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Teachscape *Reflect* User Guide Formal Announced Observation

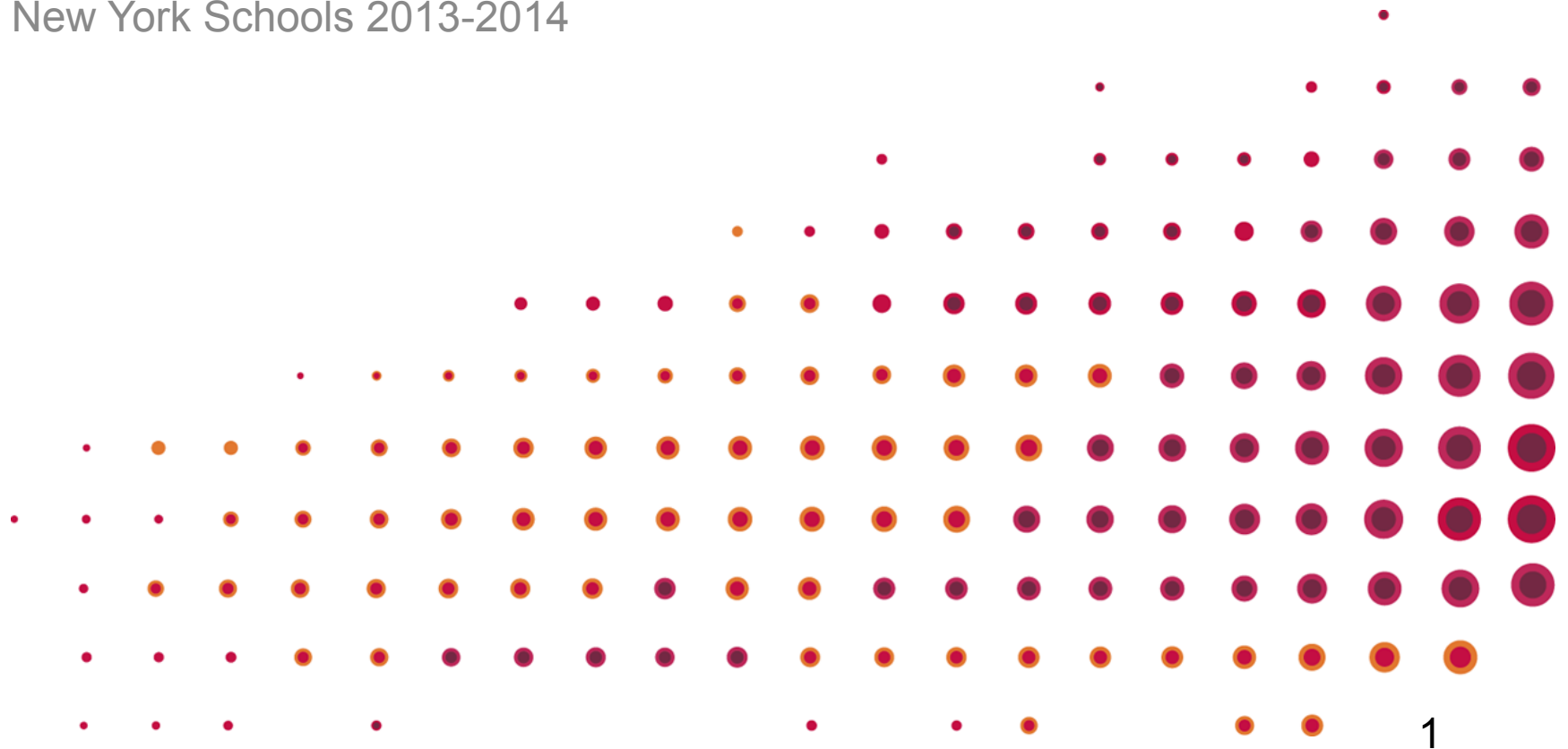New York Schools 2013-2014

Table of Contents

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Getting Started

Log In

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Username

Password

☐ Remember me   Forgot password?

Login

Activate account

teachscape

Welcome Screen

Observer: *Reflect* Dashboard

home   focus   refle   p   NY Guide Principal ▾

Enter a teacher's first or last name in the **Search** field to easily locate the teacher's evaluation

Overview

🔍 tea|

👤 Teacher, NY Guide - ny.guide.teacher@ts.com

Survey	Status	Observer's Name	Teacher's Name	▲ Last Modified On

View all 0 in progress and completed walkthroughs

Observations

Completed: 0		Goal: 4

▶   4   Not Yet Started

▶   0   Scheduled

Reports

- Walkthrough Usage Report
- Walkthrough Data Report
- Multidimensional Walkthrough Report (beta)

Classroom Walkthrough Resources

- Introduction to Classroom Walkthrough
- Implementation and Practice of Classroom Walkthrough
- Data Analysis and Reflection Using Classroom Walkthrough

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Observer: *Reflect* Teacher Evaluation Screen

2013-2014 NY State Teacher Evaluation

Lead Evaluator: NY Guide Principal (Manage Evaluators) (Change Evaluator)
Overall Score: N/A

Evaluation Summary

Link to evaluation summary report

Annual Planning and Goal Setting Conference	
SLO Forms and Artifacts	
Formal Announced Observation #1	⎙
Formal Announced Observation #2	
Informal Unannounced Observation #1	⎙
Informal Unannounced Observation #2	
Portfolio Evaluation	
State Scores	
Local Scores	
Summative Conference and Forms with Domain-Level Evaluation	

Evaluation Steps

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7

Formal Announced Observation
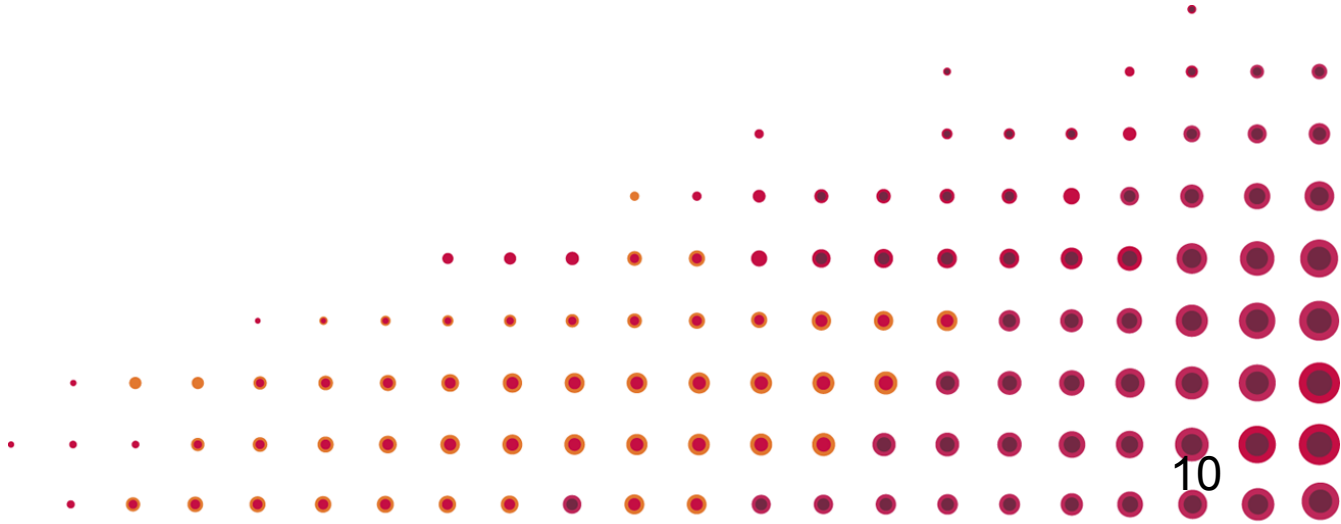
Reflect Teacher Evaluation Screen

2013-2014 NY State Teacher Evaluation

Lead Evaluator: NY Guide Principal (Manage Evaluators) (Change Evaluator)
Overall Score: N/A

Evaluation Summary

Annual Planning and Goal Setting Conference

SLO Forms and Artifacts

Formal Announced Observation #1

Formal Announced Observation #2

Informal Unannounced Observation #1

Informal Unannounced Observation #2

Portfolio Evaluation

State Scores

Local Scores

Summative Conference and Forms with Domain-Level Evaluation

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The Pre-Observation Process

Pre-observation Steps

home   focus   **reflect**   learn   My Video

Overview ▶ NY Guide Teacher ▶ Formal Announced Observation #1

Formal Announced Observation #1

Task List   Summary   Lead Evaluator: NY Guide Principal   Change evaluators in this task list

Task	Responsible	Activity
Pre-observation form and conference	NY Guide Teacher	In Progress - Last modified on 8/29/2013 Schedule
Lesson Plan	NY Guide Teacher	Not Yet Started
Pre-observation Artifacts	NY Guide Teacher	Not Yet Started

Form

Artifacts

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11

Observer: Schedules Pre-Observation Conference

Click **Schedule** to schedule the Pre-observation conference

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Observer: Schedules Pre-Observation Conference

Select date →

👤 Schedule Pre-observation form and conference ✕

◀		August 2013				▶
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

An email notification will be sent to the teacher and Evaluator including the date/time of the conference as well as an .ics attachment file that will allow teacher and Evaluator to add the event to their calendar

Select time → At 3 : 45 PM

→ Schedule Cancel

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Teacher: Submits Pre-Observation Planning Form

| home | focus | ☷ reflect | learn | | My Videos | Help | 👤 NY Guide Teacher ▾ |

Overview ▶ NY Guide Teacher ▶ Formal Announced Observation #1

Formal Announced Observation #1

Task List **Summary**   Lead Evaluator: NY Guide Principal

Task	Responsible	Activity
📋 Pre-observation form and conference	NY Guide Teacher	In Progress - Last modified on Aug Edit
📄 Lesson Plan	NY Guide Teacher	Not Yet Started Start
📄 Pre-observation Artifacts	NY Guide Teacher	Not Yet Started Start

Teacher starts to complete pre-observation form

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14

Teacher: Submits Pre-Observation Planning Form

Overview ▶ NY Guide Teacher ▶ Formal Announced Observation #1 ▶ Pre-observation form and conference

NY State Danielson Pre-Observation Form

Please complete this form prior to your scheduled observation.

Print   Download as PDF

Last saved Thu, Aug 29, 2013 12:09 PM

Save Now

Started Thu, Aug 29, 2013 9:40 AM

Pre-observation (Planning) Form

1. To which part of your curriculum does this lesson relate? *

Respond to each question
(no maximum field length)

2. How does this learning "fit" in the sequence of

8. Is there anything that you would like me to specifically observe during the lesson?

Save & Finish Later if working on this over time

Submit button makes form available for observer review

Save & Finish Later

Submit

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15

Teacher: Submit Lesson Plan

Overview ▶ NY Guide Teacher ▶ Formal Announced Observation #1

Formal Announced Observation #1

Task List | **Summary** | **Lead Evaluator:** NY Guide Principal

| Task	Responsible	Activity
Pre-observation form and conference	NY Guide Teacher	Completed On August 29, 2013 Review
Lesson Plan	NY Guide Teacher	Not Yet Started Start
Pre-observation Artifacts	NY Guide Teacher	Not Yet Started Start

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16

Teacher: Submit Lesson Plan
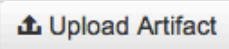
Overview ▶ My Evaluation ▶ Lesson Plan

Use these buttons to download, add notes, or delete uploaded artifacts

Lesson Plan

Sort by Artifact Name	File Name	Size	Added	Added By			
Lesson plan.docx	Lesson plan.docx	23.74 kB	Thu, August 29, 2013	NY Guide Teacher	⬇	✎	🗑

⬆ Upload Artifact

Upload your artifacts (documents, scanned paperwork, pictures, etc.)

Save & Finish Later

When you have more artifacts to upload, click **Save & Finish Later**

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

When all artifacts are uploaded, click **Submit**

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17

Teacher: Submit Pre-Observation Artifacts

Formal Announced Observation #1

| Task List | Summary | Lead Evaluator: NY Guide Principal |

Task	Responsible	Activity
📋 Pre-observation form and conference	NY Guide Teacher	Completed On August 29, 2013 Review
📄 Lesson Plan	NY Guide Teacher	Not Yet Started Start
📄 Pre-observation Artifacts	NY Guide Teacher	Not Yet Started Start

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18

Teacher: Submit Pre-Observation Artifacts

| home | focus | reflect | learn | | My Videos | Help | NY Guide Teacher |

Overview ▶ My Evaluation ▶ Pre-observation Artifacts

📄 Pre-observation Artifacts

Use these buttons to download, add notes, or delete uploaded artifacts

Sort by Artifact Name	File Name	Size	Added	Added By			
pop quiz.docx	pop quiz.docx	23.72 kB	Thu, August 29, 2013	NY Guide Teacher	⬇	✎	🗑

⬆ Upload Artifact

Upload your artifacts (documents, scanned paperwork, pictures, etc.)

Save & Finish Later

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

When you have more artifacts to upload, click **Save & Finish Later**

When all artifacts are uploaded, click **Submit**

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19

Observer: Reviews Planning Form, Lesson Plan & Artifacts

The Formal Announced Observation

Observer: Schedules Observation

Observer: Observes Lesson & Collects Evidence

Observer: Observes Lesson & Collects Evidence

home   focus   **reflect**   learn   My Videos   Help   NY Guide Principal ▾

Teacher, NY Guide: Details ▶ **Notes and Evidence** ▶ Score ▾ ▶ Observation Summary

Notes and Evidence

Teacher asks "Why is this an important learning goal for us?"   **Add** ⬅

Timestamp: ⦿ On   ○ Off   ⬅   **Option: Timestamp on or off**

Observation date Aug 29, 2013

t greets ss at the door by name   ✏️   🗑️   ☰ 0

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

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Observer: Observes Lesson & Collects Evidence

Teacher, NY Guide: Details ▶ **Notes and Evidence** ▶ Score ▾ ▶ Observation Summary

Notes and Evidence

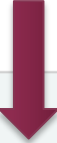[   ]   **Add**

Timestamp: ⦿ On   ○ Off

Align

Observation date Aug 29, 2013

Teacher asks "Why is this an important learning goal for us?"   **Edit** ➡️   [✏️] [🗑️] [☰ 0]

t greets ss at the door by name   **Delete** ➡️   [✏️] [🗑️] [☰ 0]

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

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Observer: Aligns Evidence with Framework

Associate Components with Evidence ✕

Teacher asks "Why is this an important learning goal for us?"

☐ 1a: Demonstrating Knowledge of Content and Pedagogy (0) ⓘ

☐ 1b: Demonstrating Knowledge of Students (0) ⓘ

☐ 1c: Setting Instructional Outcomes (0) ⓘ

☐ 1d: Demonstrating Knowledge of Resources (0) ⓘ

☐ 1e: Designing Coherent Instruction (0) ⓘ

☐ 1f: Designing Student Assessments (0) ⓘ

Select Component

Review component description

ⓘ The number in parentheses at the end of each component name indicates the total number of evidence notes associated with each component.

OK

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Observer: Shares Evidence with Teacher

Teacher, NY Guide: Details ▶ **Notes and Evidence** ▶ Score ▾ ▶ Observation Summary

Notes and Evidence

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

Timestamp: ⦿ On   ◯ Off

Observation date Aug 29, 2013

| Teacher asks "Why is this an important learning goal for us?" | ✏️ 🗑️ ☰ 1 |
| Teacher greets students at the door by name | ✏️ 🗑️ ☰ 2 |

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

Click to share the notes and evidence with the teacher

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27

Observer: Completes Scoring

Teacher, NY Guide: Details ▶ **Notes and Evidence** ▶ Score ▾ ▶ Observation Summary

Notes and Evidence

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

Timestamp: ⦿ On ○ Off

Observation date Aug 29, 2013

Teacher asks "Why is this an important learning goal for us?" ✏️ 🗑️ ☰ 1

Teacher greets students at the door by na.... ✏️ 🗑️ ☰ 2

Save & Finish Later

Click **Score** to score the first component and move to the next component in sequence ➡️ **Score**

Observer: Completes Scoring

Review rubric language

Observer: Completes Scoring

Teacher, NY Guide: Details ▶ Notes and Evidence ▶ Score ▾ ▶ **Observation Summary**

Announced Observation #1

Scores and Evidence

1a: Demonstrating Knowledge of Content and Pedagogy	
▶ **Principal, NY Guide**	Score: 3

1b: Demonstrating Knowledge of Students	
▶ **Principal, NY Guide**	Score: 2

1c: Setting Instructional Outcomes	
▶ **Principal, NY Guide**	Score: 3

1d: Demonstrating Knowledge of Resources	
▶ **Principal, NY Guide**	Score: 3

1e: Designing Coherent Instruction	
▶ **Principal, NY Guide**	

Areas of Strength

Areas for Growth

Recommendations

Click **Submit** to share scores with teacher

Click **Save & Finish Later** to complete at a later time

Save & Finish Later

Submit   Full Summary

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30

Teacher: Review Observer's Scoring

The Post-Observation Process

Observer: Schedules Post-Observation Conference

📄 Lesson Plan [Request Revision]	NY Guide Teacher	Completed On 8/29/2013 [Review]
📄 Pre-observation Artifacts [Request Revision]	NY Guide Teacher	Completed On 8/29/2013 [Review]
👁 Announced Observation #1	NY Guide Principal	Completed On 8/29/2013 [Edit]
📋 Post-observation form and conference	NY Guide Teacher	In Progress - Last modified on 8/29/2013 [Schedule]
📄 Post-observation artifacts - Teacher	NY Guide Teacher	Not Yet Started
📄 Post-observation artifacts - Evaluator	NY Guide Principal	Not Yet Started [Start]

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33

Teacher: Completes Post-Observation Reflection Form

Teacher: Upload Post-Observation Artifacts

home   focus   ▦ reflect   learn   My Videos   Help   👤 NY Guide Teacher ▾

📄 Pre-observation Artifacts   NY Guide Teacher   Completed On August 29, 2013
                                                            [Review]

👁 Announced Observation #1   NY Guide Principal   Completed On August 29, 2013
                                                            [Review]

📋 Post-observation form and conference   NY Guide Teacher   Scheduled for Thu 8/29/2013 - 12:45PM
                                                            In Progress - Last modified on August 29, 2013
                                                            [Edit]

📄 Post-observation artifacts - Teacher   NY Guide Teacher   Not Yet Started
                                                            [Start] ⬅

📄 Post-observation artifacts - Evaluator   NY Guide Principal   Not Yet Started

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Teacher: Upload Post-Observation Artifacts

home   focus   ::: reflect   learn   My Videos   Help   👤 NY Guide Teacher ▾

Overview ▶ My Evaluation ▶ Post-observation artifacts - Teacher

📄 Post-observation artifacts - Teacher

Use these buttons to download, add notes, or delete uploaded artifacts

Sort by Artifact Name	File Name	Size	Added	Added By			
Samples of student work.docx	Samples of student work.docx	24.22 kB	Thu, August 29, 2013	NY Guide Teacher	📥	✏️	🗑️

⬆ Upload Artifact

Upload your artifacts (documents, scanned paperwork, pictures, etc.)

Save & Finish Later

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

When you have more artifacts to upload, click **Save & Finish Later**

When all artifacts are uploaded, click **Submit**

::: teachscape

36

Observer: Review Post-Observation Form & Artifacts

Observer: Upload Post-Observation Artifacts

Observer: Upload Post-Observation Artifacts

home   focus   ▦ reflect   learn   My Videos   Help   👤 NY Guide Principal ▾

Overview ▶ My Evaluation ▶ Post-observation artifacts - Evaluator

📄 Post-observation artifacts - Evaluator

Use these buttons to download, add notes, or delete uploaded artifacts

Sort by Artifact Name	File Name	Size	Added	Added By			
Samples of student work.docx	**Samples of student work.docx**	**24.22 kB**	**Thu, August 29, 2013**	**NY Guide Principal**	📥	✎	🗑

⬆ Upload Artifact

Upload your artifacts (documents, scanned paperwork, pictures, etc.)

Save & Finish Later

When you have more artifacts to upload, click **Save & Finish Later**

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

When all artifacts are uploaded, click **Submit**

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39

Teacher: Review Observer's Post-Observation Artifacts

Observer: Confirm Scores

Observer: Confirm Scores

Teacher, NY Guide: Details ▶ Notes and Evidence ▶ Score ▾ ▶ **Observation Summary**

Announced Observation #1

Scores and Evidence

1a: Demonstrating Knowledge of Content and Pedagogy

▸	Principal, NY Guide	Score: 3

1b: Demonstrating Knowledge of Students

▸	Principal, NY Guide	Score: 2

1c: Setting Instructional Outcomes

▸	Principal, NY Guide	Score: 3

1d: Demonstrating Knowledge of Resources

▸	Principal, NY Guide	Score: 3

1e: Designing Coherent Instruction

Click **Revise** to make changes to the scores

Click **Confirm** to finalize the scores for the formal observation

Confirm   Revise   **Full Summary**

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42

Creating Additional Observations

Observer: Creating Additional Observations

Additional Formal or Informal Observations can be created by clicking here

Note: Observations, once created, cannot be deleted, and will impact the overall score.

Help Resources

Need help?.

home   reflect   learn   My Videos   **Help**   PS Principal01 ▾

Teachscape *Reflect* Online Help

This page provides links to Online Help Guides and Video Tutorials for this system.

Reflect for Evaluations and Observations

Video Tutorial Topic:	Applies to:
Getting Started:	
Orientation to Managing Your Evaluations & Observations	👥

Orientation to the Teacher Eva...

Pre-Observation:

Locating Teachers to Evalu...
Scheduling Observations a...
Reassigning Observations...
Resetting In-Progress Obs...
Additional Observations

Completing Forms for an O...
Attaching Artifacts to an Ob...

Conduct Observation, Collect...

Technical Support

Teachscape offers technical support for its users in multiple ways. Simply call the toll-free support hotline phone number, send an email to the support address, or submit an online support request as outlined below.

Toll-Free Support Hotline Phone Number: 1-888-479-7600

Telephone support is available Monday to Friday from 8:00 a.m.–9:00 p.m. Eastern Standard Time (EST).

Support Email Address: support@teachscape.com

You can send an email 24 hours a day. A support representative will get back to you as quickly as possible during the following business hours: Monday to Friday from 8:00 a.m.–9:00 p.m. EST.

Online Support—Website Request Form

You can submit an online support request 24 hours a day by filling out the form on this web page: https://www.teachscape.com/other/technical-support.html.

Your request will be addressed as quickly as possible during the following business hours: Monday to Friday from 8:00 a.m.–9:00 p.m. EST.

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