

**Form Purpose:**

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

**Form Design, Part 1:**

  
*Rhode Island Department of Elementary and Secondary Education*

**Classroom Observation #1**

Date of Observation:

Start Time of Observation:

End Time of Observation:

Observation Type:  
 Announced  Unannounced

**Classroom Observation Notes**

**(Notes entered are visible only to the evaluator.)**



Form Design, Part 2:

Classroom Observation Feedback				
Teacher Professional Practice Domain 2: The Classroom Environment				
Component	(4)	(3)	(2)	(1)
2a: Creating an Environment of Respect and Rapport				
<a href="#">Enter Rationale</a>				
2b: Establishing a Culture for Learning				
<a href="#">Enter Rationale</a>				
2c: Managing Classroom Procedures				
<a href="#">Enter Rationale</a>				
2d: Managing Student Behavior				
<a href="#">Enter Rationale</a>				
Rubric Score: 0/0				
<p><b>!</b> All criteria must be selected</p> <p><b>!</b> All Rationale must be entered for each criteria</p>				
Teacher Professional Practice Domain 3: Instruction				
Component	(4)	(3)	(2)	(1)
3a: Communicating with Students				
<a href="#">Enter Rationale</a>				
3b: Using Questioning and Discussion Techniques				
<a href="#">Enter Rationale</a>				
3c: Engaging Students in Learning				
<a href="#">Enter Rationale</a>				
3d: Using Assessment in Instruction				
<a href="#">Enter Rationale</a>				
Rubric Score: 0/0				



## 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.

**Evaluation Administration - Process View**

Status: Any Status | Type: Any Type | Building: Any Building | Last Name: [ ]

Name	Evaluation Type	Evaluation Period	Progress	Status
Kent, Clark	Teacher	08/01/2011-06/30/2012	0 of 8	In Progress
Mellow, Marsha	Teacher	08/01/2011-06/30/2012	0 of 8	In Progress
Sunshine, Melody	Teacher	08/01/2011-06/30/2012	0 of 8	In Progress
Zin, Ray	Teacher	08/01/2011-06/30/2012	0 of 8	In Progress

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Mellow, Marsha (RIDE\_Demo10 Teacher) | Building: HS

**Evaluation Profile**

Component Name	Progress	Status
Beginning of Year: Teacher	0 of 6	Incomplete
Classroom Observation #1	0 of 1	In Progress
Classroom Observation #2	0 of 1	In Progress
Mid-Year: Teacher	0 of 1	Incomplete
Classroom Observation #3	0 of 1	Incomplete
Element Name	Schedule/Assigned Admin	Status
Classroom Observation #3	Not Scheduled	Not Scheduled
Professional Foundation...	0 of 1	Incomplete
Teacher Forms for Appr...	0 of 5	Incomplete
End-of-Year: Teacher	0 of 1	Incomplete

### 2. Schedule the Form

After expanding the appropriate observation component (e.g. “Classroom Observation #3”), 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.
3. 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 screenshot shows the 'Classroom Observation #1' form. The 'User Information' section includes fields for Name, Building, Grade, Assigned Administrator, Saved By, Finalized By, Title, Department, Evaluation Type, Date Completed, Date Acknowledged, and Evaluation Cycle. The 'Date of Observation', 'Start Time of Observation', and 'End Time of Observation' are input fields. The 'Observation Type' section has radio buttons for 'Announced' and 'Unannounced'. The 'Classroom Observation Notes' section has a rich text editor with a toolbar. A 'Scratch Pad' window is open, displaying a list of notes: 'Students...', 'Students worked in pairs to review their work...', and 'Teacher asked a probing question.'. A red arrow points to the yellow pad icon in the top right corner of the form, and another red arrow points to the 'Classroom Observation Notes' text box.

4. 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) and enter a rationale by clicking "Enter Rationale" and using the text box presented.

The screenshot shows the 'Classroom Observation Feedback' section. The table has columns for scores (4, 3, 2, 1) and rows for components. The row for '2a: Creating an Environment of Respect and Rapport' has the score '3' selected, indicated by a yellow box. Below the table is a text box for entering a rationale, with the text 'Teacher routinely demonstrates the ability to...'.

Component	(4)	(3)	(2)	(1)
2a: Creating an Environment of Respect and Rapport				

Enter Rationale  
Teacher routinely demonstrates the ability to...

5. Lastly, based on the component-level rationale the Evaluator may enter prioritized items in the **Priority Feedback** rich text box at the bottom of the form.
6. Once all required fields have been completed, the Evaluator clicks the **Submit** button.

#### 4. Form Acknowledgement

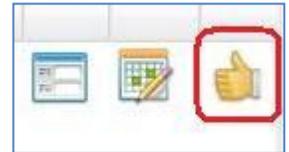
As per Form Settings, this form requires teacher acknowledgement. That means the teacher will receive an email notification requesting acknowledgement. The teacher then logs in to EPSS, reviews the form, and clicks the **Acknowledge** button at the bottom of the form so it can then be finalized by the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