Observation Workflow Overview

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| Action | Observation Status |
| Principal Creates an Observation | The observation is immediately visible to both the principal and the teacher from their observation dashboard.  The principal has full edit access.  The teacher has limited access.   * Can see observation summary, scheduled events. * Does not have access to rubric/scoring screen. |
| Principal can configure visibility/collaborative scoring options allowing incremental access to the observation:   * Observation Notes visible to Teacher * Open Observation for Collaborative Scoring (Hidden View) * Open Observation for Collaborative Scoring (Shared View) | Collaborative Scoring: Teacher has full access to the rubric/scoring screen and can contribute his own input. The intent is to allow the teacher and principal to come to the post-conference meeting with input from both to facilitate a discussion.  Hidden View: Teacher and principal work independently and cannot see the other’s input on the Observation Report Draft screen until principal toggles to Shared View.  Shared View: Teacher and principal work independently, but each can see the other’s input on the Observation Report Draft.  Note: Teacher’s input is private until an explicit action to share his input with principal. It is private even after the principal toggles to Shared View. This is so that the teacher has the option of using the Collaborative Scoring feature as a mechanism for self-reflection or private notes. |
| Principal “Completes” the observation scoring process and makes the Final Observation Report visible to the teacher for review. | Each district has specific guidelines that the principal must follow for submitting a complete observation to the teacher for review. eVAL does not automate this step, but there will be a way for the principal to indicate that his work on the observation is “Complete” and ready for teacher review.  Once the principal has completed this action the observation becomes read-only to the principal and the teacher has the option to review the observation.  The teacher is not required to review the observation, but is given the opportunity to do so before the principal needs to “Lock” the observation as the official version.  During this period the teacher has the following options:   * Review the Final Observation Report * Collaborative Score/Hidden View: the teacher will have full access to the rubric scoring screen and can enter any input he would like. The input will be hidden from the principal, unless the teacher toggles a setting to share it. Once it is shared, the teacher’s input will be included on the Final Observation Report. |
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| Principal “Locks” the observation | eVAL does not automate this step. It is up to the principal to follow the district-specific guidelines and perform this step when the teacher review time period has expired.  Once the district-defined number of days required for teacher view has passed, the principal “Locks” the observation.  At this point the observation is locked from modifications from both the principal ad teacher. The Final Observation Report is visible to anyone that has access to the observation. |
| Unexpected need to modify the observation arises. | Any modification to a “Locked” observation must go through the “Request/Approve Unlock” process. |