

Union County Educational Services Commission
OASYS Quick Start Guide
Observation # 1 for Administrators
September, 2016



Icon # 1
Evidence



Icon # 2
Form



Icon # 3
Schedule



Icon # 4
Finalize

Step 1: Login Procedures

1. Navigate to www.mylearningplan.com.
2. Enter Username – UCESC Email Address.
3. Enter Password – changeme.
4. Select the “DistrictAdmin” tab.
5. Select the “Process View” link from left menu bar.

Step 2: Schedule Pre-Observation Conference and Observation # 1

1. Select a staff member in the Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 3 (Schedule) next to Pre-Observation Conference & Planning Form.
4. Enter conference date and select “Submit”. This will send the invitation and the Pre-Observation Planning Form to the staff member.
5. Select Icon # 3 (Schedule) next to Classroom Observation.
6. Enter observation date and select “Submit”.

Step 3: Print Pre-Observation Planning Form and Artifacts

1. Select teacher name in Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 2 (Form) next to Pre-Observation Conference and Planning Form.
4. Scroll down and select the “Print” button at the bottom of the screen.
5. Select the Microsoft Word or PDF or Excel icon to download and print any lesson plans or other artifacts uploaded by the staff member.

Step 4: Collect and Align Evidence

1. Select teacher name in Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 1 (Evidence) next to Classroom Observation.
4. Type evidence statement into textbox and hit enter to submit. Repeat.
5. Select the “Evidence Review” and “Unaligned Evidence” tabs.
6. Select an evidence statement and corresponding Danielson component in the Rubric Alignment box. Select “Align” button. Repeat as needed.
7. Select the “Evidence/Score” tab.
8. Select “Sync” to transpose evidence into observation report.

Step 5: Schedule Post-Conference & Send Post-Observation Reflection Form**

1. Select the desired staff member in the Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 3 (Schedule) next to Post-Observation Conference & Reflection Form.
4. Enter conference date and select "Submit". This will send the invitation and the Post-Observation Reflection Form to the staff member.

****Remember to schedule post-conference immediately after observation otherwise staff member will not have access to post-observation reflection form.**

Step 6: Score Components, Select Critical Attributes and Write Narrative

1. Select teacher name in Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 2 (Form) next to Classroom Observation.
4. Select the scores and critical attributes for all components in Domains 1-3.
5. Select the "Insufficient Evidence" box if a score is not assigned to a component.
6. Scroll down and type Areas of Strength, Areas for Growth and Recommendations.
7. Select "Save" to return to the document or "Submit" to transmit to teacher.
8. Select "Print" icon to print a hardcopy of the observation report.

****Remember to submit observation report to teacher a minimum of 24-hours prior to the post-observation conference.**

Step 7: Print Post-Observation Reflection Form and Artifacts

1. Select teacher name in Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 2 (Form) next to Post-Observation Conference & Reflection Form.
4. Scroll down and select the "Print" button at the bottom of the screen.
5. Select the Microsoft Word or PDF or Excel icon to download and print any post-observation artifacts uploaded by the staff member.

Step 8: Finalize the Observation After Post-Observation Conference

1. Select teacher name in Evaluation Administration window.
2. Select the + symbol next to Classroom Observation # 1 to expand task list.
3. Select Icon # 4 (Finalize) next to the following fields:
 - a. Pre-Observation Conference and Planning Form.
 - b. Classroom Observation # 1.
 - c. Post-Observation Conference & Reflection Form.
 - d. Observation Response & Acknowledgement.

Step 9: Submit Observation Report to Personnel Office

1. District Cover page (Signed Original)
2. Pre-Observation Planning Form
3. Observation Report and Recommendations
4. Post-Observation Reflection Form