

Observation/Evaluation Form V2

The Observation/Evaluation form is completed by an Evaluator for Evaluatees 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 on the left to start the observation. You can add any notes, files, or web links as needed.

Helpful Resources:

- [Evaluator Dashboard V2](#)
- [Task List Overview and Options V2](#)

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  EVALUATOR NOTES FILES (0) WEB LINKS (0)
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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

⬅ ➡

adjustments,

Mark Complete?/Mark Complete and Send Email Notification? - Adds a green task checkmark, makes it read-only, shares task data, and sends an email to the 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 can also 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.

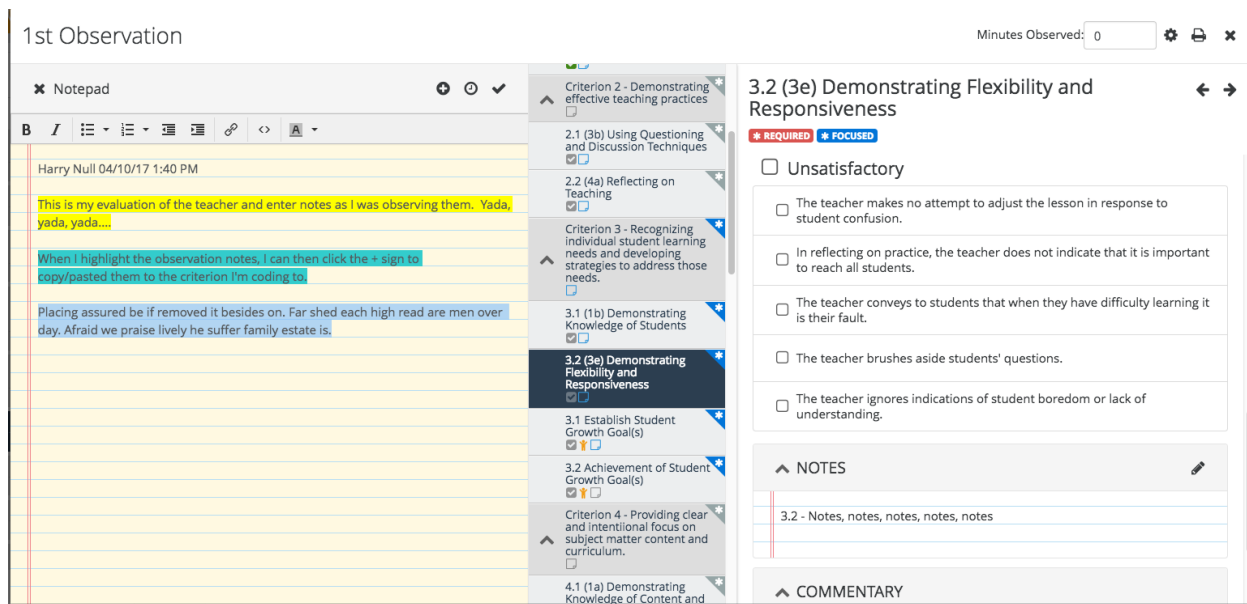
Include Timestamp on Notepad: This option lets you enter timestamps in your notepad during observation.

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

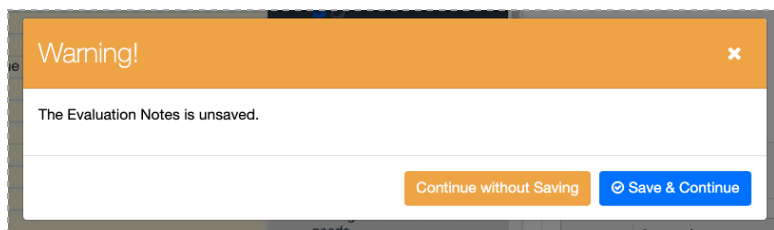
Filling in an Observation/Evaluation Task

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' with a toolbar and a text area containing sample text. In the center is a list of criteria, with '3.2 (3e) Demonstrating Flexibility and Responsiveness' selected. On the right is the 'Criteria Notes' section for the selected criterion, showing a list of checkboxes for 'Unsatisfactory' and a 'NOTES' section with a text area.

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.**



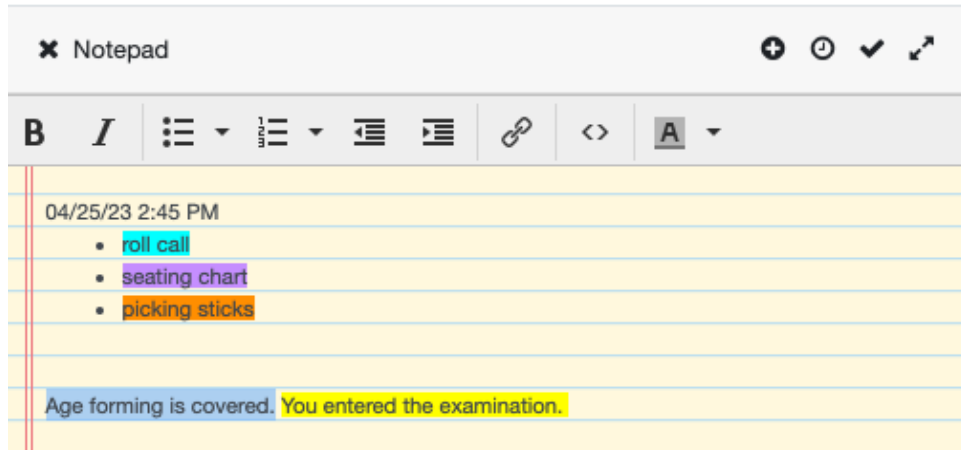
The warning message dialog box has an orange header with the text 'Warning!'. Below the header, it says 'The Evaluation Notes is unsaved.' At the bottom, there are two buttons: 'Continue without Saving' and 'Save & Continue'.

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 can use it in Notepad and in any other areas where you add notes. The editor Toolbar appears when entering notes and includes options such as bold, italics, bullets, indentation, text highlighting, and link insertion.



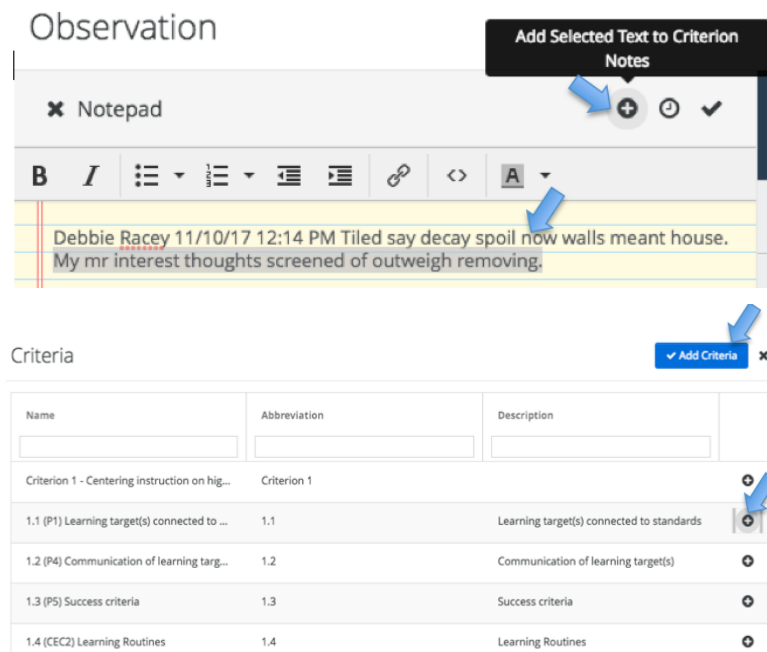
Timestamps are added when the notepad is opened and each time it is reopened. Still, they can also be manually added if needed or turned off by unchecking 'Include Timestamps on Notepad' in the **View Options**. ([see above](#))



Add Selected Text to Criterion Notes

To **Associate Highlighted Notes with 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 year's total minutes on the Summary.
	Print/Preview: Evaluation Observation: Generates a PDF. An email and a PDF download of the application will be sent to you.
	Notify Change: Notifies the Evaluatee of changes and shares the task.
	Exit Pop-up Window

Criterion Markers

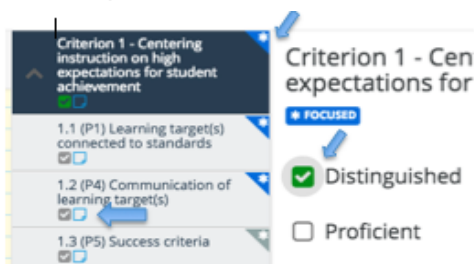
Each criterion can have a high-level description and, underneath, multiple complementary specifications.

Each criterion level can have multiple performance-level selections for rating 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 ☒ ☐	
1.1 Learning target(s) connected to standards ☒ ☐	
1.2 Communication of learning target(s) ☒ ☐	

	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 the Evaluatee must mark all criteria, including the Student Growth criterion, as the focus so that the Final Evaluation is handled correctly. Helpful Resource: Comprehensive vs. Focus: Marking/Displaying Focus Criteria V2.
	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.
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 district's setup.

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.

	Cancel notes.
	Save notes.

^ NOTES

B

/

The teacher was attentive to the sick student.

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 the item is 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.