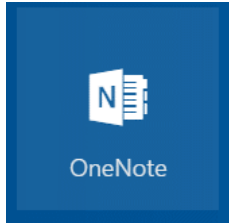




USING THE TIGER STAFF NOTEBOOK



1. Use the CHROME Browser to access the portal (portal.office.com)
2. Log in with your credentials
 - a. username: email
 - b. password: word#word
3. The Office 365 portal will open with various tiles
4. Click on the One Note tile



5. Click on the “Shared with Me” tab

Notebooks

Recent

My Notebooks

Shared with Me

Class Notebooks

6. Choose the Notebook titled “TIGER 2017-2018” (with your principal’s name)



TIGER 2017-2018 Jason Scarbrough personal » tiger_parisssd_org

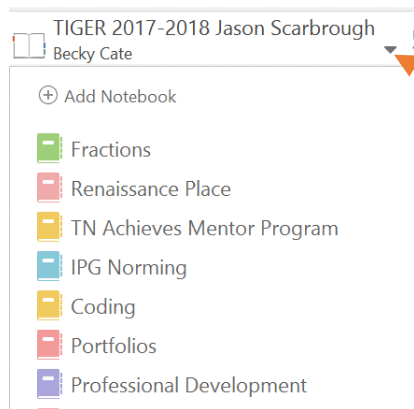
7. Click on “Edit in Microsoft OneNote”



Edit in Microsoft OneNote

8. The Notebook will then open in your LOCAL OneNote

ONCE YOU HAVE OPENED THE NOTEBOOK IN YOUR LOCAL ONE NOTE, YOU DO NOT HAVE TO GO BACK TO THE PORTAL TO ACCESS IT. You can access it from your Local OneNote.



All of your Notebooks can be found by clicking on this arrow.

Once you are in the Staff Notebook on your Local Drive, you will see three tabs along the top:



Collaboration Space - will not be used for the TIGER process

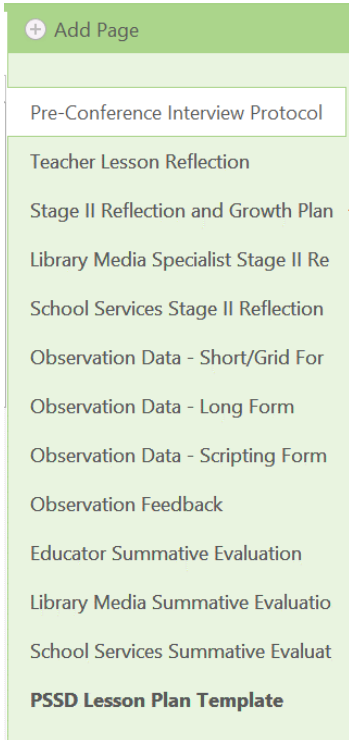
Content Library – a place where content is stored. You will see the following tabs: Rubrics, Walk Throughs, Stage I, Stage II, and TIGER Information



You can click on each tab to access content.

SY 2017-18 Growth Plan

If you are a STAGE II Teacher, you will need to complete the Stage II Reflection and Growth Plan. In order to access that, you will click on the Stage II Tab. Over to the right, you will have a number of pages listed below. Click on the page titled “Stage 1 Reflection and Growth Plan.”



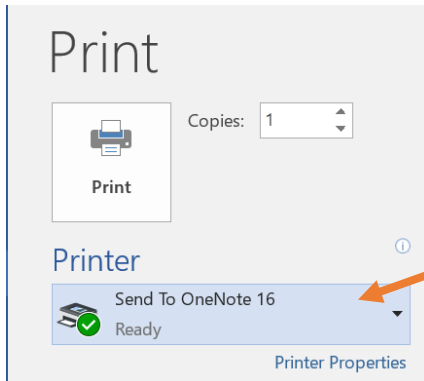
You will see a printout of the Plan as well as a Word Document link. Click on the link and open the Word Document.



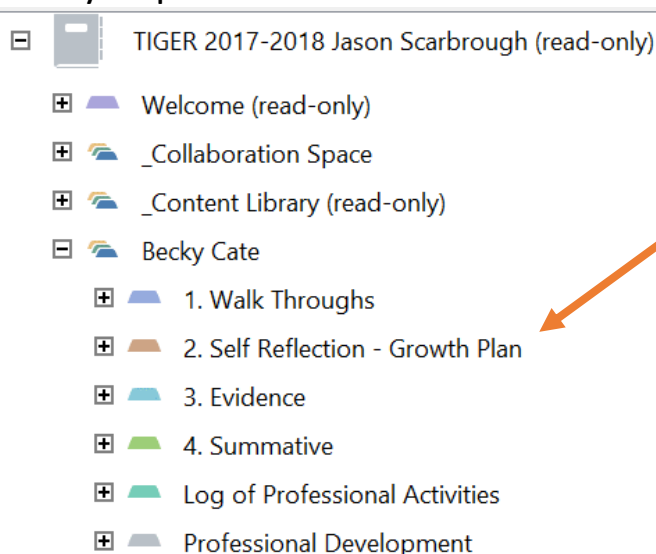
Stage-II-and-III-Reflection-and-Growth-Plan

You can now work from this document and save it as you go (either in your local drive or you can save it in the One Drive).

When you have finished your Reflection and Growth Plan, you will need to Print it to the OneNote Staff Notebook. In order to do this, you will click PRINT just as if you are printing to a printer. Instead of choosing a Printer, you will choose “Send to One Note.” Then click PRINT.

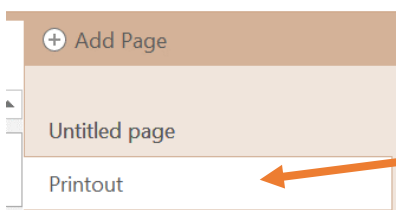


You must now select the SECTION of the notebook to print to. You need to make sure you print to SELF REFLECTION – GROWTH PLAN. Click on this section. Click OK.



Your Self Reflection and Growth Plan should now be printed directly to your One Note Notebook.

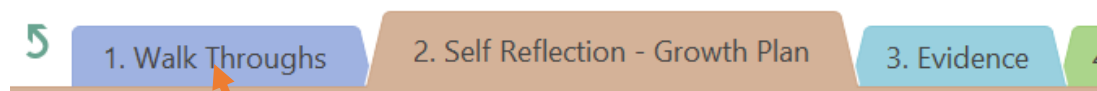
You can now RENAME that page in which you printed. It will be titled PRINTOUT. You can right click on the page title to the right and choose RENAME.



Right Click HERE and rename the page
“Self-Reflection and Growth Plan”

WALK THROUGHS IN THE ONE NOTE STAFF NOTEBOOK

You will need to make sure you are in the section of the notebook labeled with YOUR NAME. This is the area where all of your data will be housed.

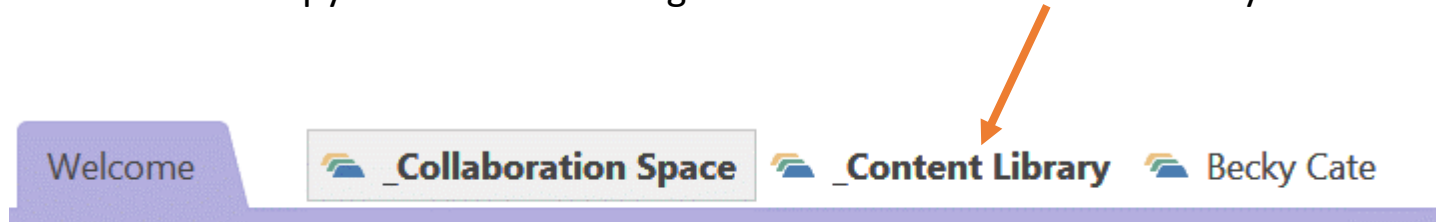


You can access your Walk Through Data from your evaluators via the “Walk Throughs” Tab. This is where your evaluators will drop in their Walk Through Checklist. This is also an area that you can add your own comments in response to your evaluator’s data. You will be able to click on any area of the page to write a comment.

For example, if your evaluator did not observe that you “modeled expectations/visuals used” while he/she was in your classroom. You can click to the **RIGHT** of the page and type a response to your evaluator’s comments.

Instruction			OBS	
Standards and Objectives	SO	Learning objectives are communicated verbally and referenced throughout lesson. KUD's are also posted in the room.	X	
Motivating Students	MS	Learning is interactive and meaningful. Effort is reinforced and rewarded	X	
Presenting Instructional Content	PIC	Teacher models expectations, visuals are used, no irrelevant information.		

You can find a copy of the Walk Through Checklist in the Content Library.



Click on the Walk Throughs Tab/Section



You will see a print-out of the Walk Through Checklist used by evaluators.

What is in the Content Library?



RUBRICS:

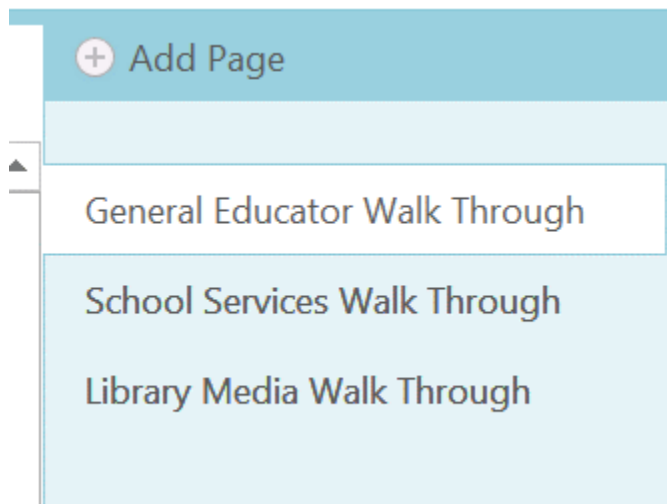
[General Education Rubric](#)

[Library Media Specialist](#)

[School Services Personnel](#)

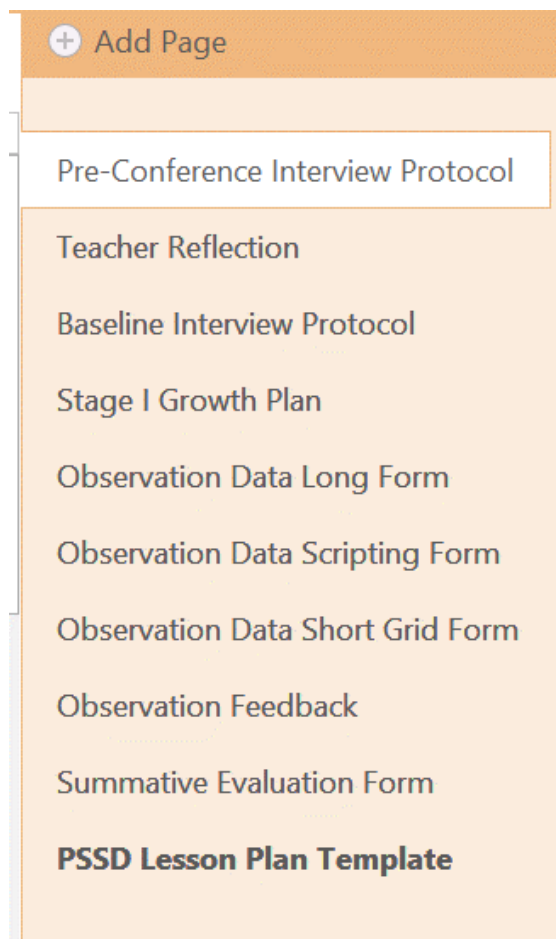
ALL Educator Rubrics are
located in this section

WALK THROUGHS:



ALL Educator Walk Through Checklists are located in this section. Just click on the desired page to access each document.

STAGE I:



ALL documents used for STAGE I teachers are located in this section. Just click on the desired page to access each document.

STAGE II:

+ Add Page
Pre-Conference Interview Protocol
Teacher Lesson Reflection
Stage II Reflection and Growth Plan
Library Media Specialist Stage II Re
School Services Stage II Reflection
Observation Data - Short/Grid For
Observation Data - Long Form
Observation Data - Scripting Form
Observation Feedback
Educator Summative Evaluation
Library Media Summative Evaluatio
School Services Summative Evaluat
PSSD Lesson Plan Template

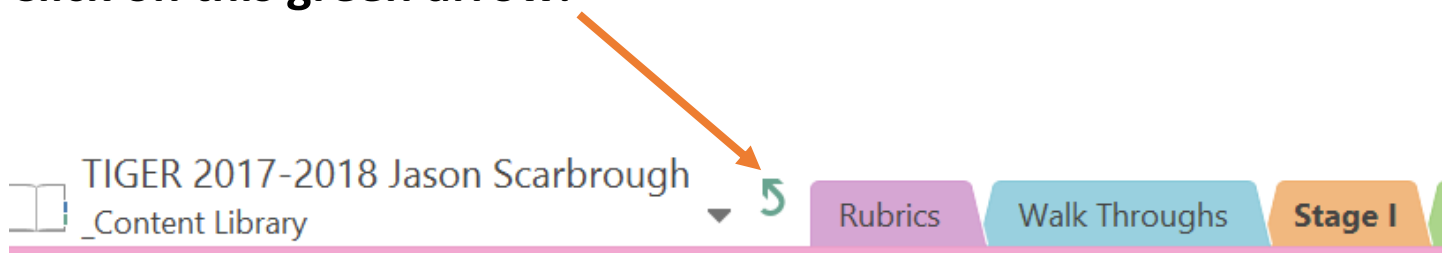
ALL documents used for STAGE II teachers are located in this section. Just click on the desired page to access each document.

TIGER INFORMATION:

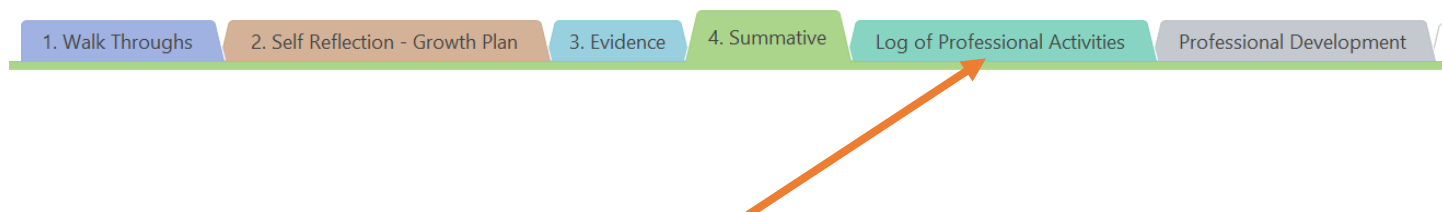
+ Add Page
Teacher Stages
TIGER Procedures - Stage I
TIGER Procedures Stage II
Tiger FAQ's

Procedures and FAQ's are located in this section. Just click on the desired page to access each document.

How do I return to the Notebook Home Page? Click on this green arrow.



When you are in your section of the notebook titled Your Name, you will see the tabs below. This is the section where your evaluator will drop information in regards to your evaluations. This is also the place where you will place your evidence and comments in regards to your evaluations.



If you click on the **Log of Professional Activities** tab, you will see a table in which you will complete to display your log of professional activities. If you have more items than this table allows, you can add more rows by hitting tab or enter at the end of the last row.

This is the table you will use to log your activities:

Please log your activities in the table below

Monday, July 17, 2017 6:02 PM

School:	Grade Level:	Subject:	Coach (Stage I):	Growth Plan Goal:

Date:	Domain and Indicator:	Enter the activity, reflections, and impact on student growth: