



## **MSDWT Evaluator Brief** **March 6, 2015**

### **Remember to Save, Send to Teacher for Review – Remember to Close Formal Observations**

It is important to click on your "staff" link in SFS periodically and see if you have any observations that have not been sent to teacher for review or closed. Remember, the Formal Observations must be closed by the evaluator. The Informal Observations can be made available for teacher review and comment – then after a period of time will close automatically. Because SFS does not know when you have *physically* held a Post-Observation Conference following a Formal Evaluation, you must close the evaluation.

### **Remember to Complete the MSDWT Training School Biology Teacher Observation**

As of today, it appears that approximately 20 evaluators have completed an Informal Observation on Chapters 2 and 3 of the teacher Module\_1\_Biology. Please have the observation completed prior to our next Evaluator Training on March 25<sup>th</sup>.

### **Make Sure You Are Following Timelines as Outlined in the Teacher Evaluation Guidelines**

Remember to adhere to the [Teacher Evaluation Guidelines](#) when conducting observations. At this time, we will stick to the published date of May 15<sup>th</sup> to have Summative Conferences completed.

### **Article - Your Rubric is a Hot Mess; Here's How to Fix It**

Below is a brief article on the use of the "Single Point Rubric." The name is a bit deceptive, as its use does not limit the teacher to assigning an "all or nothing" grade for student work.

The concept of the Single Point Rubric is to view performance or work through the lens of "Proficient". Then, the reviewer or evaluator uses the boxes on either side to describe *why* the performance or student work falls above or below the target level. The process invites reflection on the part of the teacher or evaluator.

I share the article for two reasons:

1. It is an interesting conversation to have with teachers with respect to the way we assess students' knowledge and skills;
2. It is consistent with our discussion with respect to the Teacher Evaluation Teacher Effectiveness Rubric.

When we developed rubric language and we revised rubric language, we always started with the Effective column. We spent time describing what Effective “looks like”. Then we worked on the language that would distinguish Highly Effective and Improvement Necessary. It’s a good exercise to follow, both in the classroom as a teacher *and* as evaluator. Also, it may be an effective way of working with a teacher that requests clarity on why he/she was not Highly Effective, or why he/she received an Improvement Necessary in a particular category.

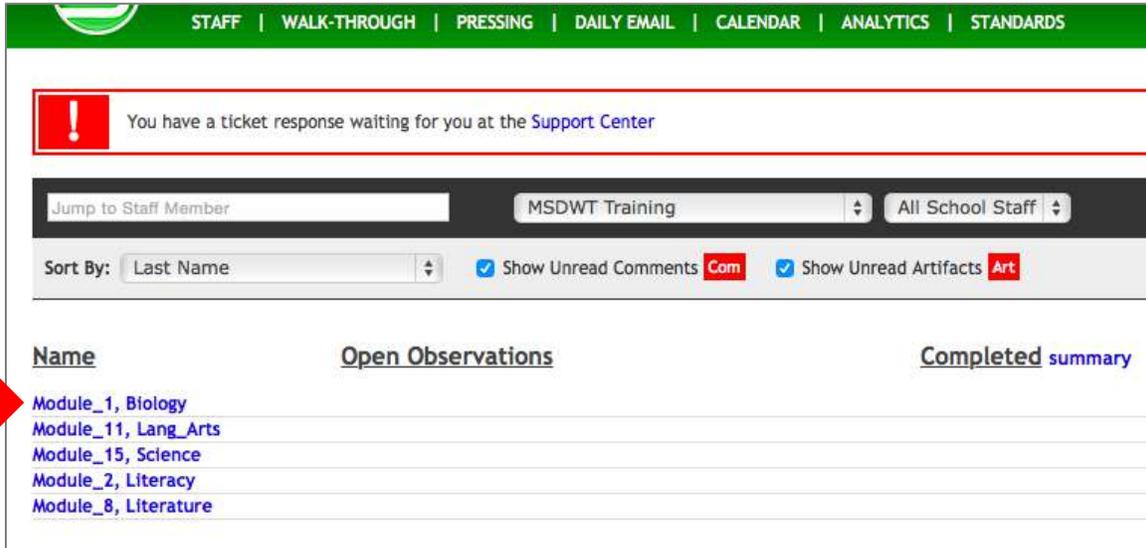
I hope you enjoy.

<http://www.brilliant-insane.com/2014/10/single-point-rubric.html>

## MSDWT Evaluator Accessing the Training School

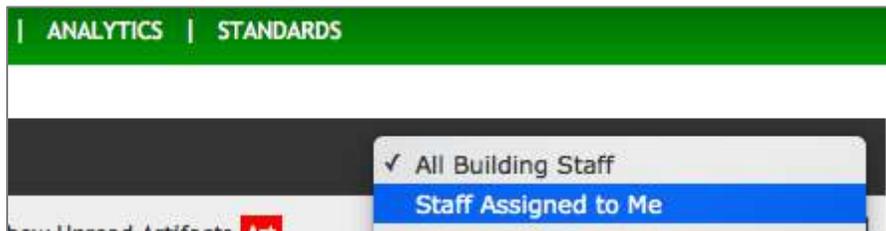
### Instructions for Accessing the "Teacher" in Standard for Success

When logged into SFS, select "Staff", then select the specific building "MSDWT Training".



The screenshot shows the SFS interface with a green navigation bar at the top containing links for STAFF, WALK-THROUGH, PRESSING, DAILY EMAIL, CALENDAR, ANALYTICS, and STANDARDS. Below the navigation bar is a red notification banner with an exclamation mark icon and the text "You have a ticket response waiting for you at the Support Center". Underneath is a search bar with "Jump to Staff Member" and a dropdown menu currently set to "MSDWT Training". To the right of the search bar is another dropdown menu set to "All School Staff". Below the search bar is a "Sort By:" dropdown set to "Last Name" and two checkboxes: "Show Unread Comments" (checked) with a red "Com" indicator, and "Show Unread Artifacts" (checked) with a red "Art" indicator. The main content area is a table with three columns: "Name", "Open Observations", and "Completed summary". A red arrow points to the "Name" column, which lists the following items: "Module\_1, Biology", "Module\_11, Lang\_Arts", "Module\_15, Science", "Module\_2, Literacy", and "Module\_8, Literature".

Then, you must select "Staff", then select "All Building Staff" from the pull-down window. You will see "Staff Assigned to Me". This will bring up the Faux Teachers (and other people that may be assigned to them). See below.



The screenshot shows a close-up of the dropdown menu from the previous screenshot. The menu is open, showing two options: "All Building Staff" with a checkmark icon and "Staff Assigned to Me" with a blue background, indicating it is the selected option.

Then, select Module\_1, Biology.

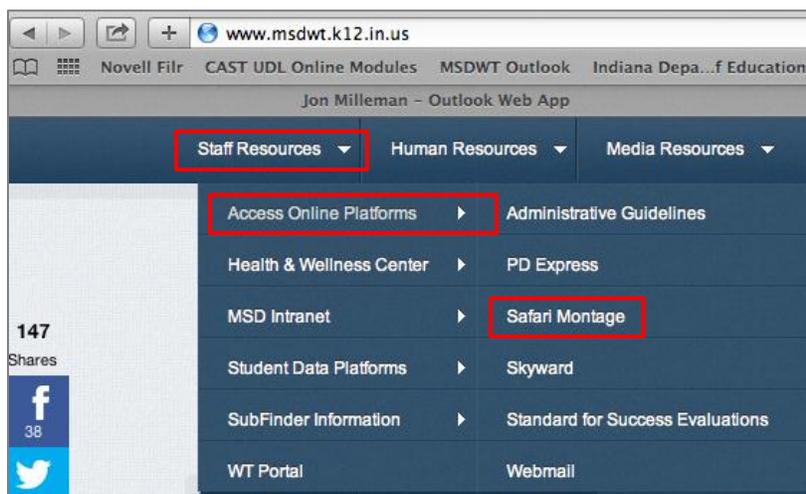
Click Begin and Informal Observation

## Instructions for Accessing Videos in Safari Montage

Open a separate window of your web browser (not a separate tab, but a separate window).

Go to Safari Montage website.

Click the following link: [Safari Montage](#). You may also access Safari Montage by going to the MSDWT District Website, hovering over Staff Resources, Access Online Platforms, and clicking Safari Montage.



At the login screen, use your district username and password.



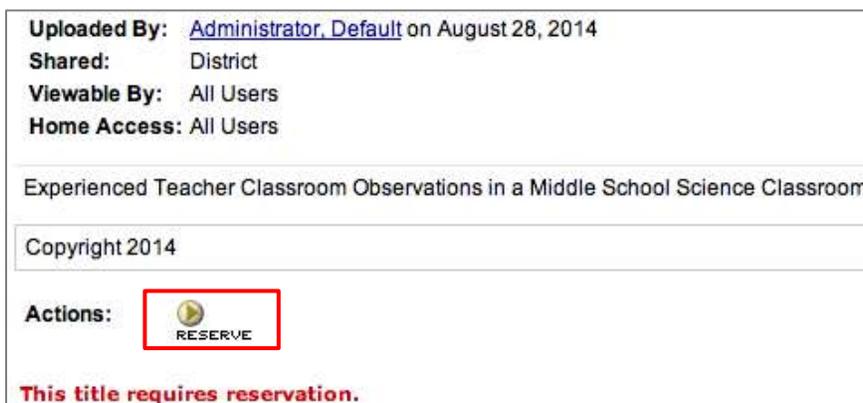
In the upper right hand corner of the home page, type "classroom observation" in the search box and click search.



Find the video: Beginning Teacher Classroom Observations – Module 1



You will need to click the reserve icon and follow the steps to reserve it. You may set it for the current time you are in the site or a different time (This requirement is due to copyright issues). If it isn't available, choose a different time.



View the video while scripting in Standard for Success.

The screenshot shows a video player interface. The main video area displays a light-colored background with the text "Part 2" in green. Below the video is a control bar with "Speed" and "Resolution" dropdowns, play/pause/stop buttons, a volume icon, a full-screen icon, and a timer showing "0:00:00". There are also "Web Cam" and "PC DVD" buttons. At the bottom left is a "PROMETHEAN ACTIVECLASS" logo. To the right of the video player, the title "Experienced Teacher Classroom Observations" is displayed. Below the title, the following metadata is shown: "Media:" with a globe icon, "Running Time: 26 min 56 sec", "Grades: Adult to Adult", "Uploaded By: Administrator, Default o", "Shared: District", "Viewable By: All Users", and "Home Access: All Users". Below this is a section for "Experienced Teacher Classroom Observations" with "Copyright 2014". Under "Actions:", there is a "RESERVE" button. A red text warning states "This title requires reservation." At the bottom right, there is a "Chapters and Key Concepts" button.

Script and score the lesson as if you were the evaluator in this classroom.

When you access the "teacher"/video in SFS, you will be able to see the observations of the other evaluators, comments, and artifacts.