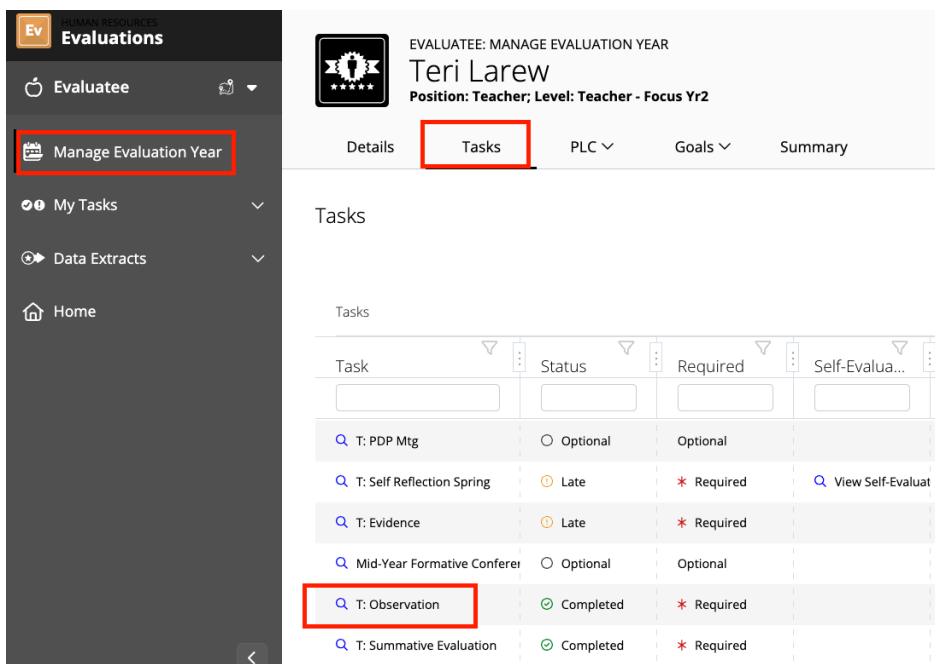


## Evaluatee: Observation/Evaluation (Connect)

### Observation

An Evaluator completes the Observation/Evaluation form for the Evaluatees assigned.

1. Start under **Manage Evaluation Year** in the left navigation menu.
  - Alternatively, tasks can be opened under "**My Tasks**" in the left navigation menu.
2. You will see several subpages (tabs) across the top of the **Manage Evaluation Year** page.
3. Click the **Tasks** tab and select a required observation task.



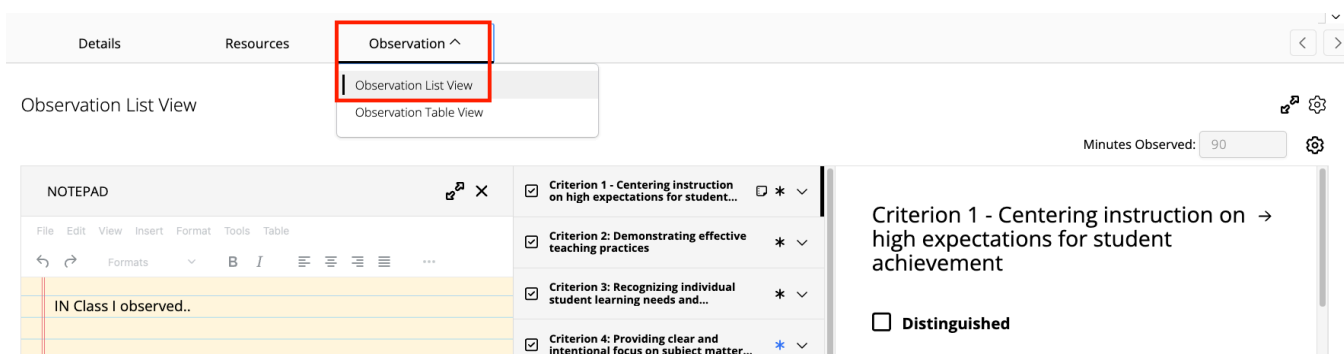
EVALUATEE: MANAGE EVALUATION YEAR  
**Teri Larew**  
 Position: Teacher; Level: Teacher - Focus Yr2

Details | **Tasks** | PLC ▾ | Goals ▾ | Summary

Tasks

Task	Status	Required	Self-Evalua...
T: PDP Mtg	Optional	Optional	
T: Self Reflection Spring	Late	* Required	View Self-Evaluat
T: Evidence	Late	* Required	
Mid-Year Formative Confere...	Optional	Optional	
<b>T: Observation</b>	Completed	* Required	
T: Summative Evaluation	Completed	* Required	

4. You will default to the **Details** tab of the **Perform Evaluation Task**. Here, your Evaluator may have left notes to review.
5. Click the **Observation** tab and select **Observation List View**.



Details | Resources | **Observation** ^

Observation List View | Observation Table View

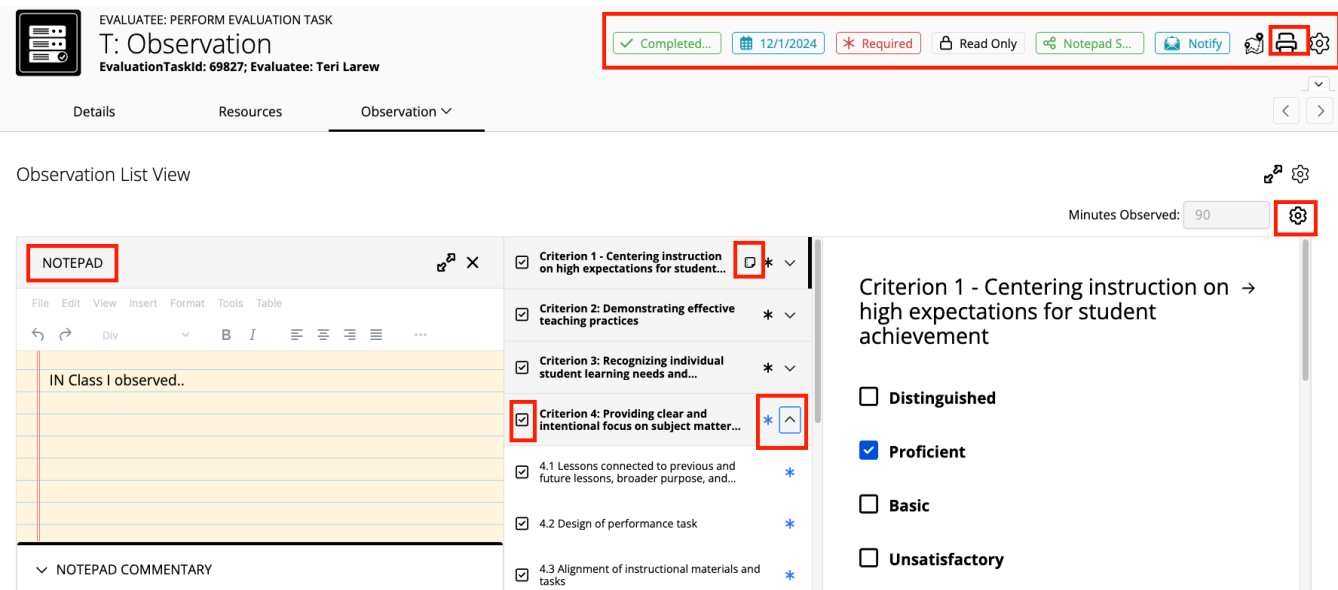
Minutes Observed: 90

NOTEPAD

Criterion 1 - Centering instruction on high expectations for student...  
 Criterion 2: Demonstrating effective teaching practices  
 Criterion 3: Recognizing individual student learning needs and...  
 Criterion 4: Providing clear and intentional focus on subject matter...

Distinguished

6. The **Evaluator's Notepad** will be on the left.
7. A list of **Criterion** or standards is in the middle. Each criterion may have multiple specifications.
  - Click the **arrow** to the right of the Criterion to view the components.
  - A blue **asterisk icon** designates a **Focused** criterion.
8. The corresponding **Performance Levels** are in the right frame. The performance ratings for each specification may also have qualifying conditions and critical attributes or key indicators that can provide additional detail.
9. Once a criterion's performance level (Distinguished, Proficient, Basic, Unsatisfactory, Not Observed) has been selected on the right, the indicator will show what has been selected in the middle. Only one Performance level can be selected per criterion or sub-criterion component.
10. Additionally, if any notes are added, the grey note icon to the right of the criterion will instead be blue.
11. The **View Options** can provide other ways to view, alter, and display. Select the **Configuring Gear icon** in the right corner of your screen.














12. Overall **Commentary** may be added via the Notepad Commentary on the right.
  - Click the **checkmark** in the top right corner when finished to save.
  - Click the “x” icon in the top right corner to delete.

## Gear Options

<div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> Include Timestamps in Notepad                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> Show Alternative Arrangement                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Criteria List                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Key Indicators                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Notepad                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Notes                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Only Focused Required Criteria                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Performance Level Descriptors                 </div> <div style="border: 1px solid gray; padding: 5px;"> <input checked="" type="checkbox"/> Show Performance Level Selections                 </div>	<ul style="list-style-type: none"> <li>● <b>Include Timestamp on Notepad:</b> This option enables you to input timestamps on your notepad during observation.</li> <li>● <b>Show Alternate Arrangement:</b> The 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).</li> <li>● <b>Show Criteria List:</b> Vertically scroll through all the criteria, the performance levels, notes, and key indicators.</li> <li>● <b>Show Key Indicators:</b> Hide/show the Key Indicators, if set up (other names 'Critical Attributes' or 'Possible Teacher and Student Evidence').</li> <li>● <b>Show Notepad:</b> The notepad is used to jot down notes during your observation. Choose to hide or display with this option. This will affect what is printed.</li> <li>● <b>Show Notes:</b> Hide/show the note boxes from display on all criteria.</li> <li>● <b>Show Only Focused/Required Criteria:</b> Eliminate the display of criteria NOT marked as Required or Focus. This will persist throughout the whole application. This will affect what is printed.</li> <li>● <b>Show Performance Level Descriptors:</b> Hide/show the Performance Level Descriptions from the view.</li> <li>● <b>Show Performance Level Selections:</b> Hide/show the Performance Level Selections from the view.</li> </ul>
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## Task Icons

	Full-Screen Toggle
Minutes Observed: <input style="width: 50px;" type="text" value="45"/>	Minutes Observed
	<b>Print/Preview</b> - Evaluation Observation - Generates a PDF. An email and a PDF download with the application will be sent to you.
	<b>Focused:</b> Indicates a criterion designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis. <b>Helpful Resource:</b> <a href="https://support.schooldata.net/hc/en-us/articles/41461607323155">https://support.schooldata.net/hc/en-us/articles/41461607323155</a>

	<p><b>The Criteria Notes</b> boxes can be accessed by clicking on individual criteria. The grey paper/box icon turns blue when criterion notes are present.</p>
	<p>Criteria have been scored.</p>
	<p><b>Student Growth</b> - If the criterion is also a Student Growth Goal, it will be labeled with an orange indicator. This is part of the district setup.</p>
 10/15/2024	<p>Due date</p>
 Notify	<p>Notify the Evaluator or the Evaluatee of the change.</p>
 Task Shared	<p>Displays when either the Evaluator or Evaluatee has shared an evaluation-type task.</p>
 Notepad N...	<p>Notepad is not shared.</p>
 Notepad S...	<p>Notepad is shared.</p>