



## MSDWT Evaluator Brief October 17, 2014

### Timelines for Teacher Responses to Informal and Formal Observations

#### Informal Observations

Days available to teachers for comment - **10**

Number of workdays before an observation should be sent to the staff member - **7**

Informals are automatically "closed" 10 days after the staff member received it.

#### Formal Observations

Days available to Comment - **10**

Number of workdays before an observation should be sent to the staff member - **7**

Number of workdays after being sent that teachers are allowed to review and comment on an observation - **10**

Number of workdays after review before an observation must be completed by administrator before showing as past due - **15**

Formal evaluations must be "closed" by the evaluator. Formals do not "close" automatically.

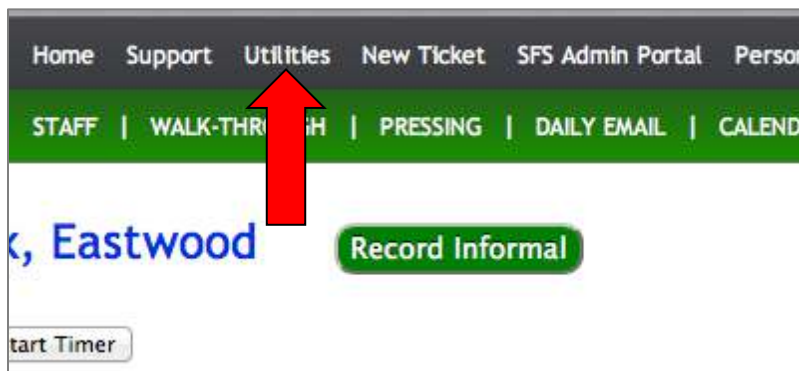
### Copying Observations to Additional Staff

Remember that you have the capability to copy an observation to multiple staff members. The staff members must be assigned to the same teacher rubric in order for this feature to work.

If you are observing coaches that are working on the same presentation or are delivering the same content, or if you are observing a data team, IB planning team, or PLC team and wish to apply the same information and scores to all members, this is a handy tool. You may always edit the observation or add information to individual teachers as well.

To access this feature, see below.

When logged in, click **Utilities**.



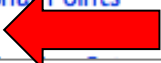


Metropolitan School District of  
**WASHINGTON TOWNSHIP**  
"Superior Schools in a Supportive Community"

Nikki C. Woodson, Ph.D., *Superintendent*

Then click, **Copy Observation**.

**Utilities**

- Grant "Evaluator" Status to Non-Admins(i.e. division h
- Manage Primary and Secondary Evaluators
- Create and Edit Staff Groupings
- Enable / Disable Enhanced Color Schemes for Scriptin
- Approve Professional Points
- Copy Observation 

Select the teacher that has an observation, you would like to copy.

Click on name to show observations

- Sandbox, Wash
- Sandbox, Crooked 
- Sandbox, Eastwood
- Sandbox, Career

After clicking that teacher, select which observation you wish to copy.

**Step 1: Select Observation to Copy**

Click on name to show observations

- Sandbox, Wash
- Sandbox, Crooked 
- 1 1 ed Aug 15, 2014
- 1 Informal created Sep 05, 2014





Then select the teacher you wish to copy the observation to and click **Create Copy**.

Step 2: Select Staff Member to Receive New C

Copy Observation to DOSS, RICHARD

Create Copy

When you click, Create Copy, a new Observation will open for the selected staff member and you can then add and edit. **This should be a nice time saver.**

### Attachments to Observations

Remember that you have the ability to attach documents to teachers' observations. These can be photos of the classroom, a helpful article you have found, scanned hand-written notes, or whatever attachment you believe may be helpful in clarifying your comments. If you chose to use an attachment, it is a good practice (although not required) to make a comment regarding the attachment. Sometimes teachers will become confused, not knowing whether they are expected to read and respond to the attachment or if it is merely there for clarification and use by the teacher if he/she wishes.