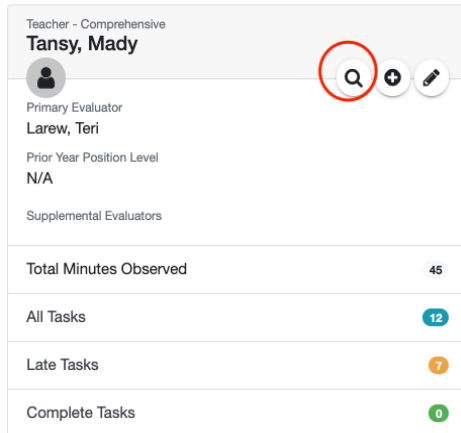


Observation/Evaluation Form

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

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



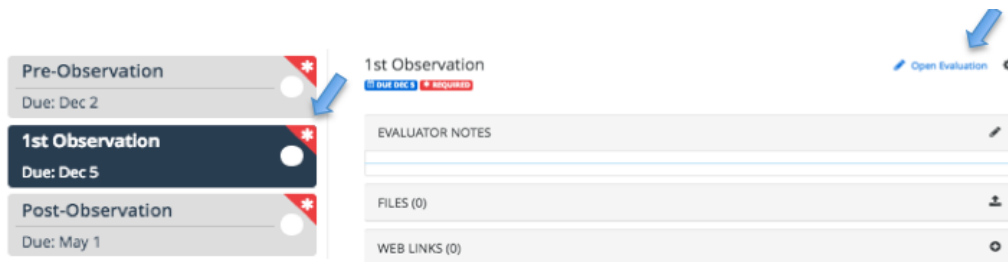
Teacher - Comprehensive	
Tansy, Mady	
Primary Evaluator	Larew, Teri
Prior Year Position Level	N/A
Supplemental Evaluators	
Total Minutes Observed	45
All Tasks	12
Late Tasks	7
Complete Tasks	0

Click the **Observation/Evaluation** Task from the left to start the observation. You can add any notes, files, or web links as needed.

Helpful Resources:

- <https://support.schooldata.net/hc/en-us/articles/115005412007>
- <https://support.schooldata.net/hc/en-us/articles/115005415487>

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.



Pre-Observation
Due: Dec 2

1st Observation
Due: Dec 5

Post-Observation
Due: May 1

1st Observation
Due Dec 5

Open Evaluation

EVALUATOR NOTES

FILES (0)

WEB LINKS (0)

Navigating an Observation/Evaluation Task

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.

1st Observation

 Minutes Observed: ⚙️ 🖨️ ✕

✕ Notepad ✓

Criterion 1 - Centering on high expectations for student achievement

1.1 (2b) Establishing a Culture for Learning

1.1.1 Grandchild criteria

1.2 (3a) Communicating with Students

1.3 (3c) Engaging Students in Learning

Criterion 2 - Demonstrating effective teaching practices

2.1 (3b) Using Questioning and Discussion Techniques

2.2 (4a) Reflecting on Teaching

Criterion 3 - Recognizing individual student learning needs and developing strategies to address those needs.

3.1 (1b) Demonstrating

1.1 (2b) Establishing a Culture for Learning ← →

Distinguished

The classroom culture is a cognitively busy place, characterized by a shared belief in the importance of learning. The teacher conveys high expectations for learning for all students and insists on hard work; students assume responsibility for high quality by initiating improvements, making revisions, adding detail, and/or assisting peers in their precise use of language.

Students assist their classmates in understanding the content.

Students indicate through their questions and comments a desire to understand the content.

The teacher conveys the satisfaction that accompanies a deep understanding of complex content.

The teacher communicates passion for the subject.

Proficient

The classroom culture is a place where learning is valued by all; high expectations for both learning and hard work are the norm for most students. Students understand their role as

In the default view, the criteria are listed in the middle, the performance levels are in the right frame, and a notepad is 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.

Minutes Observed:

⚙️ 🖨️ ↗️ ✕

Mark complete?

Mark complete and send email notification?

Share with Evaluatee?

Allow commentary

Share notepad

Evaluated Position Reference

View / Print options

Show Alternate Arrangement

Show Notepad

Show Criteria List

Show Performance Level Descriptions

Show Notes

Show Key Indicators

Show Only Focused/Required Criteria

Show Other Task

Include Timestamps on Notepad

Show Performance Level Selections

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 tasks become read-only when marked as complete, if edits are needed, you will need to uncheck this box to edit and recheck it 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)

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 Focused. 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.

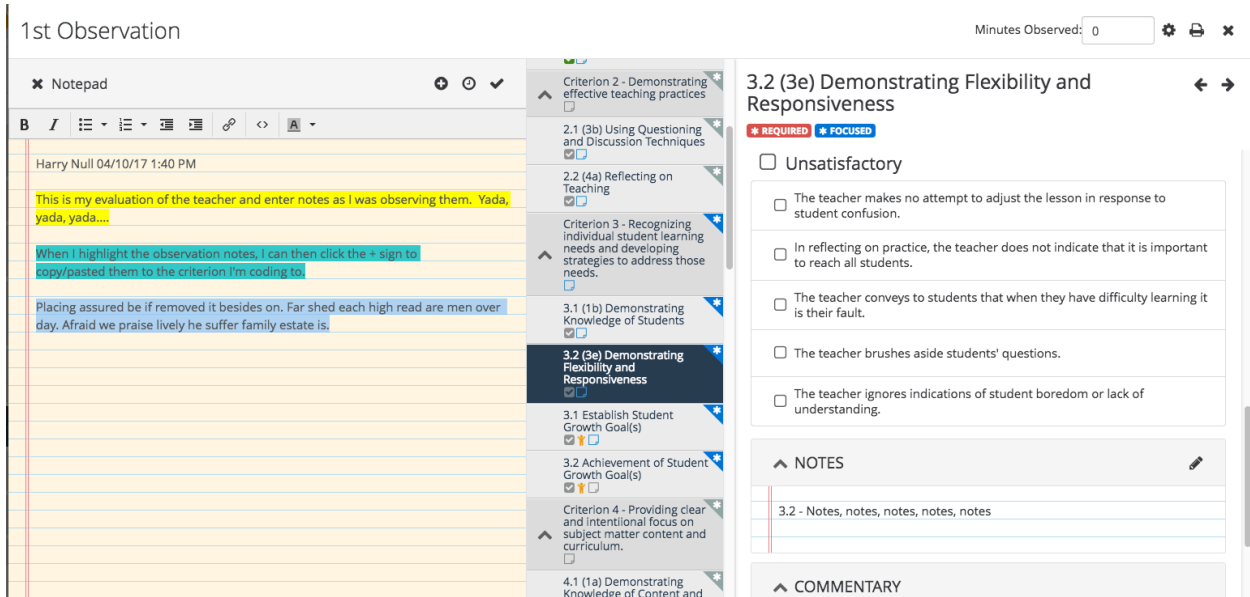
Include Timestamp on Notepad: This option enables you to input timestamps on your notepad during observation.

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

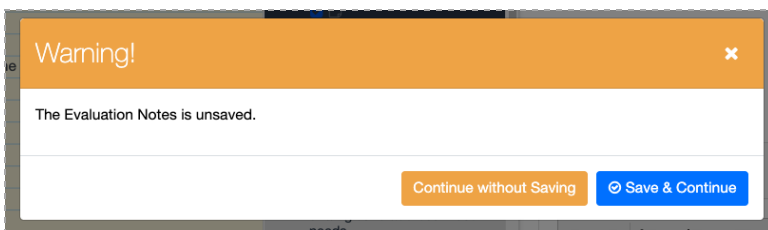
Filling in an Observation/Evaluation Task

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.



The screenshot shows the '1st Observation' interface. On the left is a 'Notepad' window with a toolbar and a list of notes. The first note is highlighted in yellow: 'This is my evaluation of the teacher and enter notes as I was observing them. Yada, yada, yada...'. Below it, another note is highlighted in blue: 'When I highlight the observation notes, I can then click the + sign to copy/pasted them to the criterion I'm coding to.' The right side of the interface shows a list of criteria. The selected criterion is '3.2 (3e) Demonstrating Flexibility and Responsiveness', which is marked as 'REQUIRED' and 'FOCUSED'. Below this criterion is a section for 'Unsatisfactory' performance with several checkboxes and their corresponding descriptions. At the bottom of the criteria list, there are sections for 'NOTES' and 'COMMENTARY'.

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.**

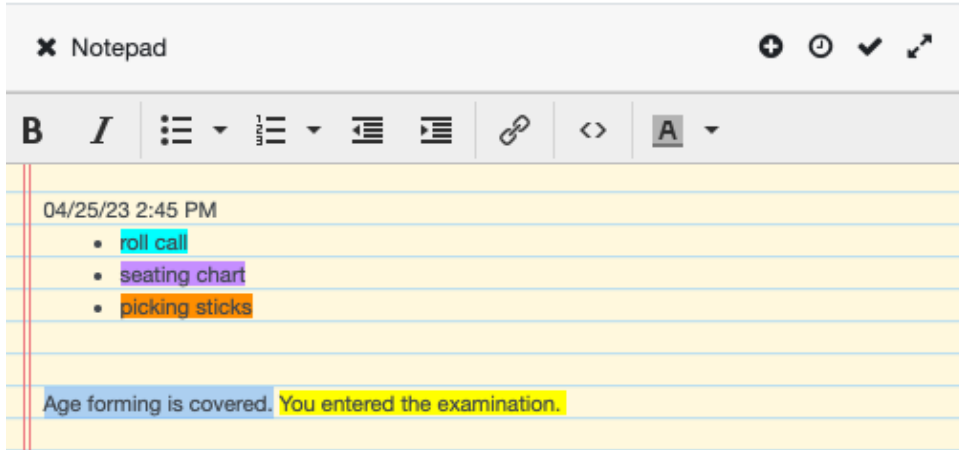




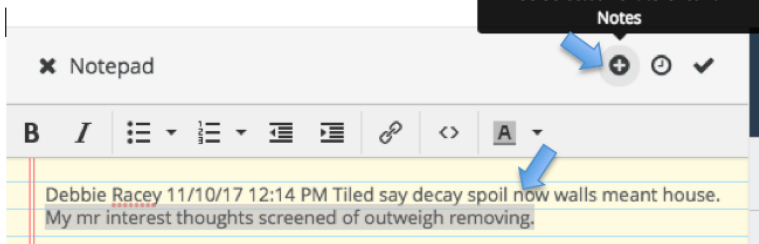

Notepad





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

When using Notepad for the first time, 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 options such as bold, italics, bullets, indents, highlighting text, and link inserts.



	<p>Timestamps are added when the notepad is opened and each time after. Still, they can also be manually added if needed or turned off by unchecking 'Include Timestamps on Notepad' in the View Options. (see above)</p>																								
	<p>Add Selected Text to Criterion Notes</p> <p>To Associate Highlighted Notes with Criteria, highlight the text you want to associate.</p> <p>Once highlighted, the plus (+) sign will appear. This will take the highlighted notes and quickly associate them with an individual criterion.</p> <div data-bbox="646 1155 1412 1806" style="border: 1px solid #ccc; padding: 10px;"> <p>Observation</p>  <p>Criteria</p> <table border="1" data-bbox="649 1533 1404 1806"> <thead> <tr> <th>Name</th> <th>Abbreviation</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>Criterion 1 - Centering instruction on hig...</td> <td>Criterion 1</td> <td></td> <td></td> </tr> <tr> <td>1.1 (P1) Learning target(s) connected to ...</td> <td>1.1</td> <td>Learning target(s) connected to standards</td> <td></td> </tr> <tr> <td>1.2 (P4) Communication of learning targ...</td> <td>1.2</td> <td>Communication of learning target(s)</td> <td></td> </tr> <tr> <td>1.3 (P5) Success criteria</td> <td>1.3</td> <td>Success criteria</td> <td></td> </tr> <tr> <td>1.4 (CEC2) Learning Routines</td> <td>1.4</td> <td>Learning Routines</td> <td></td> </tr> </tbody> </table> </div>	Name	Abbreviation	Description		Criterion 1 - Centering instruction on hig...	Criterion 1			1.1 (P1) Learning target(s) connected to ...	1.1	Learning target(s) connected to standards		1.2 (P4) Communication of learning targ...	1.2	Communication of learning target(s)		1.3 (P5) Success criteria	1.3	Success criteria		1.4 (CEC2) Learning Routines	1.4	Learning Routines	
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1.4 (CEC2) Learning Routines	1.4	Learning Routines																							
	<p>Save: Click the Checkmark button to save what you've done on the notepad.</p>																								

	Full-Screen Toggle
Minutes Observed: <input data-bbox="337 338 488 415" type="text" value="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 a 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

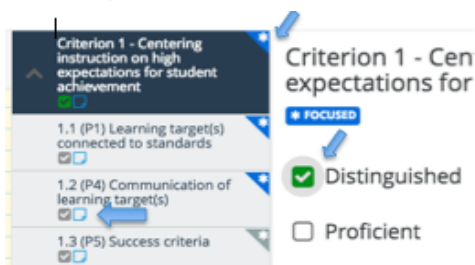
Each criterion can have a high-level description and, underneath, multiple complementary specifications.

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.



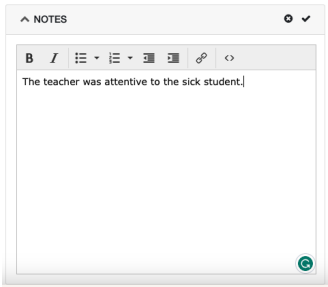
Some criteria may also have key indicators (Critical Attributes, Possible Teacher and Student Evidence, Possible Teacher and Student Observables, etc.), which are optional but can help further define the evaluatee's performance and performance level choice.

Criterion 1 - Centering instruction on high expectations for student achievement <input checked="" type="checkbox"/> <input type="checkbox"/>
1.1 Learning target(s) connected to standards <input checked="" type="checkbox"/> <input type="checkbox"/>
1.2 Communication of learning target(s) <input checked="" type="checkbox"/> <input type="checkbox"/>

	<p>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.</p> <p>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.</p> <p>Helpful Resource: https://support.schooldata.net/hc/en-us/articles/360000524788.</p>
	<p>Criteria Notes 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>
3.1 Establish Student Growth Goal(s) <input checked="" type="checkbox"/>  <input type="checkbox"/>	<p>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.</p>

Criteria Notes

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.

<input type="checkbox"/>	Cancel notes.	
<input checked="" type="checkbox"/>	Save notes.	

Sharing the Evaluation Form

Evaluators can share their observations with evaluatees at any time by selecting the **"Share with Evaluatee" button or by clicking the "Mark Complete" button.** ([see above](#)) Either way, the evaluatee receives an email notification that the information has been shared with them.

The evaluation form is now shared, and the task will display a **Shared** indicator. Additionally, the Read-Only button will be displayed when marked as complete, and the completion status will be indicated 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.