

Your Observations: Being Observed; A Guide for Teachers

As an "Observee" or an "Evaluatee" - the person being observed and / or evaluated, you interact with the Evaluations system through the "Evaluations -> My Evaluations" screens in your Employee Portal:

The screenshot shows the Genesis Employee Portal interface. At the top, there is a navigation bar with 'Evaluations', 'Security', and 'Logout' options. Below this, a secondary navigation bar includes 'My Evaluations', 'Professional Development', and 'SGO'. The 'Observations' tab is selected, and the user is identified as Anderson, Tyanne (Teacher) (Tenured). The date and time are 9/9/2014 11:40AM.

Two observation panels are displayed:

- Observation: Short 1**
Observers: 1: Logue, Megan
Pre-Conference: Pre-Conference Form: Conference Form 01, Submitted on 9/8/2014. Includes a 'View/Fill Form' button.
Observation: Includes a 'View Observation Rubric' button.
Post-Conference: Post-Conference Form: Post Observation Form, Available on 9/8/2014. Includes a 'View/Fill Form' button.
Embedded Document Log: Documentation Log: There are 2 attached to this observation. Includes a 'View Documents' button.
- Observation: Short 2**
Observers: 1: Logue, Megan
Pre-Conference: (Empty)
Observation: (Empty)
Post-Conference: (Empty)
Embedded Document Log: Documentation Log: There are 0 attached to this observation. Includes a 'View Documents' button.

There are two "Observation / Evaluation" screens:

- Evaluations->My Evaluations->Calendar
- Evaluations->My Evaluations->Observations

When an observation or evaluation is turned on for you a new panel appears on your "My Evaluations->Observations" screen:

This panel shows the details for 'Observation: Short 2'. It includes the observer's name, Logue, Megan. The panel is divided into four columns: Pre-Conference, Observation, Post-Conference, and Embedded Document Log. The Pre-Conference, Observation, and Post-Conference columns are currently empty. The Embedded Document Log column shows that there are 0 documents attached to this observation, with a 'View Documents' button.

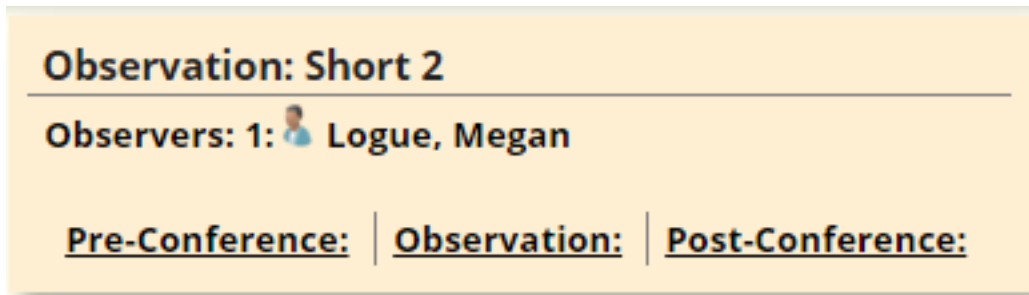
Each panel that appears is a separate Observation or other "Evaluation Event" during the school year. Observation panels may be turned on at the beginning of the year and simply remain

empty until it is time to do the observation (or hold the meeting, do a formal evaluation). Or the panels may be turned on only as each observation or evaluation draws near.

Each panel has buttons that appear as necessary to allow you to fill in forms, upload document (i.e. "artifacts") and view reports.

New, Empty Panels

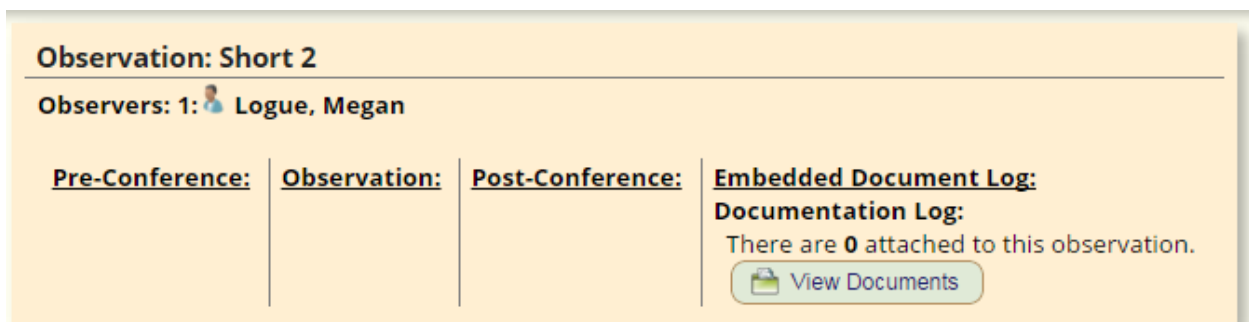
When a panel appears, it can be almost empty:




This is fine. It simply means that the observation has been turned on for you and that additional information will appear at a later time. Observations can be turned on for you at any time prior to when they are done. They may all be visible from the beginning of the school year, or they may only appear after your classroom has been visited.

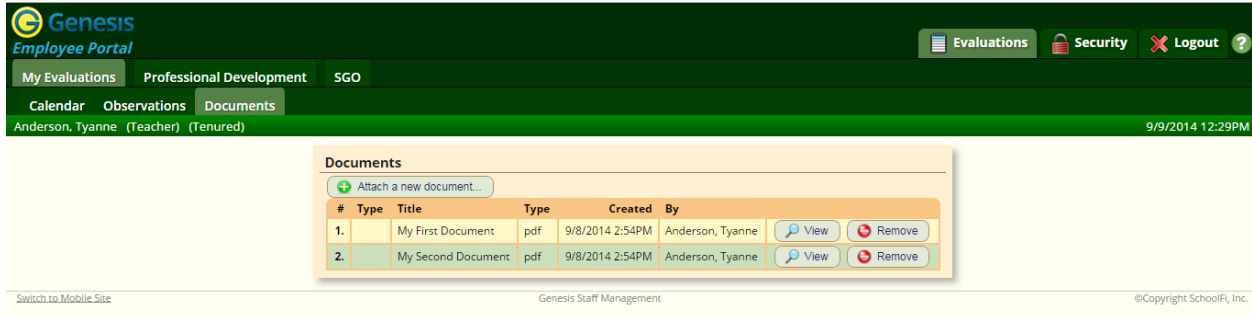
Document Logs

If document - or 'artifacts' - will be collected from you as part of this observation, evaluation or meeting, a "Document Log" will appear in the panel:




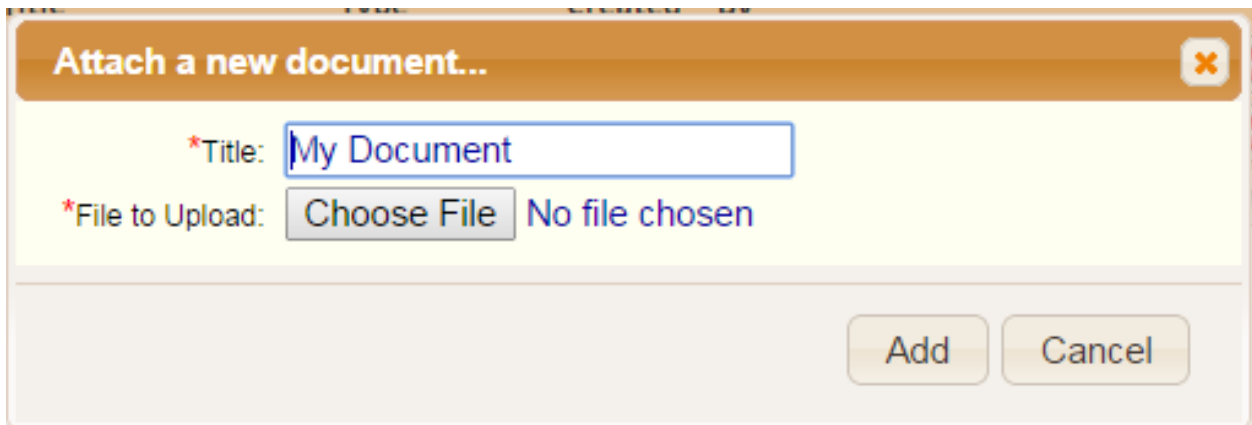
To view any items that are attached to the Document Log, click on

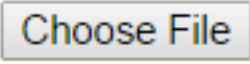

the  button. This brings up the log so you can attached documents. "Documents" means any file that can be uploaded. A view of a Document Log:




Uploading a Document to a Document Log

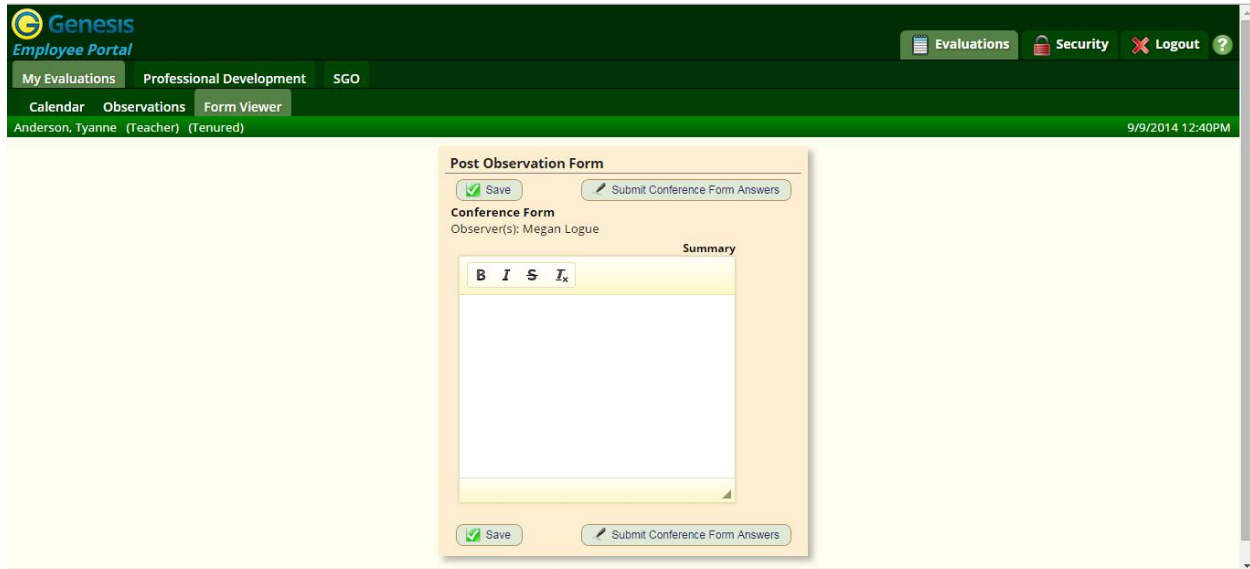
Click the  button to upload a document to the log. This brings up the "Attach a Document" popup:



Enter a title, click the  button to bring up a normal file dialog and choose a file to upload. Fill in the Title field and click .

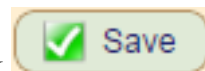
Filling and Submitting Forms

If a "" button appears on your Observation panel, click it to fill in the form. This brings up the Form Viewer. If you are allowed to edit the form, click  to display it. The form fields will appear in the middle of the screen, with both Save and Submit buttons above and below the form fields (the following is a just a sample and not the actual form you will see):



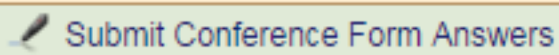
Enter information into the form. You can hit Save to store the text you have entered to the server or Submit Conference Form Answers to actually "freeze" the form and send the responses to your observer(s).

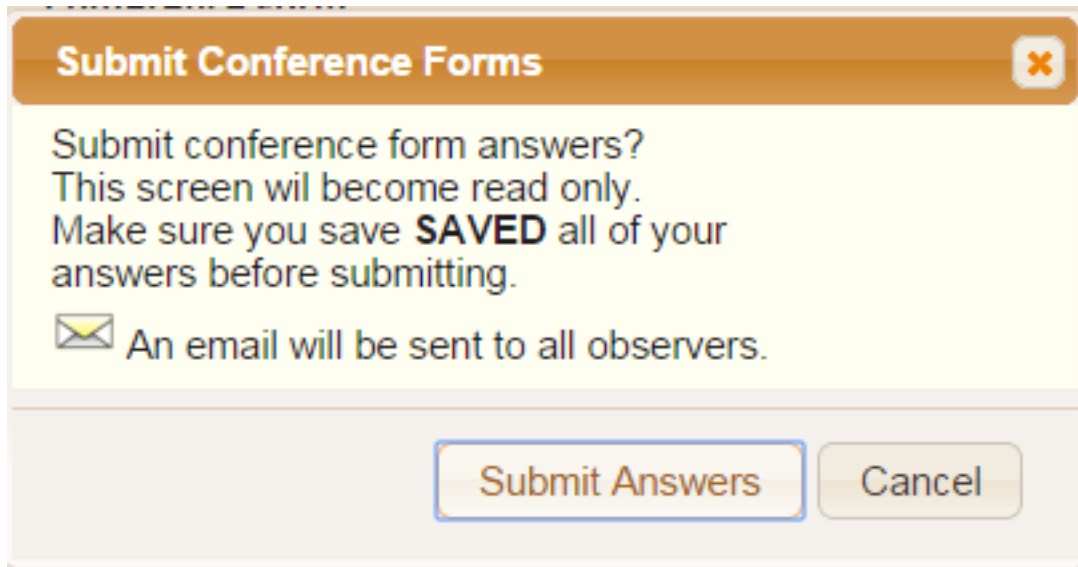
To simply save your work - to return and finish at a later time - click



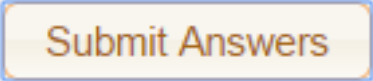
To finish, lock it down and send email to your observer letting them know you have finished,

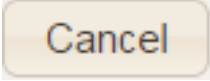
click . You are shown the following popup:






To go ahead and lock down your form and send email to your observer(s),

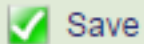
click . To simply go back and think more about your answers

before submitting, click .

Once you have submitted the form, you will no longer be able to modify it and when you then

click the  button, you can see what you entered, but no longer edit the form:

Conference Form 01

 Save

Conference Form

Observation Scheduled for **9/9/2014** at **10:22AM**

Submitted on **9/8/2014** at **0:00AM**

Observer(s): Megan Logue



This form is **currently read only**.

How well do you think you communicate with students?

Did the students grasp the essence of the lesson?

Were technology skills used in this lesson?

Summary

The form shown is part of our Demo and NOT representative of the questions you will actually be asked.

Viewing Rubrics and Reports

When available for you, rubric reports and observation reports will appear in the "Observation" column of the panels on your My Evaluations->Observations screen:

Observation:



View Observation Rubric

To view an item that appears here, simply click its button:



View Observation Rubric

SMID: 14850083 Anderson, Tyanne Observation On: 09/10/2014 Teacher

Danielson Teacher 2007

DOMAIN 2: THE CLASSROOM ENVIRONMENT
Component 2a: Creating an Environment of Respect and Rapport

	Highly Effective(4)	Effective(3)	Partially Effective(2)	Ineffective(1)
Teacher interaction with students	Teacher interactions with students reflect genuine respect and caring for individuals as well as groups of students. Students appear to trust the teacher with sensitive information.	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the age and cultures of the students. Students exhibit respect for the teacher.	Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures. Students exhibit only minimal respect for the teacher.	Teacher interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for the teacher.
Student interactions with other students	Students demonstrate genuine caring for one another and monitor one another's treatment of peers, correcting classmates respectfully when needed.	Student interactions are generally polite and respectful.	Students do not demonstrate disrespect for one another.	Student interactions are characterized by conflict, sarcasm, or put-downs

All reports are displayed in ADOBE PDF and you use PDF controls to print copies or store on your local systems.