

Conferences and Observations

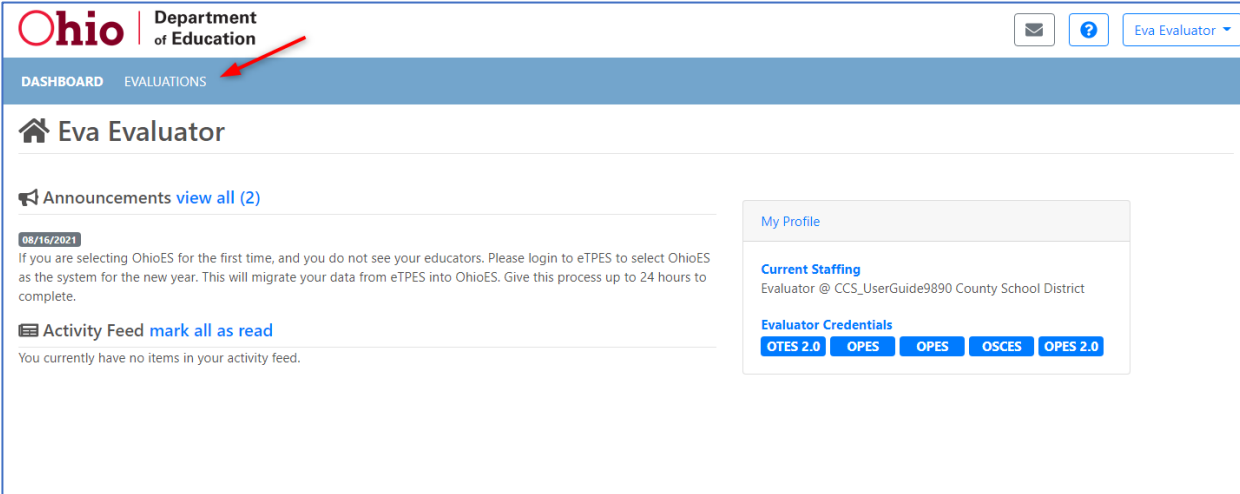
Completing a conference, walkthrough and observation in OhioES is the same process for all educator/evaluation types. These components can be added to an evaluation by the Primary or Secondary Evaluator, if applicable.

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Creating a General Conference

Step 1: After logging into www.ohioes.com, click on the **Evaluations** tab.



Step 2: Locate the evaluation and click on the educator's name.

Search filters on the left:

- LEA: CCS_UserGuide9890
- Building: CCS_UserGuide9890
- Evaluation Status: [any]
- Evaluation Type: [any]
- Buttons: Clear Search, Search

Search results table:

School			
Counselor, Candy (AB9698124) CCS_UserGuide9890 County School District CCS_UserGuide9890 Elementary School	2021-2022 OSCES Evaluation Online Combination Full Evaluation Primary: Eva Evaluator (AB9468695)	<input type="radio"/> SA <input type="radio"/> PGP <input type="radio"/> OB1 <input type="radio"/> OB2 <input type="radio"/> FH	
Counselor, Charles (AB9115511) CCS_UserGuide9890 County School District CCS_UserGuide9890 Elementary School	2021-2022 OSCES Evaluation Online Combination Rating Carried Forward Primary: Eva Evaluator (AB9468695)	<input type="radio"/> SA <input type="radio"/> PGP <input type="radio"/> OB1 <input type="radio"/> FH	
Principal, Patty (AB9793997) CCS_UserGuide9890 County School District CCS_UserGuide9890 Elementary School	2021-2022 OPES Evaluation Online Combination Full Evaluation Primary: Eva Evaluator (AB9468695)	<input type="radio"/> PGP <input type="radio"/> FH	
Principal, Peter (AB9454262) CCS_UserGuide9890 County School District CCS_UserGuide9890 Elementary School	2021-2022 OPES Evaluation Online Combination Full Evaluation Primary: Eva Evaluator (AB9468695)	<input type="radio"/> PGP <input type="radio"/> FH	
Teacher, Tammy (AB9301617) ← CCS_UserGuide9890 County School District CCS_UserGuide9890 Elementary School	2021-2022 OTES Evaluation Online Combination Full Evaluation Primary: Eva Evaluator (AB9468695)	<input type="radio"/> SA <input checked="" type="radio"/> PGP <input type="radio"/> OB1 <input type="radio"/> OB2 <input type="radio"/> FH	
Teacher, Tommy (AB9498983) CCS_UserGuide9890 County School District	2021-2022 OTES Evaluation Online Combination Rating Carried Forward Primary: Eva Evaluator (AB9468695)	<input type="radio"/> SA <input type="radio"/> PGP <input type="radio"/> OB1 <input type="radio"/> FH	

Step 3: Click **Conference** from the navigation selections.

Tammy Teacher (AB9301617)

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Observations Completed

In Progress

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TBD

Final Rating

Evaluators

[+ Add Evaluator](#)

Evaluator	Role
Eva Evaluator (AB9468695)	Primary Evaluator

Step 4: Click **Add General Conference**.

General Conferences

This is where general conferences for this particular evaluation can be managed. An evaluator can create general conferences as necessary.

[Add General Conference](#)

Date	Start	End	Evaluator	Due Date	Completed
There are currently no general conference for this evaluation.					

Step 5: Enter the *Date, Start Time, End Time* of the Conference. Click *Save*.

The screenshot shows a 'General Conference' form with the following fields and values:

- Conference Date:** 08/21/2021
- Start Time:** 02 : 33 PM
- End Time:** 02 : 33 PM

At the bottom right, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

Step 6: The first organizational area included in the conference will be selected by default. Use the navigation selections to change to a different organizational area.

The screenshot shows the 'General Conference' form with the 'Instructional Planning (IP)' section selected. The navigation menu on the left includes:

- Instructional Planning (selected)
- Instruction and Assessment

The 'Instructional Planning (IP)' section is expanded to show 'Focus for Learning (FL)'. Below this, there is a description: 'Use of high-quality student data (HQSD)' and a link 'Show/Hide Indicators'. At the bottom, there are four buttons representing performance levels: 'Ineffective', 'Developing', 'Skilled', and 'Accomplished'. A red arrow points to the 'Instructional Planning' menu item.

Step 7: Select a rating and add evidence for each applicable component.

General Conference

[← Back](#)

Conference Date
The date of the conference: 08/21/2021

Start Time
The start time of the conference: 02 : 38 PM

End Time
The end time of the conference: 02 : 38 PM

Conference Ratings | [Signatures](#)

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional

Instructional Planning (IP)

Focus for Learning (FL)

Use of high-quality student data (HQSD)

[Show/Hide Indicators](#)

Ineffective Developing Skilled Accomplished

Conferences are not visible to the educator until the evaluator has added his/her electronic signature (PIN) to complete the conference.

Step 8: Once the first organizational area has been completed, click on the next organizational area to enter component rating and evidence.

Conference Ratings | Signatures

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery**
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instruction and Assessment (IA)

Lesson Delivery (LD)

Communication with students (CS)
[Show/Hide Indicators](#)

Ineffective Developing Skilled Accomplished

Monitoring student understanding (MSU)
[Show/Hide Indicators](#)

Ineffective Developing Skilled Accomplished

Step 9: Once all desired data has been entered and you are ready for the educator to view the conference, click on **Signatures** tab.

Conference Ratings | Signatures

Instructional Planning

- Focus for Learning**
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instructional Planning (IP)

Focus for Learning (FL)

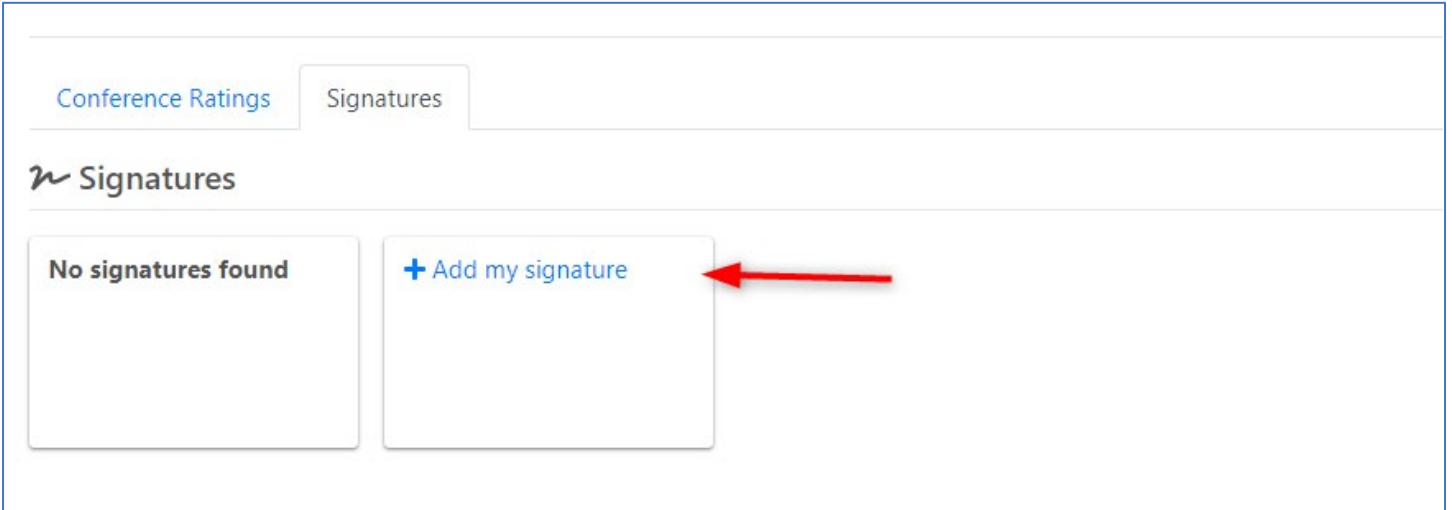
Use of high-quality student data (HQSD)
[Show/Hide Indicators](#)

Ineffective Developing **Skilled** Accomplished

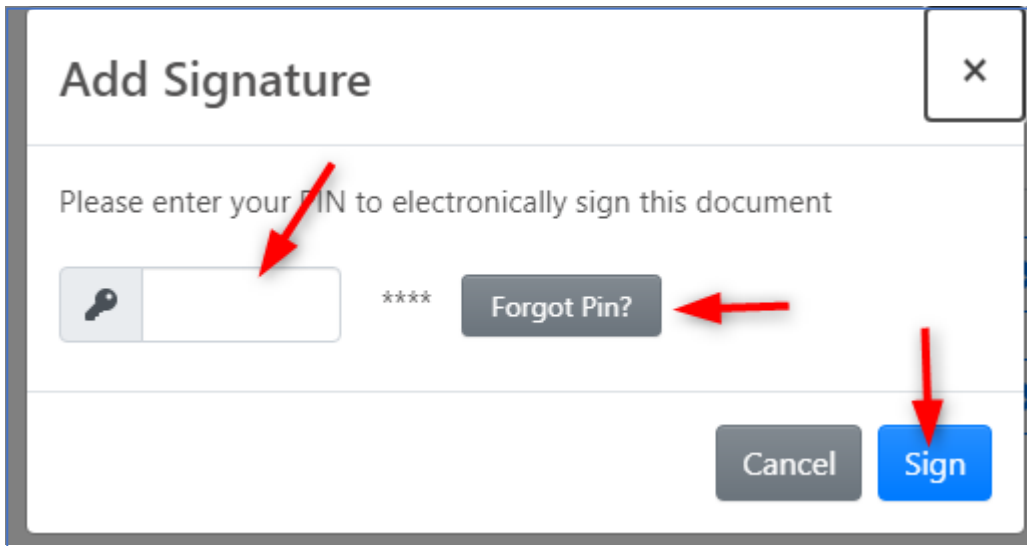
[Clear Score](#)

Use of quality student data

Step 10: Click **+Add my signature**.



Enter your 4-digit, numerical PIN. If you do not remember your PIN, click **Forgot PIN?** To retrieve your PIN. Click **Sign**.



The Conference will now be visible to the educator to view and add their signature, which is highly encouraged but not required. The document is considered completed/submitted with the evaluator's signature.

General Conferences						
This is where general conferences for this particular evaluation can be managed. An evaluator can create general conferences as necessary.						
						Add General Conference
Date	Start	End	Evaluator	Due Date	Completed	
08/21/2021	2:38 PM	2:38 PM	Eva Evaluator	08/21/2021	Yes ✓	Details

Creating a Pre-Conference

Step 1: After logging into www.ohioes.com, click on **Pre-Conference** from the navigation selections.

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Evaluation Overview ⓘ

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In Progress **TBD**

Observations Completed Professional Growth Plan Final Rating

Evaluators [+ Add Evaluator](#)

Evaluator	Role
Eva Evaluator (AB9468695)	Primary Evaluator 

Step 2: Click **Add Pre-Conference**.

Pre-Conferences

This is where pre-conferences for this particular evaluation can be managed. An evaluator can create pre-conferences as necessary.

[Add Pre-Conference](#)

Date	Start	End	Evaluator	Due Date	Completed
There are currently no pre-conference for this evaluation.					

Step 3: Enter the *Date, Start Time, End Time* of the Conference. Click *Save*.

The screenshot shows a 'Pre-Conference' form with the following fields and controls:

- Conference Date:** A text input field containing '08/21/2021' with a calendar icon to its right. A red arrow points to the date.
- Start Time:** A time selection interface with two input boxes containing '03' and '22', a 'PM' button, and a clock icon. A red arrow points to the first '03' box.
- End Time:** A time selection interface with two input boxes containing '03' and '22', a 'PM' button, and a clock icon. A red arrow points to the first '03' box.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom right. A red arrow points to the 'Save' button.

Step 4: The first organizational area included in the conference will be selected by default. Use the navigation selections to change to a different organizational area.

The screenshot shows the 'Pre-Conference' form with the organizational area selection menu open. The 'Instructional Planning (IP)' section is selected and highlighted in blue. The menu items are:

- Instructional Planning (selected)
- Instruction and Assessment
- Professionalism

The 'Instructional Planning (IP)' section contains the following content:

- Focus for Learning (FL)**
- Use of high-quality student data (HQSD)
- Show/Hide Indicators
- Four buttons: Ineffective, Developing, Skilled, and Accomplished.

Step 5: Select a rating and add evidence for each applicable component.

The screenshot shows a 'Pre-Conference' interface. At the top, there is a 'Back' button. Below it, the 'Conference Date' is set to 08/21/2021. The 'Start Time' is 03:23 PM, and the 'End Time' is also 03:23 PM. Below the time settings, there are two tabs: 'Conference Ratings' and 'Signatures'. The 'Conference Ratings' tab is active, showing a sidebar with three main categories: 'Instructional Planning', 'Instruction and Assessment', and 'Professionalism'. Under 'Instructional Planning', there are sub-items: 'Focus for Learning' and 'Knowledge of Students'. Under 'Instruction and Assessment', there are sub-items: 'Lesson Delivery', 'Classroom Environment', and 'Assessment of Student Learning'. Under 'Professionalism', there is a sub-item: 'Professional'. The main content area is titled 'Instructional Planning (IP)' and contains a section for 'Focus for Learning (FL)'. This section is titled 'Use of high-quality student data (HQSD)' and has a 'Show/Hide Indicators' link. Below this, there are four rating buttons: 'Ineffective', 'Developing', 'Skilled', and 'Accomplished'. A red arrow points to the 'Skilled' button. Below the rating buttons is a large empty text box for adding evidence. Another red arrow points to this text box.

Conferences are not visible to the educator until the evaluator has added his/her electronic signature (PIN) to complete the conference.

Step 6: Once the first organizational area has been completed, click on the next organizational area to enter component rating and evidence.

Conference Ratings | Signatures

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery**
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instruction and Assessment (IA)

Lesson Delivery (LD)

Communication with students (CS)
[Show/Hide Indicators](#)

Ineffective | Developing | Skilled | Accomplished

Monitoring student understanding (MSU)
[Show/Hide Indicators](#)

Ineffective | Developing | Skilled | Accomplished

Step 7: Once all desired data has been entered and you are ready for the educator to view the conference, click on **Signatures** tab.

Conference Ratings | **Signatures**

Instructional Planning

- Focus for Learning**
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instructional Planning (IP)

Focus for Learning (FL)

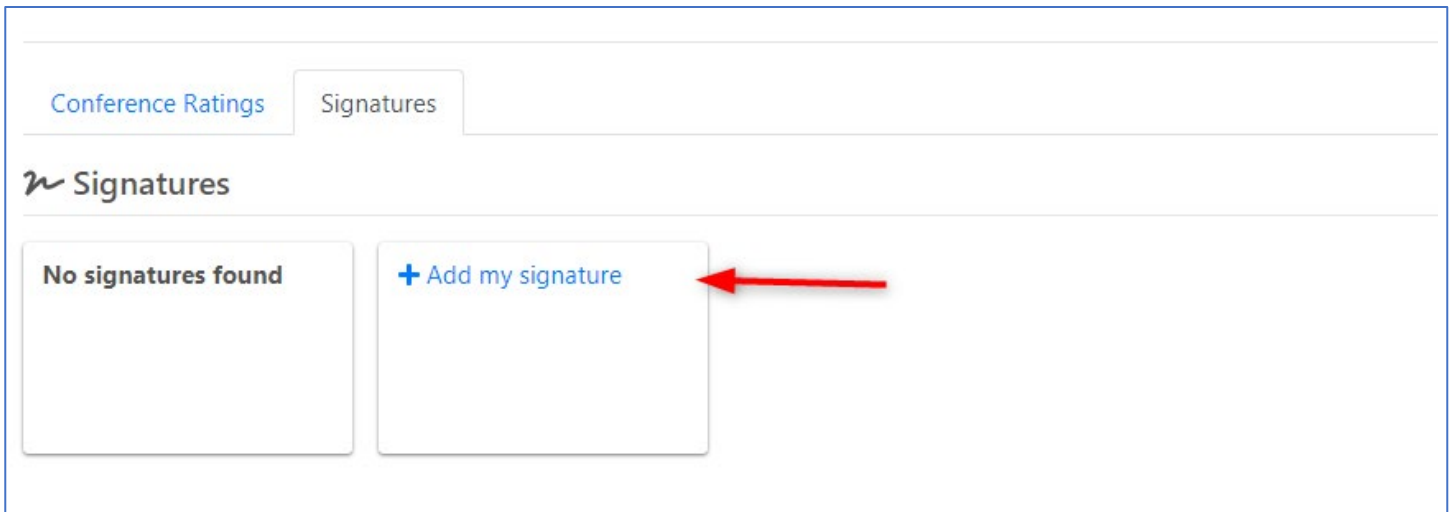
Use of high-quality student data (HQSD)
[Show/Hide Indicators](#)

Ineffective | Developing | **Skilled** | Accomplished

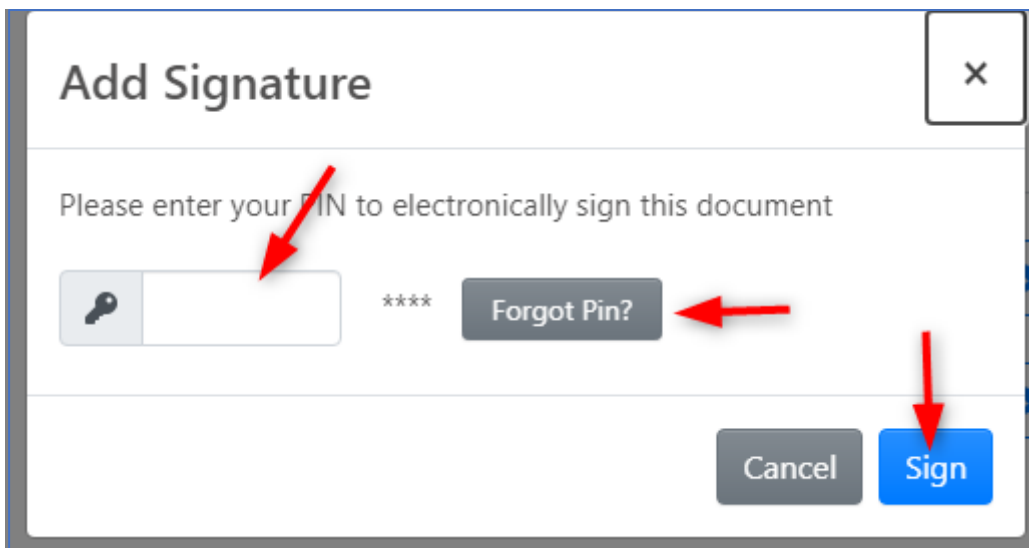
[Clear Score](#)

Use of quality student data

Step 8: Click +Add my signature.



Enter your 4-digit, numerical PIN. If you do not remember your PIN, click **Forgot PIN?** To retrieve your PIN. Click **Sign**.



The Conference will now be visible to the educator to view and add their signature, which is highly encouraged but not required. The document is considered completed/submitted with the evaluator's signature.

Pre-Conferences

This is where pre-conferences for this particular evaluation can be managed. An evaluator can create pre-conferences as necessary.

[Add Pre-Conference](#)

Date	Start	End	Evaluator	Due Date	Completed	
08/21/2021	3:23 PM	3:23 PM	Eva Evaluator	08/21/2021	Yes ✓	Details

Creating an Observation or Walkthrough

Step 1: After logging into www.ohioes.com, click on **Observation** from the navigation selections.

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0 / 0 **In Progress** **TBD**

Observations Completed Professional Growth Plan Final Rating

Evaluators [+ Add Evaluator](#)

Evaluator	Role
Eva Evaluator (AB9468695)	Primary Evaluator

Step 2: Click on **Add Observation**.

Observations

This is where the observations for this particular evaluation can be managed. An evaluator can create a walkthrough or formal observations as necessary.

[Add Observation](#)

Date	Start	End	Observer	Type	Completed
There are currently no observations for this evaluation.					

Step 3: Enter the **Date**, **Start Time**, **End Time** and select either **Formal Holistic**, **Formal Focused** or **Walkthrough** for the observation details. Click **Save**.

Note: If you select **Formal Focused**, only the selected focus areas will be displayed in the observation.

Add Observation [Close]

Observation Date
The date of the observation: 08/21/2021

Start Time
The start time of the observation: 03 : 37 PM

End Time
The end time of the observation: 03 : 37 PM

Observation Type
This is a formal or walkthrough observation: Formal Holistic | Formal Focused | Walkthrough

Cancel Save

Step 4: The observation will open automatically; however, if needed, the observation can be accessed later. Click **Details** to open an observation previously created.

Tammy Teacher (AB9301617)

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Observations
This is where the observations for this particular evaluation can be managed. An evaluator can create a walkthrough or formal observations as necessary.

PROFESSIONAL GROWTH	Date	Start	End	Observer	Type	Completed	
Professional Growth Plan	08/21/2021	3:42 PM	3:42 PM	Eva Evaluator	Formal Holistic	No	Details

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Focus Areas

The observation details will display at the top of the observation. If any of the details need to be changed, make the change and the observation will update automatically.

Note: Any change made to the observation, such as evidence or rating selections, will save automatically. Please watch for the green save message that will show in the upper right of the website as you are working within an observation.

Focus Areas

Focus Areas can be set for an educator. If all areas are selected, all areas would be included in the **Formal Focused** observation type. However, the Focus Areas can be changed to only include the areas applicable for the educator. These can be adjusted as needed.

Step 1: Click **Observation** from the navigation selections within an evaluation.

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Evaluators [+ Add Evaluator](#)

Evaluator	Role
Eva Evaluator (AB9468695)	Primary Evaluator

Step 2: Add/Remove checks for Focus Areas to be included/excluded from the educator's formal focused evaluation. Once changes have been made, click **Save Focus Areas**.

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Observations

This is where the observations for this particular evaluation can be managed. An evaluator can create a walkthrough or formal observations as necessary.

Date	Start	End	Observer	Type	Completed	
08/21/2021	3:42 PM	3:42 PM	Eva Evaluator	Formal Holistic	No	Details

Focus Areas

Focus areas can be set for this educator for their Formal Focused observations.

- Instructional Planning (IP)**
 - Focus for Learning (FL)**
 - Use of high-quality student data (HQSD)
 - Connections to prior and future learning (CPFL)
 - Connections to state standards and district priorities (CSSDP)
 - Knowledge of Students (KS)
 - Planning instruction for the whole child (PWC)
- Instruction and Assessment (IA)**
 - Lesson Delivery (LD)
 - Communication with students (CS)
 - Monitoring student understanding (MSU)
 - Student-centered learning and assessment (SCLA)
 - Classroom Environment (CE)
 - Classroom routines and procedures (CRP)
 - Classroom climate and cultural competency (CCCC)
- Assessment of Student Learning (AoSL)**
 - Use of assessments (UA)
 - Evidence of Student Learning (EoSL)
- Professionalism (PRO)**
 - Professional Responsibilities (PROR)
 - Communication and collaboration with families (CCwF)

Note: Any Formal Focused observation that is in-progress (does not have an electronic signature) would be updated to reflect only the Focus Areas selected.

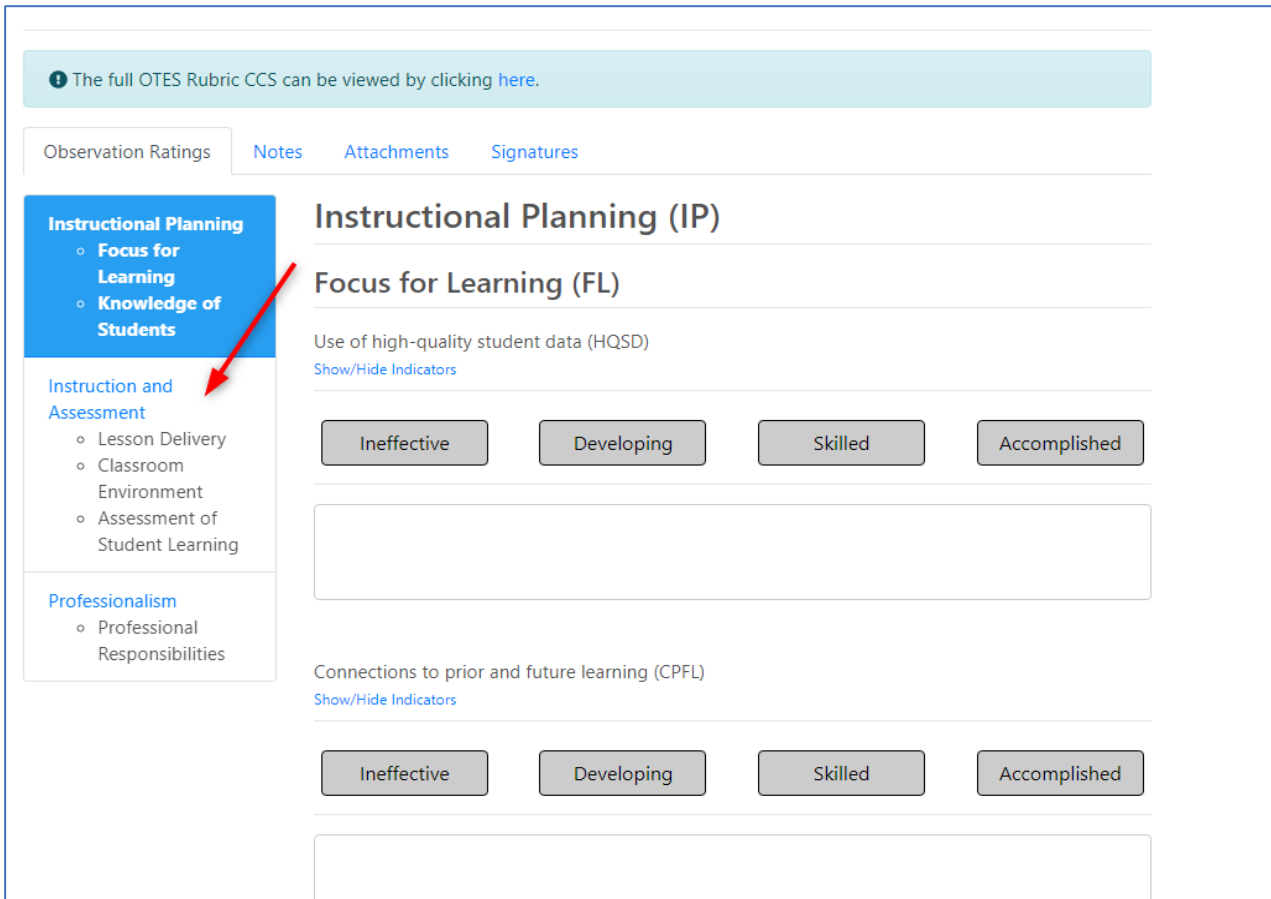
Observation Ratings

Formal Observations will have a rating selection and box for evidence to be entered. Any selection will be saved automatically.

Step 1: Select the **Observation Rating** tab.

The screenshot displays the 'Formal Holistic Observation' form. At the top, there is a 'Back' link. The form includes fields for 'Observation Date' (08/21/2021), 'Start Time' (03:42 PM), and 'End Time' (03:42 PM). Below these is a section for 'Observation Type' with three tabs: 'Formal Holistic' (selected), 'Formal Focused', and 'Walkthrough'. A light blue banner contains an information icon and the text: 'The full OTES Rubric CCS can be viewed by clicking [here](#).' Below the banner is a tabbed interface with 'Observation Ratings' (selected), 'Notes', 'Attachments', and 'Signatures'. The 'Observation Ratings' tab is active, showing a sidebar with 'Instructional Planning' (selected) and 'Instruction and Assessment'. The main content area is titled 'Instructional Planning (IP)' and 'Focus for Learning (FL)'. It includes the text 'Use of high-quality student data (HQSD)' and a 'Show/Hide Indicators' link. At the bottom, there are four rating buttons: 'Ineffective', 'Developing', 'Skilled', and 'Accomplished'. A red arrow points to the 'Observation Ratings' tab.

Step 2: The first organizational area included in the observation will be selected by default. Use the navigation selections to change to a different organizational area.



The screenshot displays a web-based observation tool interface. At the top, a light blue banner contains an information icon and the text: "The full OTES Rubric CCS can be viewed by clicking [here](#)." Below this is a navigation bar with tabs for "Observation Ratings", "Notes", "Attachments", and "Signatures".

The main content area is divided into a left sidebar and a right main panel. The sidebar contains three sections:

- Instructional Planning** (highlighted in blue):
 - Focus for Learning
 - Knowledge of Students
- Instruction and Assessment**:
 - Lesson Delivery
 - Classroom Environment
 - Assessment of Student Learning
- Professionalism**:
 - Professional Responsibilities

A red arrow points from the "Instruction and Assessment" section to the "Instructional Planning" section.

The main panel displays the selected area, "Instructional Planning (IP)", with a sub-section for "Focus for Learning (FL)".

The first rating item is "Use of high-quality student data (HQSD)". Below the title is a "Show/Hide Indicators" link. The rating scale consists of four buttons: "Ineffective", "Developing", "Skilled", and "Accomplished". Below the buttons is a large empty text box for notes.

The second rating item is "Connections to prior and future learning (CPFL)". It also has a "Show/Hide Indicators" link and the same four-button rating scale ("Ineffective", "Developing", "Skilled", "Accomplished") followed by a large empty text box for notes.

Step 3: Select a rating and add evidence for each applicable component.

Observation Ratings | Notes | Attachments | Signatures

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional

Instructional Planning (IP)

Focus for Learning (FL)

Use of high-quality student data (HQSD)

[Show/Hide Indicators](#)

Ineffective | Developing | Skilled | Accomplished

[Evidence Text Box]

Ratings are not visible to the educator until the observer has added his/her electronic signature (PIN) to the observation.

Step 4: Once the first organizational area has the desired ratings and evidence, click the next organizational area to enter the desired information.

Observation Ratings | Notes | Attachments | Signatures

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instruction and Assessment (IA)

Lesson Delivery (LD)

Communication with students (CS)
[Show/Hide Indicators](#)

Ineffective | Developing | Skilled | Accomplished

Monitoring student understanding (MSU)

Observation Notes

The Notes section can be used to record general observation notes and/or observation scripting/summary. Notes can be added at any time and are not dependent on Ratings being entered.

NOTE: Notes are not visible to the educator until the observation has been signed.

Click the **Notes** tab to add notes for the observation. Enter the note in the text box and click **Save Note**.

The full OTES Rubric CCS can be viewed by clicking [here](#).

Observation Ratings | **Notes** | Attachments | Signatures

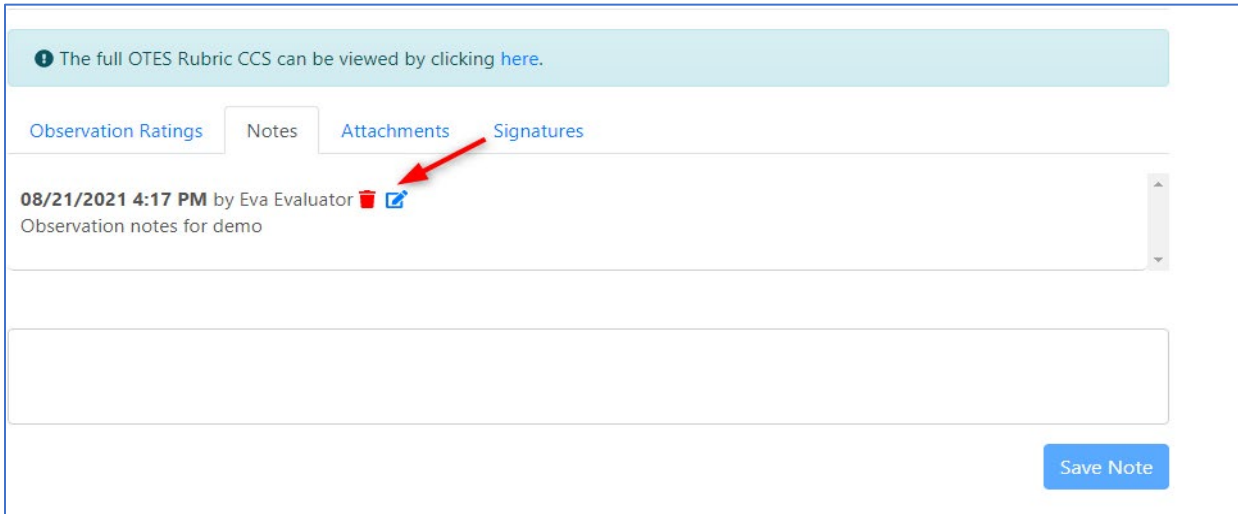
There are no notes at this moment

B I U | Normal | [Rich Text Editor Icons]

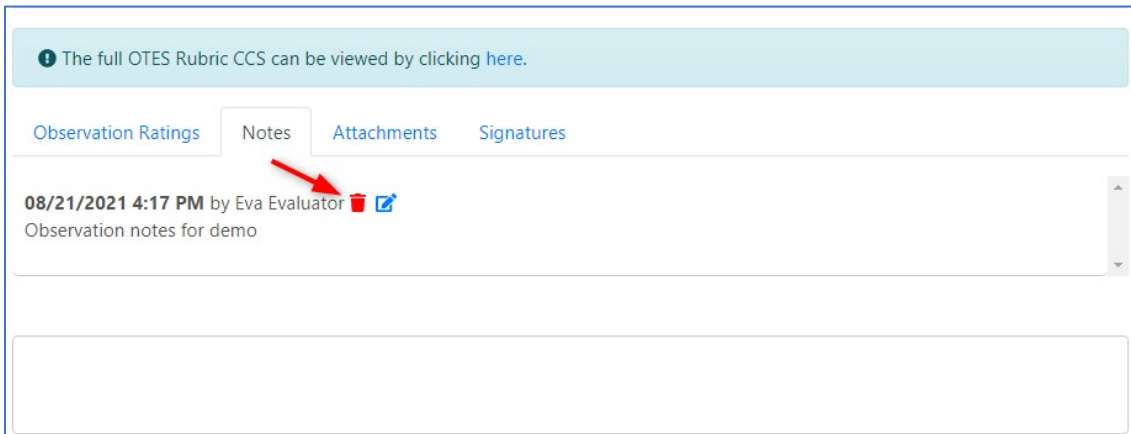
Observation notes for demo

Save Note

Once a note has been saved, it can be edited or deleted by the observer, provided the observation has not been signed. To edit, click the icon that resembles paper and pencil.



To delete a note, click the icon that resembles a red trash can, provided the observation has not been signed.

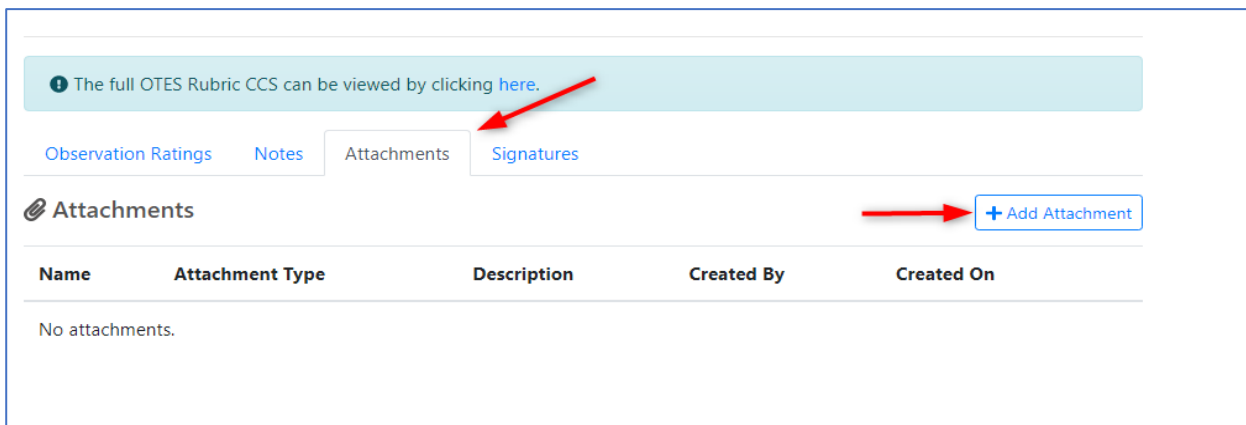


Attachments

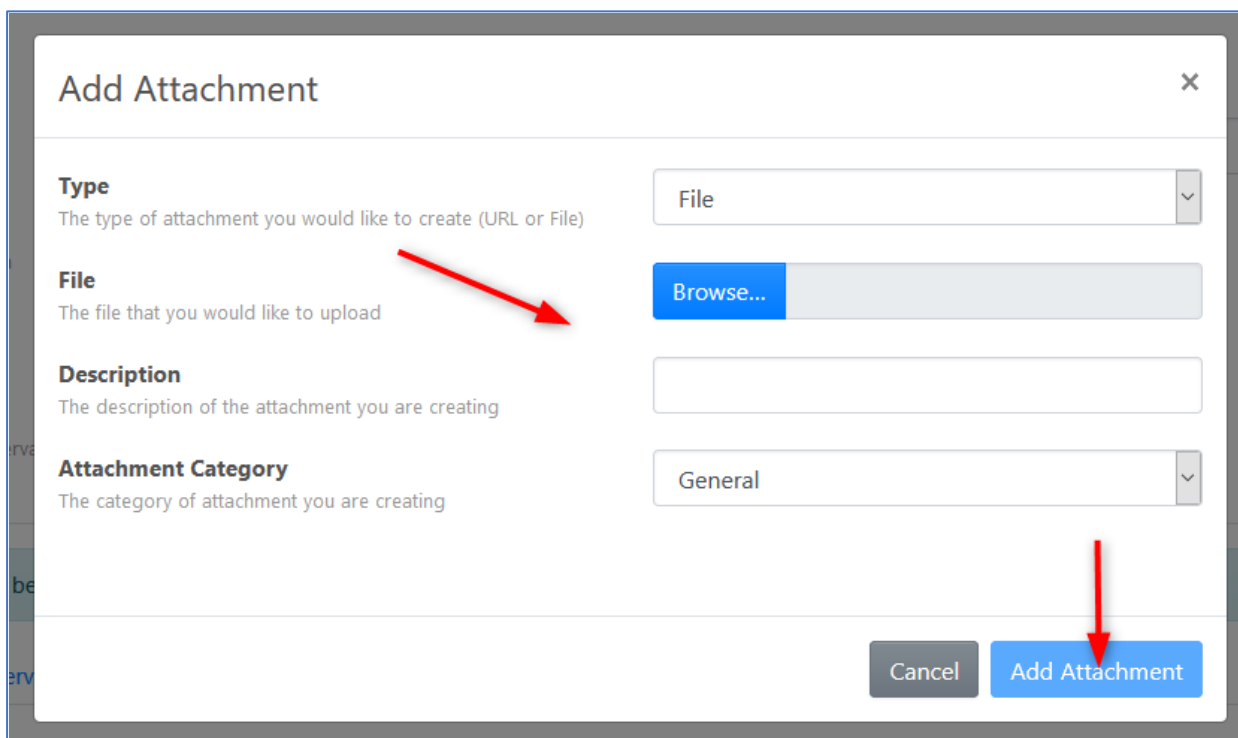
Attachments can be included as evidence for the observation. Attachments can be added at any time until the observation has been signed. The attachment could also be a link to a website.

NOTE: Attachments added by the observer are not viewable by the educator until the observation has been signed. The educator can add attachments while the observation is in progress.

Step 1: Go to the **Attachment** tab and click **+ Add Attachment**.



Step 2: Select the attachment **Type**, enter the URL for or click **Browse** to locate the file on your computer. Enter a brief description for the file or URL. Select an **Attachment Category** and then click **Add Attachment**.




An attachment can be deleted provided the observation has not been signed. To delete an attachment, click the icon resembling a red trash can.

The full OTES Rubric CCS can be viewed by clicking [here](#).

Observation Ratings Notes Attachments Signatures

Attachments + Add Attachment

Name	Attachment Type	Description	Created By	Created On	
Test PDF.pdf	General	Observation Attachment	Eva Evaluator	08/21/2021 4:24 PM	

Signatures

Once all desired observation data has been entered and you are ready for the educator to view the observation, click the **Signatures** tab. Click **+ Add my signature**.

The full OTES Rubric CCS can be viewed by clicking [here](#).

Observation Ratings Notes Attachments Signatures

Signatures

No signatures found

+ Add my signature

Enter your 4-digit PIN in the **PIN** entry box and click **Sign**. If you do not know your PIN, click **Forgot PIN?**.

Add Signature ✕

Please enter your PIN to electronically sign this document

🔑

Forgot Pin?

Cancel

Sign

Once the observer has entered his/her signature, the observation is considered complete and cannot be edited. It is ready for the educator to view.

Formal Holistic Observation

[← Back](#)

! This observation is closed for editing.

Observation Date
The date of the observation: 08/21/2021

Start Time
The start time of the observation: 03 : 42 PM

End Time
The end time of the observation: 03 : 42 PM

Observation Type
This is a formal or walkthrough observation: **Formal Holistic** | Formal Focused | Walkthrough

i The full OTES Rubric CCS can be viewed by clicking [here](#).

[Observation Ratings](#) | [Notes](#) | [Attachments](#) | [Signatures](#)

Creating a Post-Conference

Step 1: After logging into www.ohioes.com, click on **Post-Conference** from the navigation selections.

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TBD

Final Rating

Evaluators


[+ Add Evaluator](#)

Evaluator	Role
Eva Evaluator (AB9468695)	Primary Evaluator

Step 2: Click **Add Post-Conference**.

Post-Conferences



This is where post-conferences for this particular evaluation can be managed. An evaluator can create post-conferences as necessary.



 [Add Post-Conference](#)



Date	Start	End	Evaluator	Due Date	Completed
There are currently no post-conference for this evaluation.					


Step 3: Enter the **Date, Start Time, End Time** of the Conference. Click **Save**.

Post-Conference ✕

Conference Date
The date of the conference  08/21/2021 

Start Time
The start time of the conference  04 : 36 PM 


End Time
The end time of the conference  04 : 36 PM 


 [Cancel](#) [Save](#)


Step 4: The first organizational area included in the conference will be selected by default. Use the navigation selections to change to a different organizational area.

Post-Conference

[← Back](#)

Conference Date
The date of the conference 

Start Time
The start time of the conference : 

End Time
The end time of the conference : 

[Conference Ratings](#) [Signatures](#)

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

[Professionalism](#)

Instructional Planning (IP)

Focus for Learning (FL)

Use of high-quality student data (HQSD)
[Show/Hide Indicators](#)

Step 5: Select a rating and add evidence for each component.

Post-Conference
← Back

Conference Date
The date of the conference: 08/21/2021

Start Time
The start time of the conference: 04 : 36 PM

End Time
The end time of the conference: 04 : 36 PM

Conference Ratings | Signatures

Instructional Planning (IP)

Focus for Learning (FL)

Use of high-quality student data (HQSD)
[Show/Hide Indicators](#)

Ineffective | Developing | **Skilled** | Accomplished

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional

Conferences are not visible to the educator until the evaluator has added his/her electronic signature (PIN) to complete the conference.

Step 6: Once the first organizational area has been completed, click on the next organizational area to enter component rating and evidence.

Conference Ratings | Signatures

Instructional Planning

- Focus for Learning
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery**
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instruction and Assessment (IA)

Lesson Delivery (LD)

Communication with students (CS)
[Show/Hide Indicators](#)

Ineffective Developing Skilled Accomplished

Monitoring student understanding (MSU)
[Show/Hide Indicators](#)

Ineffective Developing Skilled Accomplished

Step 7: Once all desired data has been entered and you are ready for the educator to view the conference, click on **Signatures** tab.

Conference Ratings | Signatures

Instructional Planning

- Focus for Learning**
- Knowledge of Students

Instruction and Assessment

- Lesson Delivery
- Classroom Environment
- Assessment of Student Learning

Professionalism

- Professional Responsibilities

Instructional Planning (IP)

Focus for Learning (FL)

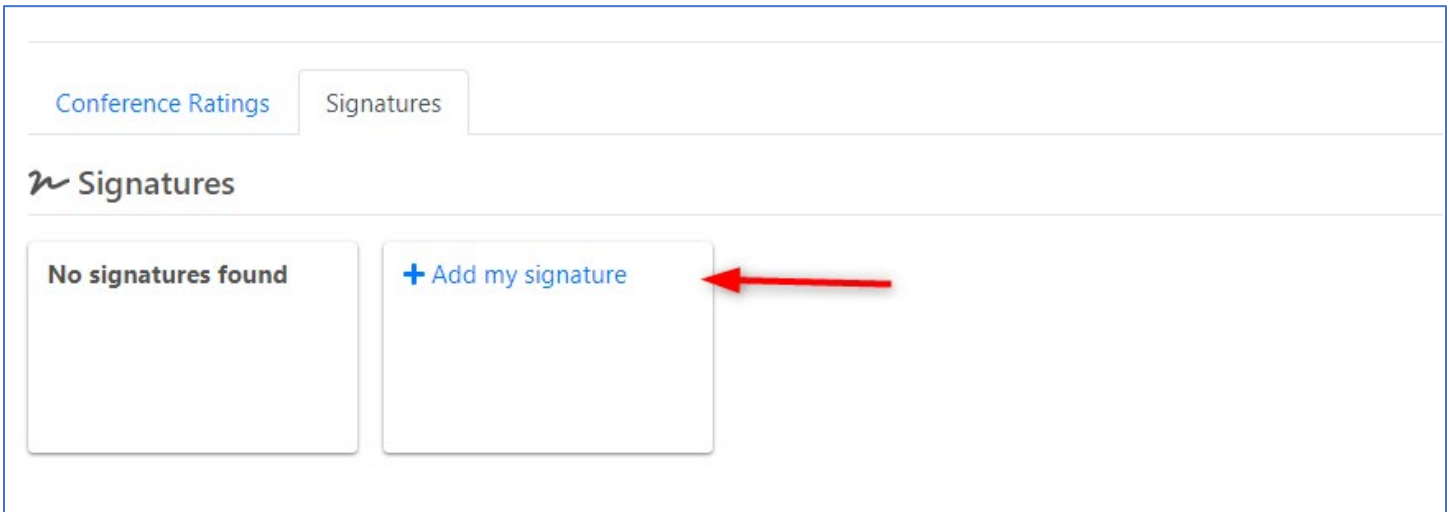
Use of high-quality student data (HQSD)
[Show/Hide Indicators](#)

Ineffective Developing **Skilled** Accomplished

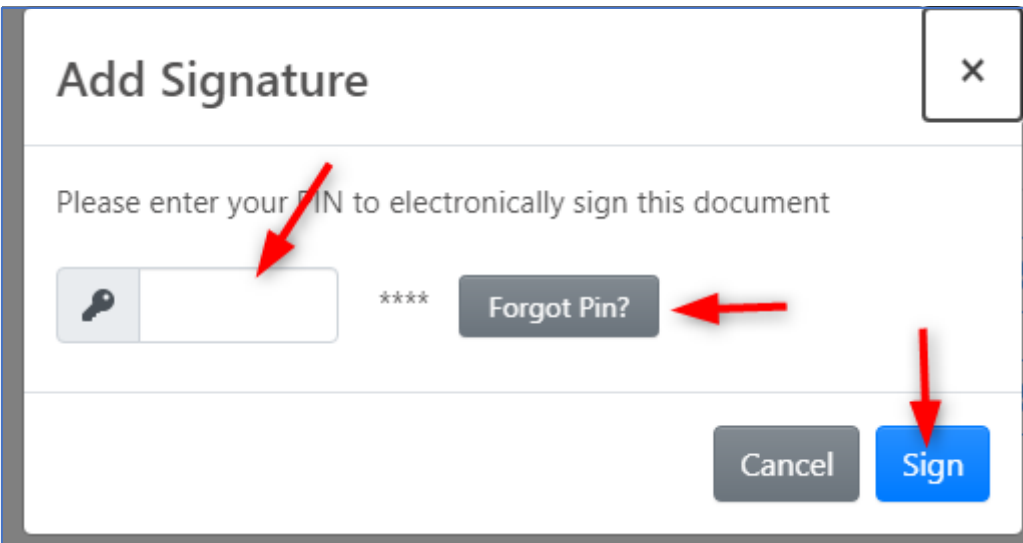
[Clear Score](#)

Use of quality student data

Step 8: Click **+Add my signature**.



Enter your 4-digit, numerical PIN. If you do not remember your PIN, click **Forgot PIN?** To retrieve your PIN. Click **Sign**.



The Conference will now be visible to the educator to view and add their signature, which is highly encouraged but not required. The document is considered completed/submitted with the evaluator's signature.

The screenshot shows a section titled 'Post-Conferences'. Below the title is a paragraph: 'This is where post-conferences for this particular evaluation can be managed. An evaluator can create post-conferences as necessary.' To the right of this paragraph is a blue button labeled 'Add Post-Conference'. Below the paragraph is a table with the following data:

Date	Start	End	Evaluator	Due Date	Completed	
08/21/2021	4:36 PM	4:36 PM	Eva Evaluator	08/21/2021	Yes ✓	Details