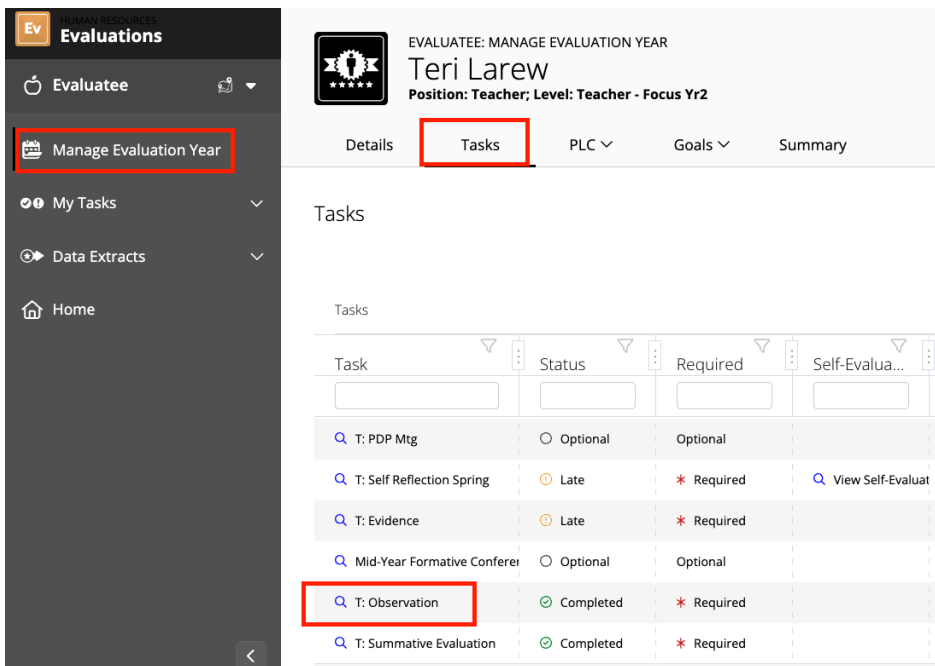


Evaluatee: Observation/Evaluation (Connect)

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.



Ev Evaluations

Evaluatee

Manage Evaluation Year

My Tasks

Data Extracts

Home

EVALUATEE: MANAGE EVALUATION YEAR

Teri Larew

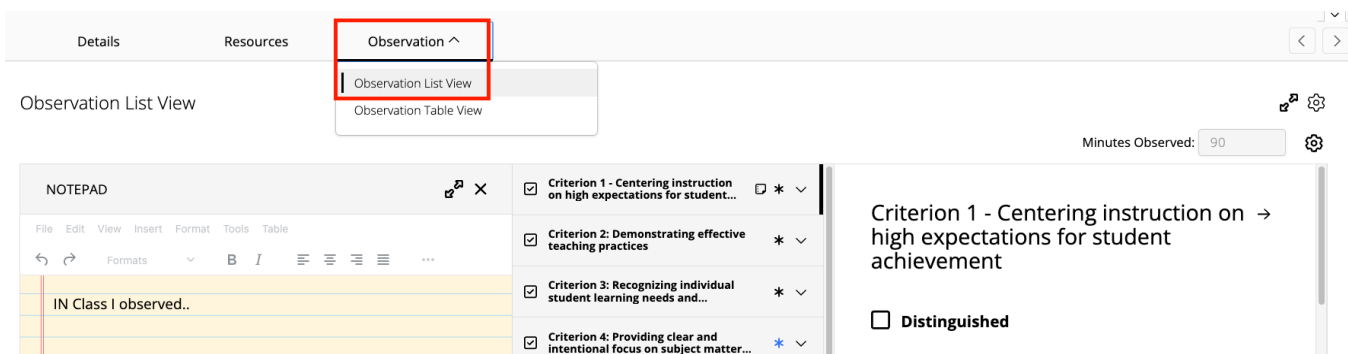
Position: Teacher; Level: Teacher - Focus Yr2

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 Conferen	Optional	Optional	
T: Observation	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

File Edit View Insert Format Tools Table

IN Class I observed..

Criterion 1 - Centering instruction on high expectations for student...

Criterion 2: Demonstrating effective teaching practices

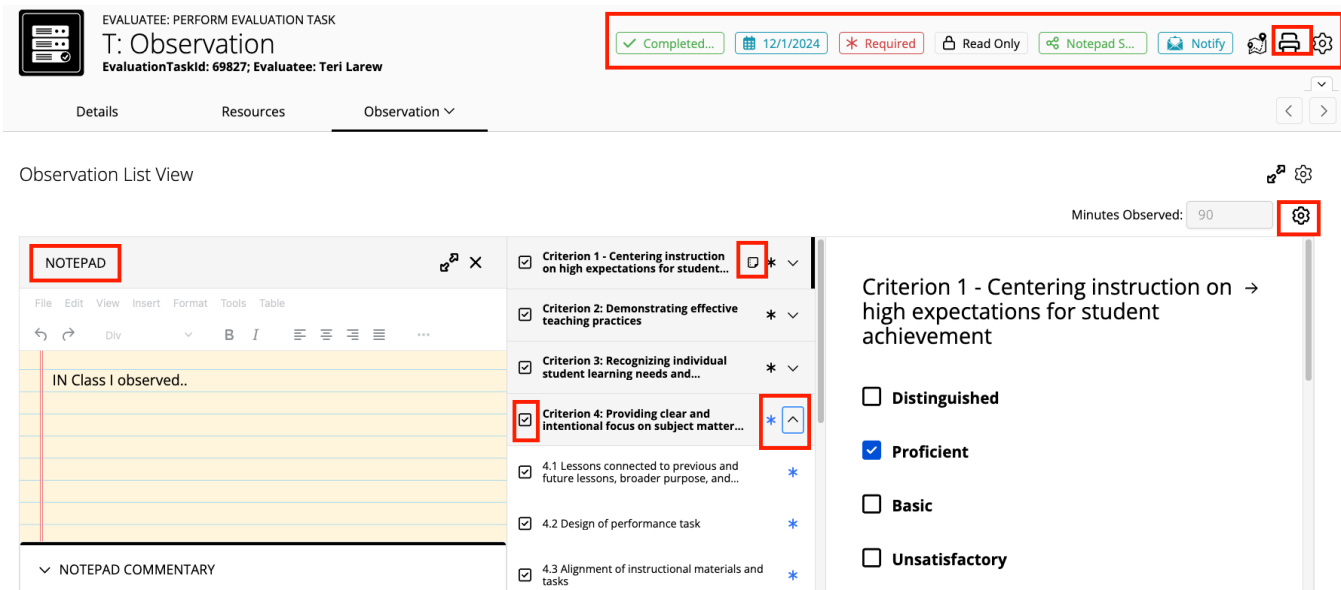
Criterion 3: Recognizing individual student learning needs and...

Criterion 4: Providing clear and intentional focus on subject matter...

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

☐ 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.



The screenshot displays the 'EVALUATEE: PERFORM EVALUATION TASK' interface for 'T: Observation'. The top navigation bar includes 'Details', 'Resources', and 'Observation'. A toolbar at the top right contains icons for 'Completed...', '12/1/2024', 'Required', 'Read Only', 'Notepad S...', 'Notify', and a 'Configuring Gear icon' (highlighted with a red box). Below the navigation bar, the 'Observation List View' is shown. On the left, the 'NOTEPAD' is open with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a text area containing 'IN Class I observed..'. In the center, a list of criteria is displayed, including 'Criterion 1 - Centering instruction on high expectations for student...' (highlighted with a red box) and 'Criterion 4: Providing clear and intentional focus on subject matter...' (highlighted with a red box). On the right, the 'Performance Levels' are listed: 'Distinguished', 'Proficient' (selected with a blue checkmark), 'Basic', and 'Unsatisfactory'. A 'Minutes Observed: 90' field is also visible.

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

☐ Include Timestamps in Notepad ☐ Show Alternative Arrangement ☒ Show Criteria List ☒ Show Key Indicators ☒ Show Notepad ☒ Show Notes ☒ Show Only Focused Required Criteria ☒ Show Performance Level Descriptors ☒ Show Performance Level Selections	• Include Timestamp on Notepad: This option lets you enter timestamps in your notepad during observation. • Show Alternate Arrangement: 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). • Show Criteria List: Vertically scroll through all the criteria, the performance levels, notes, and key indicators. • Show Key Indicators: Hide/show the Key Indicators, if set up (other names 'Critical Attributes' or 'Possible Teacher and Student Evidence'). • Show Notepad: Use the notepad to jot down notes during your observation. Choose to hide or display with this option. This will affect what is printed. • Show Notes: Hide/show the note boxes for all criteria. • Show Only Focused/Required Criteria: Eliminate the display of criteria NOT marked as Required or Focused. This will persist throughout the whole application. This will affect what is printed. • Show Performance Level Descriptors: Hide/show the Performance Level Descriptions from the view. • Show Performance Level Selections: Hide/show the Performance Level Selections from the view.
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Task Icons

	Full-Screen Toggle
Minutes Observed: 45	Minutes Observed
	Print/Preview - Evaluation Observation - Generates a PDF. An email and a PDF download with the application will be sent to you.
	Focused: Indicates a criterion designated as Focused, which can be done by either the Evaluatee or Evaluator on an individual Evaluatee basis. Helpful Resource: EVALUATEE: Comprehensive vs. Focus Criteria (Connect)
	The Criteria Notes boxes can be accessed by clicking on individual criteria. The grey paper/box icon turns blue when criterion notes are present.

	Criteria have been scored.
	Student Growth - If the criterion is also a Student Growth Goal, it will be labeled with an orange indicator. This is part of the district setup.
 10/15/2024	Due date
 Notify	Notify the Evaluator or the Evalutee of the change.
 Task Shared	Displays when either the Evaluator or the Evaluatee has shared an evaluation-type task.
 Notepad N...	Notepad is not shared.
 Notepad S...	Notepad is shared.