



Following are the steps to access and evaluation forms in ProTraxx:

1. Log in to ProTraxx and select the "EzHR" Link on the top menu:



2. In the new window, on the middle section, is a general dashboard indicating aspects completed or in need of action. You can access forms needing action (My Processes Needing Action), or access the menu on the left (Online Process Management).
  - a. If you use the "My Processes Needing Management," the forms needing attention will appear on the bottom.
  - b. If looking for an employee, use the "List Employees" option on the left.



3. Using List Employee
  - a. Using this option will illustrate all the employees that you supervise. The list of teachers are organized by the different evaluation statuses (i.e., Cycle A/B/C, Year 1/2 Growth Plan).
  - b. You can organize the list by clicking the column title at the top.
  - c. Select an employee/teacher. This will take you to the teacher's dashboard of forms.

Select Form:   Form Evaluator/Observer:

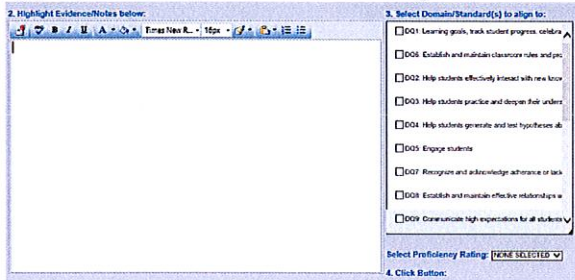
Process Order	Type	Form Name	Form	Signature/Comments	Form Status	Completed By	Process Detail	Submitted	Due Date	Schedule	Form Evaluator/Observer	Edit Evaluator/Observer	Take Notes
[1-1]	Formal Observation / Review of Practice	Teacher Pre-Observation Plan		N/A		Teacher	Form Shipped			(Automatic - No Scheduling Required)	TILEY, MEGAN M - ROGER LUDLOWE, M.S.		
[1-2]	Formal Observation / Review of Practice	Observation/Review of Practice Evidence Collection/Feedback - Fairfield - 2014-2015		N/A	SUBMITTED	Evaluator	Completed	Oct 02, 2017, 9:49 AM		(Automatic - No Scheduling Required)	TILEY, MEGAN M - ROGER LUDLOWE, M.S.		

- d. Select the appropriate form to enter in evaluation feedback.

Following are the steps to input observation notes forms in ProTraxx:

1. Once in a teacher's observation dashboard, select Pre-Observation (only needed if the teacher needs a formal observation – Cycle A). The teacher completes the pre-observation form is to be reviewed/discussed at the pre-observation meeting.
2. The observation/Review of Practice/Informal Observation evidence is to be entered into Protraxx based on the observed information by the administrator.

- a. Go into the Observation/Review of Practice/Informal Observation form by selecting the icon.
- b. Option A: Type the information directly into Protraxx Notes
  - i. Select the yellow notepad icon on the top right.
  - ii. Type the evidence/observation into the provided textbox. Tag the evidence by highlighting the appropriate sentence then choosing the DQ. This will then record the evidence below.



- iii. Select "Go Back to Form" at the top.

- c. Option B: Type the observed information into a document, and then cut/paste into the Note Section, then tag appropriately.
  - d. Option C: Type the observed into a Word document, then cut/paste the appropriate information into the appropriate DQ within the various domains.
  - e. Option C: Script lesson by hand and translate the information into the appropriate DQ/domain within the Observation Form.
3. Make sure and complete the date and type of observation within the Observation Form.

**Type of Observation:**

**Date of Observation**

- Informal \*
- Formal/In Class
- Formal/Review of Practice

4. Review the evidence provided within the Observation Form.
5. Scroll to the bottom and select type of feedback:  Verbal  Written  Both
6. Provide additional comments (if necessary). Comments can be added after the post-conference if you “Save Draft” and return. This is a good place to illustrate the conclusions of your post-conference conversation (i.e., what were the positive outcomes of the lesson, what are the next steps for improvement the teacher, etc.).
7. The teacher will complete a post-observation form answering the following questions:
- a. What have you learned from this lesson or others that will impact your planning for future lessons, either in terms of your own instructional skills or in addressing students' instructional need?
  - b. As you reflect on your overall instruction and student learning, what have you identified as areas for your own professional growth to support student learning?
8. Complete the observation form by selecting your digital signature:  I submit my signature and then “Save & Finalize.”