

ACIIS Teacher Appraisal: Completing Formal Observation (Teacher)

October 31, 2013

When do I complete in ACIIS the steps to my Formal Observation? You will receive an auto notification in your email directing you to sign into ACIIS and acknowledge the date and time selected for your formal observation. Below are the steps to completing the formal observation.

Step A. Navigate to Formal Observation: Log onto ACIIS, click on your evaluation from the home page under 



Once in your plan, click on the corresponding Formal Observation.

Note: There is a 1st Semester, 2nd Semester, and Optional Formal Observation. Unless directed by your administrator, do not use the Optional Formal Observation.



Email ACIIS@gm.sbac.edu if your account does not have an appraisal targeted.

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

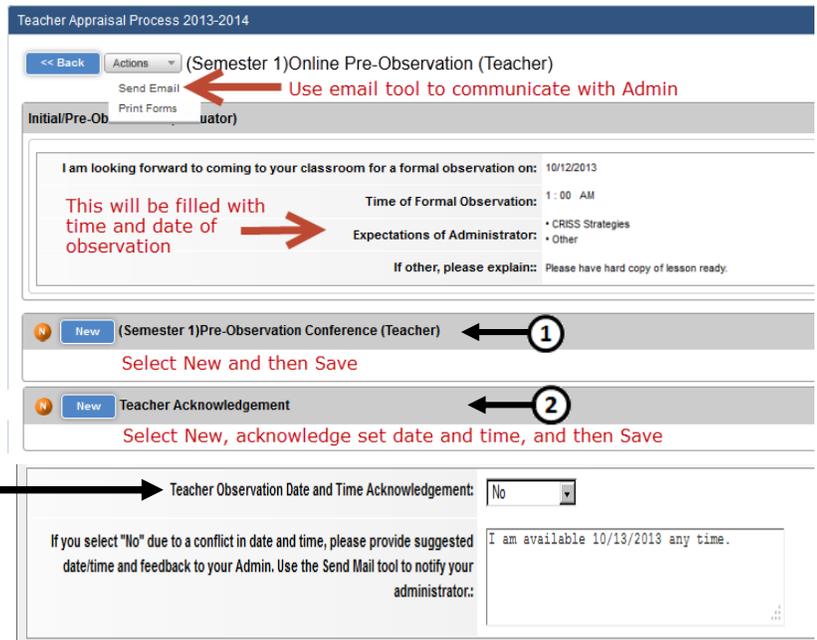


When accessing this step, you will be able to view the date and time set for your formal observation.

1. First complete the **Pre-Observation conference**. Select  new, carefully read the instructions, and Save.

2. Next, complete **Teacher Acknowledgement**. Select  and acknowledge date and time.

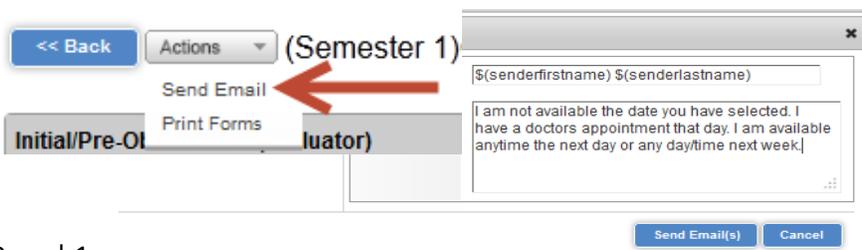
What if there is a conflict with date and time selected? Select No, enter dates you are available in the space provided. Next, use your [email tool](#) or Gmail to inform your administrator of dates and times a formal observation can be completed.



Using ACIIS Email Tool

Hover over the actions button located to the left of the Back button to access the [email tool](#).

Do not complete **Subject** of message. It has a set macro which will auto title your message with your first and last name.



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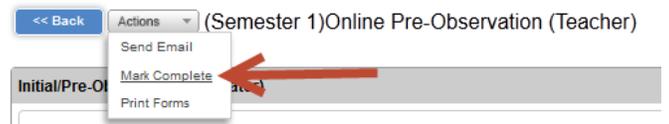
Step B. *Continued*

Once you have properly completed the *Pre-observation Conference* step correctly by saving, it should have a green check.

Once you have completed Teacher Acknowledgement step correctly by selecting yes and saving, it should also have a green check.

Last, hover over the actions button and select mark complete. This will send an automated notification to your administrator that you have acknowledged a date and time for your formal observation.

If you forget to mark complete within the step, your step will appear in Organge. A secondary method to mark complete is to check the circle with the check at the step.



ACIIS@gm.sbac.edu
to me

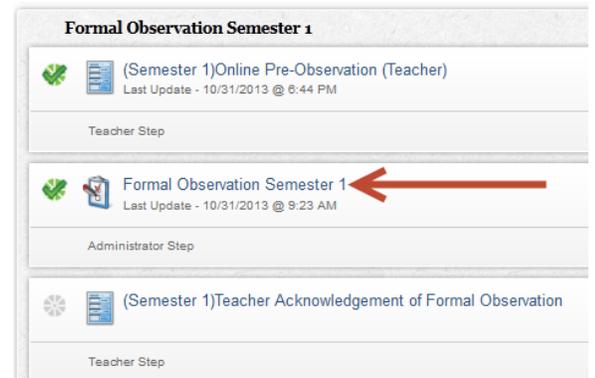
Dear Principal

Teacher has acknowledged the time and date selected for the 1st Semester Formal Observation. Complete the scheduled 1st Semester Formal Observation.

Where will I be able to access my Formal Observation to review and acknowledge? Once your administrator has completed your formal observation, they will share their observation results and send you an email so you can review. Here is how you access your results:

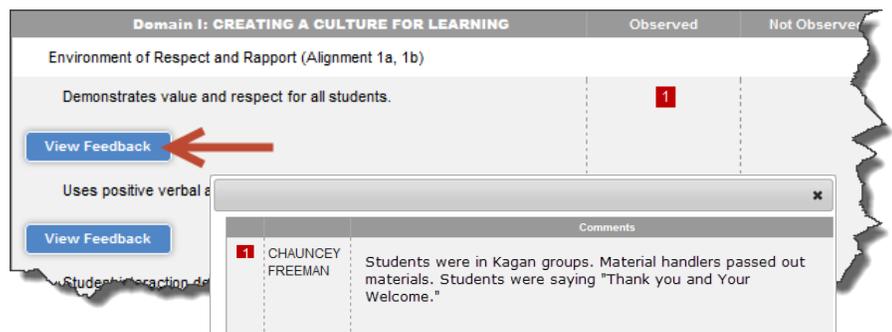
Navigate to your Formal Observation Semester container and select the 2nd step- *Formal Observation Semester*

Once you enter the step, you will access the Formal Observation landing page.



When on the Formal Observation landing page, select **View Feedback** to access pop-up window and view evidence collected for each indicator.

Email ACIIS@gm.sbac.edu any question you may have about the formal observation.



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Step C. Acknowledging the Formal Observation

Open Formal Observation container and go to last step.



Use space for **Teacher's comments** for any feedback you would like to include related to the Formal Observation. Click on the acknowledgment check box to acknowledge you have reviewed your Formal Observation.

Evaluations

Teacher Appraisal Process 2013-2014

<< Back Print Forms (Semester 1)Teacher Acknowledgement of Formal Observation

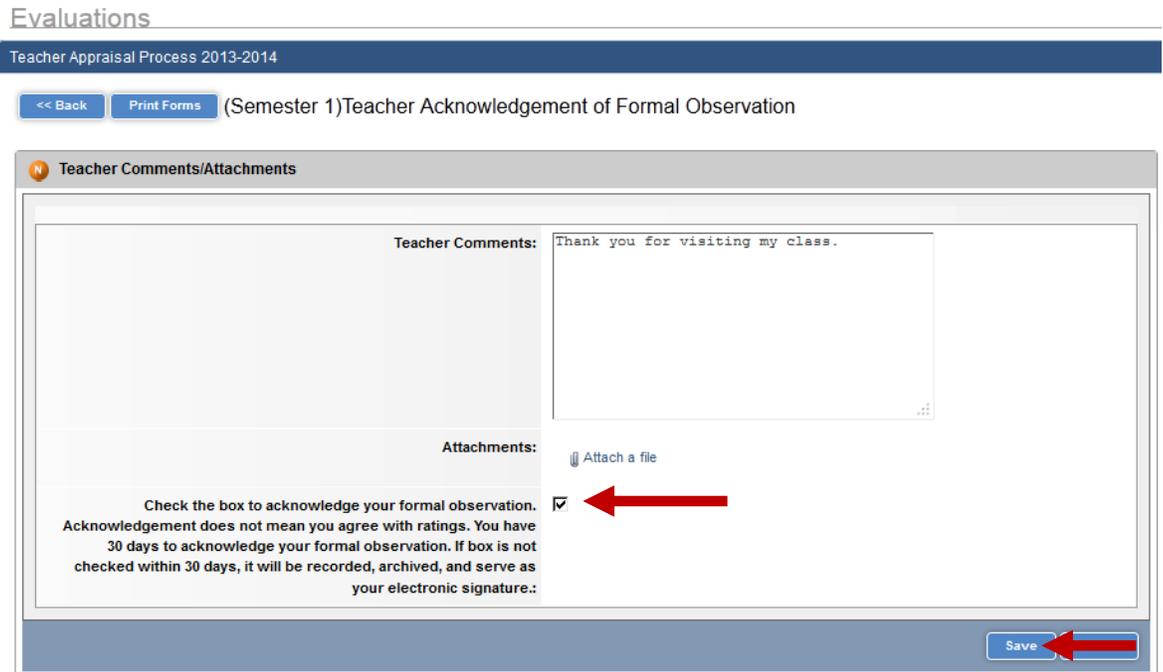
Teacher Comments/Attachments

Teacher Comments: Thank you for visiting my class.

Attachments: Attach a file

Check the box to acknowledge your formal observation. Acknowledgement does not mean you agree with ratings. You have 30 days to acknowledge your formal observation. If box is not checked within 30 days, it will be recorded, archived, and serve as your electronic signature.:

Save

A screenshot of a web form titled "Teacher Comments/Attachments". It has a "Teacher Comments:" field with the text "Thank you for visiting my class." and an "Attachments:" field with a link "Attach a file". Below these fields is a checkbox that is checked, with a red arrow pointing to it. To the left of the checkbox is a warning message: "Check the box to acknowledge your formal observation. Acknowledgement does not mean you agree with ratings. You have 30 days to acknowledge your formal observation. If box is not checked within 30 days, it will be recorded, archived, and serve as your electronic signature.:". At the bottom right of the form is a "Save" button, also with a red arrow pointing to it.

What if I have questions and would like additional feedback beyond the online format offered? The post-formal observation review of your results is online unless you and/or your administrator request for a face-to-face review of observation results. Your administrator will notify you if he/she plans on scheduling a face-to-face review.

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

