

Formal Observations

Overview / Tutorial

Formal Observations

Formal Observations are initiated by supervisors.

Teachers will receive an email notification when their supervisor initiates the formal observation process.

The Formal Observation process has three main phases, including the Pre-Observation, Classroom Observation, and Post-Observation phases.

The screenshot displays the Paetec Observations web interface. At the top, there is a blue header with the Paetec logo and navigation links for 'MY OBSERVATIONS', 'RESOURCES', and 'SUPPORT'. Below the header, the user is identified as 'Teacher: Sam' with a profile icon and a notification bell. The breadcrumb trail shows 'My Observations > Observations > Formal'. The main content area is titled 'Observation' and shows the evaluator as 'Dave Myers'. A table lists the observation items:

Pre - Observation	Info	Status	Options
Pre - Observation Questionnaire	Started 5/11/2016	Waiting on Sam Teacher	View/Edit
Pre - Observation Conference			

Below the table, the observation is categorized into three phases:

- Observation**: Classroom Observation
- Post - Observation**: Post - Observation Questionnaire, Self Assessment Rubric, Post - Observation Conference, Observation Summary Form, Authenticate, and a [View Full Report](#) button.

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Formal Observation Steps

Step 1: Teacher completes the pre-observation questionnaire... and Submits

Step 2: Teacher meets with supervisor (pre-observation conference)

Step 3: Supervisor completes classroom observation and scripts evidence... and Submits

Step 4: Teacher reviews evidence (adds comments if needed)... and Submits

Step 5: Teacher completes the post-observation questionnaire... and Submits

Step 6: Teacher completes the self-assessment rubric... and Submits

Step 7: Supervisor reviews and completes the self-assessment rubric... and Submits

Step 8: Teacher meets with supervisor (post-observation conference)

Step 9: Supervisor completes observation summary form... and Submits


Step 10: Teacher and supervisor authenticate the observation

Access Your Formal Observation.

Supervisors: the Teacher Specific Rating Calculator for R2-1 Forms is now available on your portal! [Learn more](#)


paetep MY OBSERVATIONS RESOURCES SUPPORT

Not logged in | Logout




Welcome to Mohawk Area School District's Teacher Evaluation Portal

PA-ETEP is Pennsylvania's electronic teacher evaluation portal for educators. PA-ETEP is designed to facilitate the PA Department of Education's new teacher evaluation process. It has been developed by EdLUM in partnership with Midwestern Interstate Unit. This web-based tool guides and supports all steps of the Pennsylvania Teacher Effectiveness model from the Observation to Final Walk through. PA-ETEP is fully aligned to the PDE adopted process and allows for real time access to evidence and feedback for both the teacher and supervisor. Each observation is documented for record keeping and authentication with a time and date stamp. Accessible using any internet capable device, this system has a user friendly interface that eliminates the need for the exchange of paper documentation and enhances efficiency and accuracy.



Questions?
Please contact district administration at adm@masd.com

PA-ETEP is an Approved Program of:



paetep MY OBSERVATIONS RESOURCES SUPPORT

Not logged in | Logout

My Observations - Observations

Smith, Ted

SLO | Walkthroughs | Observations | Anecdotal Notes | R2 Ratings

Observations

School Year	Created Date	Type	Evaluator Name	Status	Actions
2015-16	10/15/15	Formal	Building Principal	Waiting on Ted Smith	Overview

Access, complete and submit your Pre-Observation Questionnaire.

Edutech MY OBSERVATIONS RESOURCES SUPPORT

My Observations > Observations > Profile Test Draft / Logout

Avatar Test Draft

My Observations > Observations > Assessment Notes > All Ratings

Observation

Evaluator: Building Principal View

Pre - Observation	Info	Status	Options
Pre - Observation Guidelines	Started 10/10/2015	Waiting on Test Draft	View
Pre - Observation Conference			

Observation

Classroom Observation

Post - Observation

- Post - Observation Guidelines
- Self Assessment Rubric
- Post - Observation Conference
- Observation Summary Form
- Artifact

Teaching Professionals with Change Roles and Functions, please visit the SLS Portal to access rubric examples and loading guidelines.

Edutech MY OBSERVATIONS RESOURCES SUPPORT

My Observations > Observations > Profile Test Draft / Logout

Avatar Test Draft

Pre-Observation

Status

1a. Demonstrating Knowledge of Content and Pedagogy:

What is the content to be taught? What prerequisite learning is required?

Test Draft / Saved 10/10/2015 11:01 AM

Enter comment/evidence here

1b. Demonstrating Knowledge of Students:

Characterize the class. How will you modify this lesson for groups or individual students?

1c. Selecting Instructional Outcomes:

What do you want students to learn during this lesson?

Review any comments from your supervisor...

The screenshot shows the 'Pre-Observation' section of the Eduphoria interface. It features a blue header with the Eduphoria logo and navigation links for 'MY OBSERVATIONS', 'RESOURCES', and 'SUPPORT'. Below the header, there's a user profile for 'Ted Smith' and a breadcrumb trail: 'Home > Dashboard > Observations > Available Items > 60 Ratings'. The main content area is titled 'Pre-Observation' and includes a 'Return' button. A section titled '1a. Demonstrating Knowledge of Content and Pedagogy:' contains a question: 'What is the content to be observed? What prerequisite learning is required?'. Below this, there are two comment entries: one from 'Ted Smith' posted on 10/15/2015 at 11:01 AM, and another from 'Building Principal' posted on 10/15/2015 at 11:04 AM. A second section titled '1b. Demonstrating Knowledge of Students:' contains a question: 'Characterize the class. How will you modify this lesson for groups or individual students?'. A comment from 'Ted Smith' is visible at the bottom, posted on 10/15/2015 at 11:02 AM. Green arrows point to the 'Return' button, the 'Pre-Observation' title, the 'Building Principal' comment, and the 'Pre-Observation' section header.

The screenshot shows the 'Observation' overview page in the Eduphoria interface. It has a blue header with the Eduphoria logo and navigation links for 'MY OBSERVATIONS', 'RESOURCES', and 'SUPPORT'. Below the header, there's a user profile for 'Ted Smith' and a breadcrumb trail: 'Home > Dashboard > Observations > Available Items > 60 Ratings'. The main content area is titled 'Observation' and includes a 'Return' button. Below the title, there's a table with columns for 'Pre - Observation', 'Info', 'Status', and 'Actions'. The table contains three rows: 'Pre - Observation Conference' (Status: Pending), 'Pre - Observation Conference' (Status: Scheduled), and 'Pre - Observation Conference' (Status: Scheduled). Below the table, there are sections for 'Observation' and 'Post - Observation'. The 'Observation' section shows 'Classroom Observation' (Status: Scheduled) and 'Waiting on Building Principal'. The 'Post - Observation' section shows 'Post - Observation Conference' (Status: Pending), 'Self Assessment Rubric' (Status: Pending), 'Post - Observation Conference' (Status: Scheduled), 'Observation Summary Form' (Status: Pending), and 'Authentic etc.'. Green arrows point to the 'Return' button, the 'Pre - Observation Conference' row in the table, and the 'Observation' section header.

...and meet for Pre-Observation Conference.

Following the classroom observation, review evidence collected by your supervisor...

Observation

File - Observation	Info	Status	Options
Pre - Observation Conferences	Scheduled 10/15/2015	Submitted 10/15/2015	View
Pre - Observation Conferences	Scheduled 10/15/2015 11:20 AM		
Observation			View
Classroom Observation	Scheduled 10/15/2015 10:00 AM	Submitted 10/15/2015	View
Post - Observation			
Post - Observation Conferences	Scheduled 10/15/2015		View
Self Assessment Surveys	Scheduled 10/15/2015		View
Post - Observation Conference	Scheduled 10/20/2015 1:20 PM		View
Observation Summary Form			
Authenticity			

Formal Observation

Observation Evidence

- 2a. Creating a Climate of Respect and Support
 - 2a.1. Teacher Interaction with Students
 - 2a.2. Student Interactions with One Another
 - Building Principle: 11:08:40 AM - Supervisor enters observation observation evidence here. Posted 10/15/2015 11:00 AM
 - View
- 2b. Creating a Culture for Learning
 - Importance of the Content Expectations for Learning Level Achievement
 - Student Pride in Work
 - Building Principle: 11:08:47 AM - Supervisor enters observation observation evidence here. Posted 10/15/2015 11:00 AM
 - View
- 2c. Managing Classroom Procedures
 - Management of Instructional Strategies
 - Management of Materials
 - Management of Materials and Supplies
 - Management of Non-instructional Duties
 - Organization of Materials and Personnel/Processes

...and add/submit any comments.

Access, complete and submit your Post-Observation Questionnaire.

MY OBSERVATIONS | RESOURCES | SUPPORT

My Observations > Observations > Filter

Search, New, Filter, Refresh

10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0

Observation section submitted successfully. A notification has been sent to Building Principal.

Observation

Observation	Info	Status	Options
Pre - Observation			
Pre - Observation Questionnaire	Started 10/12/2015	Submitted 10/12/2015	View
Pre - Observation Conference	Scheduled 10/12/2015 11:20 AM		
Observation			
Classroom Observation	Scheduled 10/12/2015 10:30 AM	Submitted 10/12/2015	View
Post - Observation			
Post - Observation Questionnaire	Started 10/12/2015	View	View
Self Assessment Report	Started 10/12/2015	View	View
Post - Observation Conference	Scheduled 10/20/2015 11:20 PM		
Observation Summary Form			
Additional			

Logging Professionals with Unique Roles and Functions, please visit the FAQ Portal to access roles, templates and loading guidelines.

MY OBSERVATIONS | RESOURCES | SUPPORT

My Observations > Observations > Filter

Search, New, Filter, Refresh

10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0

Post-Observation

Submit

4a. Reflecting on Teaching:

What reflections caused you to design the lesson as you did? After the lesson, state whether the objectives have been met, specifically by whom, and how you know.

Ted Smith Posted 10/12/2015 11:18 AM

Enter comment/evidence here

4b. Maintaining Accurate Records:

How do you track student learning as it relates to this lesson?

Submit

4c. Communicating with Families:

What specifically have you learned by communicating with families that impacted your planning of this lesson?

Submit

Access, complete and submit your Self-Assessment Rubric...

This screenshot shows a confirmation message: "Post-Observation section submitted successfully. A notification has been sent to Building Principal". Below this, there are three sections: "Observation", "Observation", and "Post-Observation". Each section contains a table of activities with columns for "Title", "Date", "Status", and "Options". A green arrow points to the "Options" column for the "Post-Observation Self-Assessment Rubric" entry.

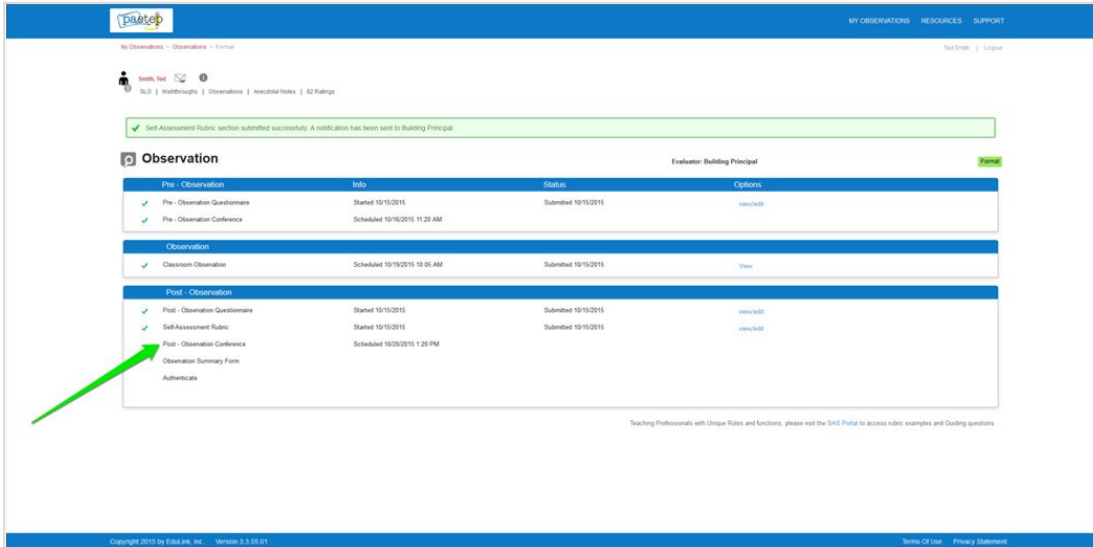
Observation	Title	Date	Status	Options
Pre-Observation	Pre-Observation Questionnaire	Scheduled 10/10/2015	Submitted 10/10/2015	View
Pre-Observation	Pre-Observation Conference	Scheduled 10/10/2015 11:20 AM		
Observation	Classroom Observation	Scheduled 10/10/2015 10:00 AM	Submitted 10/10/2015	View
Post-Observation	Post-Observation Questionnaire	Scheduled 10/10/2015	Submitted 10/10/2015	View
Post-Observation	Self-Assessment Rubric	Scheduled 10/10/2015		View
Post-Observation	Post-Observation Conference	Scheduled 10/09/2015 1:20 PM		
Post-Observation	Observation Summary Form			
Post-Observation	Audit/Review			

This screenshot shows the "Rubric Ratings" interface for "Demonstrating Knowledge of Content and Pedagogy". It features a navigation bar with "Domain 1" through "Domain 4" and a "Return to Observation" button. A table displays rubric criteria with columns for "Criteria", "Teacher Rating", "Teacher Reflection", "Evaluator", and "Observation". A green arrow points to the "Criteria" column, another to the "Teacher Rating" column, and a third to the "Evaluator" column. At the bottom, there is a "Pre-Observation Component 1a Comments" section with a text input field and a "Submit" button.

Criteria	Teacher Rating	Teacher Reflection	Evaluator	Observation
1a. Content Knowledge				
1a. Subject Knowledge				
1a. Pedagogical Content Knowledge				
1a. Instructional Practice Knowledge				
1a. Assessment Knowledge				
1a. Learning Design				
1a. Learning Assessment				
1a. Learning Behavior				
1a. Student Assessment				

...review previously collected evidence and add comments as needed.

Meet with your supervisor for the Post-Observation Conference.



The screenshot displays the Edulink observation system interface. At the top, there is a blue header with the Edulink logo and navigation links for 'MY OBSERVATIONS', 'RESOURCES', and 'SUPPORT'. Below the header, a green notification bar states: 'Self-Assessment Rubric section submitted successfully. A notification has been sent to Building Principal.' The main content area is titled 'Observation' and shows a table of activities. A green arrow points to the 'Post-Observation Conference' row in the 'Post - Observation' section.

Pre - Observation	Info	Status	Options
✓ Pre - Observation Questionnaire	Started 10/15/2015	Submitted 10/15/2015	View/Edit
✓ Pre - Observation Conference	Scheduled 10/16/2015 11:22 AM		

Observation	Info	Status	Options
✓ Classroom Observation	Scheduled 10/19/2015 10:05 AM	Submitted 10/15/2015	View

Post - Observation	Info	Status	Options
✓ Post - Observation Questionnaire	Started 10/15/2015	Submitted 10/15/2015	View/Edit
✓ Self-Assessment Rubric	Started 10/15/2015	Submitted 10/15/2015	View/Edit
✓ Post - Observation Conference	Scheduled 10/20/2015 1:26 PM		
Observation Summary Form			
Authenticate			

Teaching Professionals with Unique Roles and Functions, please visit the SAS Portal to access rubric examples and Guiding questions.

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Review the Observation Summary Form...

Observation Estimate Building Principal

Plan - Observation	Date	Status	Actions
✓ Plan - Observation Conference	Scheduled 10/10/2015	Scheduled 10/10/2015	View
✓ Plan - Observation Conference	Scheduled 10/10/2015 11:30 AM	Scheduled 10/10/2015	View

Classroom Observations	Date	Status	Actions
✓ Classroom Observation	Scheduled 10/10/2015 10:00 AM	Scheduled 10/10/2015	View

Full Observations	Date	Status	Actions
✓ Full - Observation Conference	Scheduled 10/10/2015	Scheduled 10/10/2015	View
✓ Full Assessment Audit	Scheduled 10/10/2015	Scheduled 10/10/2015	View
✓ Plan - Observation Conference	Scheduled 10/10/2015 1:00 PM	Scheduled 10/10/2015	View
✓ Observation Summary Form	Scheduled 10/10/2015	Scheduled 10/10/2015	View
Advisee		Waiting on Full Draft	View

Advisee Information Estimate Building Principal

Advisee Name	Last Name	Status
Estimate Building Principal		Active

...and Authenticate.

Reminders

Formal Observations are initiated by your supervisor.

Pre-Observation Conference, Classroom Observation, and Post-Observation Conference are scheduled by your supervisor.

Teachers with a Unique Roles... see link to [SAS Portal](#) to view discipline specific rubrics and guiding question.

Teachers with Unique Roles...

Edulink

MY OBSERVATIONS | RESOURCES | SUPPORT

90 Observations | Observations | Filter

Smith, Ted | SLO | Walkthrough | Observations | Associated Notes | 42 Ratings

Observation

Evaluator: Building Principal Form

Pre - Observation	Info	Status	Options
✓ Pre - Observation Questionnaire	Started 10/15/2015	Submitted 10/15/2015	View
✓ Pre - Observation Conference	Scheduled 10/16/2015 11:20 AM		

Observation

✓ Classroom Observation	Scheduled 10/19/2015 10:00 AM	Submitted 10/15/2015	View
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Post - Observation

✓ Post - Observation Questionnaire	Started 10/15/2015	Submitted 10/15/2015	View
✓ Self-Assessment Rubric	Started 10/15/2015	Submitted 10/15/2015	View
✓ Post - Observation Conference	Scheduled 10/20/2015 1:20 PM		
✓ Observation Summary Form	Started 10/15/2015	Submitted 10/15/2015	
✓ Authenticate		Submitted 10/15/2015	

Teaching Professionals with Unique Roles and functions, please visit the SAS Portal to access rubric examples and Guiding questions.

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...see link to [SAS Portal](#).