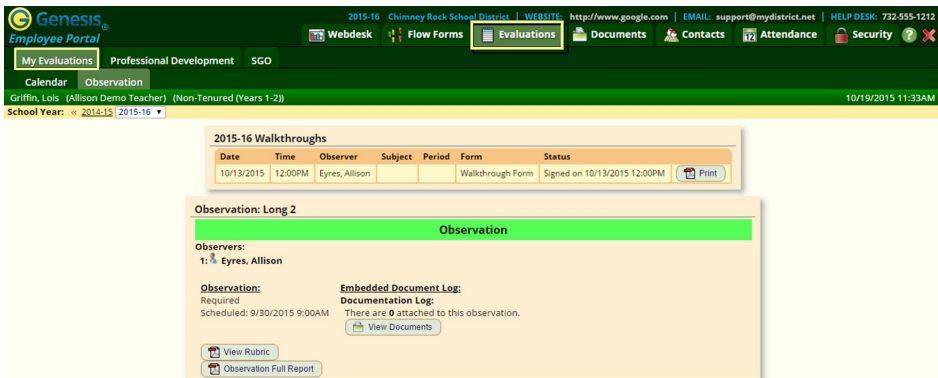


# Evaluations: Being Observed

Modified on Tue, 18 Apr 2023 at 01:08 PM

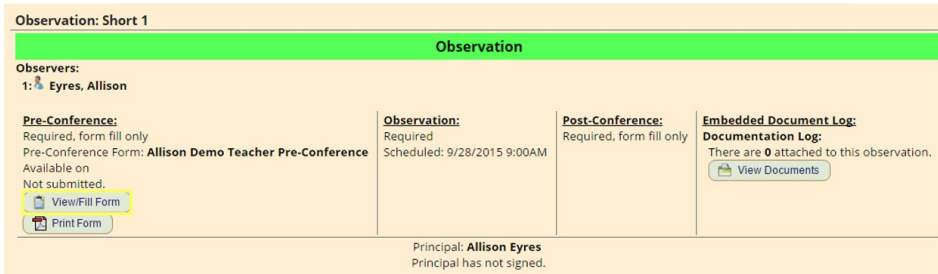
## Where to View Your Observations

As an evaluated staff member, your observations can be found under the "Evaluations" tab and the "My Evaluations" tab. You will navigate to this tab in order to fill out any pre-conference forms, post-conference forms, view notes and scores from your observer, fill out a self-assessment, attach documents, and sign off on your observations.





## Fill and Submit Pre-Conference Form Answers

To fill out a pre-conference form, go to that observation event under your "My Evaluations" tab. You will then click on the "View/Fill Form" button in the Pre-Conference column.





When the page reloads, you will be brought to the fill form area for that pre-conference form. Add your answers into the provided text boxes. You can save your answers at any time and come back to this form to make changes to it, up until you submit it. To submit your pre-conference form answers, click the "Submit Conference Form Answers" button.

**Allison Demo Teacher Pre-Conference**

 Save  Submit Conference Form Answers



**Conference Form**  
Observer(s): Allison Eyres

**1. What is the objective of this lesson? To which**

 Save  Submit Conference Form Answers


A popup will prompt you to confirm that you would like to submit your answers. As you can see from the pop up, your pre-conference form will then become a read-only form.

**Allison Demo Teacher Pre-Conference**


 Save  Submit Conference Form Answers

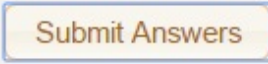

**Conf**  
**Obs**

**1. V**  
**For**

**Submit Conference Forms** 


Submit conference form answers?  
This screen will become read only.

 An email will be sent to all observers.

**Allison Demo Teacher Pre-Conference**

**Conference Form**  
Submitted on **10/19/2015 at 14:10PM**  
Observer(s): Allison Eyres

 This form is **currently read only.**

**1. What is the objective of this lesson? To which**

For the students to learn.

## View Your Observation Rubric and Observation Report

Your observer will determine when you have the ability to view the rubric and the observation report. These two documents are where you will find their notes and your scores.

When you are not able to view the rubric and observation report, your Observation column will look like this:

Observation: Short 1

**Observation**

Observers:  
1: Eyres, Allison

**Pre-Conference:**  
Required, form fill only  
Pre-Conference Form: **Allison Demo Teacher Pre-Conference**  
Submitted on 10/19/2015  
[View/Fill Form](#)  
[Print Form](#)

**Observation:**  
Required  
Scheduled: 9/28/2015 9:00AM

**Post-Conference:**  
Required, form fill only  
Face-To-Face: 10/19/2015 12:00PM  
Post-Conference Form: **Allison Demo Teacher Post-Conference**  
Available on 10/19/2015  
Not submitted.  
[View/Fill Form](#)  
[Print Form](#)

**Embedded Document Log:**  
**Documentation Log:**  
There are 0 attached to this observation.  
[View Documents](#)

Principal: **Allison Eyres**  
Principal has not signed.

When the observer has given you the ability to view the rubric and observation report, your Observation column will look like this: You will then click on the "View Rubric" button to view your scored rubric or the "Observation Full Report" button to view the observation report. These two reports are in PDF format and therefore you may save and print these for your records if needed.

Observation: Short 1

**Observation**

Observers:  
1: Eyres, Allison

**Pre-Conference:**  
Required, form fill only  
Pre-Conference Form: **Allison Demo Teacher Pre-Conference**  
Submitted on 10/19/2015  
[View/Fill Form](#)  
[Print Form](#)

**Observation:**  
Required  
Scheduled: 9/28/2015 9:00AM  
Grade: **3.35**  
[View Rubric](#)  
[Observation Full Report](#)

**Post-Conference:**  
Required, form fill only  
Face-To-Face: 10/19/2015 12:00PM  
Post-Conference Form: **Allison Demo Teacher Post-Conference**  
Available on 10/19/2015  
Not submitted.  
[View/Fill Form](#)  
[Print Form](#)

**Embedded Document Log:**  
**Documentation Log:**  
There are 0 attached to this observation.  
[View Documents](#)

Principal: **Allison Eyres**  
Principal has not signed.

When you view your scored rubric, the areas that your observer scored you one will be shaded in gray.

|  | Highly Effective(4)   | Effective(3)  | Partially Effective(2)  | Ineffective(1)  |
|--|---|---|---|---|
| Knowledge of content and the structure of the discipline | Teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines.   | Teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another.         | Teacher is familiar with the important concepts in the discipline but may display lack of awareness of how these concepts relate to one another.              | In planning and practice, teacher makes content errors or does not correct errors made by students.                                   |
| Knowledge of prerequisite relationships                  | Teacher's plans and practices reflect understanding of prerequisite relationships among topics and concepts and a link to necessary cognitive structures by students to ensure understanding. | Teacher's plans and practice reflect accurate understanding of prerequisite relationships among topics and concepts.      | Teacher's plans and practice indicate some awareness of prerequisite relationships, although such knowledge may be inaccurate or incomplete.                  | Teacher's plans and practice display little understanding of prerequisite relationships important to student learning of the content. |
| Knowledge of content related pedagogy                    | Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline, anticipating student misconceptions.                                | Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline. | Teacher's plans and practice reflect a limited range of pedagogical approaches or some approaches that are not suitable to the discipline or to the students. | Teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.       |

## Fill and Submit Post-Conference Form Answers

The process of filling and submitting post-conference form answers is done the same way as fill and submit pre-conference form answers, however, you will click the "View/Fill Form" button found in the Post-Conference column.

Observation: Short 1

**Observation**

Observers:  
1: Eyres, Allison

**Pre-Conference:**  
Required, form fill only  
Pre-Conference Form: **Allison Demo Teacher Pre-Conference**  
Submitted on 10/19/2015  
[View/Fill Form](#)  
[Print Form](#)

**Observation:**  
Required  
Scheduled: 9/28/2015 9:00AM  
Grade: **3.35**  
[View Rubric](#)  
[Observation Full Report](#)

**Post-Conference:**  
Required, form fill only  
Face-To-Face: 10/19/2015 12:00PM  
Post-Conference Form: **Allison Demo Teacher Post-Conference**  
Available on 10/19/2015  
Not submitted.  
[View/Fill Form](#)  
[Print Form](#)

**Embedded Document Log:**  
**Documentation Log:**  
There are 0 attached to this observation.  
[View Documents](#)

Principal: **Allison Eyres**  
Principal has not signed.

## Attach Supportive Documents

To attach supportive documents to an observation, click on the "View Documents" button.

Observation: Short 1

**Observation**

Observers:  
1: Eyres, Allison

|  |  |   |   |
|--|--|---|---|
| <b>Pre-Conference:</b><br>Required, form fill only<br>Pre-Conference Form: <b>Allison Demo Teacher Pre-Conference</b><br>Submitted on 10/19/2015<br><a href="#">View/Fill Form</a><br><a href="#">Print Form</a> | <b>Observation:</b><br>Required<br>Scheduled: 9/28/2015 9:00AM<br>Grade: <b>3.35</b><br><a href="#">View Rubric</a><br><a href="#">Observation Full Report</a> | <b>Post-Conference:</b><br>Required, form fill only<br>Face-To-Face: 10/19/2015 12:00PM<br>Post-Conference Form: <b>Allison Demo Teacher Post-Conference</b><br>Available on 10/19/2015<br>Not submitted.<br><a href="#">View/Fill Form</a><br><a href="#">Print Form</a> | <b>Embedded Document Log:</b><br><b>Documentation Log:</b><br>There are 0 attached to this observation.<br><a href="#">View Documents</a> |
|--|--|---|---|

Principal: **Allison Eyres**  
Principal has not signed.

On the new screen, click the "Attach a new document" button. On the pop up, name your document in the Title text box, then choose the file from your computer to upload. You can upload any file type, except for MP3 and URL. Then click the "Add" button.

**My Evaluations Professional Development SGO**

**Calendar Observation Documents**

Griffin, Lois (Allison Demo Teacher) (Non-Tenured (Years 1-2))

**Documents**

There are no documents.

[+ Attach a new document...](#)

**Attach a new document...**

\*Title:

\*File to Upload:  No file chosen

## Response Comments

When you are able to sign off on your observation, your district may allow you to add Response Comments. If this is the case, you will see the button "Response Comments". To add response comments, click this button.

Observation: DOMAIN TEST

**Observation**

Observers:  
1: Eyres, Allison

|  |  |   |   |
|--|--|---|---|
| <b>Pre-Conference:</b><br>Required, form fill only<br>Face-To-Face: 10/5/2015 12:00PM<br>Pre-Conference Form: <b>Allison Demo Teacher Pre-Conference</b><br>Submitted on 10/5/2015<br><a href="#">View/Fill Form</a><br><a href="#">Print Form</a> | <b>Observation:</b><br>Required<br>Scheduled: 10/5/2015 9:00AM<br>Grade: <b>3.25</b><br><a href="#">View Rubric</a><br><a href="#">Observation Full Report</a> | <b>Post-Conference:</b><br>Required, form fill only<br>Face-To-Face: 10/5/2015 12:00PM<br>Post-Conference Form: <b>Allison Demo Teacher Post-Conference</b><br>Submitted on 10/5/2015<br><a href="#">View/Fill Form</a><br><a href="#">Print Form</a> | <b>Embedded Document Log:</b><br><b>Documentation Log:</b><br>There are 0 attached to this observation.<br><a href="#">View Documents</a> |
|--|--|---|---|

You may enter response comments before signing the observation.  
[Response Comments](#)

This observation is ready to be signed.  
[Sign Observation...](#)

Principal: **Allison Eyres**  
Principal has not signed.

In the pop up, add your response comments and then click the "Save" button.

**Response Comments**

Response Comments:

Save Cancel

## Sign Off on Observation

When it is time to sign off on your observation, click the "Sign Observation" button.

Observation: DOMAIN TEST

**Observation**

Observers:  
1: Eyes, Allison

**Pre-Conference:**  
Required, form fill only  
Face-To-Face: 10/5/2015 12:00PM  
Pre-Conference Form: Allison Demo Teacher Pre-Conference  
Submitted on 10/5/2015  
[View/Fill Form](#)  
[Print Form](#)

**Observation:**  
Required  
Scheduled: 10/5/2015 9:00AM  
Grade: 3.25  
[View Rubric](#)  
[Observation Full Report](#)

**Post-Conference:**  
Required, form fill only  
Face-To-Face: 10/5/2015 12:00PM  
Post-Conference Form: Allison Demo Teacher Post-Conference  
Submitted on 10/5/2015  
[View/Fill Form](#)  
[Print Form](#)

**Embedded Document Log:**  
**Documentation Log:**  
There are 0 attached to this observation.  
[View Documents](#)

You may enter response comments before signing the observation.  
[Response Comments](#)

This observation is ready to be signed.  
[Sign Observation...](#)

On the pop up, type in your signature pin, then click the "Sign" button.

**Sign Observation**

Signing this observation will make all of the contents of this observation read only.  
Enter your signature PIN:

Sign Cancel

The observation will then be stamped with your signature, along with the date and time you signed it. No changes can be made to the observation at this time.

Observation: DOMAIN TEST

**Observation**

Observers:  
1: Eyes, Allison

**Pre-Conference:**  
Required, form fill only  
Face-To-Face: 10/5/2015 12:00PM  
Pre-Conference Form: Allison Demo Teacher Pre-Conference  
Submitted on 10/5/2015  
[View/Fill Form](#)  
[Print Form](#)

**Observation:**  
Required  
Scheduled: 10/5/2015 9:00AM  
Grade: 3.25  
[View Rubric](#)  
[Observation Full Report](#)

**Post-Conference:**  
Required, form fill only  
Face-To-Face: 10/5/2015 12:00PM  
Post-Conference Form: Allison Demo Teacher Post-Conference  
Submitted on 10/5/2015  
[View/Fill Form](#)  
[Print Form](#)

**Embedded Document Log:**  
**Documentation Log:**  
There are 0 attached to this observation.  
[View Documents](#)

Signed by Griffin, Lois on 10/26/2015 1:48PM