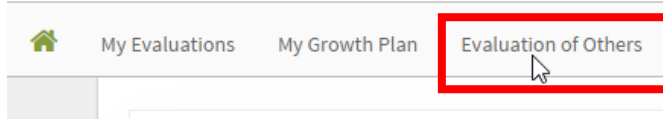TDES Walkthroughs for Evaluators 2016-2016

Log in to Great Teachers and Great Leaders and click **Evaluation of Others.**
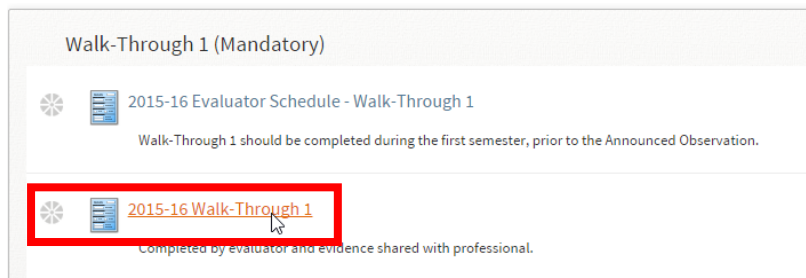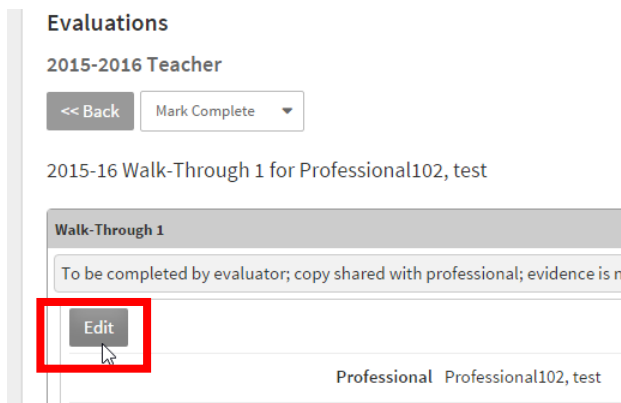

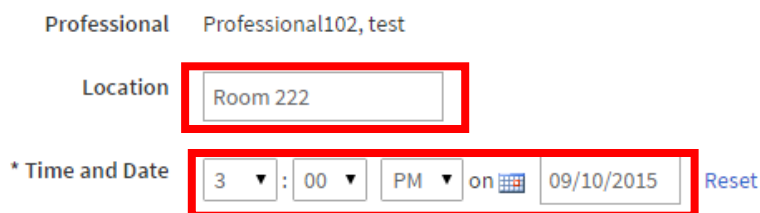**Select the name** of the teacher whose WT you are entering.

Click on 2015 – 16 Walk-Through 1

Click Edit to enter text. Please use Chrome or Firefox. Older versions of Internet Explorer do not work with the TDES portal.

Enter the Location and Time and Date of the WT.

Enter evidence in each box. Evaluators may want to type in Word while scripting in the classroom and then copy and paste the evidence into the appropriate box for each Domain. Evaluators are encouraged to have a backup of the evidence in case you are on a Wi-Fi connection that drops.

Evaluator's Evidence
Domain 1: Planning and
Preparation
Knowledge of content;
knowledge of students;
instructional outcomes,
resources, designing assessment

> Lesson plans are 1a evidence.

Continue to enter evidence. Evidence is what is seen and heard in the classroom or if expected events are not see or heard. Evidence is not copying the language of the rubric directly into the portal. That does not describe what happened in that particular classroom at the time of the observation.

Evaluator's Evidence
Domain 2: Classroom
Environment
Respect & rapport; rigor;
procedures; management of
student behavior; organizing
physical space

> Enter evidence in each domain on the form if you observe it in the classroom. Evidence is what is seen and heard not thought or felt. Teacher to student, student to teacher, and student to student interaction is all evidence.

Evaluator's Evidence
Domain 3: Instruction
Communicating with students;
questioning & discussion;
engagement; assessment in
instruction; flexibility &
responsiveness

> Formative and summative assessment, student engagement, and discussion are all solid D3 evidence.

Evaluator's Evidence
Domain 4: Professional
Responsibilities
Reflection; accurate records;
communicating with families;
participating ina professional
community; professional
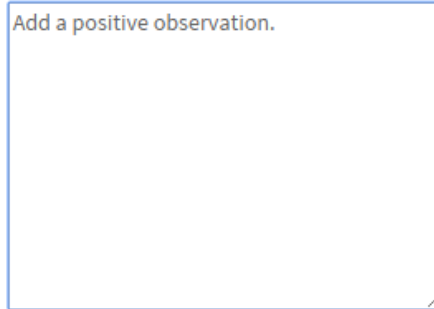developments; showing
professionalism; student growth

> D4 evidence is harder to capture in an observation but you see a teacher putting recent PD into practice that would constitute D4 evidence. Also grade books and attendance and other classroom records.

Evaluators can enter an appreciation for the teacher to review.
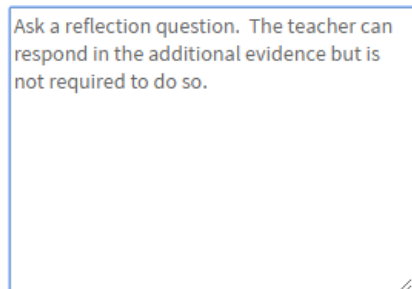
Something I appreciated

Add a positive observation.

They can also prompt the teacher's self-reflection with a question.

A question for your reflection

Ask a reflection question. The teacher can respond in the additional evidence but is not required to do so.
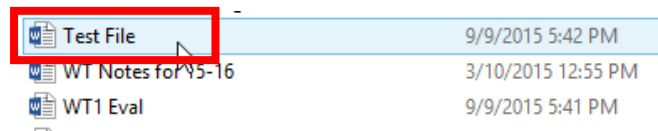
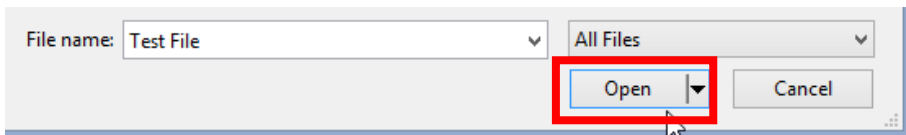To attach a file, including a photograph, click Attach File.
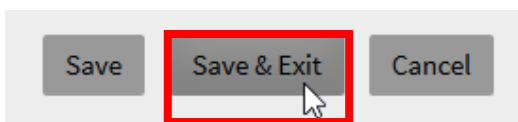
Evaluator's Attachments   **⬆ Attach File** ❓

Search the computer for the file you want to attach and click on the file name.

📄 Test File	9/9/2015 5:42 PM	
📄 WT Notes for 15-16	3/10/2015 12:55 PM	
📄 WT1 Eval	9/9/2015 5:41 PM	

Click Open.

File name: Test File   All Files   Open ▼   Cancel

Click Save & Exit.

Save   Save & Exit   Cancel

If you need to continue to add evidence, return to the walkthrough and click Edit.

When you are sure you are done **Click Mark Complete**. You will not be able to add further evidence once you click Mark Complete. Mark Complete sends an email notice to the teacher that the walkthrough has been entered in the portal. Ideally the evaluator will send the walkthrough to the teacher within 24 hours. That is a best practice, but it is not in the CBA. The teacher should have timely notice the walkthrough is complete.
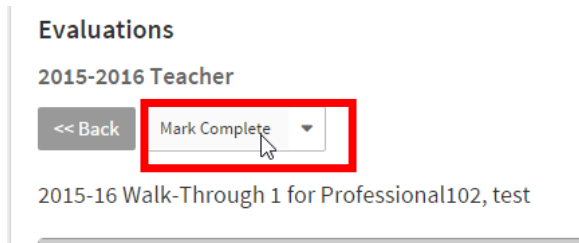

The green check tells you the walkthrough is complete.
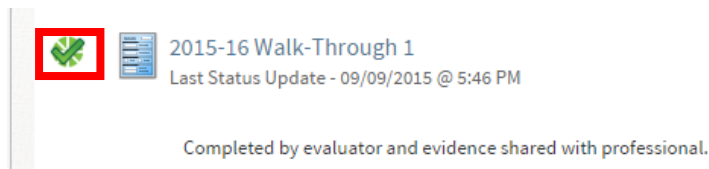
The teacher will review the evidence and can, but is not required to, add evidence. Please allow at least two days for the teacher to read and respond to the walkthrough evidence. This requirement not in the CBA but teachers also need to enter evidence in a timely manner.

To see the teacher's additional evidence **click Review Walk-Through 1**.
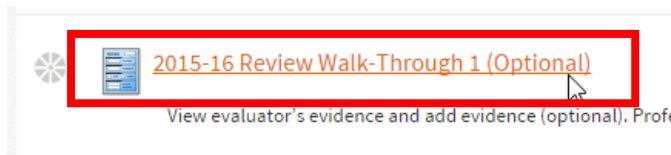
The teacher may, but is not required to, request a post conference. The evaluator must note whether a post conference was held in the **Sign-off step.**

Click Edit to note if a post conference was held or not.

Evaluations

2015-2016 Teacher

<< Back | Print Forms ▼

2015-16 Evaluator Post Walk-Through 1 Sign-off for Professio

Post Walk-Through 1 Completion

Edit

* Was a Post Walk-Through 1 Conference Completed?   --Select One--

Select either Yes or NA, whichever is appropriate.

* Was a Post Walk-Through 1 Conference Completed?   --Select One--   ▼

--Select One--

N/A - Post Walk-Through was not requested.

* Required Fields

Click Save & Exit.

Save | Save & Exit | Cancel

Click Sign to sign off on the walkthrough. The teacher does not need to sign.

Sign

Lock the walkthrough to prevent any further editing. Or just **click the small Lock symbol** on the right.

✳ 📋 Lock Walk-Through 1

🔓
🔒

Click Lock Activities.

Evaluations
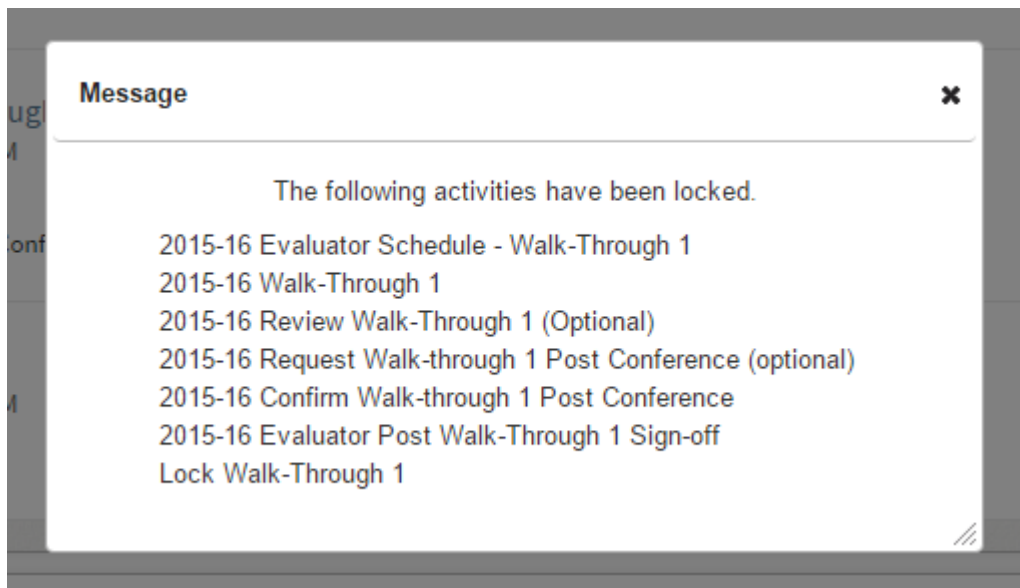
2015-2016 Teacher

<< Back | Reopen Activity ▼

Lock Walk-   Reopen Activity   sional102

Lock Activities

Instructions

The walkthrough is locked and neither party can edit.

This completes the walkthrough process.