

End Of Year Observations

Modified on: Fri, 20 Mar, 2020 at 11:29 AM

The End of Year observation uses the evaluations performed for a teacher throughout the year to produce an overall score for the year.

Hover over the APPR option on the black menu bar and click "Observation Search". Click the "Add Observation" button in the top right corner and a pop up box will display. Fill in the data needed and select the "End of Year" rubric from the drop down menu.

Click on "Schedule & Start" to begin.

The screenshot shows the 'RightPath Student Success System' interface. At the top, there is a navigation bar with 'Home', 'Classes', 'Data Center', 'Lessons', 'Students', 'APPR', and 'Utilities'. A user is logged in as 'District Admin'. The main heading is 'Observation Search', with buttons for 'Bulk PDFs', 'View Reports', and 'Add Observation'. A modal window titled 'Schedule a New Observation' is open, containing the following fields:

- Staff: Teacher, Unknown
- Rubric: End of Year Observation
- Observation Date: 3/20/2020 9:30 AM
- End Time: 10:30 AM
- Announced/Unannounced: Unannounced
- Building: Amityville Memorial HS
- Class: No Class Associated
- Grade Level: 1st Grade

At the bottom of the modal, there are three buttons: 'Schedule & Start', 'Schedule for Later', and 'Cancel'. The 'Schedule & Start' button is highlighted with a red box.

Once you have landed on the End of Year observation edit page, you can begin attaching observations and evidence. The process for each of these is similar.

Click the "Attach More" button under the Attached Observations label to attach evaluations. A typical EOY observation will have a formal observation principal type and an informal independent type observation. Please note the observation must be in the "Complete", "Sent to User" or "Acknowledged" status to be available to attach to the End of year observation. Check off the box next to the evaluations you want to attach. Click the "Attach Selected" button in the bottom left of the pop up box.

End of Year Observation Edit [Return to Search](#)

Unknown Teacher

Observation Date 3/20/2020 9:30 AM
School Amityville Memoria
Grade Level 1st Grade

Announced Unannounced

Attached Observations

TYPE	DATE	REVIEWER
No observations have been attached.		

Evidence

Narrative Notes

Please note, you can highlight and right click these notes to push the comments into other sections of the observation.

Amityville Memoria 1st Grade

Attach Previous Observations

Previous Observations

<input checked="" type="checkbox"/>	Type	Date	Reviewer	Overall
<input checked="" type="checkbox"/>	Formal Observation	03/17/20	District Admin	3.27/4
<input checked="" type="checkbox"/>	Formal Observation	03/09/20	District Admin	2.3/4

After the evaluations have been attached, the EOY will populate a score at the bottom of the form. You can now move to the next step of adding evidence or remove any unwanted observations.

Remember to click the "Save" button at the top of the screen every now and then so your work will be saved in case you leave your computer unattended for a lengthy period of time. Clicking "Save" will also calculate the score which is shown at the bottom of the EOY.

Attached Observations

[+ Attach More](#)

TYPE	DATE	REVIEWER	
Formal Observation	3/17/2020 2:00:00 PM	District Admin	- Remove
Formal Observation	3/9/2020 2:15:00 PM	District Admin	- Remove

Evidence

[+ Add Evidence](#)

Narrative Notes

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

Concluding Remarks

[Edit](#)

Component Score

Calculated Score **3.17 / 4** Override Score / 4

[Calculate Score](#)


Attaching evidence is similar to attaching the observations. Click the "Add Evidence" button and check off the evidence you would like to include. Next click the "Add Selected Evidence" button at the bottom to attach it.

You can also add evidence at this time by selecting the rubric, entering a description and uploading a file and clicking the floppy disk icon to save it. Next click the "Add Selected Evidence" button at the bottom to attach it.

The screen will refresh and you will see the added evidence. You can remove any that are incorrect by clicking on the "Remove" button.

Attach Evidence

<input checked="" type="checkbox"/>	Indicator 1b: Demonstrating Knowledge of Students	Test File	View Comp C5.PNG	Unknown Teacher
<input type="checkbox"/>		Pre-Observation Form	View Form	Unknown Teacher


 [Select](#)

[+ Add Selected Evidence](#) [Cancel](#)


You may also add Narrative Notes and Concluding Remarks by clicking the "Edit" button under each label.

If you copy text into one of the note sections, please use the "Paste as Plain Text" option so you won't have issues with garbled text.

Narrative Notes

 **Edit** *Please note, you can highlight and right click these notes to push the comments into other sections of the observation.*

Concluding Remarks

 **Edit**

When you are finished with the End of Year observation form, you will click "Save". If you have completed the EOY observation, click the "Mark Complete" button at the top of the page. The score will be shown at the bottom of observation and is now available for the HEDI sheet. You can override this score by putting a number in the "Override Score" box and clicking "Save".

Click the "Return to Search" arrow to return to the Observation Search page.



RightPath Student Success System

Home Classes Date Center Lessons Students APPR Utilities

Welcome District Admin [click here to logout](#)

End of Year Observation Edit [Return to Search](#)

Save **Mark Complete** Share PDF Send Draft

The EOY observation can be sent to the teacher by clicking the envelope icon on the observation search grid.

Observation Search

[Bulk PDFs](#)
[View Reports](#)
[Add Observation](#)

Staff

Not Started
 In Progress
 Complete

Sent to User
 Acknowledged
 Deleted

School Year

Rubric

All Observations
 Observations I Own

Building

Reviewer

✔ The observation has been marked as complete.

Actions ▼

	Staff Member	Date	Type	Class	Building	Reviewer	Status	Actions
	Unknown Teacher	03/20/20	End of Year Observation	No Class Associated	Amityville Memorial HS	District Admin	Complete	