

Teachscape Reflect Teacher Help

User Manual



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Reflect Help - My Observations and Evaluations

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<http://reflectteacher.helpdocsonline.com>

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Reflect Help - My Observations and Evaluations ► **All Help Topics**

All Help Topics

Help Overview

- [Glossary](#)

Navigating *Reflect* Evaluations

- [Navigating the Practitioner Overview Page](#)
- [Accessing Evaluation Data from Previous Academic Years](#)

Managing Observations

- [Navigating Your Evaluation Workflow](#)
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Other Workflow Elements

- [Viewing Additional Measures of Teaching Effectiveness](#)

Can't find an answer?

Call our toll-free support hotline at
1.888.479.7600.

Mon. - Fri., 8 am - 9 pm ET and
Sat. - Sun., 9 am - 7 pm ET.

You may also email us at
support@teachscape.com. We
strive to respond to emails within
one business day.

Glossary

Practitioner: The teacher or other individual who will be observed or evaluated using Teachscape *Reflect*.

Teachscape Effectiveness Platform home page: The first page you get to when you log in to the Teachscape platform. This page provides links to all of the Teachscape systems purchased by your organization. Selecting the name of any individual system will direct you to the system home page.

Reflect home page: The first page you get to when you select the *Reflect* system from the Teachscape Effectiveness Platform home page. From this page, you can view and access your evaluation workflow.

Practitioner overview page: This page provides access to your individual evaluation workflow.

Evaluation workflow: All the components that comprise an evaluation cycle.

Components of the workflow: Each observation or evaluation is a component of the entire evaluation workflow.

Observation workflow: All the tasks within each observation.

Observation tasks: Individual tasks within an observation that altogether comprise an observation workflow.

Domains: High-level categorizations of teaching responsibility which organize an evaluation rubric.

Components: Sub-categories that define a distinct aspect of each domain. Domains are composed of multiple components. In an evaluation rubric, levels of performance are assigned at the component level.

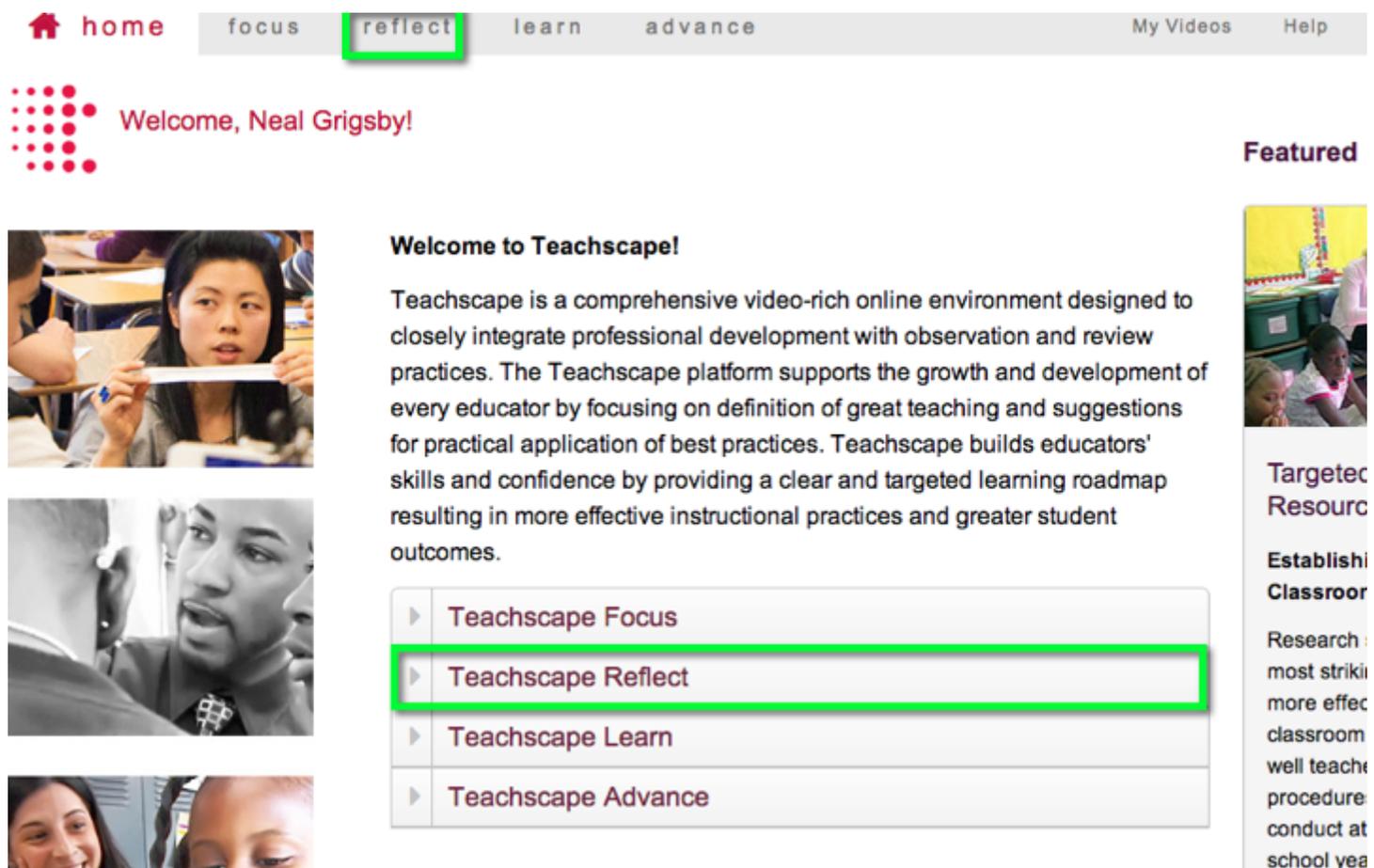
Level of performance: A description of the teaching practice that is assigned to each component.

Critical attributes: Specific observable teacher and/or student behaviors or actions that are evidence of a teacher's performance at a specific performance level relative to a particular component.

Reflect Help - My Observations and Evaluations ► **Navigating the Practitioner Overview Page**

Navigating the Practitioner Overview Page

As a practitioner who will be observed or evaluated, you have been assigned an evaluation workflow that is outlined on your practitioner overview page. To access your practitioner overview page, select *Reflect* after logging in to the Teachscape Effectiveness Platform.



The image that follows is an example of a practitioner overview page with the workflow designed for one organization.

The screenshot shows the 'My Observations and Evaluations' page in Teachscape Reflect. At the top left, the user's name 'Neal Grigsby' and email 'neal@is.org' are displayed. A red callout bubble points to the name with the text 'Your name'. Below this, there is a link for 'Current Review Cycle (Change)'. The main heading is 'Teachscape Evaluation Process 2013-2014'. Underneath, the 'Lead Evaluator' is listed as 'Inna Fedoseyeva' with a red callout bubble pointing to it and the text 'Your lead evaluator'. The 'Overall Score' is 'N/A'. To the right, there is a link for 'Evaluation Summary' and a red callout bubble pointing to the 'Evaluation workflow' section of the process list. The process list is enclosed in a green border and contains the following items: 'Announced Observation (30%)', '1st Unannounced Observation (20%)', 'Mid-Year Review', '2nd Unannounced Observation (20%)', 'End-of-Year Review', and 'Student Growth Data (30%)'.

From the practitioner overview page you will be able to:

- [Access observation workflows for each component of the evaluation workflow](#)
- View a summary of your evaluation workflow for the current evaluation cycle
- [Request a peer observation](#)
- [Access and archive evaluation data from previous academic years](#)

Related Topics

- [Navigating Your Evaluation Workflow](#)
- [Accessing Observation Workflows](#)

Accessing Evaluation Data from Previous Academic Years

If you are a member of a district that used the Teachscape *Reflect* system last year, you can access your evaluation data from prior academic years.

Follow these steps to access your workflow and the associated evaluation data from prior evaluation cycles.

1. Underneath *your name* on your **practitioner overview page**, locate **Current Review Cycle** and select **Change**.

Neal Grigsby neal@is.org

Current Review Cycle ([Change](#))

Teachscape Evaluation Process 2013-2014

Lead Evaluator: Inna Fedoseyeva [Evaluation Summary](#)
Overall Score: N/A

Announced Observation (30%)
1st Unannounced Observation (20%)

2. The overview page will update to now have a pick list with a selection of all the available evaluation cycles.

Neal Grigsby neal@is.org

Updates to a pick list
with a selection of
evaluation cycles

- ✓ Current Review Cycle
- 2012 - 2013 Review Cycle
- 2013 - 2014 Review Cycle
- Future Review Cycles

Access 2013-2014

Lead Evaluator: Inna Fedoseyeva

Overall Score: N/A

Announced Observation (30%)

3. Select the evaluation cycle from which you would like to access evaluation data; the evaluation workflow will automatically update.

Neal Grigsby neal@is.org

2012 - 2013 Review Cycle (Change)

Note the updated
evaluation cycle

Teachscape Evaluation Process

Lead Evaluator: Inna Fedoseyeva
Overall Score: N/A

Evaluation Summary

Announced Observation (30%)

1st Unannounced Observation (20%)

Mid-Year Review

4. You can now navigate your practitioner overview page to locate a prior evaluation cycle. Select **Evaluation Summary** for a comprehensive review of your performance during that evaluation cycle.
5. To return to your current review cycle, select **Change** and return to your **Current Review Cycle**.

View a screencast demonstrating how to access evaluation data from previous academic years.

Navigating Your Evaluation Workflow

Your practitioner overview page highlights your evaluation workflow for the full evaluation cycle.

By selecting any of the evaluation workflow components, you can access the specific observations and observation-related tasks. Some of the tasks are intended for you, while others are intended for your evaluator to complete and are just informational for you. In this way, Teachscape *Reflect* acts as an online repository for conducting and viewing shared observation and evaluation processes and results between you and your evaluator.

The image that follows is an example of a practitioner's overview page with the workflow designed for one organization.

Neal Grigsby neal@is.org **Your name**

Current Review Cycle (Change)

Teachscape Evaluation Process 2013-2014

Lead Evaluator: Inna Fedoseyeva **Your lead evaluator** Evaluation Summary

Overall Score: N/A

Announced Observation (30%)
1st Unannounced Observation (20%)
Mid-Year Review
2nd Unannounced Observation (20%)
End-of-Year Review
Student Growth Data (30%)

Notes

- A practitioner's evaluation workflow can include components such as, but not limited to, announced observations, unannounced observations, mid-year and end-of-year reviews, student growth data, student learning objectives (SLOs), and additional measures of teacher effectiveness.
- Depending on your organization's requirements, components in an evaluation workflow may be weighted within the overall evaluation workflow to provide a comprehensive and summative rating of teachers. Your organization and Teachscape have worked together in advance to design and configure this evaluation workflow to meet your organization's requirements and processes.

Related Topics

- [Accessing Observation Workflows](#)

Reflect Help - My Observations and Evaluations ► **Accessing Observation Workflows**

Accessing Observation Workflows

Your practitioner overview page outlines all the components of your evaluation workflow for the evaluation cycle. Select the specific observation you would like to work on to view the workflow for that observation.

From the observation workflow, you can review an in-progress observation, review or complete any forms, upload or review any lesson artifacts, and view an observation summary report.

The image that follows is an example of what an observation workflow designed for one organization looks like.

Overview ► Neal Grigsby ► 1st Unannounced Observation (20%)

1st Unannounced Observation (20%)



Task	Responsible	Activity
Observation	Inna Fedoseyeva	Not Yet Started
Post-Observation Conference and Form	Neal Grigsby	Not Yet Started Start
Lesson Artifacts	Neal Grigsby	Not Yet Started Start

Notes

- The observation workflow can include components such as, but not limited to, a pre- and post-observation conference and form, an observation, and samples of student work or other lesson artifacts. Your organization and Teachscape have worked together in advance to design and configure this observation workflow to meet your organization's requirements and processes.

Understanding Email Notifications for Observation Tasks

When your evaluator/observer schedules a pre- or post-observation conference, an observation, or other events, you will receive an email notification. The email will include an .ics file so that you can easily add the event to your calendar.

In addition, when your evaluator/observer requests a revision on a form or artifact submission, or submits observation results, you will also receive an email alert, notifying you to log in to the *Reflect* system and review these items.

Below is an example of an email notification to schedule a pre-observation conference.

Notification: Request scheduled by Mila Kunis Inbox x

Teachscape Reflect Team <observations@teachscape.com> 7:38 PM (0 minutes ago) to me

Events in this message

Notification: Request scheduled by Mila Kunis Wed Jul 31, 2013 11am - 12pm (PDT)

Add to Google Calendar Add to calendar

Dear Eva Adams, Practitioner Name

Hi Eva; please bring along your learning plans. Thank you has been scheduled for you by Mila Kunis in association with the Pre-Observation Conference. Please check the time appropriate for your timezone.

07/31/2013 02:00 PM EDT (Eastern)
07/31/2013 01:00 PM CDT (Central)
07/31/2013 00:00 PM MDT (Mountain)
07/31/2013 11:00 AM PDT (Pacific)

Observer or evaluator name

Please double click on the calendar event attachment with this email to save the event on your calendar.

To view the details of this event online:

1. Click on <http://login.teachscape.com> to log into Teachscape.
2. On the Welcome screen, click the Reflect tab in the top left-hand corner to open your overview page.
3. To view the details of this request click the appropriate workflow to open it and see the Pre-Observation Conference.

Sincerely,
The Teachscape Reflect Team

This email message and included links are for the sole use of the intended recipient. Any unauthorized review, use, disclosure or distribution is prohibited.

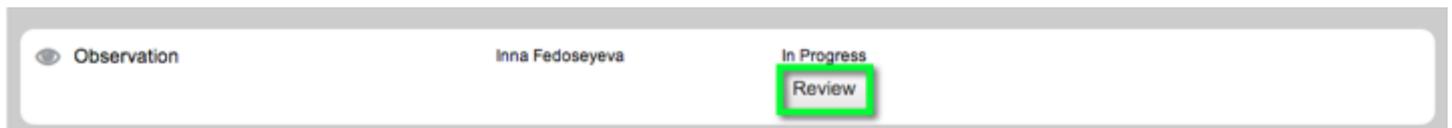
20130720T023818Z_calendar.ics 1K Download Another way to add to calendar

Reflect Help - My Observations and Evaluations ► **Viewing Shared Observation Evidence**

Viewing Shared Observation Evidence

An evaluator or a peer may choose to share notes and evidence with you when conducting an observation on your lesson. When this occurs, you are able to see the evidence collected during your observation before the observer scores and submits the observation summary to you.

You will see your observation as **In Progress**. Select **Review** to see the collected evidence.



Select **View Notes** to review the collected notes and evidence.

Practitioner Grigsby, Neal	Observation Type Live
Title Observation	Frameworks and Components <hr/> 2a: Creating an Environment of Respect and Rapport <hr/> 2b: Establishing a Culture for Learning <hr/> 2c: Managing Classroom Procedures <hr/> 2d: Managing Student Behavior <hr/> 3a: Communicating with Students <hr/> 3b: Using Questioning and Discussion Techniques <hr/> 3c: Engaging Students in Learning
Observation Date Mon, SEP. 23, 2013 - 07:28 pm	
Focus	
Additional Instructions	

[Back](#) [View Notes](#)

Related Topics

- [Viewing Observation Results and the Summary Report](#)

Conducting a Self Observation

You may want to evaluate yourself against your organization's evaluation rubric or conduct a self observation. In order to conduct a self observation, you need to add this observation to your **Additional Observations** first.

1. Locate the **Additional Observations** area on the practitioner overview page and select **Observe Me**.



2. You can view the appropriate observation workflow available to you for **Self-Assessment**. Select **Description** to view the detail for each observation task. You can also select **Show All** to show descriptions for all the observation tasks and **Hide All** to minimize the descriptions.

Overview ► Neal Grigsby ► Create New Workflow

Create New Workflow

Description: Show All • Hide All

Unannounced Observation

► Description

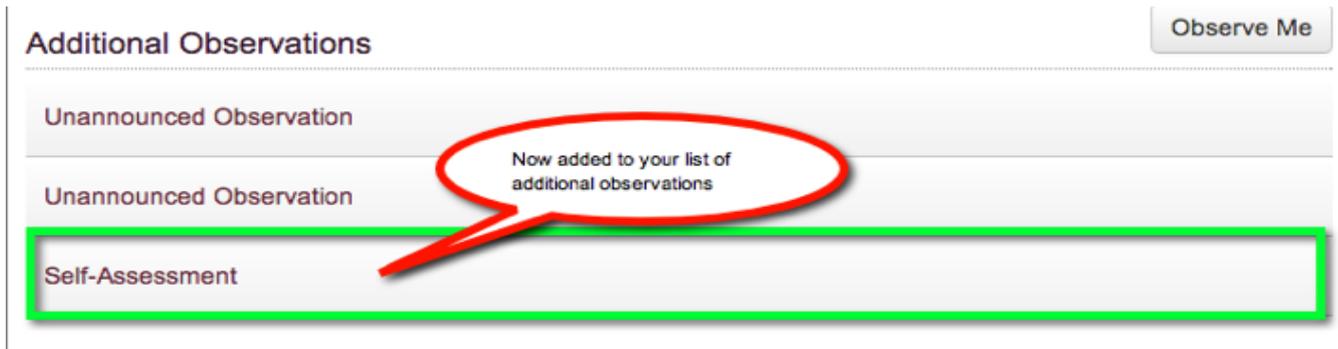
► Description

► Description

Self-Assessment

► Description

3. Select the observation workflow that you want to add, then select **OK**.
4. The observation workflow will now appear in your **Additional Observations**.



5. Once you have added the **Self-Assessment** to your **Additional Observations**, you can start conducting the self observation. Open the workflow for that observation by selecting **Self-Assessment** , locate the observation task, and select **Observe Now** to begin your observation.

Overview ▶ Neal Grigsby ▶ Self-Assessment

Self-Assessment

Task List	Summary	Lead Evaluator: Neal Grigsby	Change evaluators in this task list
Task	Responsible	Activity	
Observation	Neal Grigsby	Not Yet Started	<input type="button" value="Schedule"/> <input type="button" value="Observe Now"/>

View a screencast demonstrating how to conduct a self observation.

Notes

- All practitioners will have the selection for **Observe Me**. However, if your organization has not made observation workflows available to you, you will not have a workflow from which to choose.

Related Topics

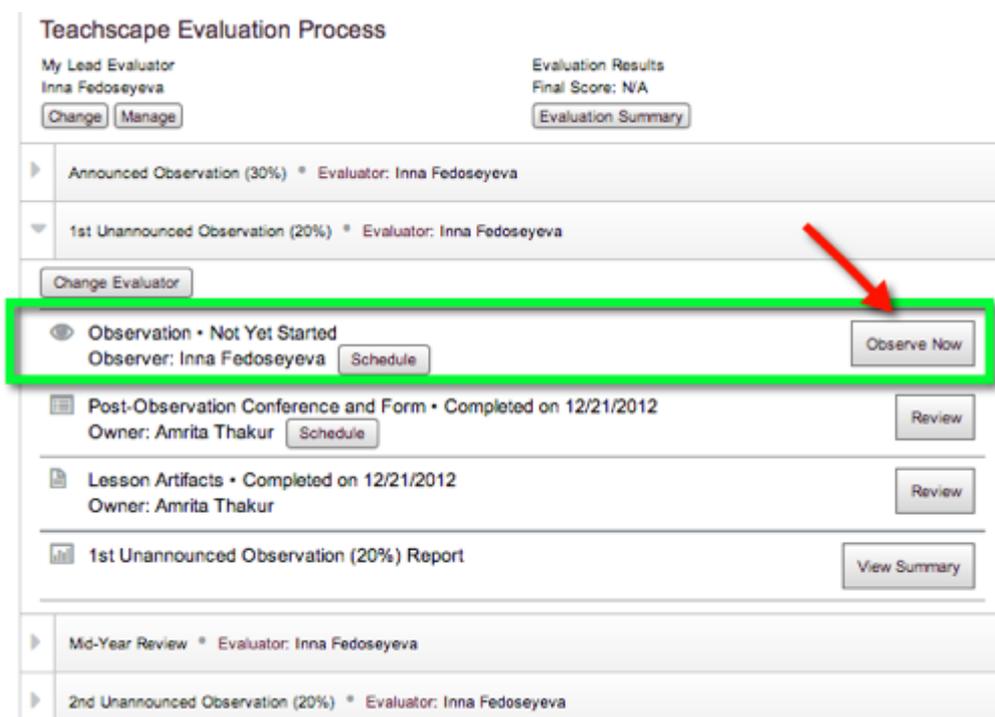
- [Requesting a Peer Observation](#)

Starting an Observation

You can conduct a self assessment or an observation of one of your peers.

Follow these steps to start an observation:

1. Locate and open the observation you would like to conduct. From the observation workflow, locate the observation task and select **Observe Now**.



2. A **Start Observation** confirmation page will open. Select **Start** to continue, or **Cancel** if necessary.
3. Once you confirm the **Start Observation**, you have launched the observation and will be directed to the page on which you can start to take notes and collect evidence. The status of this observation will automatically change from **Not Yet Started** or **Scheduled** to **In Progress**.

View a screencast demonstrating how to start an observation.

Notes

- To navigate through an observation, you can use the navigation links at the top left of your screen. These links are arranged as “breadcrumbs” for easy movement through the different parts of the observation.

Related Topics

- [Collecting and Managing Evidence](#)
- [Aligning Evidence to Rubric Components](#)

Collecting and Managing Evidence

Once you start conducting a self assessment or an observation of one of your peers, you will need to collect evidence. While the observation is in progress, the **Notes and Evidence** page will be open, and you can start taking notes and entering evidence in the text box.

The screenshot shows the 'Notes and Evidence' page for an observation by Neal Grigsby. At the top, there are navigation links: 'Details', 'Notes and Evidence', 'Score', and 'Observation Summary'. A 'Download PDF' button is in the top right. The main area has a text input field with the placeholder 'Enter note here and click on Add button' and an 'Add' button. A callout points to this area with the text 'Enter evidence here'. Below the input field is a 'Timestamp' section with 'On' and 'Off' radio buttons, and a 'Spell Check' button. The observation date is 'Sep 30, 2013'. Three evidence entries are shown: 1. '"George, let's get your eyes on your paper and ready to focus"' with a callout 'Evidence is collected here'. 2. '"I see Amy getting out her notepad and getting to work."' with an 'Edit' callout pointing to a pencil icon in a menu. 3. 'Mr. Grigsby is directing students to the getting started activity on the board.' with an 'Align' callout pointing to a list icon in a menu. At the bottom, there is a 'Save & Finish Later' button, a checkbox for 'Share notes and evidence with practitioner', and a 'Score' button. Callouts explain: 'Select to save your evidence and finish later' (pointing to the button), and 'Select this box to share notes and evidence with the practitioner' (pointing to the checkbox).

As you type in each of your notes, select **Add** or the return key. Your notes will be saved below in the order in which they are entered.

The **Timestamp** is an optional feature that you can turn on or off and records a timestamp of when the evidence was entered into the system.

To help you organize and manage the evidence you collect, you can **Edit**, **Delete**, or tag evidence to relevant components.

Once you have finished collecting evidence and aligning that evidence to components, select **Save & Finish Later** to return to the scoring portion of the observation process at a later time.

View a screencast demonstrating how to collect and manage evidence during an observation.

Notes

- Break up or combine evidence using the edit functionality (pencil icon). This feature enables you to separate evidence collected as one note that may be relevant to different components of your

evaluation rubric.

- The timestamp enables you to see evidence in chronological order with time referenced when tagged to evidence. This feature enables observers to reference evidence easily during the post-conference. A timestamp can also be edited simply by selecting it.
 - Once you have the evidence for the lesson, you can align, or tag, this evidence to specific components of your evaluation framework.
-

Related Topics

- [Collecting and Managing Evidence](#)
- [Using the Spell Checker Tool](#)
- [Aligning Evidence to Rubric Components](#)

Reflect Help - My Observations and Evaluations ► **Using the Spell Checker Tool**

Using the Spell Checker Tool

You can use the spell checker tool to check for typos in the evidence that you have collected.

The Spell Check button is located on the **Notes and Evidence** page.

Grigsby, Neal: [Details](#) ► [Notes and Evidence](#) ► [Score](#) - ► [Observation Summary](#)

Notes and Evidence

Download PDF

Getting started activitu is on the white baod

Add

Timestamp: On Off

Spell Check

Observation date Sep 23, 2013

Michael throws Adam's book to the ground and starts to cru

0

Teacher greets all students by name

0

At any time during or after your evidence collection, select **Spell Check** to run a spell check of the evidence you have collected.

Spell Check

Teacher greets all students by name

Change To:

greet

Suggestions:

- greet
- greenest
- greed's
- green's
- greatest
- grebe's

Change
Change All
Ignore
Ignore All
Finish

Corrections you choose to make will automatically be applied to your evidence.

Aligning Evidence to Rubric Components

To align, or tag, evidence to specific framework components, select the bullet points icon.

Thakur, Amrita: Details ► **Notes and Evidence** ► Score ► Observation Summary

Download PDF

Notes and Evidence

Add

Timestamp: On Off Spell Check

Observation date Sep 26, 2013

Ms. Thakur points out the getting started activity to students and asks them to work silently for 5 minutes. ✎ 🗑️ ☰ 0

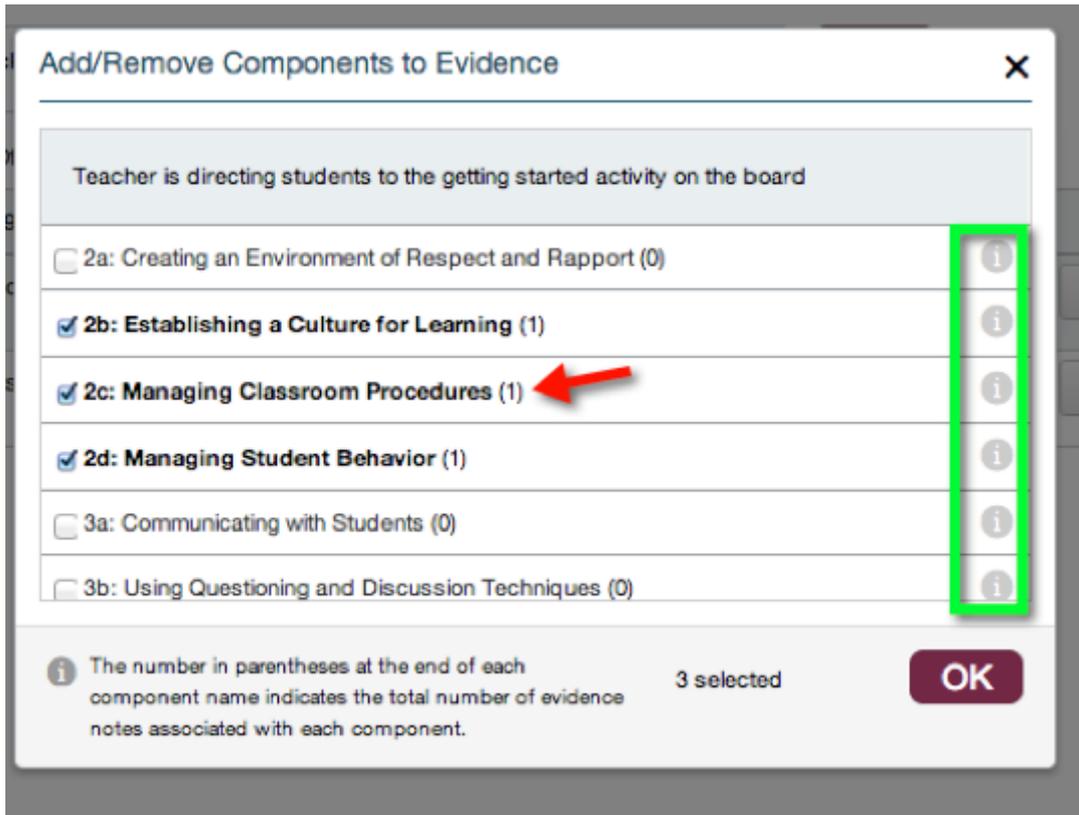
The getting started activity is written in the center of the whiteboard ✎ 🗑️ ☰ 0

Ms. Thakur greets students by name as they enter the classroom ✎ 🗑️ ☰ 0

Save & Finish Later Share notes and evidence with practitioner: Score

The bullet points button appears on the right side of each note and starts with the number “0” because the evidence is not yet aligned to any components. As you add or remove components, this number will update automatically.

When you select this icon, the pop-window to **Add/Remove Components to Evidence** will appear. Select the components from the framework that are applicable to the collected piece of evidence. Each component in the pop-up window has a number in parentheses after it. This number represents the number of evidence notes that have been tagged for each component. For a description of a specific component, select the **i** (information) icon.



Select **OK** when you have finished selecting the applicable components. Repeat the process for each evidence note.

Notes

- You can tag evidence to multiple components, one component, or none.
- If you do not tag a piece of evidence to any components, it will show up as evidence for every component being assessed.

View a screencast demonstrating how to align evidence to rubric components.

Related Topics

- [Collecting and Managing Evidence](#)
- [Scoring Observations](#)

Scoring Observations

After you collect evidence, you can score the observed lesson. To start the scoring process, select **Score** at the bottom right corner of the page.

Thakur, Amrita: Details ► Notes and Evidence ► Score ▼ ► Observation Summary

[Download PDF](#)

Notes and Evidence

Enter note here and click on Add button **Add**

Timestamp: On Off [Spell Check](#)

Observation date Sep 26, 2013

Ms. Thakur points out the getting started activity to students and asks them to work silently for 5 minutes.    3

The getting started activity is written in the center of the whiteboard    2

Ms. Thakur greets students by name as they enter the classroom    2

[Save & Finish Later](#) Share notes and evidence with practitioner: **Score**

You will be taken component by component through a scoring process which includes:

1. An optional summary field: By component, you can add notes, comments, and questions for yourself and the practitioner you are observing.
2. A summary of the evidence collected and tagged to that specific component: Any evidence that has not been tagged will show up for all components.
3. Levels of performance: Here you will assign a level of performance for that component based on your observation. To view a description for a particular level of performance, select the **i** (information) icon.
4. Critical attributes: Some evaluation rubrics include critical attributes associated with each level of performance. You can show or hide critical attributes. You can also select critical attributes to help you describe your own or your colleague's performance.
5. Select **Next** to move from component to component through the scoring process until you have scored all components in your observation.

When you have completed the scoring process, you will see an **Observation Summary** page.

View a screencast demonstrating how to score observations.

Tip

- Select the small downward-facing arrow to the right of **Score**, in the breadcrumbs at the top of the page, to access a drop-down menu that allows you to select the observable component to score and in the order you wish.

- When the critical attributes are expanded, you can select those that apply to your own or your colleague's performance. You can select multiple items for each level, as applicable. You can also select critical attributes outside of the level of performance you assign for a component. Selecting a critical attribute from a level of performance does not automatically assign that level of performance to the component.
- If you need additional details about a component, select ? (help) next to the component and a description will open below. Select ? (help) again to close the description.

Related Topics

- [Aligning Evidence to Rubric Components](#)
- [Completing, Submitting, and Confirming Observations](#)

Completing, Submitting, and Confirming Observations

After you have completed the scoring process, the **Observation Summary** page will display the following:

- Each component and its associated level of performance.
- Details of critical attributes selected and evidence collected for a component. Select the observer name below each component to expand into this view.
- Optional text fields for you to further summarize your findings, including **Areas of Strength, Areas for Growth, Recommendations, and Additional Comments**.

Thakur, Amrita: Details ► Notes and Evidence ► Score - ► **Observation Summary**

Observation
Scores and Evidence

2a: Creating an Environment of Respect and Rapport	
► Fedoseyeva, Inna	Score: 3
2b: Establishing a Culture for Learning	
► Fedoseyeva, Inna	Score: 2
2c: Managing Classroom Procedures	
► Fedoseyeva, Inna	Score: 3
2d: Managing Student Behavior	
► Fedoseyeva, Inna	Score: 3
3a: Communicating with Students	
► Fedoseyeva, Inna	Score: 3
3b: Using Questioning and Discussion Techniques	
► Fedoseyeva, Inna	Score: 2

Areas of Strength Spell Check

Areas for Growth

Recommendations

Additional Comments

Save & Finish Later Submit Full Summary

Select **Save & Finish Later** to leave the observation but return later to edit notes and evidence, align evidence to rubric components, and edit scores and final comments.

Select **Submit** to open a confirmation page before sending the results of the observation to yourself or your colleague. Evidence, scores, and comments can still be modified after selecting **Submit**.

To make any revisions to the comment fields, return to the **Observation Summary** page and **Revise** the observation.

Thakur, Amrita: [Details](#) ▶ [Notes and Evidence](#) ▶ [Score](#) - ▶ [Observation Summary](#)

Observation

Scores and Evidence

2a: Creating an Environment of Respect and Rapport	Fedoseyeva, Inna	Score: 4
2b: Establishing a Culture for Learning	Fedoseyeva, Inna	Score: 4
2c: Managing Classroom Procedures	Fedoseyeva, Inna	Score: 4
2d: Managing Student Behavior	Fedoseyeva, Inna	Score: 3
3a: Communicating with Students	Fedoseyeva, Inna	Score: 3
3b: Using Questioning and Discussion Techniques	Fedoseyeva, Inna	Score: 2
3c: Engaging Students in Learning	Fedoseyeva, Inna	Score: 3
3d: Using Assessment in Instruction	Fedoseyeva, Inna	Score: 2

[Confirm](#) [Revise](#) [Full Summary](#)

The final step is to **Confirm** the observation. Once the observation is confirmed, you will no longer be able to edit any part of the observation.

Thakur, Amrita: [Details](#) ▶ [Notes and Evidence](#) ▶ [Score](#) - ▶ [Observation Summary](#)

Observation

Scores and Evidence

2a: Creating an Environment of Respect and Rapport	Fedoseyeva, Inna	Score: 4
2b: Establishing a Culture for Learning	Fedoseyeva, Inna	Score: 4
2c: Managing Classroom Procedures	Fedoseyeva, Inna	Score: 4
2d: Managing Student Behavior	Fedoseyeva, Inna	Score: 3
3a: Communicating with Students	Fedoseyeva, Inna	Score: 3
3b: Using Questioning and Discussion Techniques	Fedoseyeva, Inna	Score: 2
3c: Engaging Students in Learning	Fedoseyeva, Inna	Score: 3
3d: Using Assessment in Instruction	Fedoseyeva, Inna	Score: 2

[Confirm](#) [Revise](#) [Full Summary](#)

Select **Full Summary** to view this observation summary as a print-friendly or downloadable PDF report.

View a screencast demonstrating how to complete, submit, and confirm observations.

Viewing Observation Results and the Summary Report

Once observations have been submitted or confirmed, you will be able to see observation results.

When observation results have been **submitted**, your evaluator has shared the observation results with you, but the observation can still be edited. When observation results have been **confirmed**, the observation results are locked and can no longer be edited.

Follow these steps to view the observation results:

1. Go to your evaluation workflow, select the appropriate workflow component (observation), and, from the observation tasks, locate the relevant **Observation**.
2. Select **View Summary** to see observation results.
3. You can view each component of the evaluation rubric and the score given by your evaluator. Select the arrow next to the observer's name to open a drop-down menu that displays any collected evidence tagged to that component, critical attributes that your evaluator selected, and component-level feedback.
4. Toward the bottom of the report, you may also see **Recommendations, Additional Comments**, and other notes from your evaluator.
5. The observation summary report is a printable and downloadable report that summarizes each component of the evaluation rubric with its assigned level of performance, any associated evidence or critical attributes, and evaluator comments. Select **Full Summary** to access this report.

Thakur, Amrita: [Details](#) ▶ [Notes and Evidence](#) ▶ [Score](#) - ▶ [Observation Summary](#)

Observation

Scores and Evidence

2a: Creating an Environment of Respect and Rapport
▶ Fedoseyeva, Inna Score: 4
2b: Establishing a Culture for Learning
▶ Fedoseyeva, Inna Score: 4
2c: Managing Classroom Procedures
▶ Fedoseyeva, Inna Score: 4
2d: Managing Student Behavior
▶ Fedoseyeva, Inna Score: 3
3a: Communicating with Students
▶ Fedoseyeva, Inna Score: 3
3b: Using Questioning and Discussion Techniques
▶ Fedoseyeva, Inna Score: 2
3c: Engaging Students in Learning
▶ Fedoseyeva, Inna Score: 3
3d: Using Assessment in Instruction
▶ Fedoseyeva, Inna Score: 2

[Full Summary](#)

View a screencast demonstrating how to view observation results and the observation summary report.

Notes

- If you view the observation summary report while your observation is in progress, you will see any information input to date, but your evaluator will still be able to edit the comments and levels of performance.

Related Topics

- [Viewing Observation Evidence Prior to Your Evaluator Submitting Observation Results](#)

Requesting a Peer Observation

There may be instances when you want to ask one of your peers to conduct an observation of your lesson.

To request a peer observation, you must first add an observation to your **Additional Observations**. Follow these steps to add an observation:

1. Locate the **Additional Observations** area on the practitioner overview page and select **Observe Me**.

Additional Observations

Observe Me

2. You can view the observation workflow available to you. Select **Description** to view the detail for each observation task. You can also select **Show All** to show descriptions for all the observation tasks and **Hide All** to minimize the descriptions.
3. Select the observation workflow that you want to add, and then select **OK**.

Create New Workflow

Description: Show All • Hide All

Unannounced Observation

▶ Description

▶ Description

▶ Description

Self-Assessment

▶ Description

Cancel Workflow

Workflow selected:
Unannounced Observation

OK

4. The observation workflow will now appear in your **Additional Observations**.

Additional Observations

Observe Me

Unannounced Observation

An observation has
now been added

To request your peer to conduct the observation, you must reassign this observation to him or her. Follow these steps to assign an observation to your peer:

1. Open the observation you would like to reassign. This action will open the observation workflow. You are currently listed as the **Lead Evaluator**.

Unannounced Observation

Task List	Summary	Lead Evaluator: Neal Grigsby	Change evaluators in this task list
Task	Responsible	Activity	
Observation	Neal Grigsby	Not Yet Started Schedule Observe Now	
Post-Observation Conference and Form	Neal Grigsby	Not Yet Started Schedule Start	
Lesson Artifacts	Neal Grigsby	Not Yet Started Start	

2. First, select **Change evaluators in this task list**, then select the evaluator whom you would like to conduct the observation, and finally select **Change**.

Change Evaluator ✕

Kristin Hudson khudson@ws.org

Judy Bright j.bright@teachscape.com

Arron Good a.good@teachscape.com

Tamlynn Turney tturney@ttss.org

[Cancel](#) [Change](#)

Select the observer whom you would like to conduct the observation

3. Confirm the change on the confirmation pop-up page to change the lead evaluator.
4. The evaluator will be updated in the observation workflow, and the new evaluator will also be notified by email of the request.

Unannounced Observation

Task List	Summary	Lead Evaluator: Kristin Hudson
Task	Responsible	Activity
👁 Observation	Kristin Hudson	Not Yet Started
📅 Post-Observation Conference and Form	Kristin Hudson	Not Yet Started
📎 Lesson Artifacts	Kristin Hudson	Not Yet Started

Just as you are able to request an observation from a peer, you too may receive a request from a colleague for a peer observation and review. In this instance, you will receive an email notification of the request, and you will be listed as the responsible party for the observation.

View a screencast demonstrating how to request a peer observation.

Note

- All practitioners will have the selection for **Observe Me**. However, if your organization has not made observation workflows available to you, you will not have a workflow from which to choose.

Related Topics

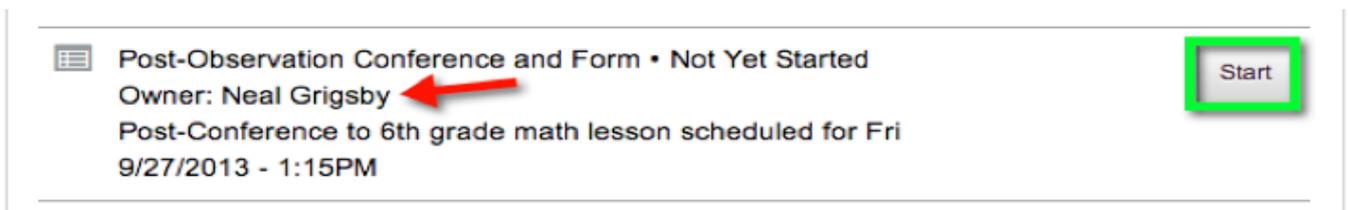
- [Conducting a Self Observation](#)

Completing Forms

Your evaluation and observation workflow may require you to complete a form within *Reflect*.

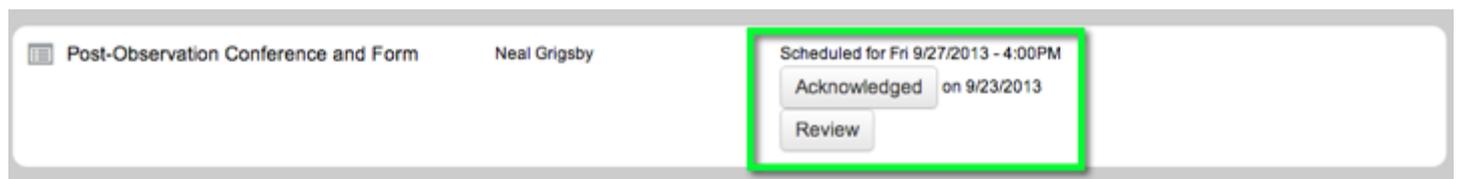
Follow these steps to complete a form:

1. From your observation workflow, locate the observation task that requires you to complete a form. A form that needs to be completed by you will be assigned to **Owner: Your Name**.



2. Select **Start**.
3. Complete the form. The form may include multiple-choice questions or free-form text boxes. Complete the form as you would any online form.
4. If you need to save your work on a form and complete it later, select **Save & Finish Later**.
5. The form is now **In Progress**. Select **Edit** to return to the form.
6. Once you are finished, select **Submit**. Once you select **Submit**, you cannot make changes.
7. You can **Print** the form or **Download as PDF** if you choose.

Once your evaluator has acknowledged receipt of your form, you will be able to see the acknowledgement by selecting **Acknowledged** from the observation workflow. Select **Review** to see the completed form.



View a screencast demonstrating how to complete forms.

Related Topics

- [Attaching Artifacts](#)
- [Revising Forms](#)
- [Reviewing Forms](#)

Reflect Help - My Observations and Evaluations ► **Reviewing Forms**

Reviewing Forms

Follow these steps to view forms that you or your evaluator have completed:

1. From your observation workflow, locate the form that you wish to review.
 2. Select **Review**.
 3. You can choose to view the form online, print it, or download it as a PDF.
-

Related Topics

- [Completing Forms](#)
- [Revising Forms](#)
- [Reviewing Artifacts](#)

Reflect Help - My Observations and Evaluations ► **Revising Forms**

Revising Forms

Your evaluator may request a revision of your form submission. If this is the case, you will receive an email notifying you of this request.

From the observation workflow, locate the task to complete this form.



Select **Edit** to make revisions to the form. When you are finished, select **Submit**.

Related Topics

- [Completing Forms](#)
- [Reviewing Forms](#)
- [Revising Artifacts](#)

Reflect Help - My Observations and Evaluations ► **Attaching Artifacts**

Attaching Artifacts

Your workflow may require you to upload artifacts to an observation or evaluation within *Reflect*.

Follow these steps to attach artifacts to an observation:

1. Locate the artifacts task in your practitioner observation workflow. Select **Start**.

The screenshot displays the 'Teachscape Evaluation Process' for Neal Grigsby (neal@is.org). At the top right is a 'Print' button. The main content area is divided into two sections. The upper section, titled 'Teachscape Evaluation Process', shows 'My Lead Evaluator: Inna Fedoseyeva' and 'Evaluation Results: Final Score: N/A' with an 'Evaluation Summary' button. Below this is a list of observation tasks: 'Announced Observation (30%) * Evaluator: Inna Fedoseyeva', '1st Unannounced Observation (20%) * Evaluator: Inna Fedoseyeva', 'Mid-Year Review * Evaluator: Inna Fedoseyeva', and '2nd Unannounced Observation (20%) * Evaluator: Inna Fedoseyeva'. The lower section lists tasks for Neal Grigsby: 'Observation • Canceled (Observer: Inna Fedoseyeva)', 'Post-Observation Conference and Form • Not Yet Started (Owner: Neal Grigsby) with a 'Start' button, 'Lesson Artifacts • Not Yet Started (Owner: Neal Grigsby) with a 'Start' button highlighted by a green box, and '2nd Unannounced Observation (20%) Report' with a 'View Summary' button.

2. Select **Upload Artifact** to open a document upload window.

Overview > My Evaluation > Lesson Artifacts

Lesson Artifacts

There are no artifacts.



- Note:** The following file types and extensions are supported:
 - Image files: jpg, gif, png, bmp, tif, jpeg, flipchart, flt
 - Office files: pdf, rtf, txt, xls, xlsx, xlst, ppt, pptx, doc, docx
 - Video and Audio files: avi, wmv, flv, mov, mpg, 3gp, wav, aif, mp3, wma, aac, mp4
 - Zip files: zip
- Select the document you would like to upload from your computer and select **Open** to automatically start the document upload process. After your upload is complete, you will see three icons on the right-hand side of the artifact detail.

Overview > My Evaluation > Lesson Artifacts

Lesson Artifacts

Sort by Artifact Name	File Name	Size	Added	Added By	
	EFCPS Sample Lesson Plan.docx	21.84 kB	Thu, September 19, 2013	Neal Grigsby	  





After completing this task you can no longer upload any artifacts.



- Note:** Each artifact should not exceed **25 MB**. However, you can upload as many 25 MB files as needed.
- To edit the file name or description, select the **Edit** icon.
 - To delete the file, select the **Delete** icon.
 - Select **Save & Finish Later** to return to the upload page and add more artifacts. Upload as many documents as you need to by repeating the upload process.
 - When you have finished uploading artifact files to the observation task, select **Submit**. After completing this task, you can no longer add or replace any artifacts.

Once your evaluator has acknowledged receipt of your artifacts, you will be able to see the acknowledgement by selecting **Acknowledged** from the observation workflow. Select **Review** to see the submitted artifacts.



View a screencast demonstrating how to attach artifacts to an observation.

Related Topics

- [Completing Forms](#)
- [Revising Artifacts](#)
- [Reviewing Artifacts](#)

Reflect Help - My Observations and Evaluations ► **Reviewing Artifacts**

Reviewing Artifacts

Follow these steps to view artifacts that you or your evaluator have uploaded:

1. From your observation workflow, locate the form that you wish to review.
 2. Select **Review**.
 3. You will see a list of all uploaded artifacts with details. Select the **Download** icon so that you can download the artifact to your desktop and open and review the document.
-

Related Topics

- [Attaching Artifacts](#)
- [Revising Artifacts](#)
- [Reviewing Forms](#)

Reflect Help - My Observations and Evaluations ► **Revising Artifacts**

Revising Artifacts

Your evaluator may request a revision of your artifacts submission. If this is the case, you will receive an email notifying you of this request.

From the observation workflow, locate the task to complete this form.



Select **Edit** to make revisions to the uploaded artifacts. When you are finished, select **Submit**.

Related Topics

- [Attaching Artifacts](#)
- [Reviewing Artifacts](#)
- [Revising Forms](#)

Reflect Help - My Observations and Evaluations ► **Viewing Additional Measures of Teaching Effectiveness**

Viewing Additional Measures of Teaching Effectiveness

Teachscape *Reflect* supports multiple measures of teaching effectiveness in the teacher evaluation process, including student growth and value-added measures. Data from additional measures can be loaded into *Reflect* via the administrative capabilities assigned to your evaluators.

To view any imported evaluation data in your evaluation workflow, locate the component for the imported data in your evaluation workflow, select it, and view the scores.