

## **DIRECTIONS FOR iObservation TEACHERS**

### **to close out the school year:**

1. Your principal/observer/superintendent will have checked your GROWTH PLAN, if one was created, and will have approved it. If it is awaiting approval, contact your observer.
2. **Check observations, if any, to see if you wish to add/comment.** Click the “Observations” tab on the home screen and navigate to see the status of observations.
3. **Teachers, you are urged to complete a “Reflection Log” for your Growth Plan IF YOU CREATED A GROWTH PLAN.** **Your administrator will likely provide staff meeting time for this.** There are multiple questions to guide “Reflection Log” entries. You may respond to just one of the questions if you wish. Here is a teacher’s reflection log, as an example:

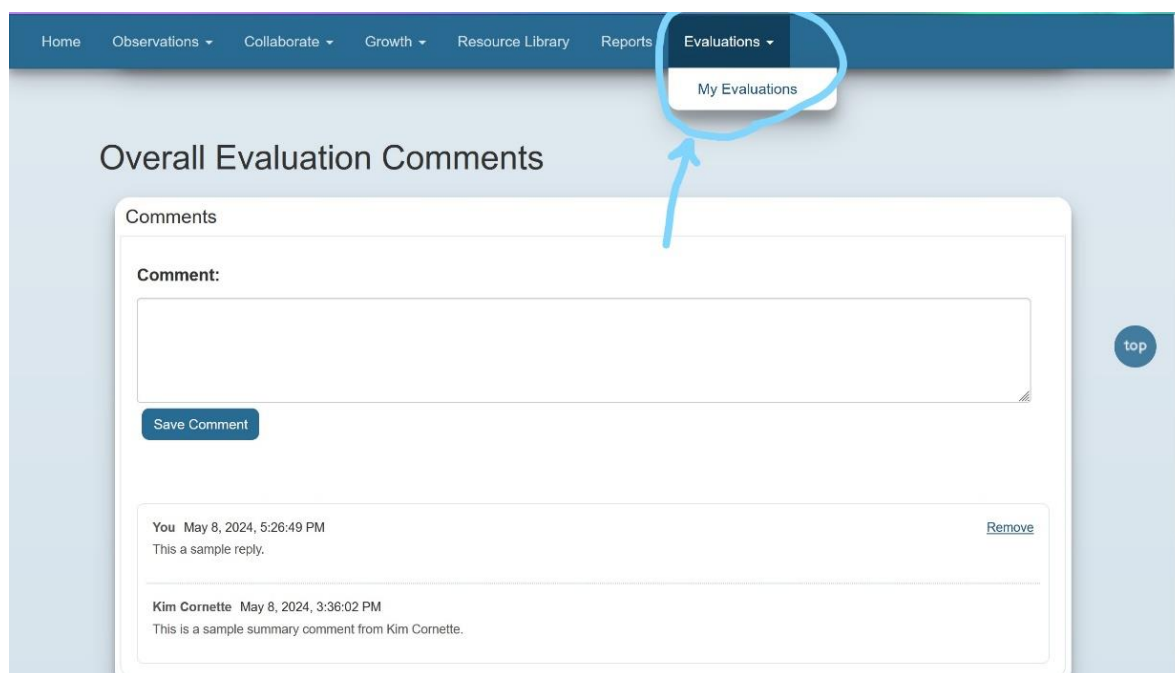
The screenshot displays the 'Reflection Logs' section of the iObservation platform. At the top, a navigation bar includes links for Home, Observations, Collaborate, Growth, Resource Library, Reports, Evaluations, and Manage. Below this, the 'Reflection Logs' header is followed by a 'Hide Past Entries' link. The main content area shows a log entry titled 'Planning Standards-Based Lessons/Units' dated 'Dec 12, 2023 04:43:28 PM'. The log is structured with several questions and corresponding answers:

- What am I learning about the strategy?**  
In working with creating a Unit Plan [redacted], I have discovered the need for flexibility based on the finding out the student's knowledge. Students have been far behind. Therefore, the time I have allotted for lessons has not been sufficient.
- How do I need to prepare my lesson differently?**  
I need to continue making adjustments and have a variety of activities for the students to be able to complete. I need to divide the students more and allow more time for work in class.
- When I am using the strategy, what do I feel is working well for me in terms of evidences of improvement in student behavior/learning?**  
I am improving on breaking the learning proficiencies into parts and outlining when to assess each different part of the scale and levels.
- How am I tracking the impact I have on student learning?**  
I am keeping track of the scores on formative assessments. I am communicating with the students on their progress. I have also have more students asking questions.

On the right side of the log entry, a summary box provides metadata: 'Planning Standards-Based Lessons/Units', 'Created: Dec 12, 2023 04:43:28 PM', and 'Updated: Dec 12, 2023 04:43:28 PM'. A 'top' button is located at the bottom right of the log entry.

4. **Complete a Summative Evaluation response.**

AFTER your observer has entered a “summative evaluation” for you—you will want to navigate to “Evaluations” and then “My Evaluations.” Review your observer’s comments and then add/type your response in the Overall Evaluation Comments box. (See photo.) This is recommended in response to your observers’ summative evaluation comments, but it is not required IF you completed a Reflection Log.



### Sample TEACHER “Overall Evaluation Comments”:

*NOTE: This is meant to be a response to the observer’s comments and also a brief summary of any progress related to your GROWTH GOAL or other professional development progress. You may also mention growth (or needs) related to SBL/proficiency scales. Teachers may utilize the RESOURCE LIBRARY in iObservation to access FTEM as it may provide language or direction for response comments.*

- a. This year, as indicated by my observer, I completed an FTEM self-evaluation in iObservation and chose *Previewing New Content* as my Growth Plan goal for the year. To grow in this area, I intentionally planned lessons to incorporate KWL charts, Anticipation Guides, Preview Questions, and Information Hooks. I completed a short “Reflection Log” midyear for my growth goal and have continued to incorporate strategies throughout the year. I appreciate my observer’s feedback through observations and the Overall Evaluation Comments. As my observer mentioned, I created a science unit based on the NAD Proficiency Scales and implemented it in the third quarter.