

# Principals: Conducting Observations Quick Reference Card

## CIITS: Conducting 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.

### Schedule an Observation

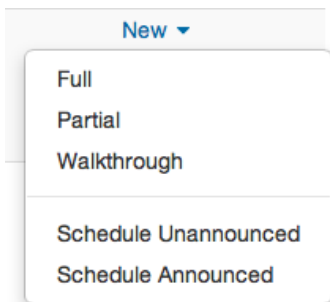
Observers can schedule observations in CIITS to create a placeholder in their calendars and their teachers' calendars. Scheduled observations can either be announced, with an email notification, or unannounced, for only observers to see it in their own calendars.

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.

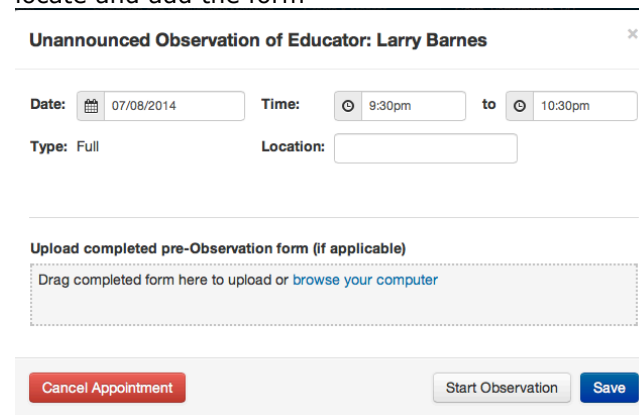
### How to schedule an announced or unannounced observation:

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 pre-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 a 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:

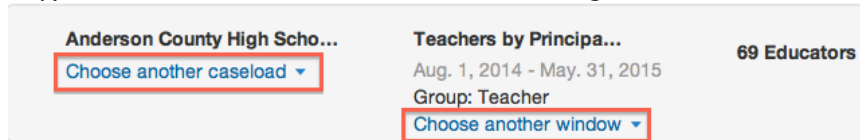
07/08/2014 Scheduled

Then click **Start Observation**. (Continue to Step #7 below)

### Conduct a New Observation

1. Roll your cursor over Educator Development on the navigation bar and click **My Observation Caseload**

- Your default view will show all educators at your school. Click **Choose another caseload** to view your additional caseload (if any) that has been created in the Caseload Manger tool

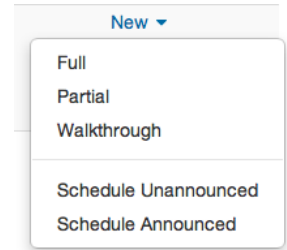


- Confirm that the correct observation window is selected. As a Principal, you have the ability to view all observation windows. By clicking **Choose another Window** the following windows are available:

- **Teachers by Principal** – This window should be selected when observing Classroom Teachers
- **Teachers by Peer** – This window will only be used by Peer Observers
- **KTIP Intern by Resource Teacher** – This window will only be used by the Resource Teacher assigned to observe KTIP Interns
- **KTIP Intern by Principal** - This window should be selected when observing a Classroom Teacher who is doing their KTIP Internship.
- **Instructional Coach by Supervisor** - This window should be used by Supervisors observing Instructional Coaches
- **Instructional Coach by Peer** - This window should be used by Peers observing Instructional Coaches
- **Library Media Specialist by Supervisor** - This window should be used by Supervisors observing Library Media Specialists
- **Library Media Specialist by Peer** - This window should be used by Peers observing Library Media Specialists
- **Therapeutic Specialist by Supervisor** - This window should be used by Supervisors observing Therapeutic Specialists
- **Therapeutic Specialist by Peer** - This window should be used by Peers observing Therapeutic Specialists
- **School Psychologist by Supervisor** - This window should be used by Supervisors observing School Psychologists
- **School Psychologist by Peer** - This window should be used by Peers observing School Psychologists
- **Guidance Counselor by Supervisor** - This window should be used by Supervisors observing Guidance Counselors
- **Guidance Counselor by Peer** - This window should be used by Peers observing Guidance Counselors

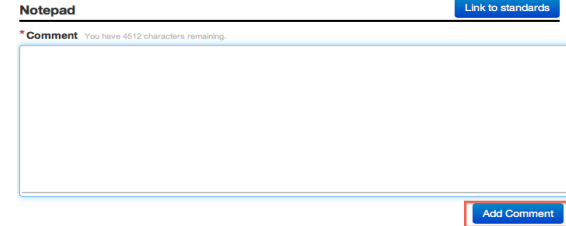
- Your Observation Caseload will display all of the teachers you have been assigned to observe

- To begin a new observation, click the **New** button next to the teacher's name



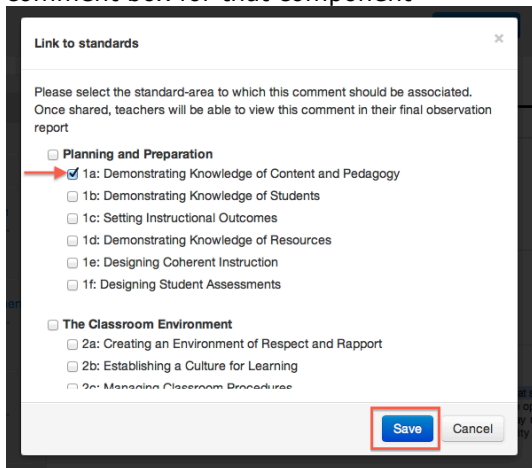
- Click **Full** or **Partial** to begin your observation

- 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

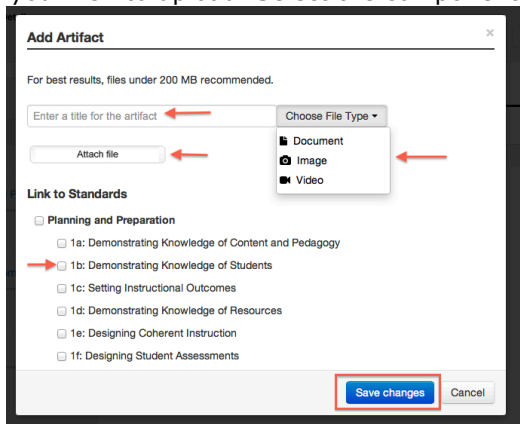


- When you have finished scripting in the Notepad, click the **Add Comment** button. You can then highlight any portion of your saved **evidence** (sentences or paragraphs) and click the **Link to Standards** button. Repeat this for each piece of evidence you wish to align to corresponding components within the domains

- 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



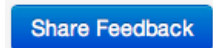
- Click on the [Artifacts](#) link to upload any supporting videos, images, and documents. Click the [Add](#) button to locate the file you wish to upload. Select the component the artifact supports



- Use the [Suggest Professional Development](#) link next to each component comment box 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

- 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).
- 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
- 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



- The observed teacher will click [Share Feedback](#) to notify you that they have viewed the draft observation and are providing feedback.
- 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
- You can share comments back and forth as many times as is necessary
- Once you have finished sharing feedback, [scoring can occur](#). Click the appropriate score tile above each of the component comment boxes



- [Once](#) all comments and feedback are complete and [the](#) required post-observation meeting(s) have taken place, click the **Submit Observation** button (NOTE: Once [the observation is submitted, it can](#) not be [edit](#)ed or [delet](#)ed)

