User Guide - Observee

This document provides step-by-step instructions for viewing and commenting on your observations as an observee.
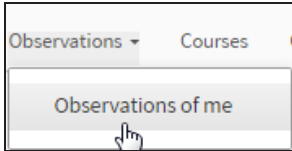
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Access Your Observations

The Observations Tab

Click the **Observations** tab to open the drop-down menu. Then select **Observations of me**.

The Observations List

You observations page includes the following information.

A. List of your observations, indicating status and what has been shared with you

B. Notifications of any observation tasks awaiting your attention

C. Insights box showing your results summary for each observation template

D. List of changes made recently to your observations

View an Observation

From your observations list, click the name of the observation you want to view.

My Observations

Sort by: Newest to olde

⊖ Demo Danielson Template on 8/12/2016
Observed on Fri, Aug 12th, 2016. 12:00 PM

⊖ Demo Danielson Template on 8/10/2016
Observed on Wed, Aug 10th, 2016. 1:28 PM
Ratings shared. Details shared. Evidence shared. Notes shared.

Depending on what the observer has shared with you, you have the following options.

- Click on each observation tab to view the content that has been shared with you.

★ Ratings	📄 Notes	ℹ Details

- Ratings can be identified by the yellow highlight.

Focus area. Utilizes student assessments congruent with learning outcomes (1 b)

The teacher has clear assessment criteria identified to evaluate student achievement of the intended outcomes. These assessments, both formal and informal, help the teacher monitor student learning through the course of instruction and at various checkpoints, such as at the end of the lesson, week, or unit.

Rating is required.

◯ Ineffective	◯ Developing	✓ Effective	◯ Highly Effective
• Assessment results are not used.	• Use of assessment results is rudimentary.	• Assessment results are used effectively to plan for future instruction.	• Assessment results are used and adapted for individualized instruction.
• No assessments are aligned with outcomes in either process or content.	• Some assessments are aligned with outcomes in process or content.	• Most assessments are aligned with outcomes in both process and content.	• All assessments are aligned with instructional outcomes in both process and content.
• There are no criteria or standards for assessments.	• Assessment criteria and standards have been developed but are not clear.	• Assessment criteria and standards are clear.	• Assessment criteria and standards are clear and include student use of assessment information, as well as teacher's use.

Evidence
Aug 10, 2016 1:28 PM: Students share ideas and answers

Attachments

- Click on the history icon to view a list of changes made to the observation.

📄 🕐

History

08/12/2016 @ 10:32 AM Teacher1, Sandbox
Viewed

08/10/2016 @ 1:35 PM Principal1, Sandbox
Reopened

08/10/2016 @ 1:35 PM Principal1, Sandbox
Finalized

- To access a PDF that can be printed and saved, click **Create PDF**. Select the elements of the observation you want to include by clicking the toggle buttons to **Yes**. Then click **Create**.

Discussions

1. If it was enabled for this observation, click the **Discussions** tab.

2. Discussions are grouped into three categories. Select the appropriate category.

3. Review the discussion points entered by the observer.

Entering Discussion Content

1. You can either reply to a discussion already in progress (**A**) or start a new discussion (**B**). Use the text box to enter the content for the discussion.

2. Click **Attach File** to add a .doc or .txt file to the discussion.

3. To use notes that have been previously recorded and shared with you, click on the notes icon. Drag the desired note to the discussion text box.

4. When finished adding content, you have two options.

- Click **Post** to finalize the current discussion and make it viewable to the observer.
- Click **Save for Later** to save the current discussion without making it viewable to the observer so that it may be completed later.

Acknowledge an Observation

Once an observer finalizes an observation, it will require your review and acknowledgment. This task will appear in the 'Requires Your Attention' box.

Requires Your Attention

Demo Danielson Template on 8/12/2016 is pending your acknowledgement.

1. Click on the link. The observation will display for your review.

2. Once you have reviewed the observation, click **Acknowledge**.

Demo Danielson Template on Friday, August 12.

Teacher1, Sandbox

Final
✔ Principal1, Sandbox finalized this observation on Friday, August 12th, 2016 at 11:38AM.

[Acknowledge]

3. In the pop-up window, enter any comments, then click **Acknowledge** again.

Acknowledge   ✕

Acknowledge Comment

I acknowledge that all content in the observation appears correct and fair.

[Acknowledge]   Cancel

4. Your acknowledgment will be timestamped.