

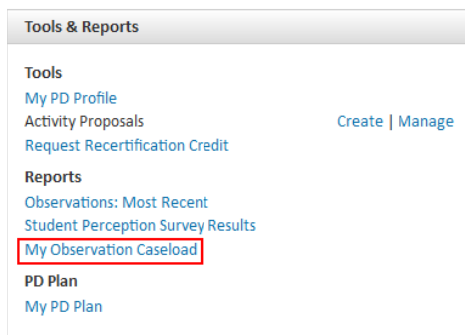
CIITS: Classroom Observation

Using the online Classroom Observation Form, peer observers collect evidence on multiple criteria to provide teachers with valuable feedback on classroom performance. The form is preformatted with the framework for observing teacher performance.

Start an Observation

To start an observation:

1. Roll your cursor over Educator Development on the navigation bar and click **Dashboard**.
2. In the **Tools and Reports** box on the right, click **My Observation Caseload**.



3. Next to the name of the teacher to be observed, click **New Observation**.

4. Select from the following observation types:
 - Full – Typically this is a formal, full-lesson observation.
 - Partial – Select this option if you are conducting a “Mini Observation”. This is a shorter observation lasting 20-30 minutes.
 - Walkthrough – An even shorter and less formal observation. (not being used for field test)
5. Select an observation date.
6. Enter any notes or list evidence from the observation in the scripting notes column on the left side of the form. These scripting notes are for your use and are saved with the form but are not visible to anyone else unless copied to another section of the form.

The scripting notes section will not appear on a teacher's draft or final observation.

7. Enter comments next to each component on the observation form. Comments may be copied from the scripting notes section – at which point the copied notes will become visible when the form is shared. Comments may also be copied from another program, such as a word processing program, and pasted directly into the observation form.

The form saves automatically every 60 seconds, indicated by a "Last saved" confirmation message at the top of the form.

(continued)

Save or Share an Observation

Choose from the following options:

- “Save progress” – Saves the form as In Progress at any time but does not share it with other users. Exiting the form or navigating elsewhere in the site will automatically mark the form as In Progress.
- “Share draft with teacher” – Saves the form and shares it with the teacher being observed. An email notification will be sent to the teacher, and a confirmation sent to you. You may edit this observation form again from your caseload until you are satisfied with it.

Return to an Observation

You may make changes to the observation before it is submitted as final:

1. Navigate to the My Observation Caseload page
2. Click the date of the observation and edit its contents

You may then choose from the following options:

- “Save progress” – see above
- “Share draft with teacher” – see above
- “Share updated draft” – This saves the form and if the form has already been shared with the teacher being observed, alerts them that the draft has been modified. Another email notification will be sent. This can be done unlimited times until you have submitted the observation as final.

Complete an Observation

When an observation is complete, choose:

- “Submit final” – Submits your final observation to the teacher, the principal(s), and administrators. Note that after you click “Submit final” you will not be able to make any further changes to your observation.