



## Form Purpose:

The Classroom Observation Form is an evaluator-initiated form to be used by evaluators during the Teacher Evaluation process.

## Form Design:

Component	(4)	(3)	(2)	(1)
2a: Creating an Environment of Respect and Rapport				
2b: Establishing a Culture for Learning				
2c: Managing Classroom Procedures				
2d: Managing Student Behavior				

Rubric Score: 0/0

All components must be selected

Component	(4)	(3)	(2)	(1)
3a: Communicating with Students				
3b: Using Questioning and Discussion Techniques				
3c: Engaging Students in Learning				
3d: Using Assessment in Instruction				

Rubric Score: 0/0

All components must be selected

Rationale for Domain 3:

Priority Feedback for Professional Practice

Feedback is important to help teachers grow as educators. With this in mind, provide feedback that is specific and actionable that will help teachers move their practice forward.

Priority Feedback for Professional Practice:

Educator Acknowledgment  
(To be completed by the teacher)

I have read this form and have had an opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic signature. My signature does not signify agreement or disagreement.

## Process Overview

### 1. Locate the Form in the Process View

Located on the "My Caseload" tab of the evaluator dashboard, the Process View is the primary means for an evaluator to participate in the evaluation cycles of those educators he/she is responsible for.

After highlighting the target educator in the top portion of the Process View, you will see his/her Evaluation Profile in the bottom portion of the Process View. This area is used to schedule, complete, finalize, and monitor the forms comprising an educator's evaluation cycle.

Name	Evaluation Type	Evaluation Period	Progress	Status
Annavarjula, Shoba	2013-14 Teacher	07/01/2012-06/30/2...	2 of 10	In Progress
Correll, Juliet	2013-14 Teacher	08/14/2013-05/31/2...	0 of 10	In Progress
Ford, Joshua	Teacher	07/01/2012-06/30/2...	1 of 10	In Progress
Goncalves, Mario	Teacher	07/01/2012-06/30/2...	0 of 10	In Progress

Component Name	Progress	Status
Beginning-of-Year Conference (Teacher)	0 of 1	Incomplete
Professional Growth Goal (Teacher)	0 of 1	Incomplete
Student Learning Objective #1	0 of 1	In Progress
Student Learning Objective #2	0 of 1	Incomplete
Optional Self-Assessment (Teacher)	0 of 1	Incomplete
Classroom Observation #1	0 of 1	In Progress
Classroom Observation #2	0 of 1	Incomplete
Classroom Observation Form #2	Not Scheduled	Not Scheduled
Classroom Observation #3	0 of 1	Incomplete
Mid-Year Conference (Teacher)	0 of 1	Incomplete
Year-End Scoring Forms (Teacher)	0 of 2	Incomplete

## 2. Schedule the Form

After expanding the appropriate observation component (e.g. "Classroom Observation #2"), click the form's corresponding Schedule Form (calendar) icon. This presents a pop-up window asking for date, time, and location. If delegating to another evaluator, select his/her name using the "Administrator" field. If this is an unannounced observation, deselect "Notify User" to prevent an email notification about this upcoming event.

Date: 04/26/2012

Time: 10:00 AM

Duration (minutes): 0

Location: Room 208

Administrator: Case, Tiffany

Notes:

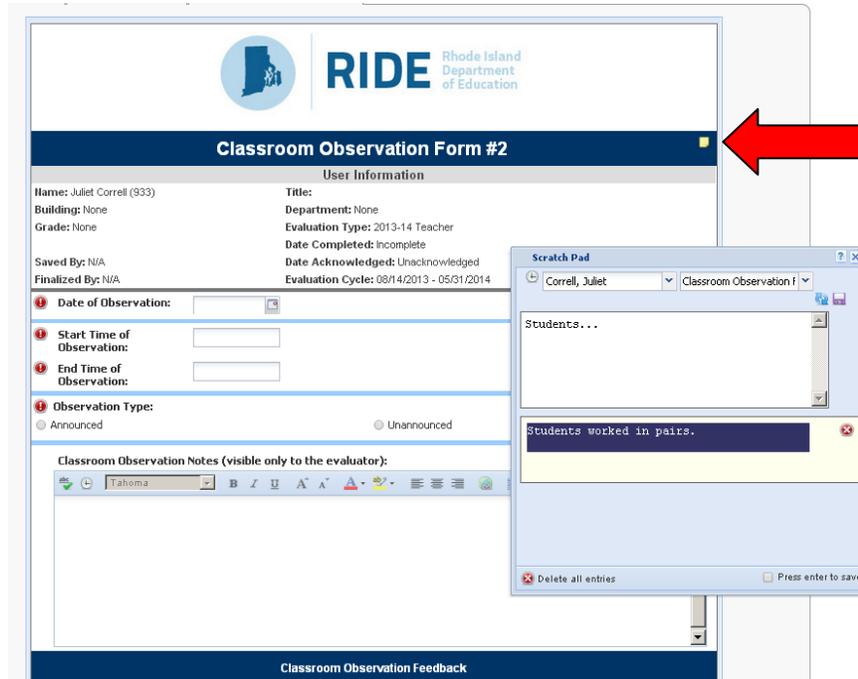
Notify User:

Submit Cancel

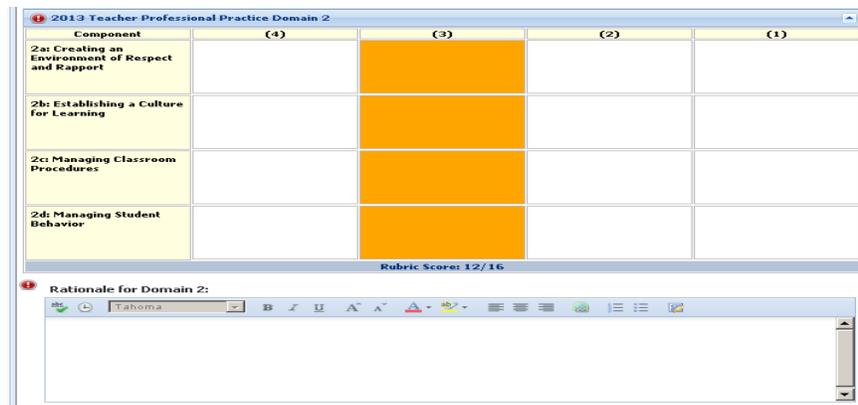
## 3. Complete the Form

1. Before submitting the form, the Evaluator must input an **Observation Date** (date picker), **Start** and **End Times** (text boxes), and an **Observation Type** (radio button). These are required fields.
2. During the observation, the Evaluator may use the **Classroom Observation Notes** text box. This area is private to the evaluator and not visible to the Teacher. This text box supports rich text formatting and features a timestamp feature (clock icon). This is an optional field.

- Another option during the Observation is the **Scratch Pad**. The Scratch Pad provides an alternate method for capturing notes and retains your notes until deleted. The Scratch Pad is not specific to any one form or educator, so common phrases can be stored and re-used from here. Simply drag and drop Scratch Pad notes to any text box on the form. To open, click the yellow pad icon in the top right corner of the form. The Scratch Pad will sit on top of the form and move as you scroll. It can be re-positioned on the screen and closed at any time.



- The Classroom Observation Feedback section is comprised of several interactive rubrics. For each component, assign a score by clicking the box in the appropriate column (thus turning the box yellow). You will then enter a rationale for each Domain.



- Lastly, based on the component-level rationale the Evaluator is required to enter **Priority Feedback** that will help the educator improve their practice in the rich text box at the bottom of the form.
- Once all required fields have been completed, the Evaluator clicks the **Submit** button.

#### 4. Form Acknowledgement

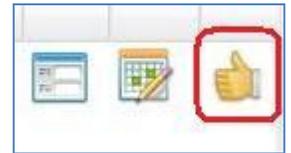
As per Form Settings, this form requires teacher acknowledgement. That means the teacher will receive an email notification requesting acknowledgement. The teacher then logs in to EPSS, reviews the form, and clicks the **Acknowledge** button at the bottom of the form so it can then be finalized by the evaluator. This is also an opportunity for the teacher to **Comment** on the form.



#### 5. Finalize the Form

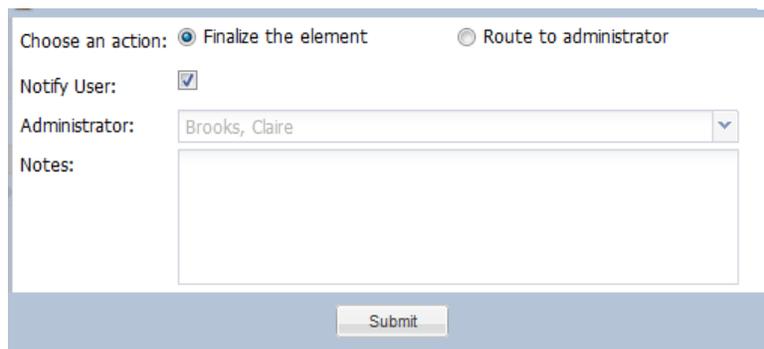
The Finalize Element function is found in the **Evaluation Profile** of the **Process View**.

1. From the user's **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.
3. Select:



- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.
- OR
- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

**NOTE:** Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

A screenshot of a pop-up window titled 'Choose an action:'. It has two radio buttons: 'Finalize the element' (selected) and 'Route to administrator'. Below this is a 'Notify User:' checkbox which is checked. Underneath is an 'Administrator:' dropdown menu with 'Brooks, Claire' selected. At the bottom is a 'Notes:' text area and a 'Submit' button.