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| **Start State** | **Transition** | **End State** | **Transitioned By** |
| Non-existence | Create an observation | Started | Evaluator |
| Started | Share for teacher review | Teacher Review | Evaluator |
| Teacher Review | Lock | Locked | Evaluator |
| Locked | Request Unlock | Unlocked | Either |
| Unlocked | Lock | Locked | User that unlocked |

**Visibility Options**

In general, when an observation is created the observation will immediately show up in the evaluatee’s dashboard. The evaluatee will always be able to view the general information, such as title, dates, and also be able to view the pre and post-conference sections and respond to any prompts that are there (prior to being locked).

Beyond this basic visibility, the additional data that is visible depends on the work state and the visibility settings configured by the evaluator, or put in place by the specific work state. The default visibility settings when a new observation is created is “Private”.

**Teacher Coding/Scoring Input**

The teacher will be given the opportunity to input his own coding/scores in one of two ways:

* Collaborative (independent or shared view) scoring prior to Teacher Review work state. The evaluator controls this through the visibility settings during the “Started” work state. In this model, the evaluator and evaluatee are coding/scoring for the purpose of collaborative review during the post-conference meeting
* Teacher Review scoring during Teacher Review workstate. Once the observation enters the “Teacher Review” work state, the evaluatee will always be able to enter input.

Evaluatee input will always default to private. The evaluatee will be given the option to share his input and then it will be visible to the evaluator and included in the observation report.

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| **“Started” Work State** | |
| Evaluator has full edit access to all areas of the observation.  Evaluatee has restricted access based on the visibility settings set by the evaluator | |
| Visibility option (**set by evaluator)** | Visibility for evaluatee |
| Private | General properties  Pre and Post-conference screens.  No access to observation/score screen, report. |
| Script Only | Everything from Private, plus  Can view observation script |
| Shared Collaboration | Everything in Script Only, plus  Full edit access to observation. Can do coding, scoring.  Can see all evaluator’s input as well. |
| Independent Collaboration | Everything in Shared Collaboration, except  The evaluatee cannot see the coding/scoring of the evaluator. |

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| **“Teacher Review” Work State** | |
| Evaluator read-only access to his own work, no access to evaluatee work. At some district-dictated time following the observation, the evaluator is required to complete his work on the observation and release it for review by the evaluatee. We do not automate this transition. It is up to the evaluator to manually perform it. We will aide him by showing the number of observations in different work states to give an indication that there are ones that need to be moved forward in the process. | |
| Visibility option **(set by system)** | Visibility for evaluatee |
| Independent Coding/Scoring (evaluatee only) | At this point, if the evaluatee has full edit access to his own coding/scoring input. He may have already been given this access prior to entering the “Teacher Review” work state. The input is hidden from the evaluator until the evaluatee chooses to share it. |

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| **“Locked” Work State** |
| Read-only access for both evaluator and evaluatee. At some district-dictated time following the observation, and the opportunity for the evaluatee to have been given a chance to review the observation, the evaluator is required to lock the observation. We do not automate this transition. It is up to the evaluator to manually perform it. We will aide him by showing the number of observations in different work states to give an indication that there are ones that need to be moved forward in the process.  At this point either the evaluator or the evaluatee can request that the observation be unlocked to make a modification. The request will be given to the other person to approve and then the requestor will have the ability to make the modification and re-lock the observation. |

**Discussion points**

* Is there any need to have the pre and post-conference be part of the overall flow, or just a section of the observation that is accessible? One small issue is that there is no way in the current design for the evaluator to delay making the pre/post-conference visible until after he has configured the prompts.
* Is collaborative scoring always an option available to the evaluator, or is this something that is possibly configured at the school/district level?