

## Formal Announced Observation Instructions 2017-2018: Teacher Version

The evaluator will schedule the dates for the pre-conference, observation, and post conference in the portal. The teacher will receive email notification that these dates have been scheduled. The teacher should then review the dates and times and can request a different date and time if necessary. While the evaluator makes the final decision on the date and time of the observation, the teacher is able to request a particular class period and that request should be granted if feasible.

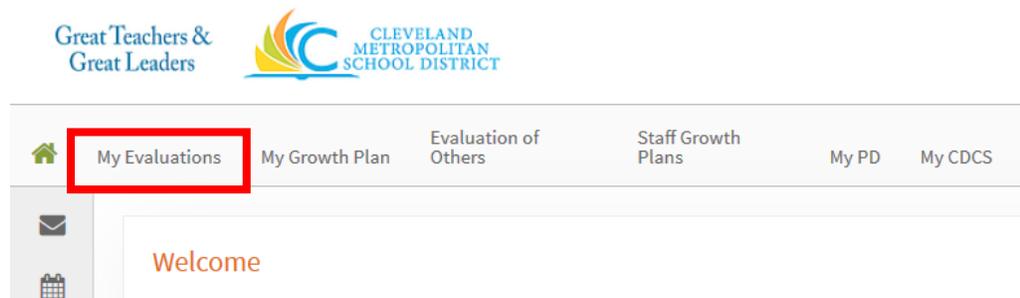
You will receive an email once the dates have been scheduled in the portal.

Dear test Professional103,

Your evaluator has scheduled your announced observation pre-conference, observation, and post conference meetings as part of your formal observation process. [Click here to access 2015-2016 Teacher for test Professional103](#) to review your calendar. If you need to confirm or adjust dates and times, please go to that step in the process. You cannot change the dates and times from the calendar page.

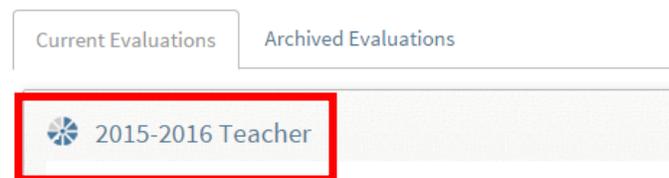
**\*\*Please disregard the 2015-16 dates. They are just examples.**

Log in to Great Teachers & Great Leaders to see the dates and time selected by your evaluator. **Click My Evaluations.**



**Click the 2017-18 Teacher** plan.

### My Evaluations



**Click Contains 9 activities** under Announced Observation.

## Formal Announced Observation Instructions 2017-2018: Teacher Version

Announced Observation

Contains 9 Activities

### Click 2017-18 FAO Scheduling – Teacher Reviews

Announced Observation



[2015-16 FAO Scheduling - Teacher Reviews](#)

The complete Announced Observation cycle, from pre-conference to post-conference

Click **Edit** to access the form.

 **Announced Observation Scheduling-Professional's Acceptance**

The complete Announced Observation cycle, from pre-conference to post-conference

**Edit**

Time and Date of Pre-Conference 1:00 PM on 10/05/2015

Time and Date of Formal Observation 2:30 PM on 10/07/2015

Time and Date of Post Conference 3:30 PM on 10/12/2015

Evaluator's Comments Please submit your lesson

If the dates and time work for you **click the box next to review and accept**. If you need to request alternate dates or times make your selections and **click the box next to reviewed and propose**. You can also add a comment if needed.

## Formal Announced Observation Instructions 2017-2018: Teacher Version

Time and Date of Pre-Conference 2 : 00 PM on 10/05/2015 [Reset](#)

Time and Date of Formal Observation 2 : 30 PM on 10/07/2015 [Reset](#)

Time and Date of Post Conference 3 : 30 PM on 10/12/2015 [Reset](#)

Evaluator's Comments Please submit your lesson plan by the end of the day on 10/3 so th

Professional's Comments

I need to meet at 2:00 on 10/5 and can we meet in my room?

Professional's Review of Dates

- I review and accept these dates.  
 I have reviewed these dates and propose the following

**Click Save & Exit**



**Click Mark Complete.** The evaluator won't know you have reviewed these dates if you don't click Mark Complete.

### Evaluations

2015-2016 Teacher



The evaluator will review your suggestion and finalize the dates and times. You will receive an email in your CMSD email when this occurs.

Dear test Professional103,

Your evaluator has finalized the dates or times for the pre-conference, observation, or post conference meetings for the formal observation process. [Click here to access 2015-2016 Teacher for test Professional103](#) to review your calendar. Please go to that step in the process to review the date and time.

**Click 2017-18 FAO Scheduling – Evaluator Confirms** to view the final dates and times for your conferences and observation.

## Formal Announced Observation Instructions 2017-2018: Teacher Version



[2015-16 FAO Scheduling – Evaluator Confirms](#)

The complete Announced Observation cycle, from pre-conference

At least two days before the pre-conference the teacher should submit the Lesson Plan for the FAO in the portal. This is *not* the same as a daily plan (which can be included as an attachment if desired). It is an in-depth consideration of Domain 1 and Domain 4 as they influence this particular lesson. All components of Domain 1 are required. While not all of Domain 4 is required, teachers are encouraged to answer as completely as possible so they have as much evidence as possible over the course of the evaluation process.

### Click **2017-18 FAO Lesson Plan**



[2015-16 FAO Lesson Plan](#)

Professional should complete the FAO LP at least two days prior to the pre-conference.

Click **Edit** to access the form.

2015-16 FAO Lesson Plan for Professional101, test



**Enter your lesson plan information in the text boxes.** The questions are a guide and represent the minimum that should be entered.

Professional Professional101, test

View Rubrics [The Rubric: Components of Professional Practice](#)

Domain 1: Planning and Preparation

Evidence is required for all components of D1. Questions are for guidance purposes only and teachers should refer to the rubric to fully address each component of D1.

\* 1a. Demonstrating Knowledge of Content and Pedagogy  
What is the content to be taught?  
What prerequisite learning is required?



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4a is intended to capture reflection on professional practice that has influenced the planning for this lesson. It should not be left blank until after the lesson has been taught.

### Domain 4: Professional Responsibilities

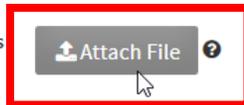
While evidence is not required for all components, Domain 4 should not be left entirely blank. Questions are for guidance purposes only and teachers should refer to the rubric to fully address the components of D4.

4a. Reflecting on Teaching  
What reflections on past work caused you to design the lesson as you did? After the lesson, be sure to enter additional evidence that describes how well you accomplished your objectives.



Teachers can attach files if desired. **Click Attach File** to add another file (often the regular daily plan) to your lesson plan for the FAO.

Professional's Attachments  
\* Required Fields



**Click Save & Exit** to save your work.



Lesson plans for the FAO should be submitted at least two days prior to the pre-conference. Only click Mark Complete when you are sure you have finished. Mark Complete will send notice to your evaluator that you are done and ready for him or her to read your lesson plan. When you are done with your lesson plan (and only when you are done) **Click Mark Complete.**

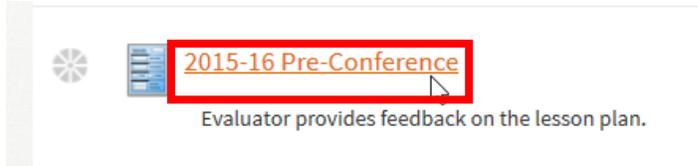


2015-16 FAO Lesson Plan for Professional101, test



## Formal Announced Observation Instructions 2017-2018: Teacher Version

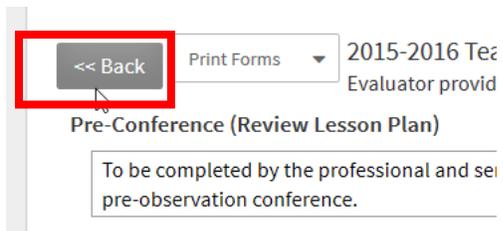
If the evaluator leaves feedback you can see that feedback the lesson plan by clicking **2017-18 Pre-Conference**



Review the feedback.

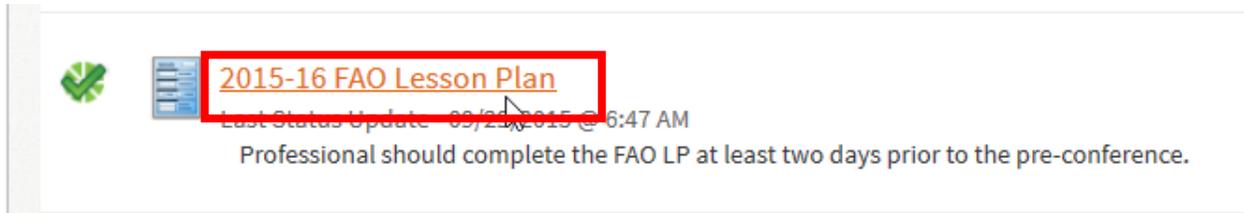
Professional	Professional101, test
View Rubrics	<a href="#">The Rubric: Components of Professional Practice</a>
Domain 1: Planning and Preparation	Evidence is required for all components of D1. Quality component of D1.
1a. Demonstrating Knowledge of Content and Pedagogy	FAO Lesson Plan
Evaluator's Comments and Suggestions 1a. Demonstrating Knowledge of Content and Pedagogy	Evaluator feedback
1b. Demonstrating Knowledge of Students	FAO Lesson Plan
Evaluator's Comments and Suggestions 1b. Demonstrating Knowledge of Students	Evaluator feedback

**Click Back** to exit the form.



To edit your Lesson Plan in response to the feedback **return to your Lesson Plan form.**

## Formal Announced Observation Instructions 2017-2018: Teacher Version



2015-16 FAO Lesson Plan  
Last Status Update: 09/25/2015 @ 6:47 AM  
Professional should complete the FAO LP at least two days prior to the pre-conference.

**Click Edit** to access the form.

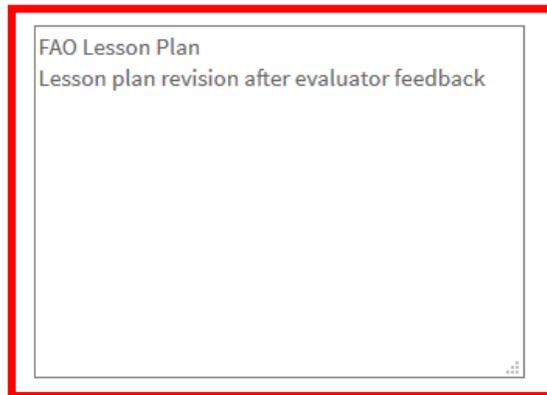
2015-16 FAO Lesson Plan for Professional101, tes



Formal Announced Observation Lesson Plan  
Edit

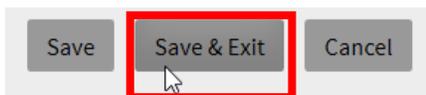
Make your revisions.

\* 1a. Demonstrating Knowledge of  
Content and Pedagogy  
What is the content to be taught?  
What prerequisite learning is  
required?



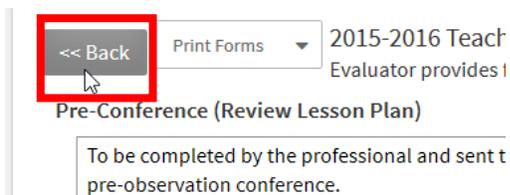
FAO Lesson Plan  
Lesson plan revision after evaluator feedback

**Click Save & Exit** to save your work.



Save Save & Exit Cancel

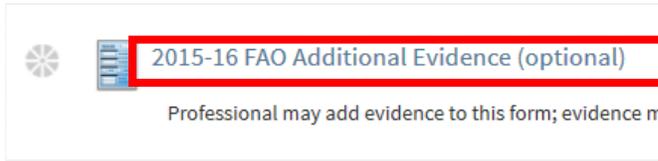
**Click Back** to exit the form. You will not have another Mark Complete once you clicked it the first time.



<< Back Print Forms 2015-2016 Teach  
Evaluator provides  
Pre-Conference (Review Lesson Plan)  
To be completed by the professional and sent to  
pre-observation conference.

After your observation the evaluator will submit the evidence in the portal in a timely manner, ideally within 24 hours. You will receive email notice when the evidence is

Formal Announced Observation Instructions 2017-2018: Teacher Version  
submitted. To review the observation and enter additional evidence log in and **click  
2017-18 FAO Additional Evidence (optional)**



**Click Edit** to access the form.

2015-16 FAO Additional Evidence (optional) for Professional101, test

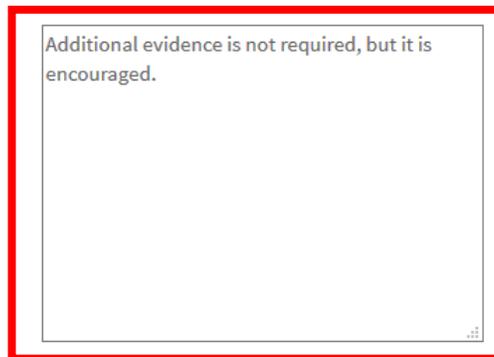


Teachers are not required to enter additional evidence. It is not mandatory. However teachers are encouraged to add evidence to support the rating they feel best aligns with the level of performance. All ratings must be aligned to evidence recorded in the portal.

**Enter the evidence in the text box.**

3e. Demonstrating Flexibility and Responsiveness Observation evidence

Professional's Additional Evidence  
3e. Demonstrating Flexibility and Responsiveness



The screenshot shows a large text box for entering additional evidence. The text inside the box reads: "Additional evidence is not required, but it is encouraged." The text box is highlighted with a red rectangular border.

Teachers can attach files as well. Files should be directly related to this lesson only and be exemplars. Click Attach File if needed and find the file you want on your computer.



**Click Save & Exit** to save your work.

## Formal Announced Observation Instructions 2017-2018: Teacher Version



Click **Mark Complete** once you have added your evidence.

### Evaluations

#### 2015-2016 Teacher



#### 2015-16 FAO Additional Evidence

Self-assess on the rubric as soon as you can, ideally right after reviewing and adding evidence. **Click 2017-18 FAO Self-Assessment on the Rubric.**



**Click Start New** to access the form.

**Evaluations**

**Manage Plan**

<< Back N 2015-2016 Teacher

**2015-16 FAO Self-Assessment on the Rubric**  
for Professional101, test

Menu	By	Created Date	Status	Shared
No information to display				

Domain 1: Planning and Preparati

1a: Demonstrating knowle

Teacher's plans and practi  
between different aspects  
discipline.

Teacher's plans and practi

**Start New**

**Rate yourself on the entire form.** If a component truly does not apply click not applicable. Do not skip any components.

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Instructional outcomes are of moderate rigor and are suitable for some students, but consist of a combination of activities and goals, some of which permit viable methods of assessment.	<input checked="" type="radio"/> Developing
They reflect more than one type of learning, but teacher makes no attempt at coordination or integration.	<input type="radio"/> Developing
Instructional outcomes are stated as goals reflecting high-level learning and curriculum standards that align with the Ohio standards.	<input type="radio"/> Skilled
They are suitable for most students in the class, represent different types of learning, and are capable of assessment.	<input checked="" type="radio"/> Skilled
The outcomes reflect opportunities for coordination.	<input checked="" type="radio"/> Skilled

### Click Save & Exit



If you need to return and finish the form click under Menu and **Click Continue**

for Professional101, test

Menu	By	Created Date	Status	Shared
A	test Professional101	09/29/2015	In Progress	

- Feedback
- Continue
- Manage Files
- Delete

If you finished the entire form **Click Finalize**. Finalize will not appear if all components are not marked. If you don't see Finalize go back and review the form – you skipped one.

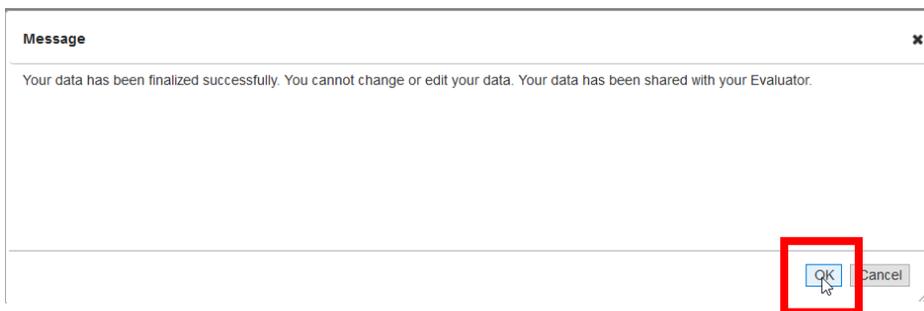
## Formal Announced Observation Instructions 2017-2018: Teacher Version

101 PROFESSIONAL101, test

Menu	By	Created Date	Status	Shared	Don
A	test Professional101	09/29/2015	In Progress		

- Feedback
- Continue
- Finalize
- Manage Files
- Delete

Click **OK**.



Click **Mark Complete**.

### Evaluations

#### Manage Plan

<< Back
View All Feedback

Mark Complete

2015-2016 Tea

### 2015-16 F/

for Profession.

Menu	By	Created Date	Status	Shared	Dom
A	test Professional101	09/29/2015	Complete	✓	

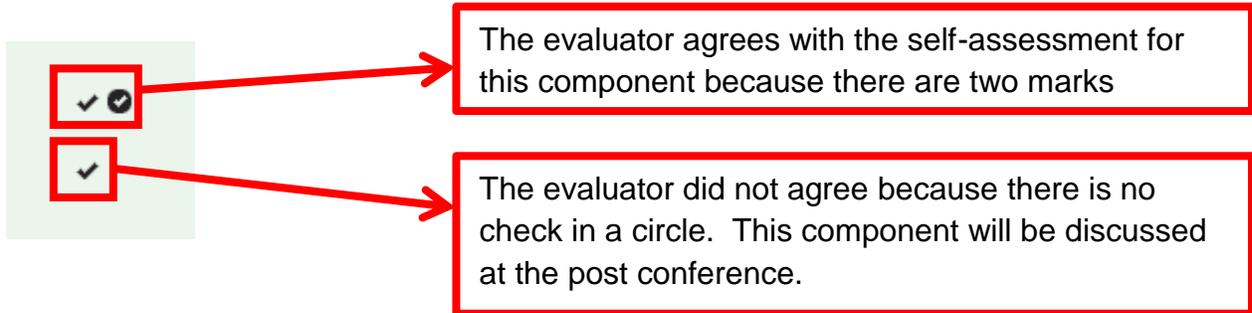
The evaluator should mark areas of agreement prior to the post conference. To view the areas of agreement **Click 2017-18 FAO Rubric**.

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The plain checks are from the self-assessment. The check in circle indicates the evaluator agrees with the self-assessment.

1f: Designing student assessment	Not Applicable	Ineffective	Developing	Skilled	Accomplished
Teacher's plan for assessing student learning is either absent, contains no clear criteria or standards, is poorly aligned with the instructional outcomes, or is inappropriate to many students.					
Assessment results not used in planning.					
Teacher's plan for student assessment is partially aligned with the instructional outcomes, reflects limited analysis of student data, without clear criteria, and inappropriate for at least some students.					
Teacher intends to use assessment results to plan for future instruction for the class as a whole.					
Teacher's plan for student assessment is aligned with the instructional outcomes, using clear criteria, is appropriate to the needs of students.					
Teacher intends to use assessment results to plan for future instruction for groups of students.					
Teacher's plan for student assessment is fully aligned with the instructional outcomes, with clear criteria and standards that show evidence of student contribution to their development.					<input checked="" type="checkbox"/>
Assessment methodologies may have been adapted for individuals, and the teacher intends to use assessment results to identify student strength and areas for growth to plan future instruction for individual students.					<input checked="" type="checkbox"/>
If does not apply					



After reviewing the rubric **Click Back.**



At the post conference your evaluator will discuss the remaining components with you and rate you based on the evidence you both have supplied. The evaluator makes the final rating decision based on the evidence. You can both add evidence at the post conference by clicking back on your evidence section and clicking Edit to access the form. The Formal Announced Observation should be locked at or immediately after the post conference. If each step was completed correctly you will see green checks like the example on the next page.

## Formal Announced Observation Instructions 2017-2018: Teacher Version

### Announced Observation

-   **2015-16 FAO Scheduling - Teacher Reviews**   
Last Status Update - 09/29/2015 @ 6:41 AM  
The complete Announced Observation cycle, from pre-conference to post conference, must occur within ten working days.

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-   **2015-16 FAO Scheduling – Evaluator Confirms**   
Last Status Update - 09/29/2015 @ 6:43 AM  
The complete Announced Observation cycle, from pre-conference to post conference, must occur within ten working days.

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-   **2015-16 FAO Lesson Plan**   
Last Status Update - 09/29/2015 @ 6:47 AM  
Professional should complete the FAO LP at least two days prior to the pre-conference.

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-   **2015-16 Pre-Conference**   
Last Status Update - 09/29/2015 @ 6:54 AM  
Evaluator provides feedback on the lesson plan.

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-   **2015-16 FAO Additional Evidence (optional)**   
Last Status Update - 09/29/2015 @ 7:26 AM  
Professional may add evidence to this form; evidence may also be added at post-conference

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-   **2015-16 FAO Self-Assessment on the Rubric**   
Last Status Update - 09/29/2015 @ 7:33 AM

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-  **2015-16 FAO Rubric**   
Last Status Update - 09/29/2015 @ 7:41 AM  
Evaluator marks areas of agreement on the rubric.

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-   **2015-16 FAO Evaluator Sign-off**   
Last Status Update - 09/29/2015 @ 7:43 AM