Schoolnet: Conducting Classroom Observations

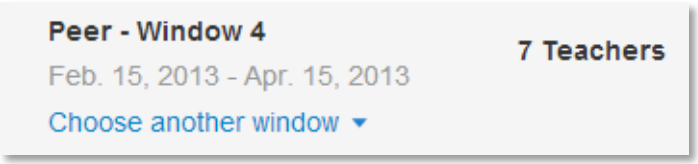
The Classroom Observation form contains useful criteria for evaluating teacher performance. Use it to conduct classroom observations and to provide teachers with valuable feedback.

Conduct a New Observation

Follow these steps to start and complete a new observation as an administrator or peer observer.

1. Roll your cursor over Educator Development on the navigation bar and click **My Observation Caseload** under Tools & Reports
2. Verify that you are viewing the correct observation window

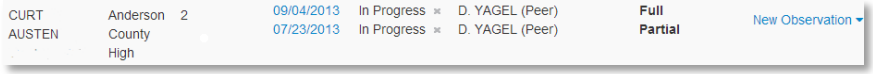
   Use the "Choose another window" menu to select a different observation window.

3. The My Observation Caseload screen shows all of the teachers at your school (if you are an administrator) or all of the peers you are assigned to observe

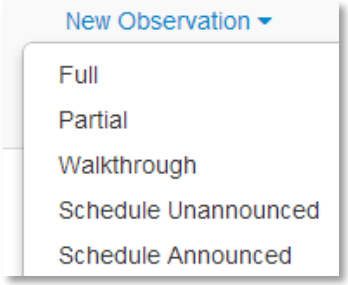
   For each teacher, note the number of observations so far this year, their status, and the observer's name.

4. Find the teacher you will observe and click **New Observation**

5. Choose a full, partial, or walkthrough observation

   Refer to the next section for details about scheduling observations.

6. The observation date defaults to the current date, and the observation type retains your selection, but you can change the date and the type if needed
7. Enter a post-observation conference date in the corresponding field

   The final observation report will have a record of when the post-observation conference occurred. An email will also be sent to the teacher with the post-observation conference date.

8. Click **Teacher's KPI Dashboard** to view data about the students in the class, such as recent benchmark performance, percent of students who are designated LEP or special education, or attendance rate

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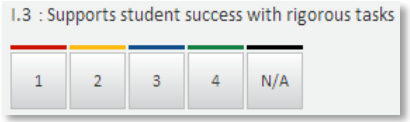
9. Close the KPI browser window or tab to return to the observation form
10. Use the Scripting Notebook area to enter notes for yourself that will not be seen by the teacher being observed
11. On the right side of the form, enter comments under each skill that will be visible to the teacher who is being observed

    Comments may be copied and pasted from other documents or from the Scripting Notebook area. When observing, note which skill the teacher selected as his or her personal focus.
12. If score tiles are visible, click a score for each skill

    If you select N/A (if that option is available), this skill will not be included in the overall score. Peer observers will not see these score tiles.



13. If available, view a scoring rubric for a particular standard by clicking **Scoring Help**

    Click any text bullet to add it to the comments; click **Next** to move to the next objective.
14. When you've held a post-observation meeting with the teacher, enter final comments and click **Submit Final**

    Be aware that once you submit the final version, you can no longer modify it. The final observation is available to the teacher and administrators.

Access a Partially Completed Observation

When you save a partially completed observation and go back to finish it, follow these steps:

1. Roll your cursor over the Educator Development header and select **My Observation Caseload**
2. The saved observation will indicate a status of In Progress; click the blue date link in the Details column to access it
3. Verify that the teacher's name is listed at the top and that you are the observer; verify what type of observation it is
4. Finish entering data
5. Share a draft of the observation with the teacher by clicking **Share Draft**

   A message will appear asking you to confirm that you want to send the draft.
6. When you've held a post-observation meeting with the teacher, make any additional comments and click **Submit Final**

Schedule an Observation

Observers can schedule observations in Schoolnet to create a placeholder in their calendars and their teachers' calendars. Scheduled observations can either be announced, with an email notification and pre-observation form template sent to teachers, or unannounced, for only observers to see it in their own calendars.

If you are planning to use a pre-observation form, send it to the teacher by email and schedule the announced observation once the form is returned. Once you upload a pre-observation form, it is available on the scheduling view or in the Observation Form once an observation has begun. You may replace an uploaded pre-observation form, but you may not delete it. Only one form can be stored at a time.

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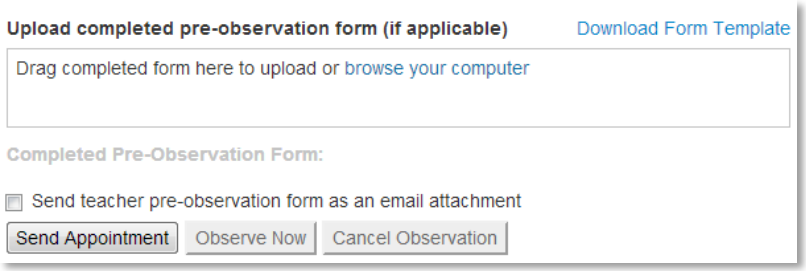
To schedule an announced or unannounced observation:

1. Roll your cursor over Educator Development and click **My Observation Caseload** under Tools & Reports
2. For a teacher, click the New Observation menu and select either **Schedule Announced** or **Schedule Unannounced**

   Note: If the teacher has no email set up in Schoolnet, you will be prevented from scheduling an announced observation. Alternatively, you can schedule an unannounced observation.
3. Select a date, time, and duration
4. Select an observation type
5. To add a completed observation form, click **browse your computer** to locate and add the form
6. Click **Send Appointment**

   For an announced observation, you and the teacher will receive an email notification with details about when the observation will take place as well as an iCal calendar invitation.

   For an unannounced observation, only you will receive a calendar invitation.



7. When you are ready to begin the observation, click the date on your caseload and then click **Observe Now**

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