

**Active links** → **Practical Solutions For Educators** DEMO  
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District Heading (will print on forms): Psfe      Expiration: 10/31/12      Register

Registration #:       Add registration information      Version: .0v1      Device ID: 557755

Building: East Elementary      User Name: Roy Gordon

This solution is only licensed to be used on this iDevice.

Teachers    New    Walkthrough    Narrative Observation

Touch to request the registration number after you purchase the program.

**Teachers**- go to teacher database  
**New**- create a new observation  
**Walkthrough**- go to list of walkthroughs  
**Narrative Observation**- go to list of narrative observations.

Teacher	Next Evaluation	Time
Henry, Mary	Tue, 09/18/12	11:00 AM
Smith, Jill	Fri, 09/21/12	08:45 AM
Williams, Roy	Mon, 09/24/12	09:45 AM

Schedule of upcoming observations. **Red** names indicate the observation is scheduled for the current day. Touch a name to create a new form for the teacher.

**Enter the teachers that you will be observing.**

Return to previous screen

Enter date and time for next observation.

Teacher Database

Summative	First	Last	Grade	Email	Obs Date	Time
Developing	John	Doe	2	john@email.com	12/31/12	12:45 pm
Evidence	Mary	Smith	3	mary@email.com	11/27/12	10:45 am

Go to Summative form.

Go to additional evidence. Red indicates evidence has been entered.

Touch a heading to sort by the heading.

### Narrative list

Scripted Narrative Observation

Teacher	Date	I	D	P	A		
John Doe	11/26/12	Developing	3	3	0	1	>
Mary Smith	11/27/12						>

Touch > to go to the observation

Overall rating for the observation

Summary of rubric scores from the observation

## Create New Observation

← Create New Observation/Walkthrough

Touch a name:	Next Obs	Teacher:
Henry, Mary	09/18/12	<input type="text"/>
Jones, Mary	10/12/12	<input type="button" value="Add a New Teacher"/>
Kellor, Mary		<input type="button" value="Create New Observation"/>
Smith, Greg		<input type="button" value="Create New Walkthrough"/>
Smith, Jill		

Touch a teacher name to insert the teacher name. Then click one of the Create buttons.

If the teacher does not exist in the scrolling list touch the Add a New Teacher button to enter a new teacher.

## Walkthrough Form

← Mary Kellor 9/10/2012    Lock

Teacher	Mary Kellor	Grd/Subj	3rd	Date	9/10/2012
Evaluator	Roy Gordon	Start	10:34 PM	End	10:34 PM

Instruction is developmentally appropriate

Learning outcomes and goals are clearly communicated to students

**Varied instructional tools and strategies reflect student needs and learning objectives**

Content presented is accurate and grade appropriate

**Teacher connects lesson to real-life applications**

Instruction and lesson activities are accessible and challenging for students

**Lesson content is linked to previous and future learning**

Classroom learning environment is safe and conducive to learning

Teacher provides students with timely and responsive feedback

**Instructional time is used effectively**

**Routines support learning goals and activities**

Multiple methods of assessment of student learning are utilized to guide instruction

Other:

Other:

Evaluator Summary Comments:

Recommendations for Focus of Observations

Evaluator Signature:

Email the form

Print, PDF, or Preview the form.

Touch an item to select the item. Touch the item again to unselect it. Select the Lock option to prevent changing the items.

Touch to insert the signature

John Doe 11/27/2012

Teacher Student Class Environmnt Instruction Other Edit

Read directions out loud

Asked question to class

Instructed class to beha

Interacted with students

Knowledge

Compreher

Application

Analysis

Synthesis

Evaluation

S: Responded appropriately

S: No response

S: Responded inappropriately

Running Narrative

09:52:14 T: Read directions out loud

09:54:16 T: Whole class instructions

T: S: C: " ? ! ( ) &

Header Comments

Notes for the top of the report

Comments

Comments for the bottom of the report

Signature *Roy Lorder* Date 11/27/2012 Ineffective

- Email form
- Generate rubric results report
- Rubric scoring
- Print, PDF or Preview
- Hide or show the buttons

Touch a label to see another set of buttons.

Lock to prevent accidental changing of the observation. You can also unlock the form.

Touch Edit to edit the buttons.

Touch a button to insert the item onto the running narrative.

Running Narrative

Go to top of narrative

Touch a row and then touch the X to delete the row

Go to bottom of narrative

Shortcut keys to insert into the narrative. These buttons can be modified. By touching the Edit tab, then the Tabs/Keys tab.

Narrative view with hidden buttons

Touch to show buttons

John Smith 9/9/2012

06:53:09 T: Asked question to class

06:53:11 T: Whole class instructions

06:53:12 S: No response

**Edit Buttons**

Touch to edit tab headings

The interface shows a top navigation bar with tabs: Teacher, Student, Class, Environmnt, Instruction, Other, and Edit. Below this is a secondary bar with sub-tabs: Teacher, Student, Class, Environmnt, Instruction, Other, Tabs/keys, and T:.

Read directions out loud	Whole class instructions
Asked question to class	Small group instruction
Instructed class to behave	Individual instruction
Interacted with students	
Knowledge	
Comprehension	
Application	S: Responded appropriately
Analysis	S: No response
Synthesis	S: Responded inappropriately
Evaluation	

At the bottom, there is a list of items with timestamps and codes:

- 09:52:14 T: Read directions out loud
- 09:54:16 T: Whole class instructions

Automatic code to be added to the beginning of the item inserted into the narrative.

Edit buttons on this layout.

If the second character is a colon (:), the automatic code will not be added when the item is inserted into the narrative.

**OTES Rubric Scoring**

Select a heading for the rubric

Generate report

The interface shows a header for 'John Smith' with a dropdown menu set to '1 Instructional Planning' and a sub-item '1.a.1'. A 'Generate report' button is visible.

2.a.1	T: Asked question to class
1.a.1	
2.d.1	T: Whole class instructions
2.a.2	S: No response
1.a.3	
1.a.4	T: Asked question to class
2.d.1	
2.a.1	T: Instructed class to behave
2.a.3	
1.b.1	T: Whole class instructions
1.d.1	T: Asked question to class
2.b.1	
2.b.3	T: Instructed class to behave

The rubric view shows a heading 'a Focus for Learning' with four numbered items:

- The teacher does not demonstrate a clear focus for student learning. Learning objectives are too general to guide lesson planning and are inappropriate for the students, and/or do not reference the Ohio standards.
- The teacher communicates a focus for student learning, develops learning objectives that are appropriate for students and reference the Ohio standards but do not include measurable goals.
- The teacher demonstrates a focus for student learning, with appropriate learning objectives that include measurable goal(s) for student learning aligned with the Ohio standards. The teacher demonstrates the importance of the goal and its appropriateness.
- The teacher establishes challenging and measurable goal(s) for student learning that aligns with the Ohio standards and reflect a range of student learner needs.

Below this is heading 'b Assessment' with item 1: 'The teacher does not demonstrate a clear focus for student learning. Learning objectives are too general to guide lesson planning and are inappropriate for the students, and/or do not reference the Ohio standards.'

Select an item by touching the item on the right side.

Then touch one of the two score boxes to insert the code for the item.

If the item is too large to view, touch the number to see the complete item.

## Rubric Report

John Smith 9/9/2012



3. Proficient 1  
4. Accomplished 2

### b. Assessment Data

1. Ineffective 1  
3. Proficient 1

### d. Knowledge of Students

1. Ineffective 2

## 2. Instruction and Assessment

### a. Lesson Delivery

1. Ineffective 5  
2. Developing 1  
3. Proficient 1  
4. Accomplished 1

### b. Differentiation

1. Ineffective 1  
2. Developing 1  
3. Proficient 4

### c. Resources

3. Proficient 1  
4. Accomplished 1

### d. Classroom Environment

1. Ineffective 3  
3. Proficient 1

### e. Assessment of Student Learning

2. Developing 1  
3. Proficient 1

## 3. Professionalism

### a. Professional Responsibilities

1. Ineffective 2  
2. Developing 2  
3. Proficient 1

#### Totals

1. Ineffective 15  
2. Developing 5  
3. Proficient 11  
4. Accomplished 4

Overall Rating: Proficient

## Walkthrough Printout

### Classroom Walkthrough

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Teacher Name: Mary Kellor Grade(s)/Subject Area(s): 3rd Date: 9/10/2012

Evaluator Name: Roy Gordon Time Walkthrough Begins: 10:34 PM Time Walkthrough Ends: 10:34 PM

Directions: This form serves as a record of an informal walkthrough by the teacher's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the teacher.

<input type="checkbox"/> Instruction is developmentally appropriate	<input checked="" type="checkbox"/> Lesson content is linked to previous and future learning
<input type="checkbox"/> Learning outcomes and goals are clearly communicated to students	<input type="checkbox"/> Classroom learning environment is safe and conducive to learning
<input checked="" type="checkbox"/> Varied instructional tools and strategies reflect student needs and learning objectives	<input type="checkbox"/> Teacher provides students with timely and responsive feedback
<input type="checkbox"/> Content presented is accurate and grade appropriate	<input checked="" type="checkbox"/> Instructional time is used effectively
<input checked="" type="checkbox"/> Teacher connects lesson to real-life applications	<input checked="" type="checkbox"/> Routines support learning goals and activities
<input type="checkbox"/> Instruction and lesson activities are accessible and challenging for students	<input type="checkbox"/> Multiple methods of assessment of student learning are utilized to guide instruction
<input type="checkbox"/>	<input type="checkbox"/>

Evaluator Summary Comments:

Recommendations for Focus of Informal Observations:

Evaluator Signature:



View, print, PDF or email the form

Proficiency on Standards 50%	Ineffective	Developing	Proficient	Accomplished
Cumulative Performance Rating (Holistic Rating using Performance Rubric)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the Cumulative Rating and Student Growth Measurement

Areas of reinforcement/refinement:

Text area for reinforcement/refinement

Student Growth Data 50%	Below Expected Growth	Expected Growth	Above Expected Growth
Student Growth Measure of Effectiveness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Final Summative Rating will automatically calculate after entering the cumulative rating and student growth measurement.

Areas of reinforcement/refinement:

Text area for reinforcement/refinement

Final Summative (Overall) Rating	Ineffective	Developing	Proficient	Accomplished
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check here if Improvement Plan has been recommended.

Teacher Signature: Date:  Evaluator Signature: Date:

Touch to add a signature

Narrative Observations

11/26/2012    Developing    Ineffective: 3    Developing: 3    Proficient: 0    Accomplished: 1

Walkthroughs

Teacher: John Doe    Evaluator:    11/26/2012

<input checked="" type="checkbox"/> Instruction is developmentally appropriate	<input checked="" type="checkbox"/> Lesson content is linked to previous and future learning
<input type="checkbox"/> Learning outcomes and goals are clearly communicated to students	<input type="checkbox"/> Classroom learning environment is safe and conducive to learning
<input type="checkbox"/> Varied instructional tools and strategies reflect student needs and learning objectives	<input type="checkbox"/> Teacher provides students with timely and responsive feedback
<input checked="" type="checkbox"/> Content presented is accurate and grade appropriate	<input type="checkbox"/> Instructional time is used effectively
<input type="checkbox"/> Teacher connects lesson to real-life applications	<input type="checkbox"/> Routines support learning goals and activities
<input type="checkbox"/> Instruction and lesson activities are accessible and challenging for students	<input checked="" type="checkbox"/> Multiple methods of assessment of student learning are utilized to guide instruction
<input type="checkbox"/>	<input type="checkbox"/>

Evaluator Summary Comments:

Recommendations for Focus of Informal Observations:

Other Evidence

Std Rtg Evidence    Ineffective:    Developing: 1    Proficient:    Accomplished:

2    2    sample additional evidence

View history of all collected data needed to determine the final summative rating.