

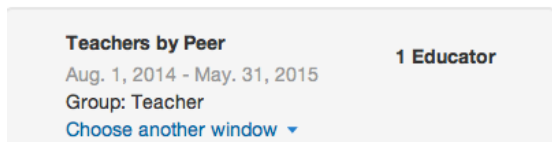
Teachers: Conducting Peer Observations Quick Reference Card

CIITS: Conducting Peer Observations

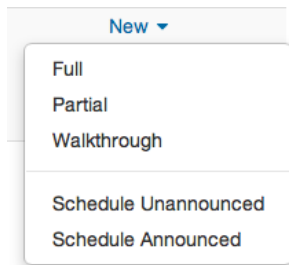
Use this Classroom Observation form to conduct observations and provide teachers with valuable feedback to inform instruction and student learning.

Conduct a New Peer Observation

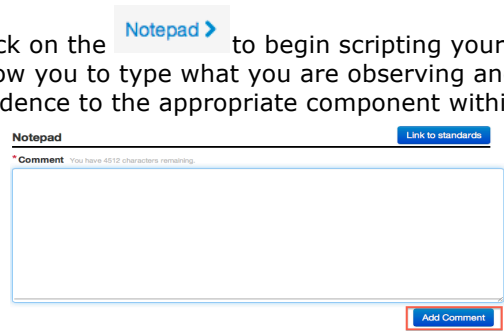
1. Roll your cursor over Educator Development on the navigation bar and click **My Observation Caseload**
2. If you are assigned to observe different types of educators, use the Window Selector to view your caseload by educator type



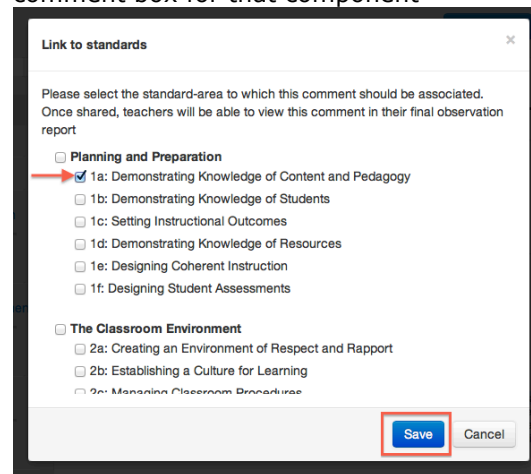
3. Your Observation Caseload will display all of the teachers you have been assigned to observe
4. To begin a new observation, click the **New** button next to the teacher's name
5. Click **Full** or **Partial** to begin your observation (To **Schedule Announced and Unannounced** observations, see the next section in this QRC)



6. Click on the **Notepad** to begin scripting your observation. This will allow you to type what you are observing and then align the evidence to the appropriate component within each domain



7. When you have finished scripting in the Notepad, click the **Add Comment** button. You can then highlight any portion of your saved evidence (sentences or paragraphs) and click the **Link to Standards** button. Repeat this for each piece of evidence you wish to align to corresponding components within the domains
8. Click on the corresponding checkbox(es) to align the highlighted text to a component within one of the domains. When you click **Save**, it will then automatically place the selected text into the comment box for that component



9. Click on the [Artifacts](#) link to upload any supporting videos, images, and documents. Click the **Add** button to locate the file you wish to upload. Select the component the artifact supports

10. Use the [Suggest Professional Development](#) link next to each component if you would like to recommend a Professional Learning resource (from the PD Planner within CIITS) that is aligned with a particular component. Place a check next to the resource(s) and click the **Suggest Professional Development** button
11. Once you have entered all of your comments, click the **Share Draft** button to send a notification to the teacher that the draft observation is available for review (Note: the notification will be sent via email and the notification alert at the top of the My CIITS Homepage).
12. The observed teacher will be able to share feedback on your comments in the feedback text box they will see below each of your comments
13. The Observed teacher will also be able to view any artifacts you have uploaded or upload artifacts of their own by clicking the [Artifacts](#) link

14. The observed teacher will click **Share Feedback** to notify you that they have viewed the draft observation and are providing feedback.
15. You will be able to see the teacher's feedback (if any) below your comments for each component. You can also click **Artifacts** to see if the teacher has uploaded any supporting documents
16. You can share comments back and forth as many times as is necessary
17. Once you have finished sharing feedback and any required post-observation meetings have taken place, click the **Submit Observation** button (NOTE: Once you have submitted the observation, you will not be able to edit or delete it)

Schedule an Observation

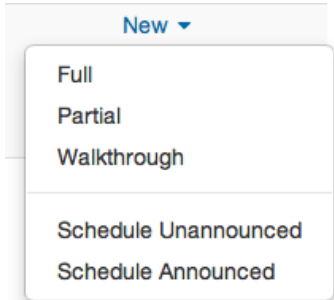
Observers can schedule observations in CIITS to create a placeholder in their calendars and their teachers' calendars. Scheduled observations can either be announced, with an email notification, or unannounced, for only observers to see it in their own calendars.

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. When scheduling an observation you will be able to upload the completed pre-observation form.

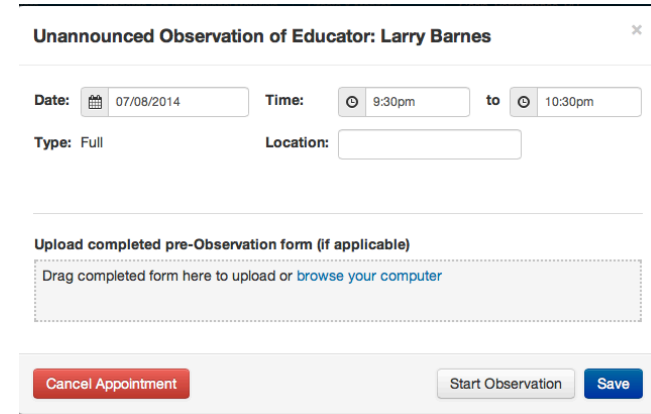
To schedule an announced or unannounced observation:

1. Roll your cursor over Educator Development and click **My Observation Caseload**

2. For a teacher, click the **New** menu and select either **Schedule Announced** or **Schedule Unannounced**



3. Select a date, time, duration, and Type (Full/Partial). To add a completed observation form, click "browse your computer" to locate and add the form



4. 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.

5. When you are ready to begin the observation, click the date next to the teacher's name: **07/08/2014 Scheduled**

Then click **Start Observation**