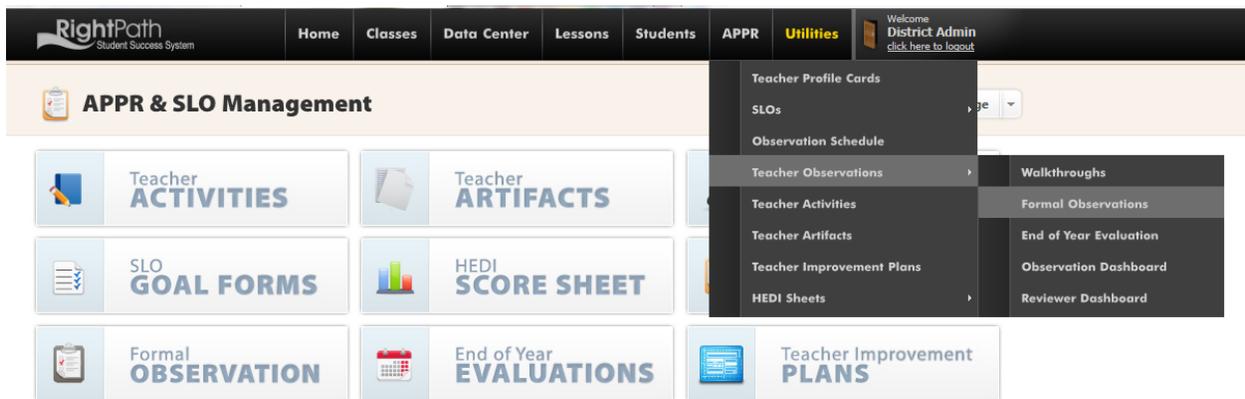


# Formal Observation Platform

RightPath's™ Formal Observation platform enables users to collaborate and view observations in the classroom. The platform allows administrators to record observations on the customizable protocol adopted by the school district. The Formal Observation platform can be used on tablets, smartphones, and various other electronic mobile devices.

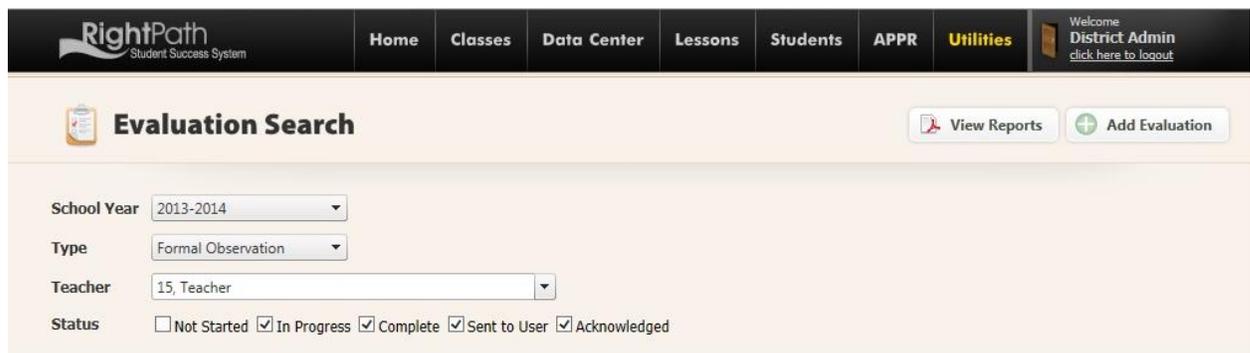
## Accessing Formal Observations

Formal Observations are accessible from the APPR dropdown menu at the top of any page in RightPath™. To access the platform, go to the '**APPR**' dropdown menu. From the dropdown list, select '**Observations**' and then click on the '**Formal Observations**' option.

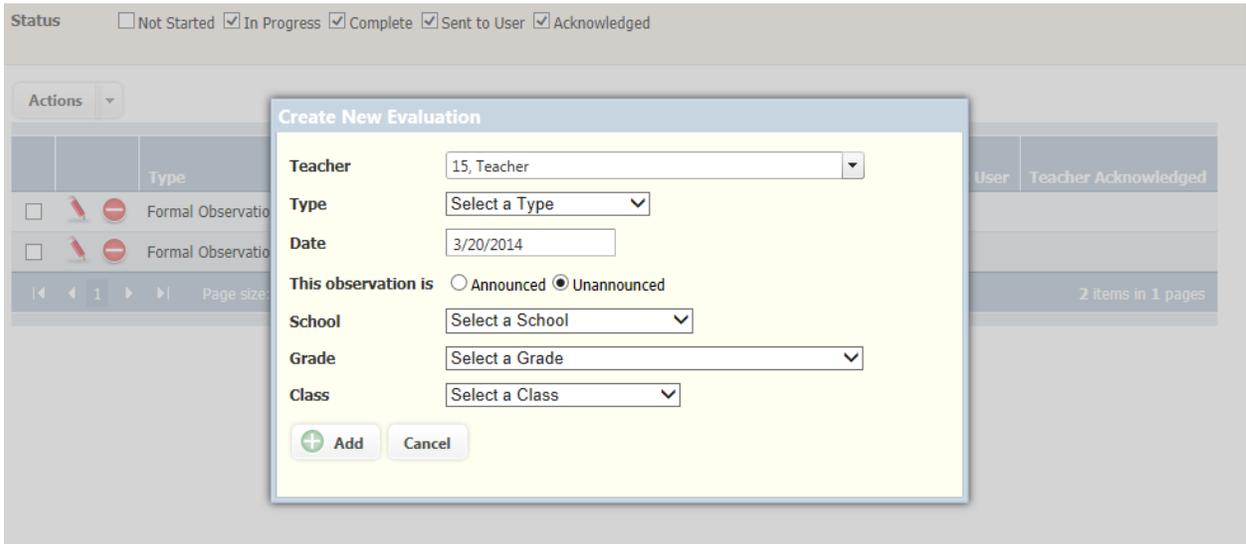


## Conducting a Formal Observations

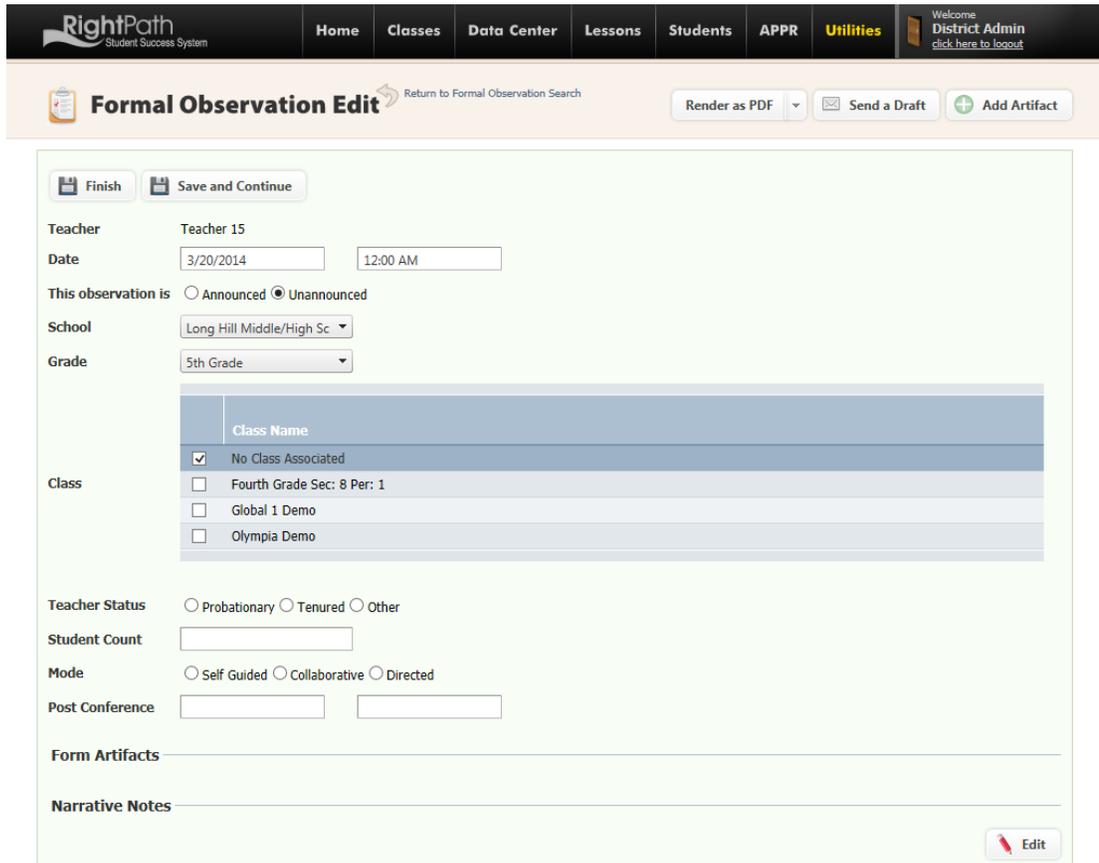
1. From the main page for Formal Observations titled "Evaluation Search" page, click on the 'Add Evaluation' button to add a new observation.



- The details of the observation can be added: teacher, type, date, announced versus unannounced, the school, the grade, and the class in which the observation will be conducted. Once these choices have been selected, click the “Add” button.



- On the observation form, make the appropriate selections for the observation.



- To add/edit narrative notes, click the **'Edit'** button. If there are existing narrative notes, they will display read-only on the formal evaluation edit page.

Teacher Status  Probationary  Tenured  Other

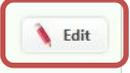
Student Count

Mode  Self Guided  Collaborative  Directed

Post Conference

Form Artifacts \_\_\_\_\_

Narrative Notes \_\_\_\_\_

 Edit

- The edit page will appear, and all narrative notes can be typed in the textbox. **'Save Comments'** will save the information and stay on the page. **'Save Comments and Return'** will save and return you to the observation edit screen.

Post Conference 3/11/2014 12:00:00 AM  
This observation is unannounced.

### Narrative Notes

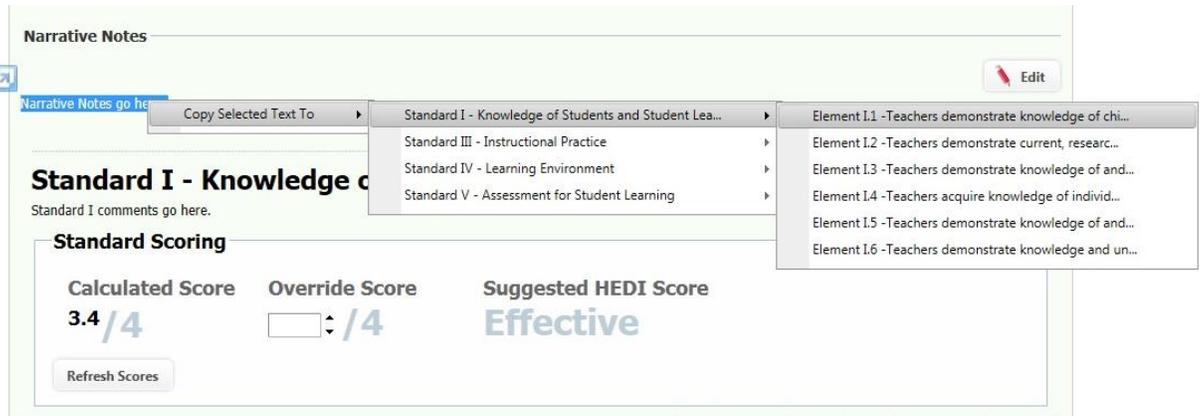


Narrative Notes go here.

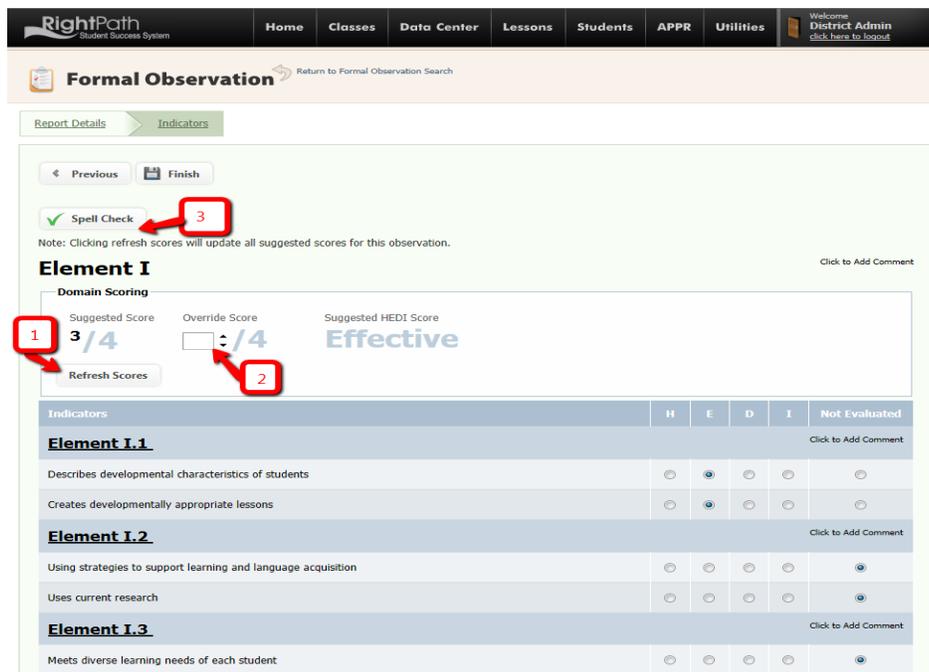
  

NOTE: The "Comments/Evidence" button will work the same way as the "Edit" button works for Narrative Notes.

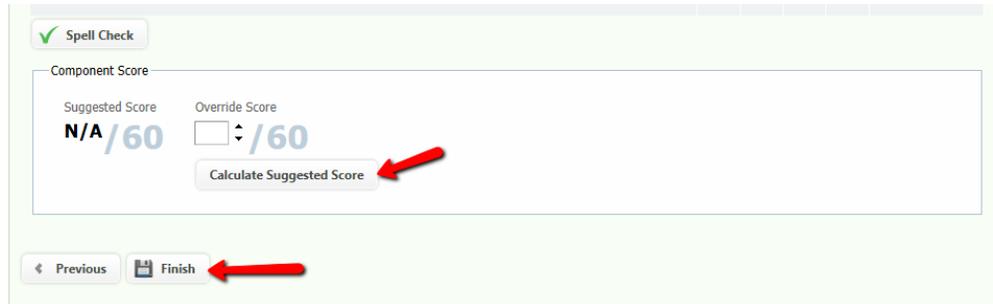
- To copy narrative notes to a domain/subdomain, highlight and right click the text in the read only narrative section. Select **'Copy Selected Text To'** to copy the comments over to the standard and the element that it belongs in.



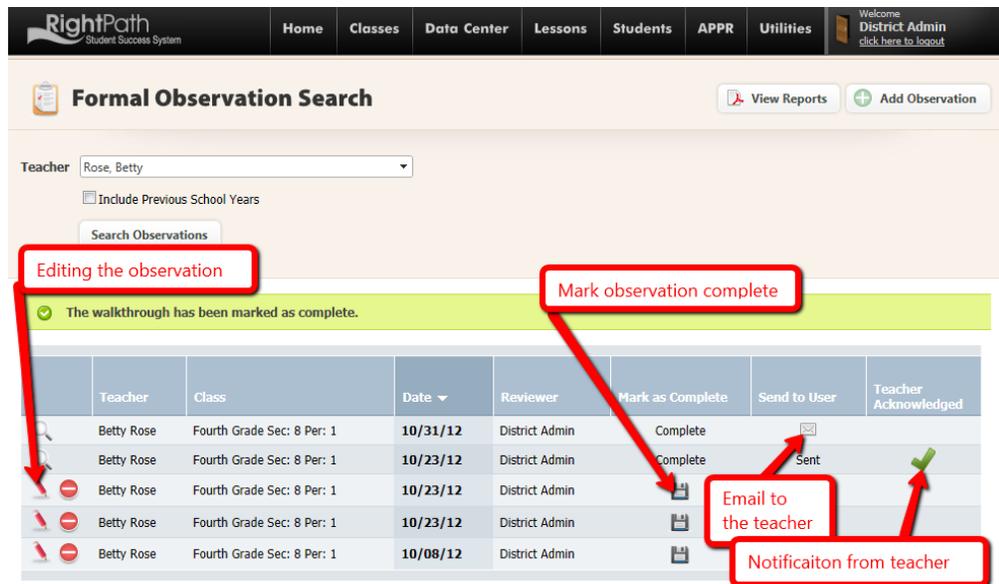
- Domain scoring will be calculated based on our district rubric and will appear in the "Suggested Score" box. These scores can be updated by clicking the 'Refresh Scores' button. The user can override the suggested score by typing in a new total for the "Override Score" and clicking refresh. Spell check is also available for comments by clicking on the 'Spell Check' button at the top or the bottom of the page.



- After completing each section of the observation, the user must go to the bottom of the observation and click the 'Calculate Suggested Score'. The user can override the overall score here at the bottom or use the suggested score. When finished, the user should click the 'Finish' button found at the top or the bottom of the page.

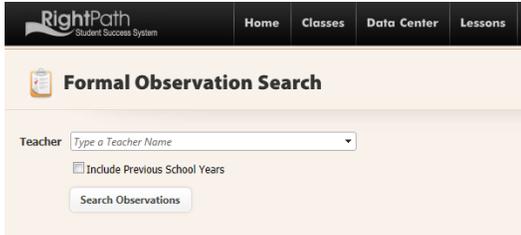


- The user will then be directed back to the Formal Observation Search page with notification that the observation was successfully created.
- From the Formal Observation Search page, users can open the observation to add additional comments or make other changes by clicking on the pencil icon to open it, mark the observation as complete by clicking on the blue disk, and/or send the observation information to the user by clicking on the envelope next to the observation. Please note the observation cannot be changed once it has been marked as complete. Also, the envelope icon will not appear for emailing until the observation is marked as complete.

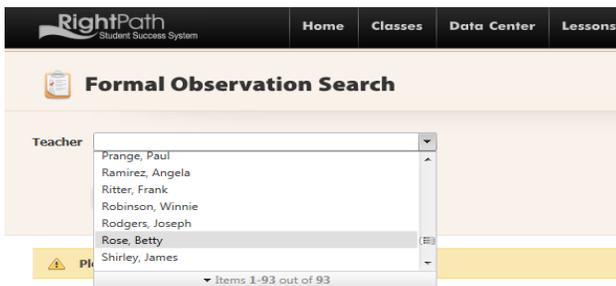


## Searching for a Formal Observation

1. Go to the Formal Observation Search page by clicking on the '**APPR**' dropdown menu. From the dropdown list, select 'Observations' and then click on the 'Formal Observations' option.
2. Click on the box next to the 'Teacher' box or select the arrow and select a teacher from the list shown in the list.



OR



3. The list of available observations will then appear at the bottom of the screen. Please note you can include previous years' observations by clicking on 'Include Previous School Years' box for the search.

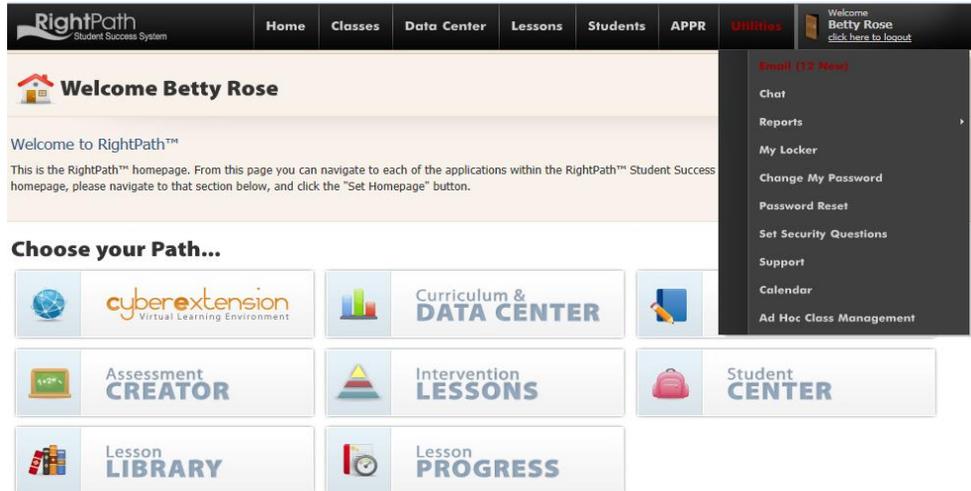
## Creating a Formal Observation for a User with No Class in the System

If the user would like to create a formal observation for someone who is not associated with a class, the user can have him or her added to the system. When adding an observation for this person, the user would choose the 'No Class Associated' when choosing the class. All other steps for adding a formal observation should be used.

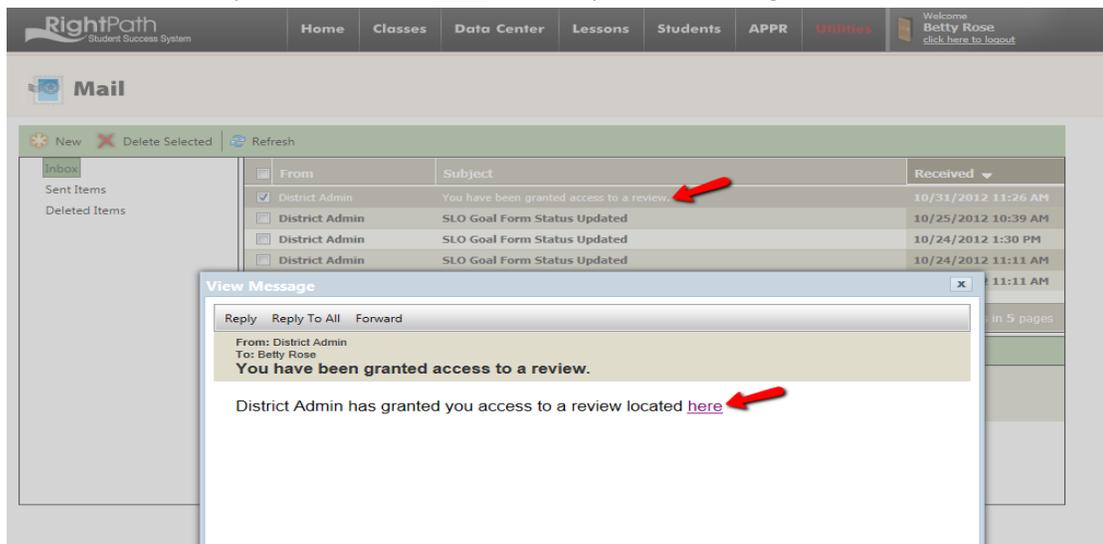
## Viewing Formal Observations

Teachers can view a formal observation that was sent to them through their RightPath™ system email. Below are the steps to follow.

1. Go to the email page by clicking on the **'Utilities'** dropdown menu. From the dropdown list, select 'Email'. Please note that the 'Utilities' tab will be red whenever there is a new email for the user.



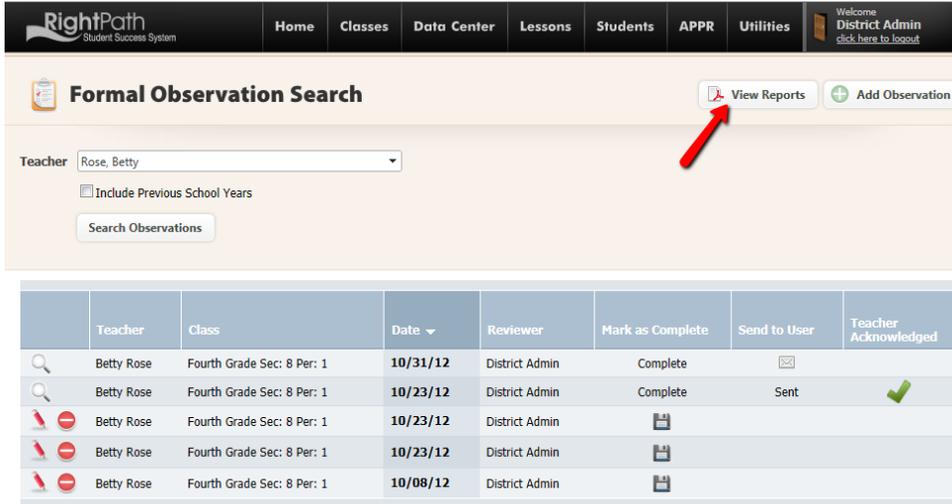
2. The mail page will now be open and the user can open a formal observation by clicking on the message that says "You have been granted access to a review."
3. Once the email is open, click on the [here](#) link to open this message.



4. This will open up the formal evaluation and allow the user to read comments and selections in the observation. Once the formal evaluation has been read, the user can click the 'Acknowledge Observation' button found at the top or the bottom of the observation page.

## Accessing the Reports

1. Go to the Formal Observation Search page by clicking on the '**APPR**' dropdown menu. From the dropdown list, select 'Observations' and then click on the 'Formal Observations' option.
2. Click on the 'View Reports' button to navigate to the report page.



|  | Teacher    | Class                      | Date     | Reviewer       | Mark as Complete | Send to User | Teacher Acknowledged |
|--|------------|----------------------------|----------|----------------|------------------|--------------|----------------------|
|  | Betty Rose | Fourth Grade Sec: 8 Per: 1 | 10/31/12 | District Admin | Complete         |              |                      |
|  | Betty Rose | Fourth Grade Sec: 8 Per: 1 | 10/23/12 | District Admin | Complete         | Sent         |                      |
|  | Betty Rose | Fourth Grade Sec: 8 Per: 1 | 10/23/12 | District Admin |                  |              |                      |
|  | Betty Rose | Fourth Grade Sec: 8 Per: 1 | 10/23/12 | District Admin |                  |              |                      |
|  | Betty Rose | Fourth Grade Sec: 8 Per: 1 | 10/08/12 | District Admin |                  |              |                      |

3. Choose the report that you would like to view on the left of the page.



**Formal Observation Reports** [Return to Formal Observation Search](#)

**Individual Teacher**

Teacher Rollup  
Grade Rollup  
School Rollup  
School Summary

Teacher: Rose, Betty  
Class: All Classes  
 Show Comments  
From: 9/1/2012  
To: 8/30/2013  
Run Report

4. Select the appropriate class/teacher/grade/school options and the date range for the report. Then click the 'Run Report' button. The report will then open in PDF form for easy viewing or printing.

## Report Descriptions

### Individual Teacher Report

This report can be run for any teacher in the system and can be run for a particular class or all classes for the teacher selected. The report will show all components of the formal observations by date, selected in the date range, and can be run to include comments or exclude them depending on if the 'Show Comments' box was selected.



### Betty Rose Formal Observation Review All Classes

| Indicators   | Oct - 23       | Oct - 31       |
|--|----------------|----------------|
| Reviewer   | District Admin | District Admin |
| <b>Element I</b>   | 3.6/4          | 3/4            |
| <b>Element I.1</b>   | 3.5/4          | 3/4            |
| Describes developmental characteristics of students                      | H              | E              |
| Creates developmentally appropriate lessons                              | E              | E              |
| <b>Element I.2</b>   | 4/4            | N/A            |
| Using strategies to support learning and language acquisition            | H              |                |
| Uses current research  | H              |                |
| <b>Element I.3</b>   | 3/4            | N/A            |
| Meets diverse learning needs of each student                             | E              |                |
| Plans for student strengths, interests, and experiences                  | E              |                |
| <b>Element I.4</b>   | 4/4            | N/A            |
| Communicates with parents, guardians, and/or caregivers                  | H              |                |
| <b>Element I.5</b>   | 4/4            | N/A            |
| Incorporates the knowledge of school community and environmental factors | H              |                |
| Incorporates multiple perspectives                                       | H              |                |
| <b>Element I.6</b>   | 3/4            | N/A            |
| Understands technological literacy                                       | E              |                |
| <b>Element III</b>   | N/A            | N/A            |
| <b>Element III.1</b>   | N/A            | N/A            |
| Aligns instruction to standards  |                |                |
| Uses research-based instruction  |                |                |
| Engages students   |                |                |

## Teacher Rollup Report

This report can be run for any teacher in the system and can be run for a particular class or all classes for the teacher selected. This report shows all the formal observations for the date range selected combined together. The results are reported in both ratio and percent form.



### Rose, Betty Formal Observation Rollup

From: 9/1/2012 To: 8/30/2013

| Indicators   |                |         |
|--|----------------|---------|
| <b>Element I</b>   | <b>3.83/4</b>  |         |
| <b>Element I.1</b>   | <b>3.25/4</b>  |         |
| Describes developmental characteristics of students                      | 3.5/4 - 87.50% | 87.50%  |
| Creates developmentally appropriate lessons                              | 3/4 - 75.00%   | 75.00%  |
| <b>Element I.2</b>   | <b>4/4</b>     |         |
| Using strategies to support learning and language acquisition            | 4/4 - 100.00%  | 100.00% |
| Uses current research  | 4/4 - 100.00%  | 100.00% |
| <b>Element I.3</b>   | <b>3/4</b>     |         |
| Meets diverse learning needs of each student                             | 3/4 - 75.00%   | 75.00%  |
| Plans for student strengths, interests, and experiences                  | 3/4 - 75.00%   | 75.00%  |
| <b>Element I.4</b>   | <b>4/4</b>     |         |
| Communicates with parents, guardians, and/or caregivers                  | 4/4 - 100.00%  | 100.00% |
| <b>Element I.5</b>   | <b>4/4</b>     |         |
| Incorporates the knowledge of school community and environmental factors | 4/4 - 100.00%  | 100.00% |
| Incorporates multiple perspectives                                       | 4/4 - 100.00%  | 100.00% |
| <b>Element I.6</b>   | <b>3/4</b>     |         |
| Understands technological literacy                                       | 3/4 - 75.00%   | 75.00%  |

## Grade Rollup Report

This report can be run for any grade in the district. This report shows all the formal observations for the date range selected combined together. The results are reported in both ratio and percent form.



### Grade 4 Formal Observation Rollup

From: 9/1/2012 To: 8/30/2013

| Indicators  |                |         |
|---|----------------|---------|
| <b>Element I</b>  | 3/4            |         |
| <b>Element I.1</b>  | 3.5/4          |         |
| Describes developmental characteristics of students           | 3.5/4 - 87.50% | 87.50%  |
| Creates developmentally appropriate lessons                   | 3.5/4 - 87.50% | 87.50%  |
| <b>Element I.2</b>  | 3/4            |         |
| Using strategies to support learning and language acquisition | 3/4 - 75.00%   | 75.00%  |
| Uses current research   | 3/4 - 75.00%   | 75.00%  |
| <b>Element I.3</b>  | 4/4            |         |
| Meets diverse learning needs of each student                  | 4/4 - 100.00%  | 100.00% |
| Plans for student strengths, interests, and experiences       | 4/4 - 100.00%  | 100.00% |
| <b>Element I.4</b>  | 3/4            |         |
| Communicates with parents, guardians, and/or caregivers       | 3/4 - 75.00%   | 75.00%  |

## School Rollup Report

This report can be run for any school in the district. This report shows all the formal observations for the date range selected combined together. The results are reported in both ratio and percent form.



### Tall Oaks Elementary Formal Observation Rollup

From: 9/1/2012 To: 8/30/2013

| Indicators  |                 |        |
|---|-----------------|--------|
| <b>Element I</b>  | 3.45/4          |        |
| <b>Element I.1</b>  | 3.5/4           |        |
| Describes developmental characteristics of students           | 3.67/4 - 91.67% | 91.67% |
| Creates developmentally appropriate lessons                   | 3.33/4 - 83.33% | 83.33% |
| <b>Element I.2</b>  | 3.5/4           |        |
| Using strategies to support learning and language acquisition | 3.5/4 - 87.50%  | 87.50% |
| Uses current research   | 3.5/4 - 87.50%  | 87.50% |
| <b>Element I.3</b>  | 3.5/4           |        |
| Meets diverse learning needs of each student                  | 3.5/4 - 87.50%  | 87.50% |
| Plans for student strengths, interests, and experiences       | 3.5/4 - 87.50%  | 87.50% |
| <b>Element I.4</b>  | 3.5/4           |        |
| Communicates with parents, guardians, and/or caregivers       | 3.5/4 - 87.50%  | 87.50% |

## School Summary Report

This report can be run for a school or all schools in the district. The report displays the number of walkthroughs, formal observations, and the end of year evaluations by teacher for the selected school or schools.



### All Schools Summary Report

| User         | School Name                  | Walkthroughs | Observations | End of Year |
|--------------|------------------------------|--------------|--------------|-------------|
| Teacher 23   | Long Hill Middle/High School | 1            | 0            | 0           |
| Teacher 31   | Long Hill Middle/High School | 0            | 2            | 1           |
| Harold Appel | Long Hill Middle/High School | 12           | 1            | 0           |
| Fred Burns   | Long Hill Middle/High School | 7            | 0            | 0           |
| Robert Hagan | Long Hill Middle/High School | 1            | 0            | 0           |
| Teacher 31   | Tall Oaks Elementary         | 1            | 0            | 0           |
| Harold Appel | Tall Oaks Elementary         | 1            | 0            | 0           |
| Fred Burns   | Tall Oaks Elementary         | 1            | 0            | 0           |
| Robert Hagan | Tall Oaks Elementary         | 2            | 1            | 0           |
| Betty Rose   | Tall Oaks Elementary         | 4            | 2            | 0           |