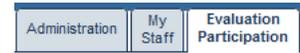


ACIIS Teacher Appraisal: Completing the Formal Observation (Administrator Steps)

October 31, 2013

Step A. Navigate to Evaluation Participation: Log onto ACIIS, click on your Evaluation participation tab and select the teacher you are observing.



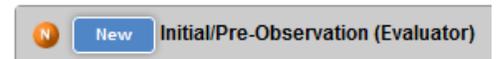
Once in the teacher's plan, click on the corresponding Formal Observation.

Note: There is a 1st Semester, 2nd Semester, and Optional Formal Observation. The optional observation container is for any one requiring an additional observation in either semester. Contact HR for any guidance you may need for teachers requiring and additional observation beyond the required observation for each semester.

Step B. Click on [\(Semester 1\) Online Pre-Observation \(Teacher\)](#)



1. Select  new, complete fields, and Save.



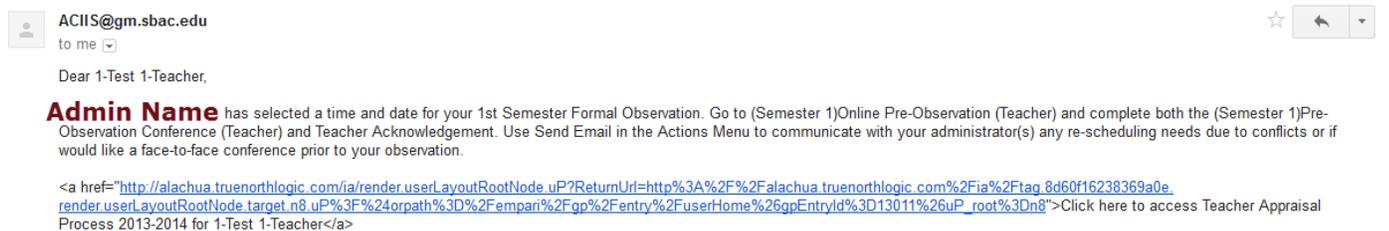
When completing the time, you only have option of selecting increments of 15 minutes. Use the text box below if you need to include a time not offered in a 15 minute increment.

Note: TNL working on enhancement option of 5 minute increments for 2014-2015 appraisal year.

2. Hover over the Actions Button and Mark Complete. Marking complete will send an auto-notification email to the teacher. See sample below.



Admin Name has selected a time and date for your 1st Semester Formal Observation.



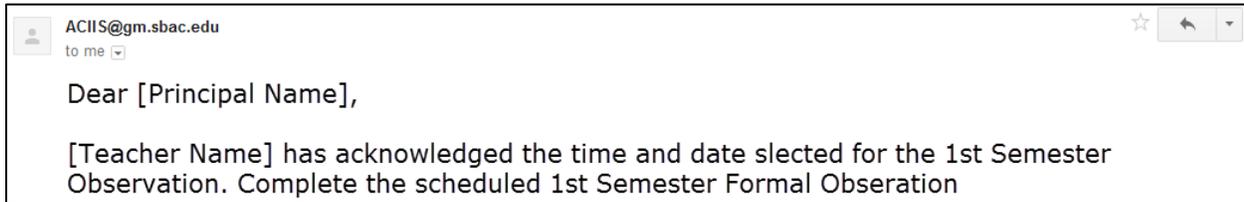
Note: TNL working on enhancement to include date and time of proposed formal observation for 2014-2015 appraisal year.

ACIIS Teacher Appraisal: Completing the Formal Observation (Administrator Steps)

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Step C. Teacher Acceptance of Date and Time

Once the teacher acknowledges the suggested date and time and marks their step complete, you will receive the following auto email notification:

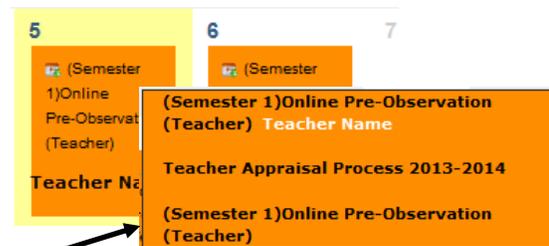


Once the teacher marks complete, the scheduled observation also appears on the ACIIS calendar for both the teacher and administrator.

Teacher View of Observation Event



Administrator View of Observation Event



If you hover over the event, you get a pop-up window.

Step D. Completing the Formal Observation

1. Click on [Formal Observation Semester](#)



2. Select [Start New](#) and complete observation.

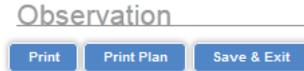


ACIIS Teacher Appraisal: Completing the Formal Observation (Administrator Steps)

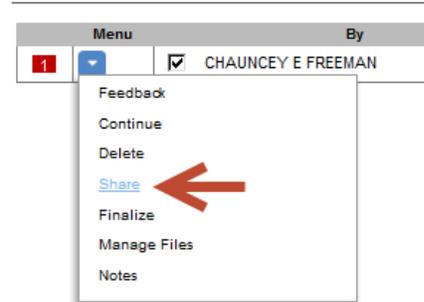
October 31, 2013

Step E. Sharing and Finalizing the Formal Observation

Once you have completed the formal observation, select Save and Exit.



To share the results, hover of the menu button and select Share.



The post observation review is online unless either the administrator or teacher requests for a face-to-face review to address any questions or concerns. Once you have shared the formal observation, select Finalize from the same menu if completed. Selecting Finalize will change the status from In Progress to Completed.

Once all steps of the Formal Observation are completed, all steps will have the green check mark. See below.

