

1.If you have not rated Domain 4 for a teacher:

a. At the FINAL conference, DO NOT RATE DOMAIN 4.

i. Rate Domains 1, 2, & 3 ONLY.

ii. Click “Save” at the bottom, and the form will calculate the rating based on the Domain 1, 2, & 3 ratings only.

iii. Click “Submit” at the bottom, and the form will be sent to the teacher so they can acknowledge their rating on Domains 1, 2, & 3

b. Then, at the SUMMATIVE conference:

i. Go into the FINAL Observation Rating form, click “Edit Form.”

ii. A dialogue box will tell you “this form will need to be re-submitted and re-acknowledged”, Click Yes

iii. Review the artifacts provided by the teacher, and rate Domain 4.

iv. Click “Save” at the bottom, and the form will recalculate the FINAL Observation form with Domains 1, 2, 3, and 4.

v. Then, go into the SUMMATIVE Observation Rating form, and you will see that Domain 4’s rating has been populated based on what you entered in the FINAL Observation Rating form.

2. If you have already rated Domain 4 for a teacher:

a. Go into the FINAL Summative Rating form, Click “Edit Form” at the bottom.

b. A dialogue box will tell you “this form will need to be re-submitted and re-acknowledged”, Click Yes

c. When the page re-loads click the boxes that have been rated for domain 4 to “un-rate” them.

d. Click “Save” at the bottom of the screen to save the form without the Domain 4 ratings. This will recalculate the FINAL Observation rating on Domains 1, 2, & 3 only.

e. Click “Submit” and the form will go back to your teacher with the new rating based on Domains 1, 2, & 3. Please send your teacher an email to let them know that you’ve corrected the form to follow the process according to their appraisal tool, and let them know that they need to “Re-Acknowledge the Form.”

f. Then, at the SUMMATIVE conference,

- i. Go into the FINAL Observation Rating form, click “Edit Form.”
- ii. Review the artifacts provided by the teacher, and rate Domain 4.
- iii. Click “Save” at the bottom, and the form will recalculate the FINAL Observation form with Domains 1, 2, 3, and 4.
- iv. Then, go into the SUMMATIVE Observation Rating form, and you will see that Domain 4’s rating has been populated based on what you entered in the FINAL Observation Rating form.