

Observation User Guide

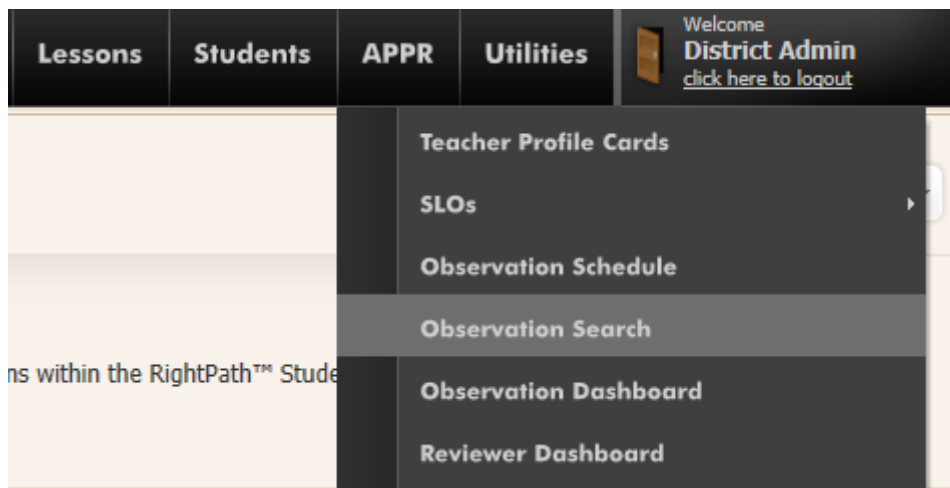
Modified on: Tue, 17 Mar, 2020 at 12:13 PM

This is a quick guide with screen shots to demonstrate how to create and enter an evaluation.

RightPath's™ Observation platform enables users to collaborate and view evaluations in the classroom. The platform allows administrators to record evaluations on the customizable protocol adopted by the school district. The Observation platform can be used on tablets, smartphones, and various other electronic mobile devices.

Create an Evaluation

Evaluations are accessible from the APPR dropdown menu at the top of any page in RightPath™. To access the platform, navigate to the "APPR" dropdown menu. From the dropdown list, select "Observation Search".



You will be brought to the Observation Search page. From here you can search and view evaluations and start new ones. Click on the "Add Observation" button located in the top right corner of the page to add a new evaluation.

RightPath
Student Success System
Welcome building admin
[click here to logout](#)

Home Classes Data Center Lessons Students APPR Utilities

Observation Search

Bulk PDFs View Reports + Add Observation

Staff

Not Started
 In Progress
 Complete
 Sent to User
 Acknowledged
 Deleted

School Year

Rubric

Building

All Observations
 Observations I Own

Reviewer

Actions

		Staff Member	Date	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>		Unknown Teacher	03/20/20	End of Year Observation	No Class Associated	Amityville Memorial HS	building admin	Scheduled	
<input type="checkbox"/>		Unknown Teacher	03/18/20	End of Year Observation	No Class Associated	Amityville Memorial HS	building admin	In Progress	

A popup will be displayed to enter the data needed to create the evaluation. Details such as teacher, rubric, date, time, announced versus unannounced, building, grade and the class in which the observation will be conducted need to be added. Once you have filled in the details, you can choose "Schedule & Start" to start immediately or "Schedule for Later" to create the evaluation form to come back to at a later time.

Schedule a New Observation
✕

Staff

Rubric

Observation Date

End Time

Announced
 Unannounced

Building

Class

Grade Level

Schedule & Start
Schedule for Later
Cancel

Once you start the observation, you will be directed to the Observation form page for the rubric you selected. Click on the appropriate radio buttons for the rating system your district uses. You can save and continue working on this evaluation by clicking on the "Save" button located at the top of the page at any time. An alert message at the top of the screen will let you know that you have successfully saved this observation. Please note this screen may be different depending on the district and/or observation type.

Entering Comments

Comments and Evidence can be entered by clicking on the "Comments/Evidence" button, next to the Domain name or by clicking the hyperlink for each indicator. This will redirect you to the following page where text can be entered. If your district uses stored comments, please see the section below.

- After you have entered your comment, click the "Save Comments" button at the bottom of the screen at any time to save your comments.
- Click the "Save Comments and Return" button when you are finished with these comments and want to return to the Observation Edit page. Upon returning to the Observation, you will see the comments entered in the appropriate spot.
- Click the "Cancel" button if you need to exit the comment section without saving and return to the observation.
- Use View comment history to see any previously used comments that may have been deleted/not saved.
-

RightPath
Student Success System

Home Classes Data Center Lessons Students APPR Utilities

Welcome building admin
click here to logout

Observation Comments Save & Return to Observation

Unknown Teacher
3/17/2020

School: Amityville Memorial HS
Class: No Class Associated
Grade Level: 6th Grade
Type: This observation is unannounced.

View Comment History Show Saved Comments

Domain 1: Planning and Preparation

Save Comments Save Comments and Return Cancel

Stored Comments

Some districts may choose to use stored comments. The user can create and store comments for their observations to be used over and over again on the same observation rubric, same domain for each teacher they need to evaluate.

To access the stored comments, you will click the “Add Evaluation” button from the Evaluation search page. Add the data that is needed to create your observation and click on the “Comments/Evidence” button in the Domain that you want to add the comments to.

Domain 1: Planning and Preparation

Comments/Evidence

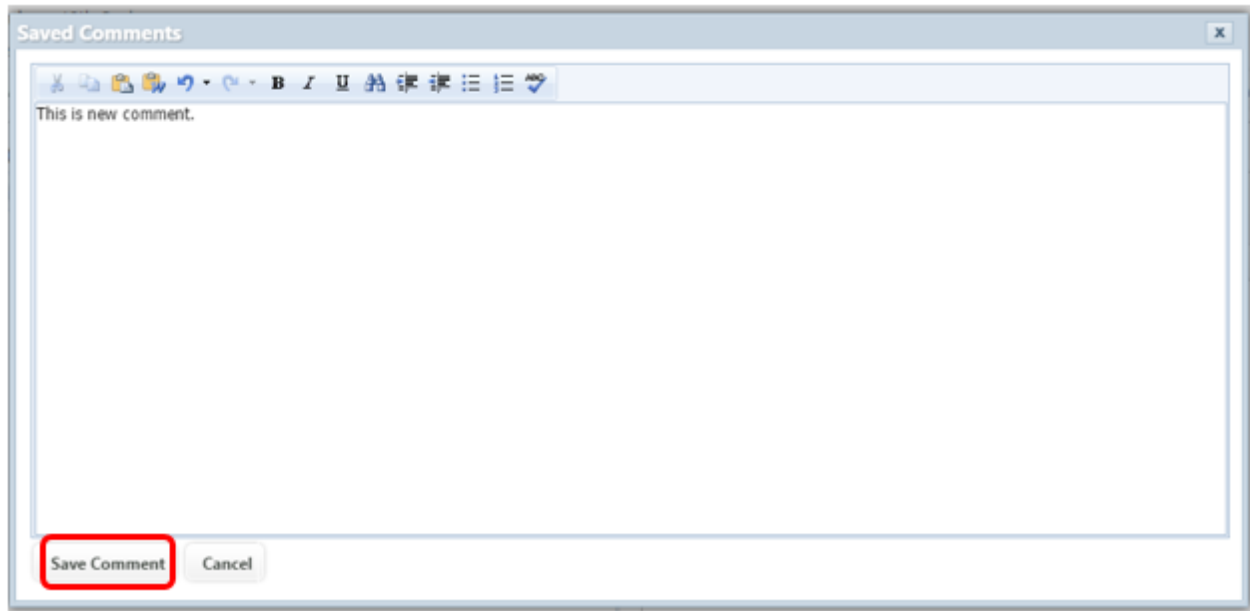
The screen will refresh and you will click on the “Show Saved Comments” button.

The screenshot shows the top section of the 'Observation Comments' interface. At the top left is a clipboard icon followed by the text 'Observation Comments' and a smaller link 'Save & Return to Evaluation'. Below this, the following metadata is listed: 'Teacher: Unknown Teacher', 'Date: 7/26/2016 12:00 AM', 'School: Bay Shore High School - 9-12', 'Class: No Class Associated', and 'Grade: 12th Grade'. A note states 'This observation is unannounced.' Below the note are two buttons: 'View Comment History' on the left and 'Show Saved Comments' on the right, which is highlighted with a red rectangle. The main content area is titled 'Domain 2: Interpersonal Domain' and contains a rich text editor toolbar with various icons.

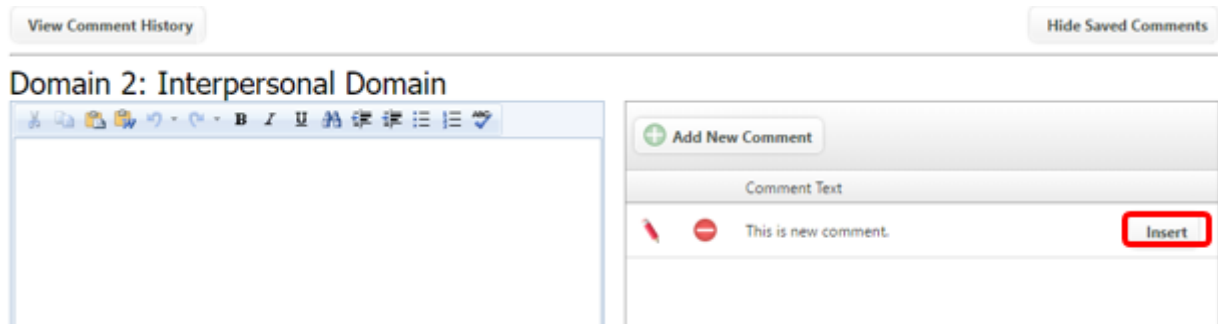
The page will refresh and you will click on the "Add New Comment" button.

This screenshot shows the 'Add New Comment' form. At the top left is a 'View Comment History' button and at the top right is a 'Hide Saved Comments' button. The main heading is 'Domain 2: Interpersonal Domain'. Below the heading is a rich text editor toolbar. To the right of the toolbar is a button labeled '+ Add New Comment', which is highlighted with a red rectangle. Below this button is a text input field labeled 'Comment Text'. Underneath the input field, the text 'There are no saved comments for this item.' is displayed.

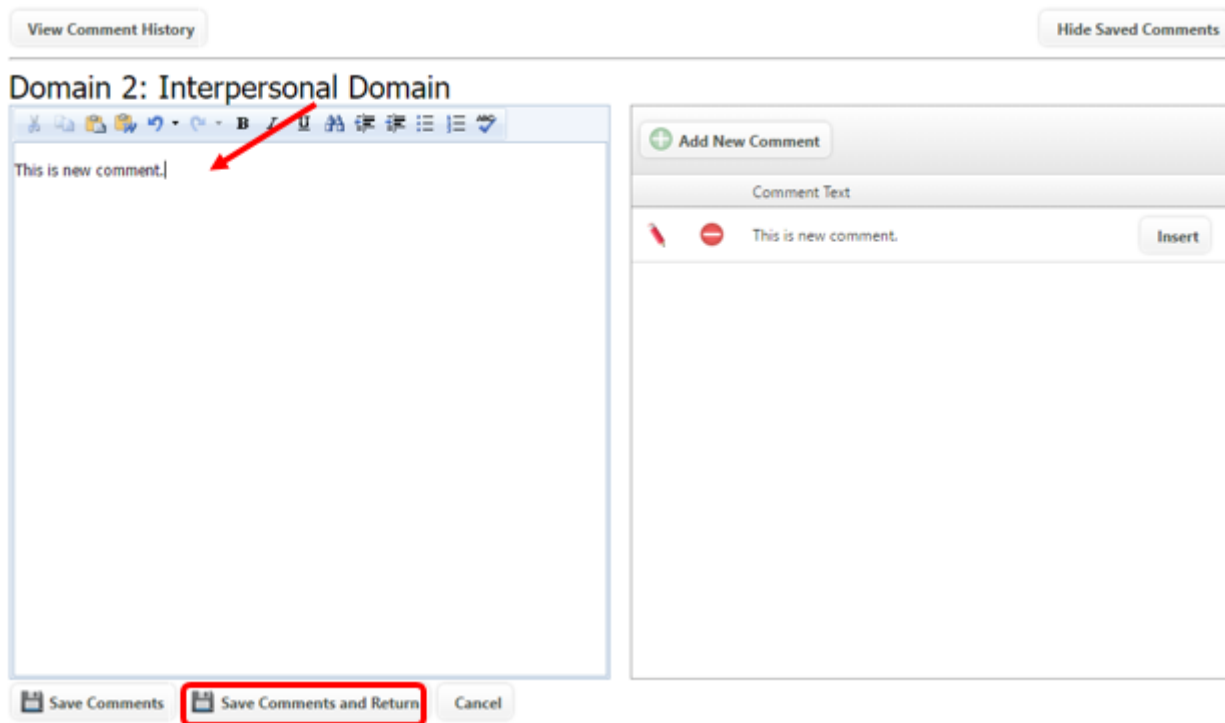
Enter the comment and click the "Save Comment" button.



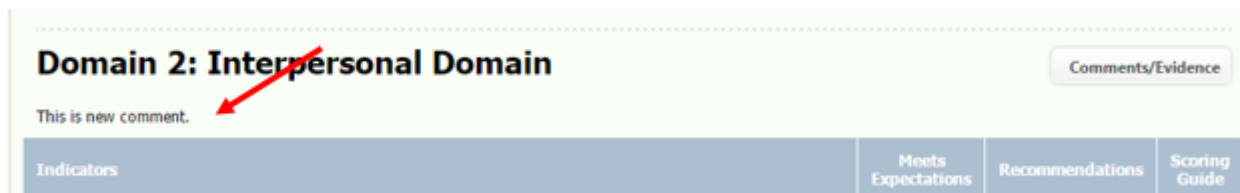
When the screen refreshes, you will see your comment listed. You will have the option to edit (pencil) or delete (red circle) this comment. Click the "Insert" button to add the comment to this Domain.



You will notice the comment has been added. Next click the "Save Comments and Return" button to return to the evaluation.



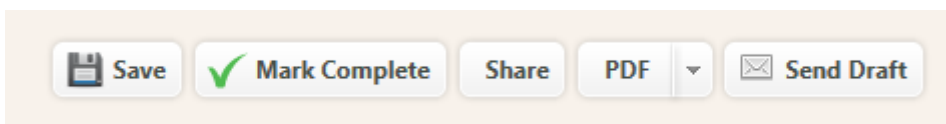
The comment has been added to the observation. This comment is now available to any evaluations of this type created going forward to be selected and added to this specific domain.



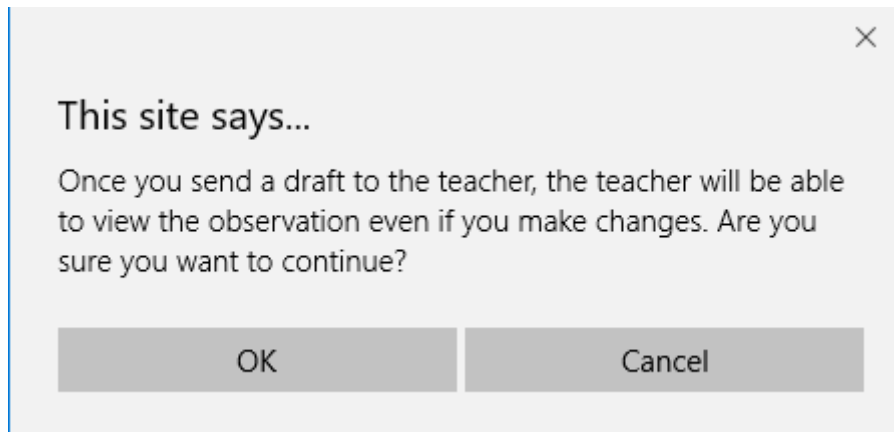
This comment will now be available on all new evaluations of the same type created after the comments were added to the comment bank.

Print an Observation

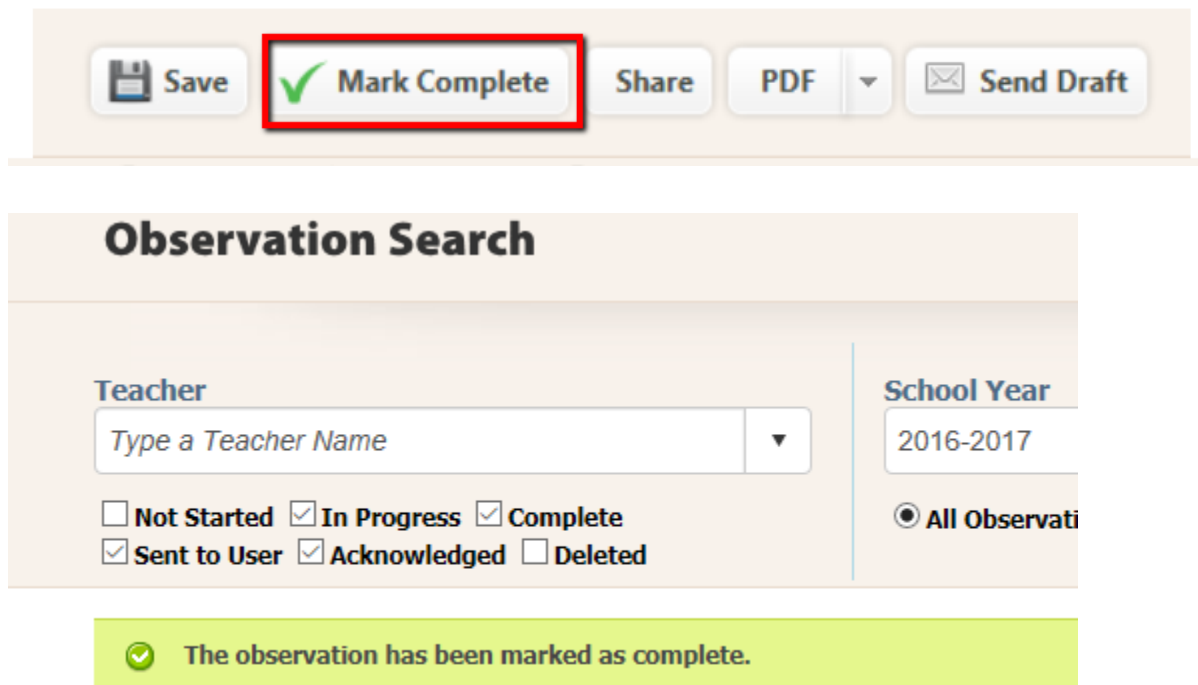
While in the evaluation, you may render a PDF or Word file or send a draft to the teacher by clicking on the appropriate button at the top of the screen. Click on the "PDF" drop down button and select PDF or Word option. Once you download the evaluation you can print it.



If you select the "Send a Draft" option, a new popup gives you the option to confirm this transaction or cancel it. If you select "OK" a copy of this evaluation is sent to the teacher to preview.



Once you have saved and finished the evaluation, you will click on the "Mark as Complete" button located at the top of the screen. You will be redirected back to the Observation Search page and you will see an alert message that the observation has been marked as complete.



From the Observation Search page, any evaluation that you own can be edited, deleted, marked as complete or sent to the user.

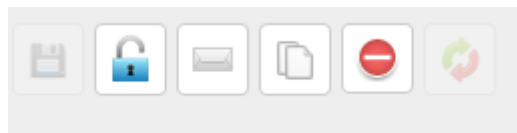
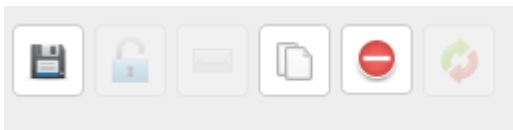
To edit an evaluation, click on the red pencil on the left margin of the observation search grid to reopen the evaluations and make your changes. You can only edit evaluations that are "In Progress". If an evaluation has the status of Complete, Sent to Teacher or Acknowledged, you must click the lock icon in the Actions column to unlock the evaluation before you can edit it again.

Any other options that are available concerning evaluations will be accessible in the "Actions" section of the Observation Search grid. The available options are, Mark an Observation as Complete (disk icon), Send the Observation to the User (envelope icon), Copy an Observation (2 pages icon) and Delete an Observation (red circle icon).

If you are completely done with the evaluation, click the disk icon in the Actions section to mark the observation as "complete". This only completes the evaluation, if you want to send the evaluation to the teacher, you will need to click the envelope icon.

If you would like to make a copy of an observation, click the copy icon.

If you want to delete an evaluation, click on the red circle with the white bar in it and confirm that you want to delete it. A deleted evaluation can be filtered and found through the "Deleted" Status filter.



Please note, the status of the evaluation will change in the "Status" column when each icon is clicked allowing the administrator to see and to filter by the status. Once the disk icon is selected, the icon will change to a lock icon and the word "Complete" will show in the grid.

Once the envelope is clicked, the word 'Sent' will now show in the Status column. This completes the evaluation.

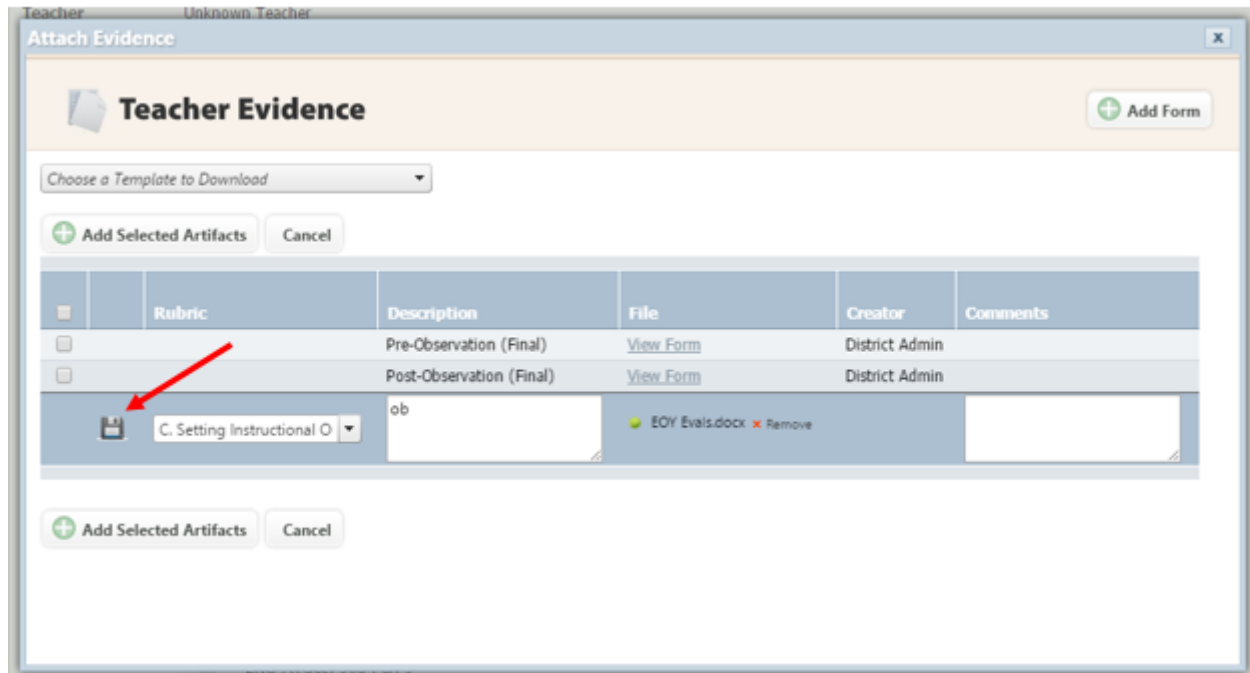
Once the evaluation is sent to the teacher, the teacher can acknowledge the evaluation. The status will be marked "Acknowledged" once the teacher has opened their RightPath email and reviewed the evaluation.

Adding Evidence to Observations

The process for all types of evaluations will be basically the same. To add evidence, click on the "Add evidence" button located at the top of the evaluation.

To add teacher evidence to an evaluation, select the standard from the first drop down menu. Add a description to the description text box. Click on the "Browse" button to find the file you want to upload. You may add comments in the last text box.

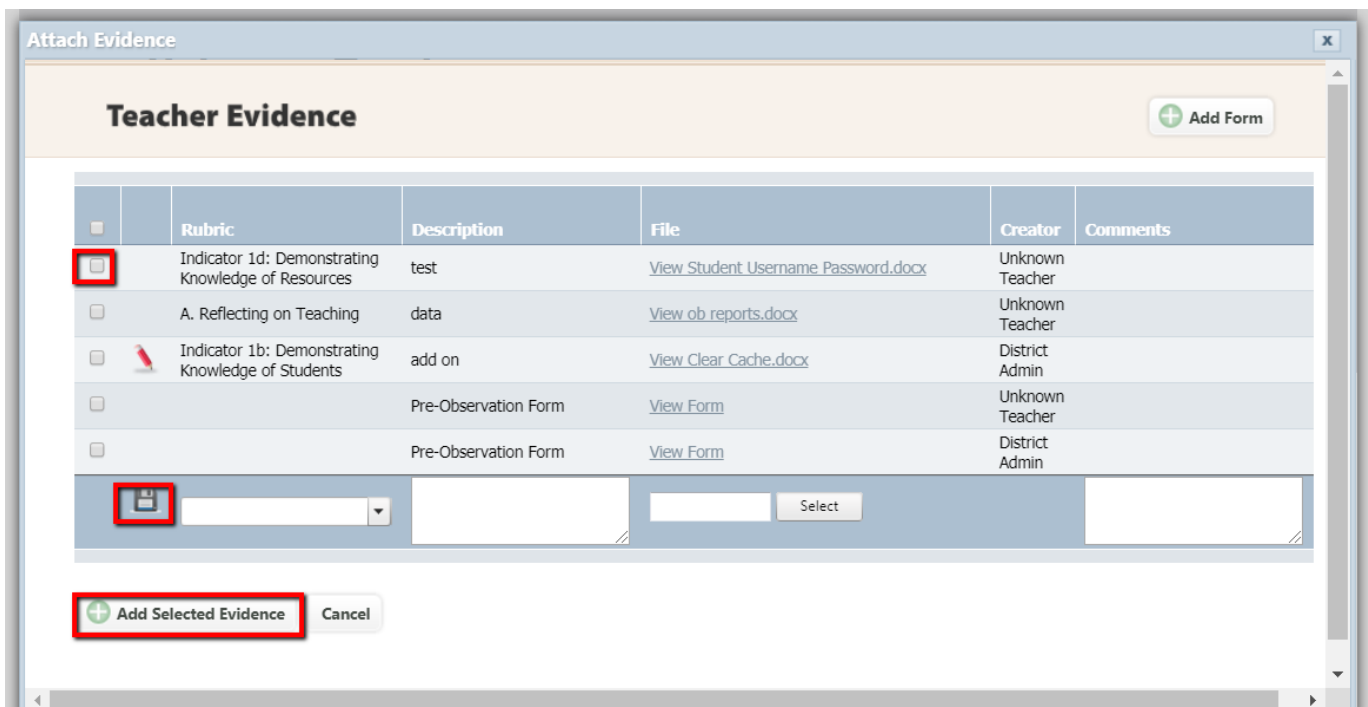
Click the disk icon to add the evidence to your list of evidence available.



An alert message will let you know that the evidence has been added successfully. The evidence is now available to add to the observation.

Please note that some districts have the teacher upload their own evidence.

Select the evidence you want to add to the evaluation by clicking in the check box on the left margin and click on the "Add Selected Evidence" button.



You are then directed back to the observation edit page and will notice the evidence listed. If you need to remove the evidence, click the remove button next to the evidence.

Formal Observation Edit [Return to Search](#)

Save Mark Complete Share PDF Send Draft

Unknown Teacher

Observation Date: 1/31/2020 11:15 AM

Building: Northwest ES

Grade Level: No Grade

Class: No Class Associat

Announced Unannounced

Reviewer Type: Principal/Supervisor

Evidence

[+ Add Evidence](#)

[- Remove](#) add on - View Clear Cache.docx

Adding Narrative Notes to the Observations

Click the "Edit" button in the narrative notes section to add notes. If there are existing narrative notes, they will display as read-only on the evaluation edit page but can be edited.

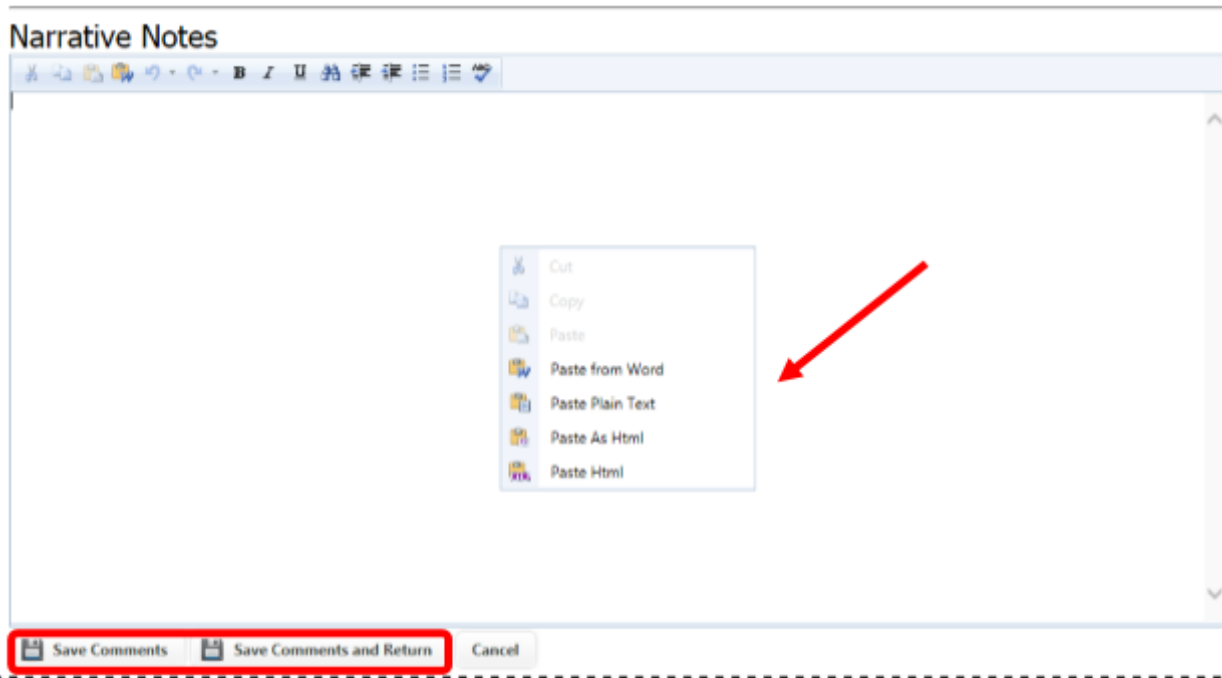
Narrative Notes

[Edit](#) Please note, you can highlight and right click these notes to push the comments into other sections of the observation.

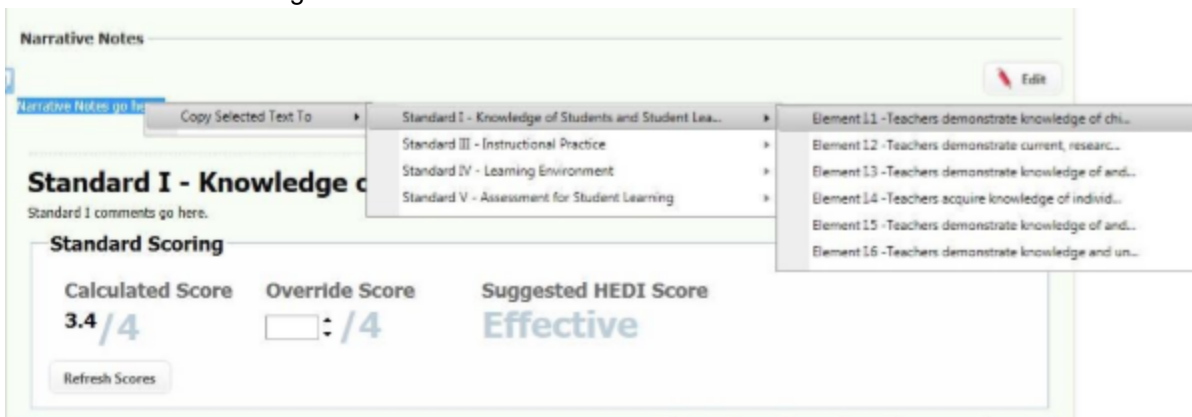
The edit page will appear, and the narrative notes can be typed in the text box. You also have copy and paste capabilities in this text box. When you right click in the Narrative Notes section, you will notice multiple paste options, please use the "Paste as Plain text" when it is available.

The "Save Comments" button will save the information and stay on the page.

The "Save Comments and Return" button will save the comments and return you to the observation page.



To copy narrative notes to a domain/subdomain, highlight and right click the text in the read only narrative section while in the Observation Edit page. Select "Copy Selected Text To" to copy the comments over to the standard and the element that it belongs in.



Domain Scoring

You will select the appropriate radio buttons for each element. Once the selections are complete, the scores will be calculated. Domain scoring will be calculated based on the district rubric and will appear in the "Calculated Score" box. You can override the calculated score by typing in a new score in the "Override Score" box and clicking the 'Calculate Score' button.

Component Score

Calculated Score	Override Score
1.67 / 4	<input type="text"/> / 4
<input type="button" value="Calculate Score"/>	