

iObservation

Danbury Public Schools

Directions and Protocols for Making Changes to

Plans in **Draft or Awaiting Approval Status**

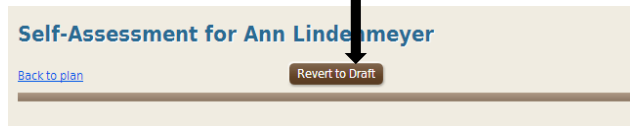
- 1) If you need to make changes to your plan but you have already submitted it for approval, your administrator must log into iObservation, review your plan and return it to you for edits (without approving it).
- 2) Once the plan is returned to you, or if you have not yet submitted your plan for approval follow the steps below to make edits.

3) NOTE: For Step 1 Self Assessment and Step 3 Target Elements

- a. *If you just want to set a baseline for your current practice, then edit Step 1 (self assessment)*
- b. *If you want to create a baseline AND set an end of year target for where you would like to be, then edit Step 3- target Elements (this does NOT get included in the teacher evaluation metrics)*

c. To edit your self assessment: (Step 1: Take Self Assessment)

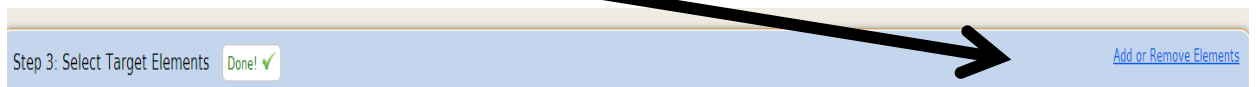
- i. Click on the domain you want to edit
- ii. At the top select **Revert to Draft**



- iii. Provide an explanation as to why you are making the change
- iv. Make the changes you wish to make

d. To add/edit/delete your target elements (Step 3: Select Target Elements)

- i. Go to Select Target Elements
- ii. Add or Remove Elements



- iii. The elements are grouped into categories:
 1. Selected Elements
 - a. In this group you can remove or edit an element that you have previously completed a self evaluation
 2. Recommended and Available Elements
 - a. In this group you can configure an element that you would like to add to your plan. Click on configure to complete the self assessment of that element and add it to your plan. (it requires you to identify where you want to be at the end of the year- this is NOT included in the TEVAL metrics.
- iv. No special instructions are required to edit Step 2: Answer the Questions, Step 4: Identify Action Steps or Step 5: Put your plan into action.

Directions and Protocols for Making Changes to

Observations

- 1) If you need to make changes to an observation you have conducted
 - a. Search completed observations for the specific observation to be edited
 - i. Make sure you have the correct observation
 1. You should be the listed observer
 2. Verify it is the correct date
 - b. Click view on the observation you want to edit
 - c. In view mode: select revert to draft
- Observation Results for Ann Practice Teacher**

[Back to Completed Observations](#) Revert to Draft

Observer: Kara Casimiro	Date Started: Oct 21, 2013 10:03:24 AM
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- d.
 - e. Provide reason for revert action
 - f. Make changes necessary and select either save and close, save draft or finish as appropriate