

# Anecdotal Note

Overview / Tutorial for Supervisors

# Anecdotal Notes

Anecdotal Notes is a section where supervisors can document evidence outside of a Formal Observation, Differentiated, SLO, Walkthrough, etc.

Anecdotal Notes are initiated by a supervisor.

Teachers/NTPEs will receive an email notification when a supervisor submits an Anecdotal Note.

Once submitted, the teacher/NTPE will have the option to review the evidence collected and submit back to the supervisor any feedback/comments.

The screenshot displays the 'Anecdotal Note' interface within the Pearson My Observations system. The page is titled 'Anecdotal Note' and is accessed from the 'My Observations' section. The user is identified as 'Teacher, Ma'. The interface is divided into four domains, each with a description and an 'Add Comment' button:

- Domain 1: Planning and Preparation**  
Content and Pedagogy, Knowledge of Students, Selecting Outcomes, Knowledge of Resources, Coherent Instruction, Designing Assessment  
Example comment: [Text area]  
Posted 5/11/2016 4:43 PM
- Domain 2: The Classroom Environment**  
Respect and Rapport, Culture for Learning, Managing Procedures, Managing Student Behavior, Organizing Physical Space
- Domain 3: Instruction**  
Communication, Questioning, Engagement, Assessment, Flexibility
- Domain 4: Professional Responsibilities**  
Reflection, Recordkeeping, Family Communication, Professional Community, Growing and Developing Professionally, Professionalism

At the bottom of the form is a 'View Report' button. A 'Submit Note' button is located in the top right corner. Green arrows point to the 'Submit Note' button, the 'Example comment' text area, and the 'Add Comment' buttons for each domain.

From the Supervision Management page, select the appropriate teacher/NTPE.

The screenshot displays the 'Supervision Management' interface. At the top, there is a blue header with the Paetec logo and navigation links for 'SUPERVISION MANAGEMENT', 'RESOURCES', and 'SUPPORT'. Below the header, the page title 'Supervision Management' is shown along with a 'Help and Legend' link. The main content area includes a search and filter section with a 'Building' dropdown set to 'Grandview', a 'User Type' dropdown set to 'All', and a 'Status' dropdown set to 'All Users'. There are 'Filter' and 'reset' buttons. Below this, a table lists users with columns for 'Full Name', 'SLO', 'Walkthroughs', 'Observations', 'Anecdotal Notes', and '82 Forms'. The 'Observations' column is further divided into 'Closed' and 'Open' counts. A green arrow points to the row for 'Teacher, Judy'.

Full Name	SLO	Walkthroughs	Observations	Anecdotal Notes	82 Forms
Acker, Molly	1		1	1 Open	
Ant, Adam	...		1		
Crane, Rob	...	4	1		
Earl, Mindy	1	1 Open	1		
Jones, Casey	...				
Jones, Eric	...		1		
Lee, Christine	...	1 Open	1		
Smith, Coco	...		1		
Teacher, Joe	...				
Teacher, Judy	...				
Dole, Betty	...				

From the teacher's/NTPE's history page, click create new.

The screenshot displays the Paetec web application interface. At the top, there is a blue navigation bar with the Paetec logo on the left and the text 'SUPERVISION MANAGEMENT RESOURCES SUPPORT' on the right. Below the navigation bar, the breadcrumb trail reads 'Supervision Management > Judy Teacher > Anecdotal Notes'. On the right side of the page, there are links for 'Building Principal', 'My Supervision', and 'Logout'. The main content area features a user profile for 'Teacher, Judy' with a notification icon and a list of navigation options: 'SLO', 'Walkthroughs', 'Observations', 'Anecdotal Notes', and '82 Ratings'. The 'Anecdotal Notes' section is highlighted, showing a 'Sort By School Year' dropdown menu set to 'All'. A green arrow points from the top right towards a button labeled 'New Anecdotal Note' with a sub-label 'Create New' below it. Below this button is a table header with columns: 'School Year', 'Created Date', 'Domain', 'Evaluator Name', 'Status', and 'Actions'.

# Add comments/evidence as appropriate...

The screenshot displays the 'DataCamp' supervision management interface. At the top, there is a navigation bar with 'SUPERVISION MANAGEMENT', 'RESOURCES', and 'SUPPORT'. Below this, the breadcrumb trail reads 'Supervision Management > Judy Teacher > Anecdotal Notes > Edit'. The user profile for 'Teacher, Judy' is shown, with links for 'SLO', 'Walkthroughs', 'Observations', 'Anecdotal Notes', and '82 Ratings'. The main content area is titled 'Anecdotal Note' and lists four domains with their respective sub-topics:

- Domain 1: Planning and Preparation**  
Content and Pedagogy, Knowledge of Students, Selecting Outcomes, Knowledge of Resources, Coherent Instruction, Designing Assessment
- Domain 2: The Classroom Environment**  
Respect and Rapport, Culture for Learning, Managing Procedures, Managing Student Behavior, Organizing Physical Space
- Domain 3: Instruction**  
Communication, Questioning, Engagement, Assessment, Flexibility
- Domain 4: Professional Responsibilities**  
Reflection, Recordkeeping, Family Communication, Professional Community, Growing and Developing Professionally, Professionalism

On the right side of the interface, there are four green 'Add Comment' buttons, each with a green arrow pointing to it from the right. At the top right of the main content area, there is an orange 'Submit All' button, with a green arrow pointing to it from the left.

# ...and submit to teacher/NTPE.

Upon submit, a notification email will be sent to the teacher/NTPE to view the completed Anecdotal Note.

The screenshot shows a user interface for a teacher named Judy. At the top, there is a navigation bar with the user's name and role, and a notification bar with a green checkmark and the text: "Your Anecdotal note has been submitted. Judy Teacher has been notified of the submission." A green arrow points to this notification. Below the notification, there is a "User Summary" section with a dropdown menu for "Sort by School Year" set to "All". The "Student Learning Objectives" section includes a "View Examples of SLOs" link and a table with columns for School Year, Start Date, Evaluator Name, Info, Status, and Actions. The "Walkthroughs" section includes a "New Walkthrough" button and a "Create New" button, and a table with columns for School Year, Created Date, Domain, Evaluator Name, Status, and Actions. The table shows one entry for the year 2015-16, created on 10/19/15, with domain 01, 02, evaluator Building Principal, and status Completed on 10/19/2015. At the bottom, there are links for "Start New Observation" and "Stand-alone Rubric".

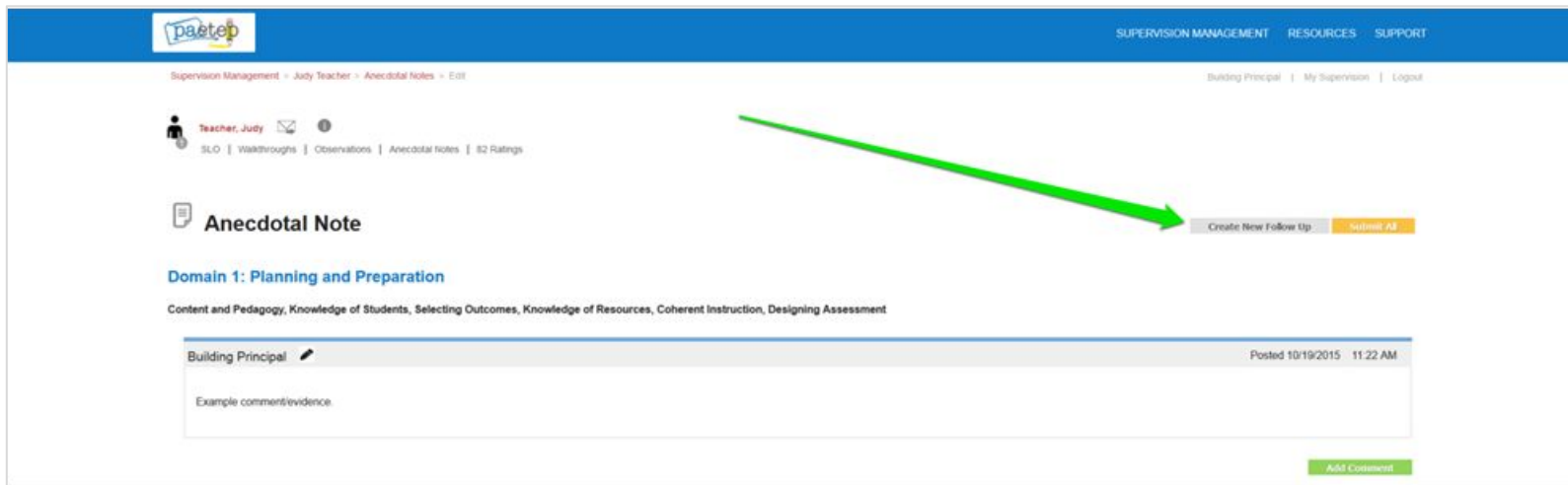
School Year	Start Date	Evaluator Name	Info	Status	Actions
2015-16	10/19/15	01, 02	Building Principal	Completed on 10/19/2015	View   View Report

School Year	Created Date	Domain	Evaluator Name	Status	Actions
2015-16	10/19/15	01, 02	Building Principal	Completed on 10/19/2015	View   View Report

If appropriate, the teacher/NTPE can add comments and submit them for your review.

# Walkthrough Options

1. Create a new Anecdotal Note each time
2. Return to a previously created Anecdotal Note and add comments (running record)
3. Return to a previously created Anecdotal Note and click Create New Follow-Up (creates a new Anecdotal Note but retains all the comments/evidence from a previously created Anecdotal Note)



The screenshot displays the Paetep web application interface. At the top, there is a blue navigation bar with the Paetep logo on the left and links for 'SUPERVISION MANAGEMENT', 'RESOURCES', and 'SUPPORT' on the right. Below the navigation bar, a breadcrumb trail reads 'Supervision Management > Judy Teacher > Anecdotal Notes > Edit'. On the right side of this section, there are links for 'Building Principal', 'My Supervision', and 'Logout'. The main content area features a user profile for 'Teacher, Judy' with icons for a person, an envelope, and a gear. Below the profile are links for 'SLO', 'Walkthroughs', 'Observations', 'Anecdotal notes', and '82 Ratings'. The title 'Anecdotal Note' is displayed in a large font. Underneath, the domain is specified as 'Domain 1: Planning and Preparation' with a sub-heading 'Content and Pedagogy, Knowledge of Students, Selecting Outcomes, Knowledge of Resources, Coherent Instruction, Designing Assessment'. A comment box is visible, showing a comment from 'Building Principal' posted on '10/19/2015 11:22 AM' with the text 'Example comment/evidence'. A green arrow points to the 'Create New Follow Up' button, which is located next to a 'Submit All' button. At the bottom right of the page, there is a green 'Add Comment' button.

# Reminders

- You can create Anecdotal Notes for both teachers and NTPEs.
- You can create an unlimited number of Anecdotal Notes for each teacher/NTPE.
- Anecdotal Notes are typically used for comments/evidence that do not appropriately fit into a Walkthrough, Formal Observation, SLO, Differentiated Observation, etc.
- Completed Anecdotal Notes are easily referenced via the quick view person icons when completing an 82 from.

The screenshot shows the Paetec Classroom Teacher Rating Form for Judy Teacher. A green arrow points to the 'Name: Judy Teacher' field. The form includes fields for District/LEA, School, Rating Date, and Evaluation type. Below these are two tables: (A) Teacher Observation and Practice, and (B) Domain Rating Assignment.

Supervision Management - Judy Teacher - 82-1 - Edit

Building Principal | My Supervision | Logout

Teacher, Judy

SLO | Walkthroughs | Observations | Anecdotal Notes | 82 Ratings

Commonwealth of Pennsylvania DEPARTMENT OF EDUCATION 333 Market St., Harrisburg, PA 17126-0333

Classroom Teacher Rating Form

PDE 82-1 (12/14)

Name: Judy Teacher

District/LEA: Example School School: Walker Elementary

Rating Date: Evaluation (Check One):  Periodic  Semi-Annual  Annual

Domain	Title	*Rating* (A)	Factor (B)	Earned Points (A x B)	Max Points
I	Planning & Preparation		20%	0.00	0.60
II	Classroom Environment		30%	0.00	0.90
III	Instruction		30%	0.00	0.90
IV	Professional Responsibilities		20%	0.00	0.60
(1) Teacher Observation & Practice Rating				0.00	3.00

*Domain Rating Assignment* 0 to 3 Point Scale (A)	
Rating	Value
Failing	0
Needs Improvement	1
Proficient	2
Distinguished	3