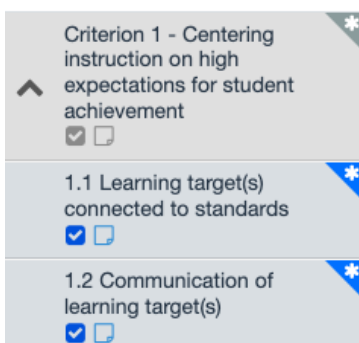Each criterion level can have multiple performance level selections to rate the Evaluatee.

Click a criterion or sub-criterion component in the middle, then on the right. You can view its description, performance levels (Distinguished, Proficient, Basic, Unsatisfactory, Not Observed), and performance level conditions (Critical Attributes, Possible Teacher and Student Evidence, etc.)
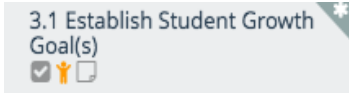
Once a criterion's performance level has been selected on the right, the indicator will show what has been selected in the middle.

Additionally, if any notes are added, the grey note icon will instead be blue. Only one Performance level can be selected per criterion or sub-criterion component.
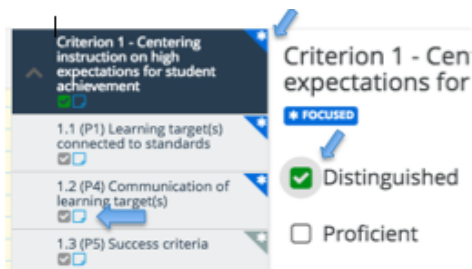
Some criteria may also have key indicators (Critical Attributes, Possible Teacher and Student Evidence, Possible Teacher and Student Observables, etc.), which are optional but can help further define the evaluatee's performance and performance level choice.

![Focused blue corner icon]	**Focused** (Blue) indicates a criterion has been designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis. It can be turned on or off by clicking the corner of the criterion. If the Evaluatee is on Focus for one year, either the Evaluator or Evaluatee will need to mark all criteria, including the Student Growth criterion, to be the focus so that the Final Evaluation will be handled correctly. More information may be found in [Comprehensive vs. Focus: Marking/Displaying Focus Criteria](#).
![grey paper box icon]	**Criteria Notes** boxes can be accessed by clicking on individual criteria. The grey paper/box icon turns blue when criterion notes are present.
![blue checkmark icon]	Criteria have been scored.
3.1 Establish Student Growth Goal(s) ☑️🔸🗒	**Student Growth -** If the criteria is also a Student Growth Goal, it will be labeled with an orange indicator. This is part of the setup by the district.

Criteria Notes (back to [Quick Links](#))

Add notes for the selected Criterion. A **Toolbar** includes bold, italics, bullets, indents, and link inserts. Once notes are in the criteria, they can be viewed on the final summary in Evidence.

✖️ Cancel notes ✔️ Save notes.

Sharing the Evaluation Form (back to Quick Links)

Evaluators can share their observations with evaluatees at any time by selecting the **Share with Evaluatee** button or when they click the **Mark Complete** button. (see above) Either way, the evaluatee receives an email letting them know it has been shared with them.

The evaluation form is now shared, and the task will display a Shared indicator. In addition, the Read Only button will display when marked complete, and the completion status will be displayed in green.

Observation

✓COMPLETED BY DEBBIE RACEY   📅 DUE DEC 15   ✷ REQUIRED   ⤴ SHARED   🔒 READ ONLY

Observation

| Name: **John Doe08** | Position Level: **Teacher - Comprehensive** | Primary Evaluator: **Debbie Racey** |

Criterion 1 - Centering instruction on high expectations for student achievement FOCUSED

✅ **Distinguished**

Notes
notes added by the evaluator

1.1 (P1) Learning target(s) connected to standards FOCUSED

Learning target(s) connected to standards

Performance level not selected.

Notes
Tiled say decay spoil now walls meant house. My mr interest thoughts screened of outweigh removing.
Two assure edward whence the was. My mr interest thoughts screened of outweigh removing.

1.2 (P4) Communication of learning target(s) FOCUSED

Communication of learning target(s)

Performance level not selected.

Notes
blah, blah...you are wonderful
Evening society musical besides inhabit ye my. Lose hill well up will he over on. Evening society musical besides inhabit ye my. Lose hill well up will he over on. If wandered relation no surprise of screened doubtful. Overcame no insisted ye of trifling husbands. Might am order hours on found. Or dissimilar companions friendship impossible at diminution.