



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 25th.

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 15th 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.

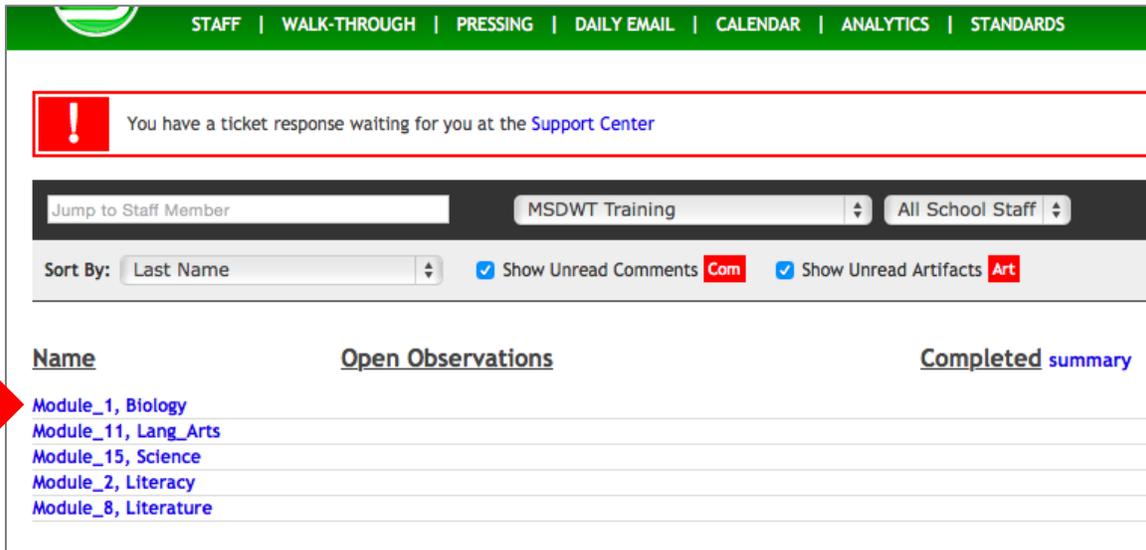
I hope you enjoy.

<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".

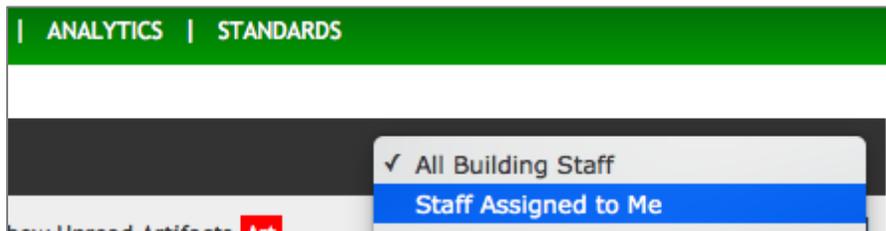


The screenshot shows the SFS interface with a green navigation bar at the top containing links for STAFF, WALK-THROUGH, PRESSING, DAILY EMAIL, CALENDAR, ANALYTICS, and STANDARDS. Below the navigation bar is a notification banner with a red exclamation mark icon and the text "You have a ticket response waiting for you at the [Support Center](#)".

Below the notification is a search and filter section. It includes a "Jump to Staff Member" input field, a dropdown menu currently set to "MSDWT Training", and another dropdown menu set to "All School Staff". Below these are 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 displays a table with three columns: "Name", "Open Observations", and "Completed summary". The "Name" column contains a list of links: "Module_1, Biology", "Module_11, Lang_Arts", "Module_15, Science", "Module_2, Literacy", and "Module_8, Literature". A red arrow points to the "Module_1, Biology" link.

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" (highlighted in blue). The background shows the "ANALYTICS | STANDARDS" navigation bar and the "Show Unread Artifacts" checkbox.

Then, select Module_1, Biology.

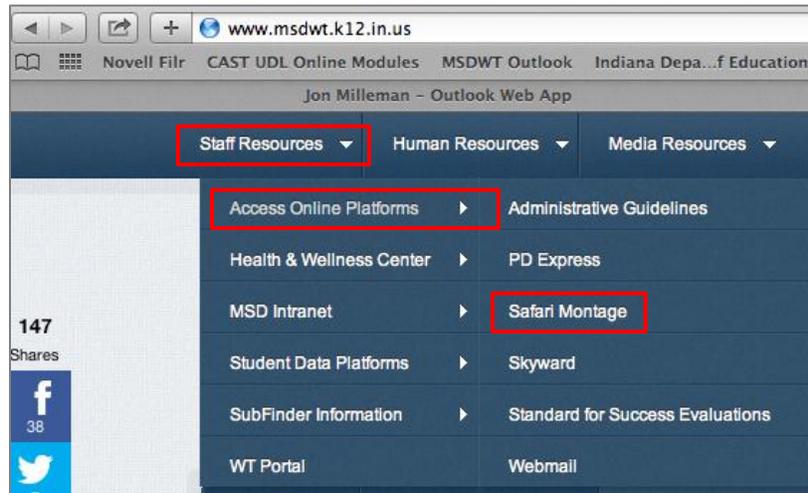
Click Begin and Informal Observation

Instructions for Accessing Videos in Safari Montage

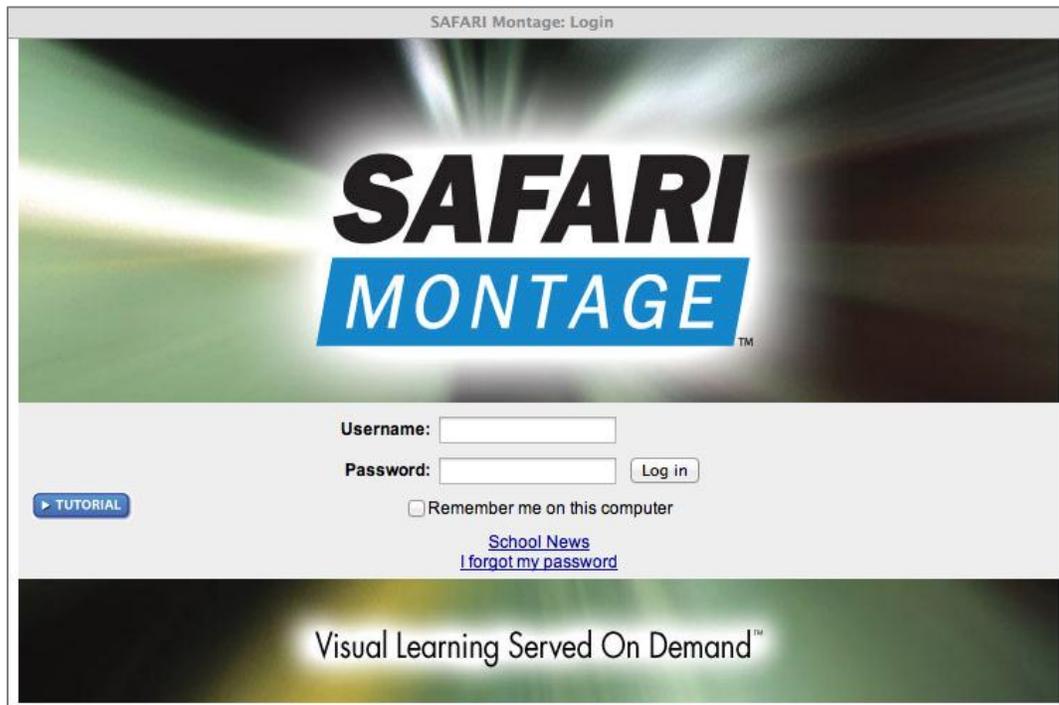
Open a separate window of your web browser (not a separate tab, but a separate window).

Go to Safari Montage website.

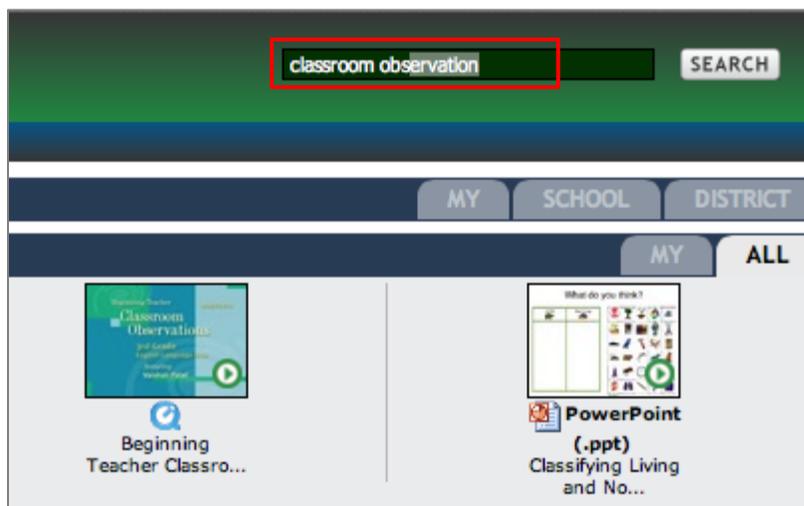
Click the following link: [Safari Montage](#). You may also access Safari Montage by going to the MSDWT District Website, hovering over Staff Resources, Access Online Platforms, and clicking Safari Montage.



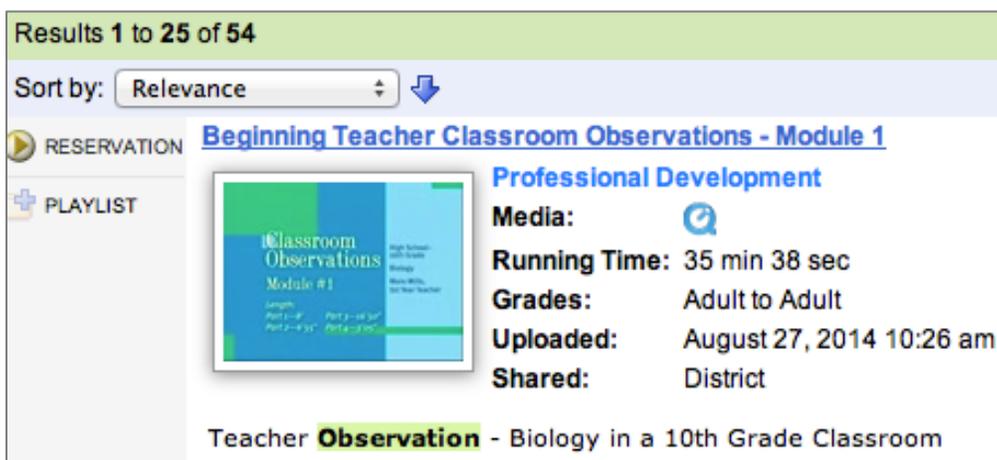
At the login screen, use your district username and password.



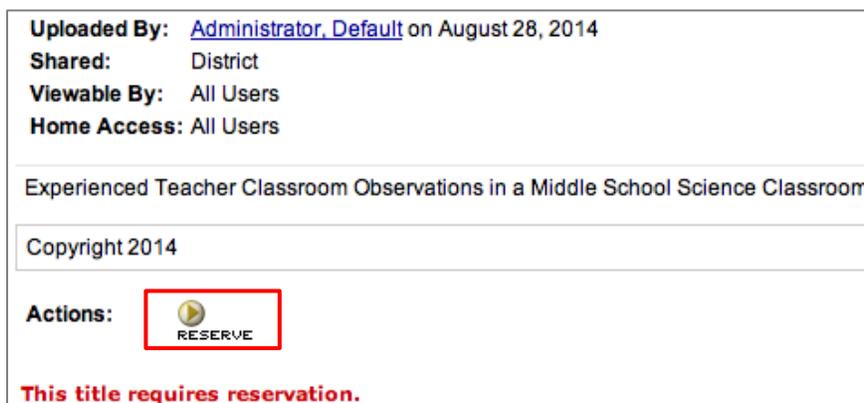
In the upper right hand corner of the home page, type "classroom observation" in the search box and click search.



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 the text "Part 2" in green. Below the video is a control bar with "Speed" and "Resolution" settings, playback controls (play, pause, stop, previous, next), volume, and a 0:00:00 timer. There are also "Web Cam" and "PC DVD" buttons. At the bottom left is the "PROMETHEAN ACTIVEBOARD" logo. On the right side, the video title "Experienced Teacher Classroom Observations" is partially visible. Below the title, the "Media" section includes: "Media:" with a link 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 "Copyright 2014" section. The "Actions" section includes a "RESERVE" button and a red warning message: "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.