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Teachscape *Reflect* User Guide Professional Growth Goal

Providence Public Schools, RI 2013-2014

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Getting Started

Log In

Training Site: http://training2.teachscape.com **Live Site: http://login.teachscape.com**

Welcome Screen

Observer: *Reflect* Dashboard

Enter a teacher's first or last name in the **Search** field to easily locate the teacher's evaluation

Observer: *Reflect* Teacher Evaluation Screen

Professional Growth Goal

Reflect Teacher Evaluation Screen

Current Review Cycle (Change)

2013-2014 Providence Educator Evaluation

Lead Evaluator: Providence Principal (Manage Reviewers) (Change Evaluator)

Evaluation Summary

Overall Score: N/A

- Professional Growth Goal
- Student Learning/Outcome Objectives
- Formal Observation (Including Lesson Plan)
- Informal Observation (Principals: Click button to the right to add another Informal Observation)
- Informal Observation
- EOY Review of Standards 1 and 4
- EOY Review of Domains 2 and 3

Observer: Schedule Professional Growth Goal Conference

Click **Schedule** to schedule planning conference

Observer: Schedule Professional Growth Goal Conference

Schedule Professional Growth Goal

Select date

November 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

An email notification will be sent to the teacher and Evaluator including the date/time of the conference as well as an .ics attachment file that will allow teacher and Evaluator to add the event to their calendar

Select time

At 9 : 0 AM

Schedule Cancel

Teacher: Submit Professional Growth Goals

Professional Growth Goal

Task List | Summary | Lead Evaluator: Providence Principal

Task	Responsible	Activity
Professional Growth Goal - Results and Ratings		
Evidence for Professional Growth Goal - Results and Ratings [Not Shared]	Providence Principal	
Professional Growth Goal	Providence Teacher1	Scheduled for Thu 11/14/2013 - 9:00AM Not Yet Started Start
Approval of PGG	Providence Principal	Not Yet Started
PGG Results	Providence Teacher1	Not Yet Started Start
Professional Growth Goal Score [Not Shared]	Providence Principal	

Click **Start** to complete Professional Growth Goal

Teacher: Submit Professional Growth Goals

PPSD-Professional Growth Goal Form

Review rubric before you submit this form.

Print | Download as PDF

Last saved Tue, Oct 29, 2013 9:07 AM

Save Now

Started Tue, Oct 29, 2013 9:06 AM

Spell Check Text Areas

SECTION I: Developing the PGG using the Smart Process

Specific: What, exactly, do I want to achieve/ improve? *

Measurable: How will the growth I attain be measured/ assessed? How will I know I am more effective as an educator? *

Attainable: Explain why this is a realistic and attainable goal? *

Timeline:

Submit button makes form available for observer review

Save & Finish Later if working on this over time

Save & Finish Later

Submit

Observer: Review Professional Growth Goals

Observer: Approve Teacher's PGG

Professional Growth Goal - Results and Ratings

Evidence for Professional Growth Goal - Results and Ratings Not Shared	Providence Principal	Schedule Start
Professional Growth Goal Request Revision	Providence Teacher1	Scheduled for Thu 11/14/2013 - 9:00AM Completed On 10/29/2013 Reschedule Review
Approval of PGG	Providence Principal	Scheduled for Fri 11/22/2013 - 9:15AM Not Yet Started Reschedule Start

Click **Schedule** to schedule planning conference

Observer: Approve Teacher's PGG

PPSD-Approval of Professional Growth Goal

Print | Download as PDF

Last saved Tue, Oct 29, 2013 9:16 AM

Save Now

Started Tue, Oct 29, 2013 9:16 AM

Spell Check Text Areas

Approval of the PGG

1. The professional growth goal is written to reflect an area of practice that the teacher would like to develop professionally. Is this indicator evident? *

- Yes
- No

Add Comments

Add Comments if desired

2. The PGG is aligned with the approved PPSD/RIIC Educator Evaluation rubric and/or District Initiatives. Both the component and the element (if applicable) are referenced as appropriate. Is this indicator evident? *

- Yes
- No

Add Comments

3. The

- Ye

5. The action plan describes the steps and strategies the teacher will utilize to develop professionally. Is this indicator evident? *

- Yes
- No

Comments

Submit button makes form available for teacher review

Save & Finish Later if working on this over time

Save & Finish Later

Submit

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Teacher: Review PGG Approval Form

Professional Growth Goal - Results and Ratings

Evidence for Professional Growth Goal - Results and Ratings Not Shared	Providence Principal	
Professional Growth Goal	Providence Teacher1	Scheduled for Thu 11/14/2013 - 9:00AM Completed On October 29, 2013 Review
Approval of PGG	Providence Principal	Scheduled for Fri 11/22/2013 - 9:15AM Completed On October 29, 2013 Review before acknowledging. Review

Teacher: Acknowledge PGG Approval Form

Observer: Acknowledge PGG Approval Form

Professional Growth Goal - Results and

Evidence for Professional Growth Goal - Results and Ratings Not Shared

Professional Growth Goal

Approval of PGG

Acknowledge Review of Approval of PGG

I, Providence Teacher1, acknowledge reviewing the following:

Approval of PGG Completed On 10/29/2013

Comment (optional)

OK Cancel Print

Acknowledge Review

Teacher: Submit PGG Results

Professional Growth Goal - Results and Ratings

Evidence for Professional Growth Goal - Results and Ratings Not Shared	Providence Principal	
Professional Growth Goal	Providence Teacher1	Scheduled for Thu 11/14/2013 - 9:00AM Completed On October 29, 2013 Review
Approval of PGG	Providence Principal	Scheduled for Fri 11/22/2013 - 9:15AM Acknowledged on October 29, 2013 Review
PGG Results	Providence Teacher1	Not Yet Started Start

Teacher: Submit PGG Results

Use these buttons to download, add notes, or delete uploaded artifacts

Upload your artifacts (documents, scanned paperwork, pictures, etc.)

When you have more artifacts to upload, click **Save & Finish Later**

When all artifacts are uploaded, click **Submit**

Observer: Review PGG Results

Professional Growth Goal

Task List | Summary | Lead Evaluator: Providence Principal | Change evaluators in this task list

Task	Responsible	Activity
Professional Growth Goal - Results and Ratings		
Evidence for Professional Growth Goal - Results and Ratings [Not Shared]	Providence Principal	Schedule Start
Professional Growth Goal [Request Revision]	Providence Teacher1	Scheduled for Thu 11/14/2013 - 9:00AM Completed On 10/29/2013 Reschedule Review
Approval of PGG	Providence Principal	Scheduled for Fri 11/22/2013 - 9:15AM Acknowledged on 10/29/2013 Reschedule Review
PGG Results [Request Revision]	Providence Teacher1	Completed On 10/29/2013 Review

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Help Resources

Need help?.

home reflect learn My Videos Help PS Principal01

Teachscape *Reflect* Online Help

This page provides links to Online Help Guides and Video Tutorials for this system.

Reflect for Evaluations and Observations

Video Tutorial Topic:	Applies to:
Getting Started:	
Orientation to Managing Your Evaluations & Observations	
Orientation to the Teacher Eva	
Pre-Observation:	
Locating Teachers to Evalu	
Scheduling Observations a	
Reassigning Observations	
Resetting In-Progress Obs	
Additional Observations	
Completing Forms for an O	
Attaching Artifacts to an Ob	
Conduct Observation, Collect	

Technical Support

Teachscape offers technical support for its users in multiple ways. Simply call the toll-free support hotline phone number, send an email to the support address, or submit an online support request as outlined below.

Toll-Free Support Hotline Phone Number: 1-888-479-7600

Telephone support is available Monday to Friday from 8:00 a.m.–9:00 p.m. Eastern Standard Time (EST).

Support Email Address: support@teachscape.com

You can send an email 24 hours a day. A support representative will get back to you as quickly as possible during the following business hours: Monday to Friday from 8:00 a.m.–9:00 p.m. EST.

Online Support—Website Request Form

You can submit an online support request 24 hours a day by filling out the form on this web page: https://www.teachscape.com/other/technical-support.html.

Your request will be addressed as quickly as possible during the following business hours: Monday to Friday from 8:00 a.m.–9:00 p.m. EST.

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