

Teachscape *Reflect* User Guide Formal Announced Observation

New York Schools 2013-2014

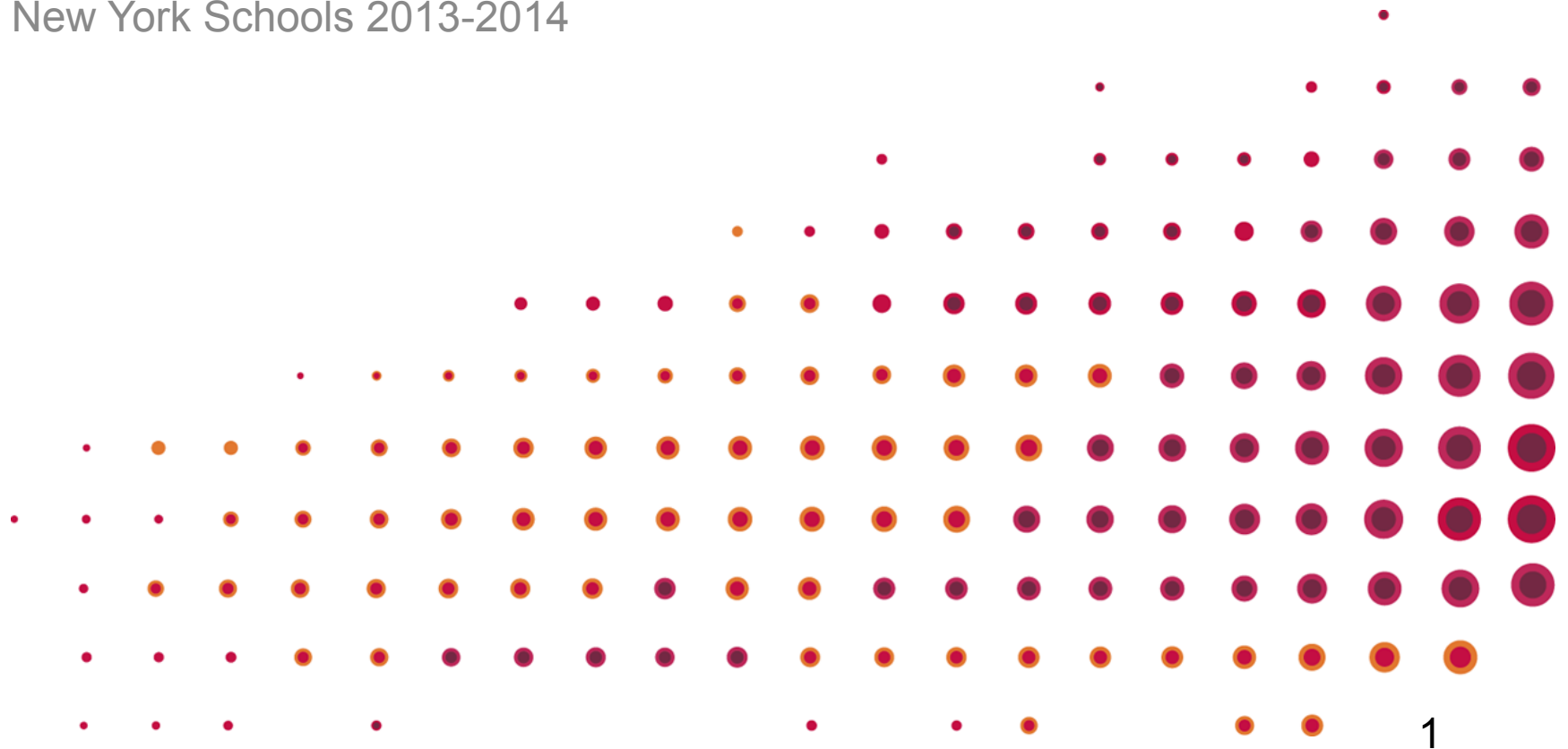


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Getting Started



Log In

Training Site: <http://training2.teachscape.com>

Live Site: <http://login.teachscape.com>



Username

Password

Remember me

[Forgot password?](#)

Login

[Activate account](#)

Welcome Screen

home

focus

reflect

learn

My Videos

Help

NY Guide Principal



Welcome, NY Guide Principal



Welcome to Teachscape!

Teachscape is a comprehensive video-rich online environment designed to closely integrate professional development with observation and review practices. The Teachscape platform supports the growth and development of every educator by focusing on definition of great teaching and suggestions for practical application of best practices. Teachscape builds educators' skills and confidence by providing a clear and targeted learning roadmap resulting in more effective instructional practices and greater student outcomes.

- ▶ Teachscape Focus
- ▶ Teachscape Reflect
- ▶ Teachscape Learn

Featured Resource



Targeted Learning Resource

Establishing Expectations for Classroom Procedures

Research shows that one of the most striking differences between more effective and less effective classroom management is how well teachers establish classroom

teachscape



login.teachscape.com/web/?jsessionid=18ecrtxhzx24j1mv98591ml0uo#/dashboard


Technical Support


Send Feedback to Teachscape

teachscape

Observer: *Reflect* Dashboard

home focus  **refle** Enter a teacher's first or last name in the **Search** field to easily locate the teacher's evaluation  NY Guide Principal ▾

Overview 

 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

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

Formal Announced Observation






Reflect Teacher Evaluation Screen

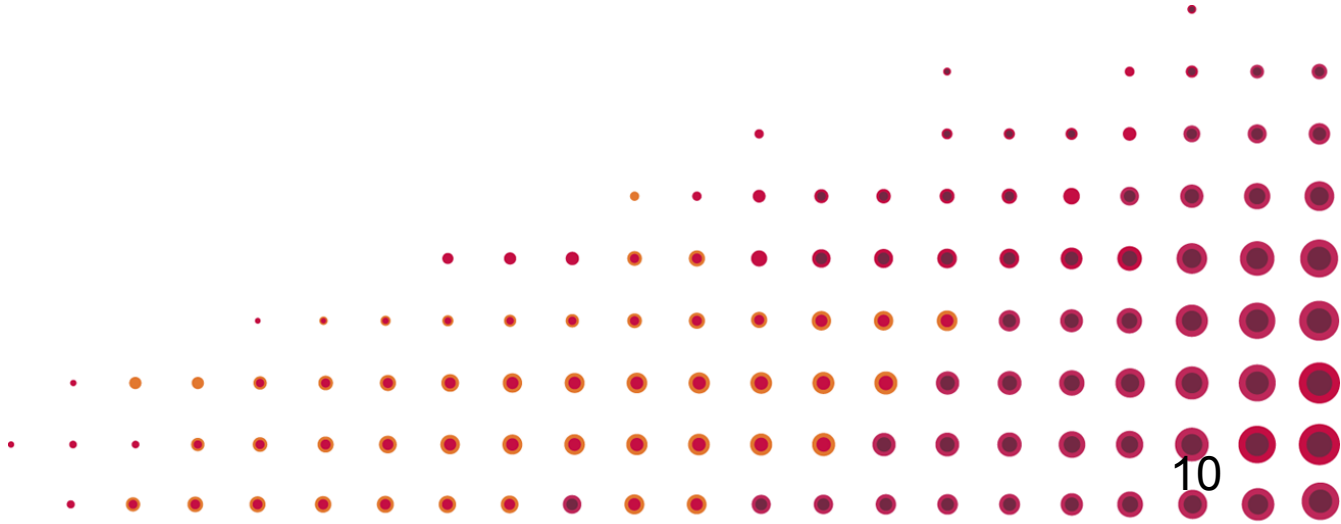
2013-2014 NY State Teacher Evaluation

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	

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

Observer: Schedules Pre-Observation Conference

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 <input type="button" value="Schedule"/>
 Lesson Plan	NY Guide Teacher	Not Yet Started
 Pre-observation Artifacts	NY Guide Teacher	Not Yet Started

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

Observer: Schedules Pre-Observation Conference

Select date →

Select time →

At 3 : 45 PM

Schedule Cancel

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

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





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  <input type="button" value="Edit"/>
 Lesson Plan	NY Guide Teacher	Not Yet Started <input type="button" value="Start"/>
 Pre-observation Artifacts	NY Guide Teacher	Not Yet Started <input type="button" value="Start"/>

Teacher starts to complete pre-observation form

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

Save & Finish Later





Submit button makes form available for observer review

Submit

Teacher: Submit Lesson Plan

Overview ▶ NY Guide Teacher ▶ Formal Announced Observation #1

Formal Announced Observation #1




Task	Responsible	Activity
 Pre-observation form and conference	NY Guide Teacher	Completed On August 29, 2013 <input type="button" value="Review"/>
 Lesson Plan	NY Guide Teacher	Not Yet Started <input type="button" value="Start"/> 
 Pre-observation Artifacts	NY Guide Teacher	Not Yet Started <input type="button" value="Start"/>

Teacher: Submit Lesson Plan

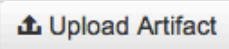
Use these buttons to download, add notes, or delete uploaded artifacts

Overview ▶ My Evaluation ▶ Lesson Plan

Lesson Plan

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







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**

Teacher: Submit Pre-Observation Artifacts

Overview ▶ NY Guide Teacher ▶ Formal Announced Observation #1

Formal Announced Observation #1




Task	Responsible	Activity
 Pre-observation form and conference	NY Guide Teacher	Completed On August 29, 2013 <input type="button" value="Review"/>
 Lesson Plan	NY Guide Teacher	Not Yet Started <input type="button" value="Start"/>
 Pre-observation Artifacts	NY Guide Teacher	Not Yet Started <input type="button" value="Start"/> 

Teacher: Submit Pre-Observation Artifacts


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

Overview ▶ My Evaluation ▶ Pre-observation Artifacts

Pre-observation Artifacts

Sort by Artifact Name	File Name	Size	Added	Added By	
	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



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**

Observer: Reviews Planning Form, Lesson Plan & Artifacts

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 Request Revision	NY Guide Teacher	Completed On 8/29/2013 Schedule Review ←
 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 ←

Returns to teacher for edits

The Formal Announced Observation



Observer: Schedules Observation

home focus **reflect** learn

Lesson Plan NY Guide Teacher Completed On 8/29/2013

Pre-observation Art Completed On 8/29/2013

Announced Observ

Schedule Announced Observation #1


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


At 12 : 30 PM

Descriptor (optional)
(Enter a descriptor for what you are scheduling. Examples are Pre-Conference or Due.)

Observer: Observes Lesson & Collects Evidence

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 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 G	Not Yet Started	Observe Now

Click Observe Now to start observation 

Observer: Observes Lesson & Collects Evidence

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

Observer: Observes Lesson & Collects Evidence

Teacher, NY Guide: [Details](#) ▶ **Notes and Evidence** ▶ [Score](#) ▾ ▶ [Observation Summary](#)

Notes and Evidence

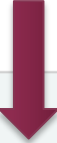
Add

Timestamp: On Off

Observation date Aug 29, 2013

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

Edit    0

Align


t greets ss at the door by name

Delete    0

Save & Finish Later

Share notes and evidence with practitioner:

Score

Observer: Aligns Evidence with Framework

Associate Components with Evidence ×

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

<input type="checkbox"/> 1a: Demonstrating Knowledge of Content and Pedagogy (0)	i
<input type="checkbox"/> 1b: Demonstrating Knowledge of Students (0)	i
<input type="checkbox"/> 1c: Setting Instructional Outcomes (0)	i
<input type="checkbox"/> 1d: Demonstrating Knowledge of Resources (0)	i
<input type="checkbox"/> 1e: Designing Coherent Instruction (0)	i
<input type="checkbox"/> 1f: Designing Student Assessments (0)	i

Select Component **Review component description**

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

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?"



Teacher greets students at the door by name



Save & Finish Later

Click to share the notes and evidence with the teacher

Share notes and evidence with practitioner:



Score

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 name

   2

Save & Finish Later

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



Score

Observer: Completes Scoring

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

Score: **2a: Creating an Environment of Respect and Rapport** ?

Summary (optional)

Space for summary comments

Select level of performance for this component

Teacher greets students at the door by name
12:28 pm



Select critical attributes

Review rubric language

Levels of Performance

- N/A Insufficient Evidence Show critical attributes
- 1 Ineffective Show critical attributes
- 2 Developing Show critical attributes
- 3 Effective Hide critical attributes
- 4 Highly Effective Show critical attributes

Talk between teacher and students and among students is uniformly respectful.

Teacher responds to disrespectful behavior among students.

Teacher makes superficial connections with individual students.

Back

Save & Finish Later

Next

Observer: Completes Scoring

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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

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

 **Submit** **Full Summary**

Teacher: Review Observer's Scoring

Task	Responsible	Activity
 Pre-observation form and conference	NY Guide Teacher	Completed On August 29, 2013 Review
 Lesson Plan	NY Guide Teacher	Completed On August 29, 2013 Review
 Pre-observation Artifacts	NY Guide Teacher	Completed On August 29, 2013 Review
 Announced Observation #1	NY Guide Principal	Completed On August 29, 2013 Review 



The Post-Observation Process









Observer: Schedules Post-Observation Conference



home	focus	reflect	learn	My Videos	Help	NY Guide Principal
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		







Teacher: Completes Post-Observation Reflection Form

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 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

Teacher: Upload Post-Observation Artifacts

home focus  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

Teacher: Upload Post-Observation Artifacts


Overview ▶ My Evaluation ▶ Post-observation artifacts - Teacher

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

Post-observation artifacts - Teacher

Sort by Artifact Name	File Name	Size	Added	Added By	
	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



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**







Observer: Review Post-Observation Form & Artifacts

home focus  learn My Videos Help  NY Guide Principal ▾

 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	Request Revision	NY Guide Teacher	Scheduled for Thu 8/29/2013 - 12:45PM Completed On 8/29/2013	Reschedule Review 
 Post-observation artifacts - Teacher	Request Revision	NY Guide Teacher	Completed On 8/29/2013	Review 

Observer: Upload Post-Observation Artifacts

home focus  learn My Videos Help  NY Guide Principal ▾

 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	Request Revision	NY Guide Teacher	Scheduled for Thu 8/29/2013 - 12:45PM Completed On 8/29/2013 Reschedule Review
 Post-observation artifacts - Teacher	Request Revision	NY Guide Teacher	Completed On 8/29/2013 Review
 Post-observation artifacts - Evaluator		NY Guide Principal	Not Yet Started Start 

Observer: Upload Post-Observation Artifacts


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

Overview ▶ My Evaluation ▶ Post-observation artifacts - Evaluator

Post-observation artifacts - Evaluator

Sort by Artifact Name	File Name	Size	Added	Added By	
	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**

Teacher: Review Observer's Post-Observation Artifacts

home	focus		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 Completed On August 29, 2013	Review		
	Post-observation artifacts - Teacher	NY Guide Teacher	Completed On August 29, 2013	Review		
	Post-observation artifacts - Evaluator	NY Guide Principal	Completed On August 29, 2013	Review		

Observer: Confirm Scores

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 Request Revision	NY Guide Teacher	Completed On 8/29/2013 Schedule Review	
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	In Progress Cancel Edit	

Observer: Confirm Scores

The screenshot shows the Reflect interface for an observer. At the top, there is a navigation bar with tabs for 'home', 'focus', 'reflect', and 'learn'. On the right side of the navigation bar, there are links for 'My Videos', 'Help', and a user profile for 'NY Guide Principal'. Below the navigation bar, the breadcrumb trail reads 'Teacher, NY Guide: Details > Notes and Evidence > Score > Observation Summary'. The main content area is titled 'Announced Observation #1' and 'Scores and Evidence'. It lists five observation categories with their respective scores: 1a: Demonstrating Knowledge of Content and Pedagogy (Score: 3), 1b: Demonstrating Knowledge of Students (Score: 2), 1c: Setting Instructional Outcomes (Score: 3), 1d: Demonstrating Knowledge of Resources (Score: 3), and 1e: Designing Coherent Instruction (Score: 3). At the bottom of the interface, there are three buttons: 'Confirm', 'Revise', and 'Full Summary'. A red arrow points to the 'Revise' button with the text 'Click **Revise** to make changes to the scores'. Another red arrow points to the 'Confirm' button with the text 'Click **Confirm** to finalize the scores for the formal observation'.

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

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	Score: 3

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

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

Confirm Revise Full Summary

Creating Additional Observations



Observer: Creating Additional Observations

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Overview ▶ NY Guide Teacher

NY Guide Teacher ny.guide.teacher@ts.com

Print

2013-2014 NY State Teacher Evaluation

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

Annual Planning and Goal Setting Conference	
SLO Forms and Artifacts	
Formal Announced Observation #1	
Formal Announced Observation #2	
Informal Unannounced Observation #1	

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

Additional Formal or Informal Observations can be created by clicking here



Help Resources



Need help?.



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 Evaluation Process
Pre-Observation:
Locating Teachers to Evaluate
Scheduling Observations and
Reassigning Observations
Resetting In-Progress Observations
Additional Observations
Completing Forms for an Observation
Attaching Artifacts to an Observation
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.

