FAQ's
TEVAL and iObservation
February 2014

Q: **Why do all of the growth plans that have been completed and approved not indicate that progress in iObservation?**
A: The teacher must manually update the status on their growth plans depending on where they are in the progress of their goals/action steps. The user can choose either 'not started', 'in progress' or 'finished' . See screenshot example below:

Teachers will have completed growth plans which includes Goal Setting

Date: By October 1

Elements: All

Status: Not Started

Administrators will have approved all growth plans

Date: By October 15

Elements: All

Status: Not Started

Principals will review progress on Action Plan

Date: By the last week in January

Elements: All

Status: Not Started

Q: **Where do the 'uploaded documents' *live* in iObservation?**
A: The uploaded documents stay attached to the form. It's similar to an email when you send an attachment. It stays with the email unless you download the attachment to your computer and then it can exist in both places.

Q: **Do the tools that Marzano provide (e.g., reflective journal) stay in the growth plan? Is there a way teachers can attach them to the Mid-Year (or End of Year) Conference Form?**
A: The teachers could save the reflection logs/journal as a PDF and then upload as a document. They may want to take a screen shot and put it in a word document, then upload. Due to the fact that the evaluator could view it at any time, it may not be necessary.

Q: **When providing evaluative input in Domains 2, 3 or 4, which boxes do I check?**
A: The box labeled "results count towards annual evaluation" is the only box to be checked. There's no need to check anything else.

Q: **Why can't I find documents/forms in iObservation, when I've viewed them previously?**
A: When navigating through different sections of iObservation, be sure that the search filters are cleared each time, subsequent to their use.

Q: How do I provide feedback to teachers in terms of the Mid-Year Conference as it relates to the evaluation process?

A: The Mid-Year Conference and Form is part of the evaluation process…it is an interim report on progress of goals, etc. from the teacher to date, and an opportunity for evaluator/teacher collaboration.

As shared during our meeting, much of this can be captured in the text boxes in the form of a narrative on the Mid Year Conference Form. The staff member should provide evidence on the progress to date and discuss strategies, challenges and success. Administrators should provide helpful feedback and support as needed. Additionally, there should be a brief review of benchmark/testing data (pre-analyzed by the staff member in advance of the session) to discuss progress i.e.(IAGDs, subgroup progress, etc.).

Based on the conversation that includes progress and evidence, administrators then 'score' *element # 54 Monitoring Progress Relative to the Professional Growth & Development Plan.* There may be other opportunities to score additional elements in Domain 3 & 4 based on information learned and/or verified in the conference.

Remember, when scoring in Domains 2,3,4, you would **only check the following box: *'results count towards annual evaluation'. There is no need to check anything else.

See Screenshot of Domain #3: Element #54 from iObservation below:

Q: Is the administrator required to observe all 41 elements in Domain 1?

A: Administrators have been trained to identify all 41 elements within Domain 1. However, they are not required to witness all 41 elements in order to determine an overall instructional practice score. The elements witnessed during walkthroughs and observations will be based on the lesson segment and design question being addressed at the time the administrator enters the classroom.

Q: Can protocol forms be copied for teachers?

A: Yes. The protocol sheets are available for downloading within iObservation. Teachers are encouraged to download the protocol sheets to assist them in their professional growth and understanding of the protocols.