



Why iObservation?

iObservation is a research-based, instructional improvement system. It collects, manages and reports longitudinal data from classroom walkthroughs, teacher evaluations and teacher observations to promote teacher growth.



How do I get started?

1. Type www.effectiveeducators.com into the internet address bar.

2. Type your email address (username) in the **Username** box.

3. Type your password in the **Password** box.

The screenshot shows the iObservation login page in a web browser. The page title is "iObservation" and it is a division of Learning Sciences International. The login form has the following fields and options:

- *Email Address: [text input box]
- Password: [text input box] with a "Forgot Password?" link
- Remember my email address
- First Time User? [link]
- Login [button]

Callouts from the text above point to the "Email Address" field (step 2), the "Password" field (step 3), and the "Login" button (step 4).



Are you a first time user?

- 1) Click **First Time User**.
- 2) Type your email address in the **Email Address** box.
- 3) Click submit.
- 4) Go to your school email account to find an email from [no-reply@effectiveeducators.com](mailto:reply@effectiveeducators.com).
- 5) Click the link in the email.
- 6) Type a password in the **Change Password** box.
- 7) Retype password in the **Confirm Password** box.
- 8) Click **Save**.



In order to receive iObservation notifications from your administrator, it is important to update your email notification preferences.

Updating your email preferences:

Welcome, Heather Vanalstyne! | Oxford Community Schools
[My Profile](#) | [My Themes](#) | [Logout](#)

Welcome, Heather Vanalstyne!

Alerts:
Saved Drafts: 2 drafts

Observations:
Conduct an Observation
View completed observations
Start self-assessment
Start peer observation

Collaborate:
Private Conferences: All conferences
Group Discussions: All discussions

Manage:
Edit buildings
Create or edit user accounts

First-Time Users:
Welcome to iObservation! Start by following the steps below.
1. Download the [Getting Started Quick Start Guide](#) for help.
2. Upload your picture in [My Profile](#). You can also set notification preferences [here](#).
3. Read a brief introduction of the [Marzano Art and Science of Teaching Framework](#)
4. Download the [Observation Quick Start Guide](#) for help and begin [conducting an observation](#).

System Announcements:
Reporting and Growth Plans are now available! Nov 7, 2011 10:29:35 AM
Offline functionality is now available for the Conduct page! Oct 14, 2011 7:07:56 AM

Announcements (via Twitter):
Developing indicators for preventing school dropouts [http://t.co/gb0GLA/X #edchat #teachers #k12](#) about 2 days ago
RT @MQEducation: #Education experts @SchleicherEDU and @robertmarzano to speak at School Administrators Conference [http://t.co/6NYw7RpE #MO](#) about 2 days ago
RT @MarzanoCenter: Great article on improving teacher performance - Feedback and Coaching are key! [http://t.co/jem0eADk #buildingexpertise](#) about 2 days ago

Quick Start Guides:
Getting Started Quick Start Guide
Observation Quick Start Guide
Conferences Quick Start Guide
Discussions Quick Start Guide
Resource Library Quick Start Guide

1. Click on **My Profile** in the top right corner of the screen.

Change Password:
Confirm Password:
Browse...

Email Notification Preferences:

Observations:
 Send a copy of the Learner Notification Email to me when I finish an observation
 Notify me when a new observation form has been assigned to me
 Notify me when users acknowledges my observations

Evaluations:
 Notify me when users acknowledges my evaluations

Discussions:
 Notify me when I have been added to a discussion
 Notify me when I have been removed from a discussion
 Notify me when a new post has been added to one of the discussions in which I am participating

Conferences:
 Notify me when I have been added to a conference
 Notify me when a new post has been added to one of my conferences

Pre/Post Conferences:
 Notify me when a pre/post conference is requested on my behalf
 Notify me when a pre/post conference has been requested for me to complete
 Notify me when a pre/post conference that I requested has been finished

Notebooks:
 Notify me when a notebook that is assigned to me has been finished

Growth Plans:
 Notify me when my growth plan has been approved
 Notify me when I have been requested to approve a growth plan

Cancel Save

1. Scroll down to the **Email Notification Preferences** section near the bottom of the page.

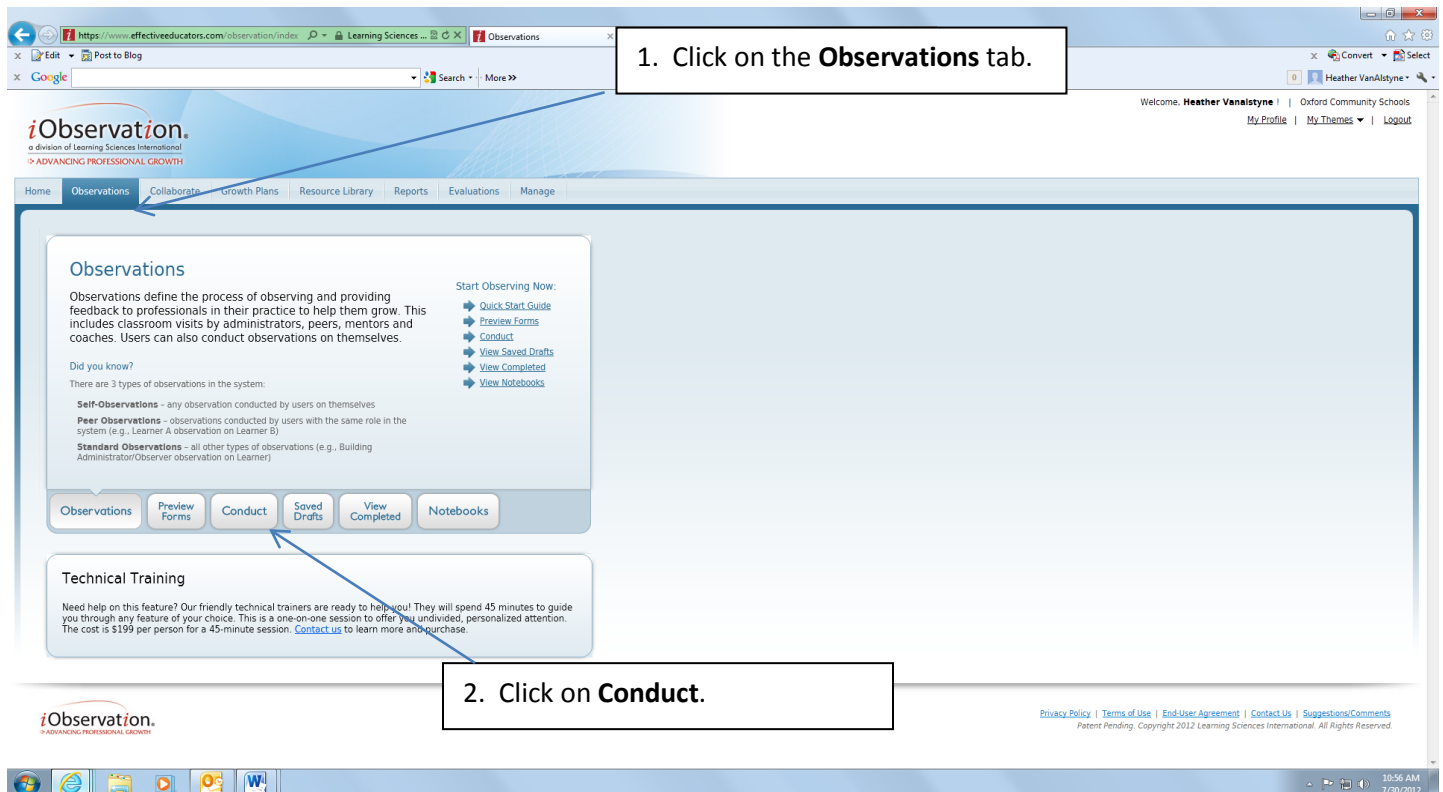
2. Check the box next to each of the email notification options.

3. Click **save**.



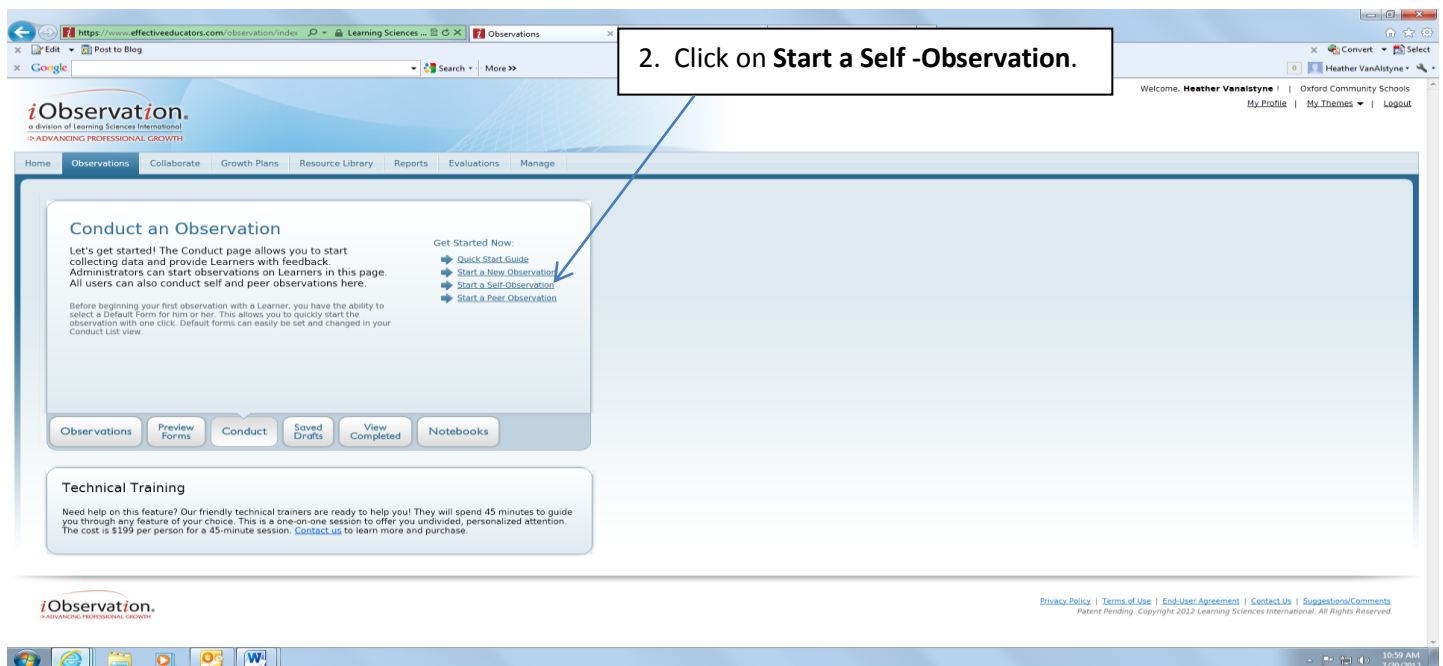
How do I conduct a self-observation?

Before developing your annual growth plan, it is helpful to conduct a self-observation. The self-observation will aid you in developing goals for your growth plan; the observation is for self-reflection and cannot be viewed by your administrator.



1. Click on the **Observations** tab.

The screenshot shows the iObservation website interface. The navigation menu at the top includes Home, Observations, Collaborate, Growth Plans, Resource Library, Reports, Evaluations, and Manage. The Observations tab is highlighted. Below the navigation menu, there is a section titled "Observations" with a description: "Observations define the process of observing and providing feedback to professionals in their practice to help them grow. This includes classroom visits by administrators, peers, mentors and coaches. Users can also conduct observations on themselves." To the right of this section is a "Start Observing Now:" list with links for Quick Start Guide, Preview Forms, Conduct, View Saved Drafts, View Completed, and View Notebooks. Below this is a row of buttons: Observations, Preview Forms, Conduct, Saved Drafts, View Completed, and Notebooks. The "Conduct" button is highlighted with a blue arrow pointing to it from a callout box. Below the buttons is a "Technical Training" section with text about help available for the feature.



2. Click on **Start a Self -Observation**.

The screenshot shows the "Conduct an Observation" page on the iObservation website. The page title is "Conduct an Observation". The main content area says: "Let's get started! The Conduct page allows you to start collecting data and provide Learners with feedback. Administrators can start observations on Learners in this page. All users can also conduct self and peer observations here." Below this text is a "Get Started Now:" list with links for Quick Start Guide, Start a New Observation, Start a Self-Observation, and Start a Peer Observation. The "Start a Self-Observation" link is highlighted with a blue arrow pointing to it from a callout box. Below the list is a row of buttons: Observations, Preview Forms, Conduct, Saved Drafts, View Completed, and Notebooks. The "Conduct" button is highlighted. Below the buttons is a "Technical Training" section with text about help available for the feature.

When conducting a self-observation, teachers may select any number of elements to reflect upon.

Heather Vanalstyne Location: Oxford Community Schools

Formal Informal Walkthrough

Domain 1: Classroom Strategies and Behaviors

Domain 1 is based on the Art and Science of Teaching Framework and identifies the 41 elements or instructional categories that happen in the classroom. The 41 instructional categories are organized into 9 Design Questions (DQ) and further grouped into 3 Lesson Segments to define the Observation and Feedback Protocol. Copyright Robert J. Marzano

Lesson Segments Involving Routine Events

DQ1: Communicating Learning Goals and Feedback

1. [Providing Clear Learning Goals and Scales \(Rubrics\)](#)
2. [Tracking Student Progress](#)
3. [Celebrating Success](#)
- [Student Interview](#)

DQ6: Establishing Rules and Procedures

4. [Establishing Classroom Routines](#)
5. [Organizing the Physical Layout of the Classroom](#)
- [Student Interview](#)

Lesson Segments Addressing Content

DQ2: Helping Students Interact with New Knowledge

6. [Identifying Critical Information](#)
7. [Organizing Students to Interact with New Knowledge](#)
8. [Previewing New Content](#)
9. [Chunking Content into "Digestible Bites"](#)
10. [Processing New Information](#)
11. [Elaborating on New Information](#)
12. [Recording and Representing Knowledge](#)
13. [Reflecting on Learning](#)
- [Student Interview](#)

DQ3: Helping Students Practice and Deepen New Knowledge

14. [Reviewing Content](#)
15. [Organizing Students to Practice and Deepen Knowledge](#)
16. [Using Homework](#)
17. [Examining Similarities and Differences](#)
18. [Examining Errors in Reasoning](#)
19. [Practicing Skills, Strategies, and Processes](#)
20. [Revising Knowledge](#)
- [Student Interview](#)

DQ4: Helping Students Generate and Test Hypotheses

21. [Organizing Students for Cognitively Complex Tasks](#)
22. [Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing](#)
23. [Providing Resources and Guidance](#)
- [Student Interview](#)

Lesson Segments Enacted on the Spot

DQ5: Engaging Students

24. [Noticing when Students are not Engaged](#)
25. [Using Academic Games](#)
26. [Managing Response Rates](#)
27. [Using Physical Movement](#)
28. [Maintaining a Levels Pace](#)
29. [Demonstrating Intensity and Enthusiasm](#)
30. [Using Friendly Controversy](#)
31. [Providing Opportunities for Students to Talk about Themselves](#)
32. [Presenting Unusual or Intriguing Information](#)
- [Student Interview](#)

DQ7: Recognizing Adherence to Rules and Procedures

33. [Demonstrating "Withitness"](#)
34. [Applying Consequences for Lack of Adherence to Rules and Procedures](#)
35. [Acknowledging Adherence to Rules and Procedures](#)
- [Student Interview](#)

DQ8: Establishing and Maintaining Effective Relationships with Students

36. [Understanding Students' Interests and Background](#)
37. [Using Verbal and Nonverbal Behaviors that Indicate Affection for Students](#)
38. [Displaying Objectivity and Control](#)
- [Student Interview](#)

DQ9: Communicating High Expectations for All Students

39. [Communicating Value and Respect for Low Expectancy Students](#)
40. [Asking Questions of Low Expectancy Students](#)
41. [Probing Incorrect Answers with Low Expectancy Students](#)
- [Student Interview](#)

When you have completed your self-observation click **Save and Close**. The observation will be saved for you to revisit at any time.

Use the resources to assist in conducting your reflection.

Heather Vanalstyne Location: Oxford Community Schools

Open Form Map

Current Status: Online

Cancel Save and Close Save Draft Finish

Celebrating Success

The teacher provides students with recognition of their current status and their knowledge gain relative to the i

Evidence:

Teacher Evidence:

- Teacher acknowledges students who have achieved a certain score on the scale or rubric
- Teacher acknowledges students who have made gains in their knowledge and skill relative to the le
- Teacher acknowledges and celebrates the final status and progress of the entire class
- Teacher uses a variety of ways to celebrate success
 - Show of hands
 - Certification of success
 - Parent notification
 - Round of applause

Resources:

[Scale](#) | [Reflection Questions](#) | [Video](#)

Scale:

Innovating

Comments:

Attachments:

Browse... Clear Add Attachment



How do I create a growth plan?

Teachers must complete two growth plans annually. Each growth plan focuses on one look-for within the four domains. The growth plan allows teachers to establish a goal for growth and to identify a plan to achieve their goal. The growth plan is a fluid document which is updated by teachers throughout the year.

1. Click on Growth Plans.

2. Click on Create New Growth Plan.

4. When growth plan is complete, click on Save and Close. Teachers will update the document as they complete items on their to-do list.



How is this tool used for observations?

Administrators will deliver feedback using iObservation throughout the year. Feedback will be provided after walkthroughs, formal and informal observations. Observation frequency is based on the status of the teacher (tenured or probationary) and the length of class period observed.

Status	Minimum # of Formal Observations	Minimum # of Informal Observations	Minimum # of Walkthroughs
Elementary Tenured	2	3	3
Secondary Tenured	1	3	3
Elementary Probationary	4	6	6
Secondary Probationary	3	5	6



For each formal observation, teachers must complete a pre and post conference form. You will be notified when your administrator has made a conference form available for you.



How can I use iObservation to collaborate with my administrator and colleagues?

iObservation facilitates three types of conferring.

Type of collaborating	Use
Pre/post conferences	Questionnaires outline the Pre and Post Conference process. They are preset lists of questions for teachers and administrators to preview, reflect, respond to and discuss. Either a teacher or an administrator may start a questionnaire.
Conferences	Conferences are conversations between two people within the system. No third person will be able view to your conferences. Use them to talk about observation results or provide peers with feedback
Discussions	Discussions allow groups of people to talk about a similar topic. Create discussions for everyone in your district or limit them by school building, department, etc. Use them to support a group of new teachers or collaborate with the entire department to design an assessment.

Collaborate

Create your own learning communities within the system to enhance face-to-face conversations conveniently online. Share ideas and celebrate successes with each other!

Did you know?
Research tells us that asynchronous discussions (those conducted online without constraints of time and place) are great for promoting critical thinking. It allows us to learn through reflection, analysis and expression of ideas while interacting with each other in a collegial environment.

Start Collaborating Now:

- View Pre/Post Conferences
- View Conferences
- View Discussions

Collaborate Pre/Post Conferences Conferences Discussions

Technical Training

Need help on this feature? Our friendly technical trainers are ready to help you! They will spend 45 minutes to guide you through any feature of your choice. This is a one-on-one session to offer you undivided, personalized attention. The cost is \$199 per person for a 45-minute session. [Contact Us](#) to learn more and purchase.

Privacy Policy | Terms of Use | End-User Agreement | Contact Us | Suggestions/Comments
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Users can select the type of collaboration they wish to initiate by clicking on the appropriate box.



What EXACTLY do I need to do?

My iObservation To Do List:

- ✓ Login and update preferences
- ✓ Complete self-observation
- ✓ Create growth plans
- ✓ Actively participate in evaluation process
 - Complete pre/post observation forms
 - Keep growth plan updated

In addition to the Resource Library found at www.effectiveeducators.com, resources for effective instruction can be found here: [Marzano Research Laboratory](#).