

Union County Educational Services Commission OASYS Quick Start Guide - SGO Posting for Teachers February 2017

My Evaluation - Demo Teacher

Scheduled Components

None

Action Required

Pre-Observation Conference and Planning Form - Classroom Observation # 1 - NT
Status: [awaiting form submission](#)
Action: Open "Pre-Observation Conference and Planning Form - Classroom Observation # 1 - NT form for submission"

Observation Response and Acknowledgement - Classroom Observation # 1 - NT
Status: [awaiting form submission](#)
Action: Open Observation Response and Acknowledgement - Classroom Observation # 1 - NT form for submission

Observation Response and Acknowledgement - Classroom Observation # 2 - NT
Status: [awaiting form submission](#)
Action: Open Observation Response and Acknowledgement - Classroom Observation # 2 - NT form for submission

Observation Response and Acknowledgement - Classroom Observation # 3 - NT
Status: [awaiting form submission](#)
Action: Open Observation Response and Acknowledgement - Classroom Observation # 3 - NT form for submission

SGO Artifacts Evidence of Student Growth - Student Growth Objective #1
Status: [awaiting form submission](#)
Action: Open SGO Artifacts Evidence of Student Growth - Student Growth Objective #1 form for submission

SGO Artifacts Evidence of Student Growth - Student Growth Objective #2
Status: [awaiting schedule acceptance](#)
Date: 02/26/2017 08:00-08:00 PM EST
Where: Test Admin
With: Test Admin
Action: [Accept Schedule / Decline Schedule](#)

Summative Evaluation Form - Teacher - Summative Conference and Forms
Status: [awaiting form submission](#)
Action: Open Summative Evaluation Form - Teacher - Summative Conference and Forms form for submission

In Progress

NJ Student Growth Objective #1 Score - Student Growth Objective #1
Status: [awaiting administrator finalization](#)
Submitted: 02/26/2017 08:07 PM EST
Action: [View NJ Student Growth Objective #1 Score - Student Growth Objective #1](#)

Complete

None

Step 1: Confirm SGO # 1 Conference Date/Time**

1. Locate the “SGO Artifacts Evidence of Student Growth – SGO # 1” tab on dashboard.
2. Select “Accept Schedule”.

**Note: You will be unable to upload SGO forms into OASYS unless the conference is confirmed. Your administrator may enter the time/date retroactively if conference was already conducted.

Step 2: Upload SGO # 1 form**

1. Select “Open SGO Artifacts Evidence of Student Growth - SGO # 1 form for submission”.
2. Select “+Add an Artifact”.
3. Enter Name in textbox: “SGO # 1” (Description is not required).
4. Select “SGO Form” from the “Types” dropdown menu.
5. Select the blue arrow to upload SGO form from your computer.
6. Select “Save” to return to the document later or “Submit” to post form to administrator.

**Note: Staff members are only required to upload SGO form into OASYS. Uploading artifacts such as scoring rubrics, assessments and student score sheets is optional.

Step 3: Repeat Steps 1 and 2 for SGO # 2.

Step 4: Review and Print SGO scores

1. Await notification from Administrator that SGO scores have been posted.
2. Select “View NJ Student Growth Objective # 1 Score” located in the “In Progress” box.
3. Select “Print” at the bottom of the screen if a hardcopy is desired.
4. Repeat Steps 1-3 for SGO # 2.