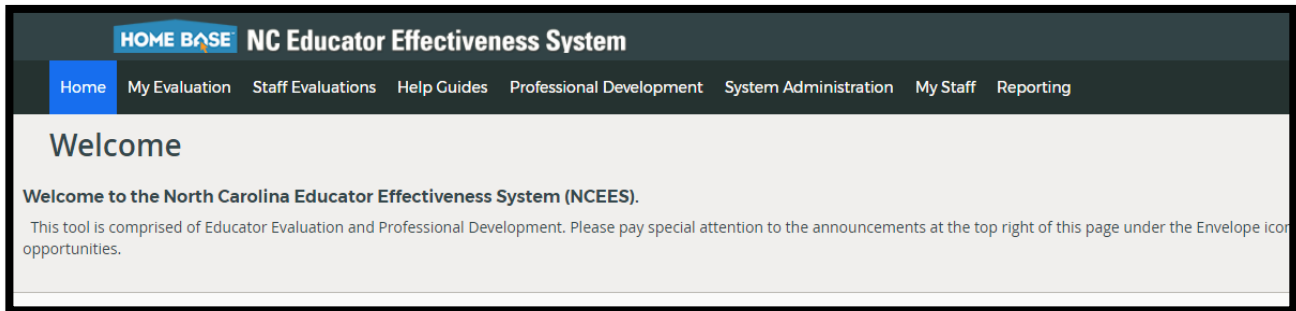


# OBSERVATION

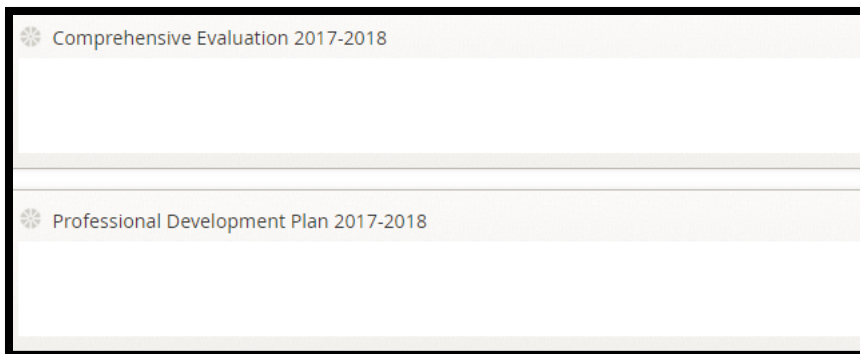
**Primary Audience:** Teacher

**Purpose of Document:** This guide outlines the steps for the Teacher completing the 1<sup>st</sup> Observation steps. Activities in **green** are teacher steps/ activities in **red** are evaluator steps.

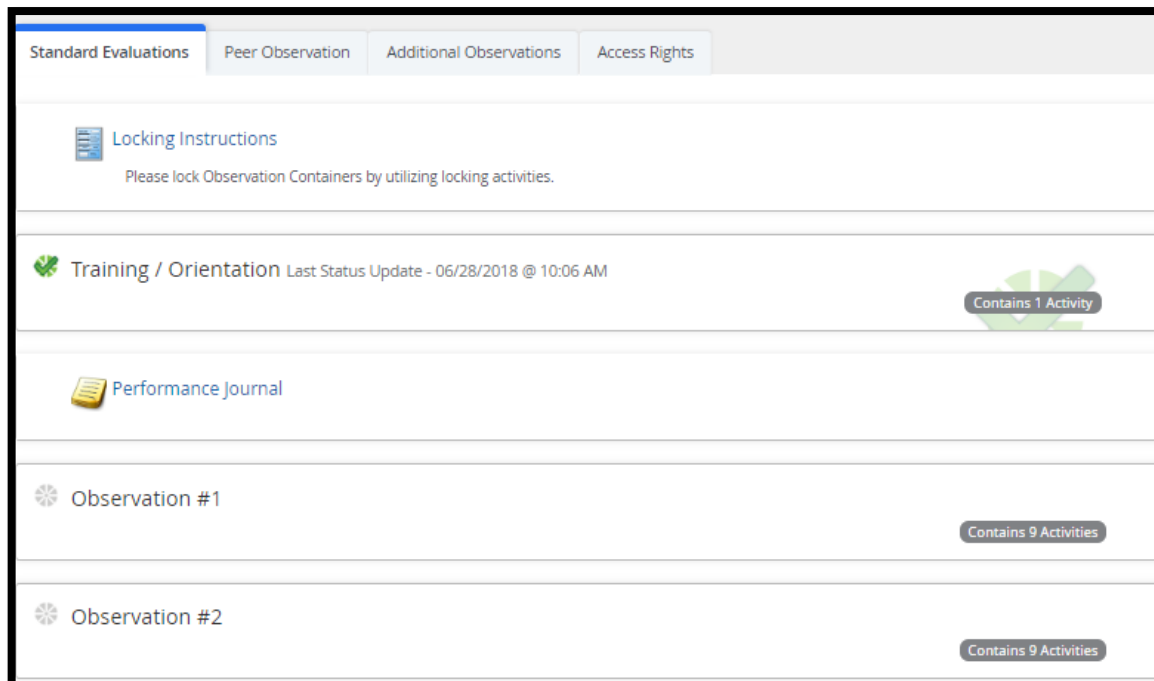
1. Click on the **My Evaluation** tab.



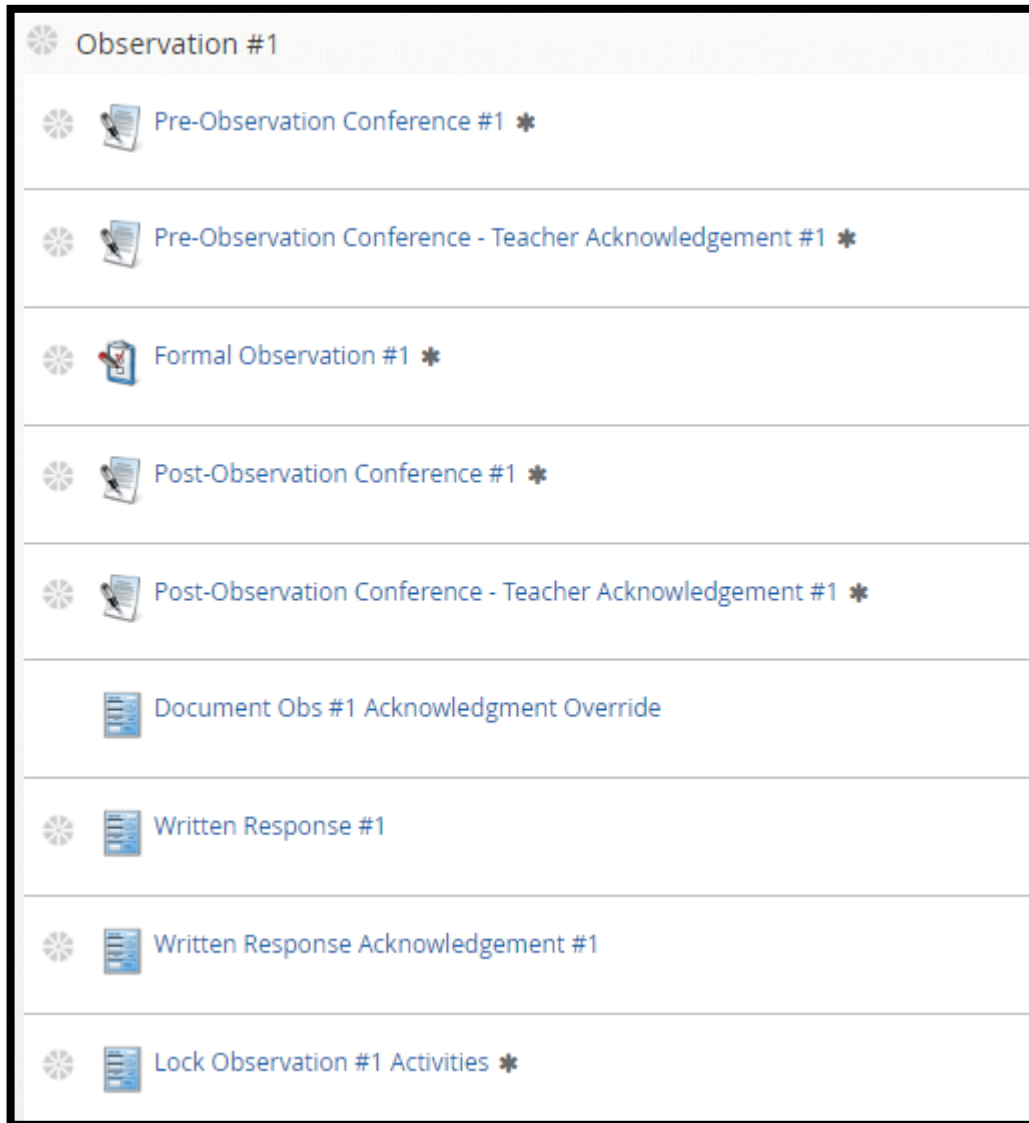
2. Click on your **Evaluation Plan- Standard (SPII) or Comprehensive (SPI or less than)**



3. Click on **Observation #1**



The following containers display the required steps of the **Observation #1** container:

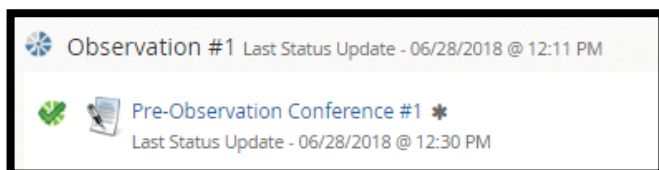


The following status icons can be found throughout the evaluation plan in the system. Keep these in mind when completing the activities within the containers.



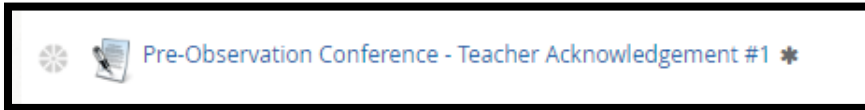
**Activity 1: Pre-Observation Conference #1:**

Once the Evaluator has completed the Pre-Observation Conference, there will be a green check mark.

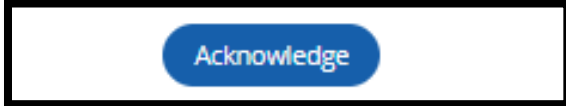


**Activity 2: Pre-Observation Conference – Teacher Acknowledgement:**

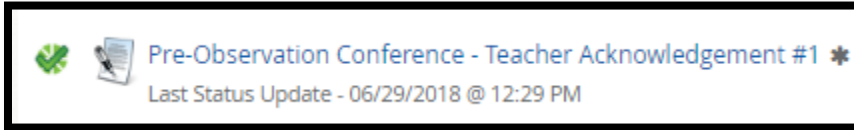
1. Click the **Pre-Observation Conference-Teacher Acknowledgement**.



2. After reviewing the notes and artifacts for the observation, click **Acknowledge**.



3. The Pre-Observation Conference-Teacher Acknowledgement will be **complete**



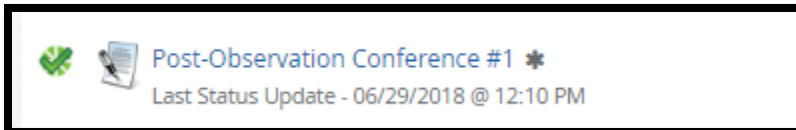
**Activity 3: Formal Observation #1:**

The Evaluator will fill out the Formal Observation #1. After the Post-Observation conference the Evaluator will share and finalize the Formal Observation with the teacher.



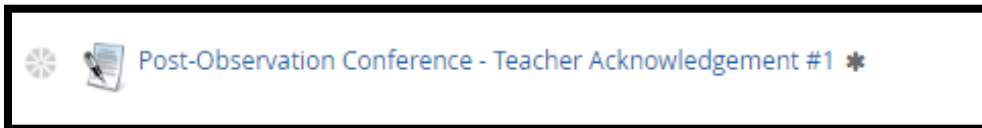
**Activity 4: Post-Observation Conference:**

Once the Evaluator has completed the Post-Observation Conference, there will be a green check mark.

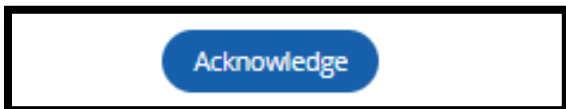


**Activity 5: Post-Observation Conference – Teacher Acknowledgement**

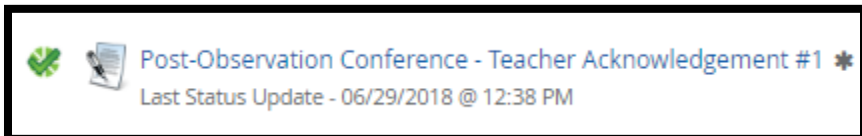
1. Click the **Post-Observation Conference - Teacher Acknowledgement**.



2. After reviewing the comments and artifacts from the observation, click **Acknowledge**



3. The Post-Observation Conference-Teacher Acknowledgement will be **complete**

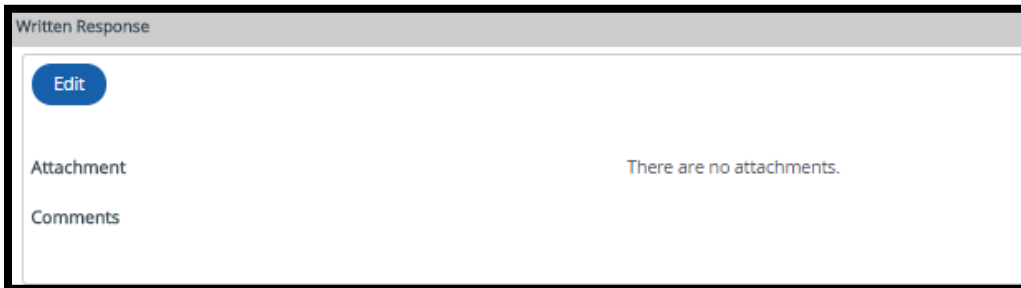


**Activity 6: Written Response (Optional)**

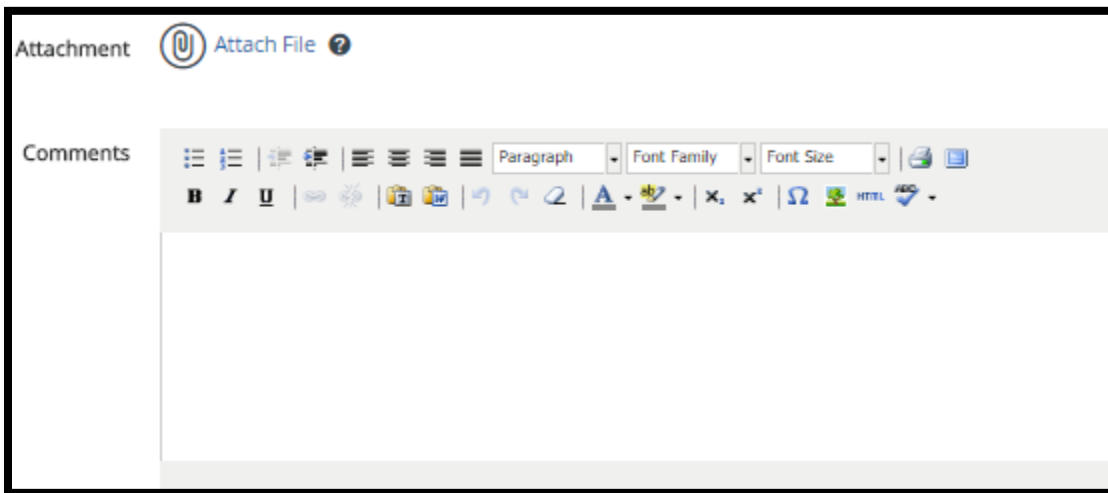
1. Click **Written Response** to provide a response.



2. Click the **Edit**



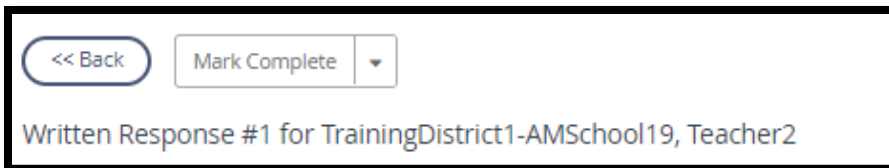
3. Enter **comments** in the comments box and/or **add attachments**.



4. Click **Save and Exit** when completed.



5. Once you are finished with your written response, click **Mark Complete**.




6. The Written Response will be **complete**



**Activity 7: Written Response Acknowledgement:**

If the teacher completes a **Written Response**, the Evaluator will need to complete the **Written Response Acknowledgement**.



A screenshot of a card titled "Written Response Acknowledgement #1". The card features a green checkmark icon on the left and a document icon next to the title. Below the title, it says "Last Status Update - 06/29/2018 @ 1:02 PM".

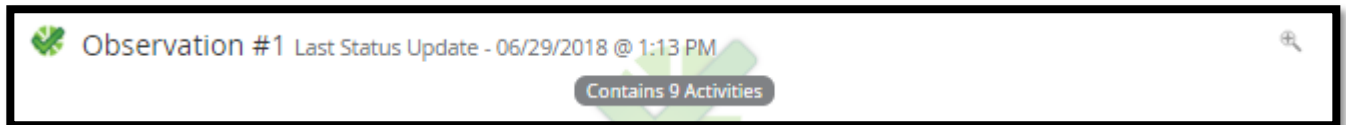
**Activity 8: Lock Observation #1 Activities:**

The Evaluator will Lock Observation #1 Activities once all items under Observation #1 have a green check.



A screenshot of a card titled "Lock Observation #1 Activities". The card features a green checkmark icon on the left and a document icon next to the title. To the right of the title, there is a lock icon and the text "Locked by T". Below the title, it says "1:13 PM" and "Last Status Update - 06/29/2018 @ 1:13 PM".

Observation 1 will be complete-



A screenshot of a card titled "Observation #1". The card features a green checkmark icon on the left and a document icon next to the title. Below the title, it says "Last Status Update - 06/29/2018 @ 1:13 PM". At the bottom center, there is a button that says "Contains 9 Activities".