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Metropolitan School District of

WASHINGTON TOWNSHIP

"Superior Schools in a Supportive Community"

M.S.D.
WASHINGTON TOWNSHIP

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MSDWT Evaluator Brief
September 5, 2014

Teacher Logins to Standard for Success

The message below was sent to evaluators on **August 22, 2014**. Please make sure teachers have the necessary information to login to Standard for Success for the first time. The Teacher Training Guide is located on the Teacher Evaluation website. That Training Guide walks the teachers through the process of resetting passwords and navigating the program.

> Teachers:
>
> When on the website www.standardforsuccess.com, click the **Login** tab (usually found on the right-hand side of the screen).
>
> Your initial login will be your district email address and the password - **Washington**.
>
> You may then click **Support**. When on the Support screen you will see a link titled **Change My Password**. You will be able to reset your password.
>
> You may submit any questions you have by creating a ticket. For instructions on creating a ticket, see page 19 of the Teacher Training Guide. The SFS staff will respond to your questions and issues.

Teacher Upload of Artifacts

Thanks to Kyle Huerkamp for putting together a tutorial to assist teachers in the process of uploading artifacts. Please see the attached. This tutorial will also be available on the MSDWT Teacher Evaluation website.

Do Informal Observations close automatically?

Yes. After an Informal Observation has been made available to the teacher and the 15 day window allowing for teacher comments closes, the Informal should close. If this is not the case, please send a ticket to SFS through the website.

Do I need to use the calendar feature in SFS before a Formal Observation will close?

Yes. However, you do not have to use the calendar tool right away. If you prefer to schedule Post Observation Conferences in person or through your email, you may continue to do so. You may make the observation available to the teacher without using the calendar tool.

You must, however, use the calendar and record the date and time before the system will allow you to close the Formal Observation. So, you may:

A. Use the calendar tool in SFS to schedule and track Post Observation Conference times and dates (this is a good practice because the system will send you reminders and you can see the deadlines when you click the "Pressing" link in the system).

B. You may calendar the Post Observations on your own and when you complete the Post Observation, click on the date and time of the calendar tool, choose a date and time, hit record, and then close the Observation. The teacher will get a notification when you record a date and time, so it would be best to choose the exact date and time of the Post Observation that just took place to avoid confusion.

I can only score a Performance Indicator once per observation. How should I deal with the possibility of having multiple references to the Indicator in the script?

The score or rating that you give a Performance Indicator should reflect the overall score or rating you believe is appropriate when you step back and consider the class period or timeframe of the Observation in total. It is certainly possible, if not probable, that a teacher may operate at a lever 3 or 4 part of the time and at other times operate at level 2. In addition, you may believe a teacher is performing at a "high 2", "high 3", "low 3", etc.

When you are mapping the Performance Indicators to the script, consider all of the rating possibilities you have observed and determine the overall level you believe is appropriate for that Indicator.

Below are three considerations when assigning Performance Indicators to the script. It is up to your preference and style of documentation to determine which method is best.

1. Find a comment in the script that best reflects the rating choice. Put your cursor next to that comment and click the appropriate Highly Effective through Ineffective box.
2. Copy and paste the Performance Indicator Rating multiple times, or type in the rating and Performance Indicator multiple times in the places that your comments align with a Performance Indicator or Indicators. In this case, it is important to communicate to the teacher that the multiple times he/she sees the rating do not calculate or affect the average score.
3. Type the Indicator numbers you believe need to be scored at the bottom of the script (i.e. 2.4, 2.6, 1.4), then put your cursor next to that typed indicator and click the appropriate rating box. It may look something like this:

> 2.4 (2.4.HE)
> 2.6 (2.6.E)
> 1.4 (1.4.E)

This method may be too time-consuming. But, it would put the indicators scored in one place at the bottom of the script.

There may be other methods that work for evaluators. The important message for evaluators and teachers is: The rating for each chosen Performance Indicator is based on the overall performance of the teacher during the Observation – acknowledging that the teacher may operate at higher or lower levels throughout the lesson.

Thank You

Thank you for another great week. Continue to send questions to SFS through the ticket system if you have trouble with functionality of the system or have a question about the SFS system.

Thank you for sending questions to Dr. Milleman, Mr. Kneebone, and Mr. Oestreich regarding our Teacher Evaluation process and our guidelines. We will answer questions in person and many times the questions will end up in the weekly Evaluator Briefs.

Have a great weekend.

Go Panthers.

Go Bears.