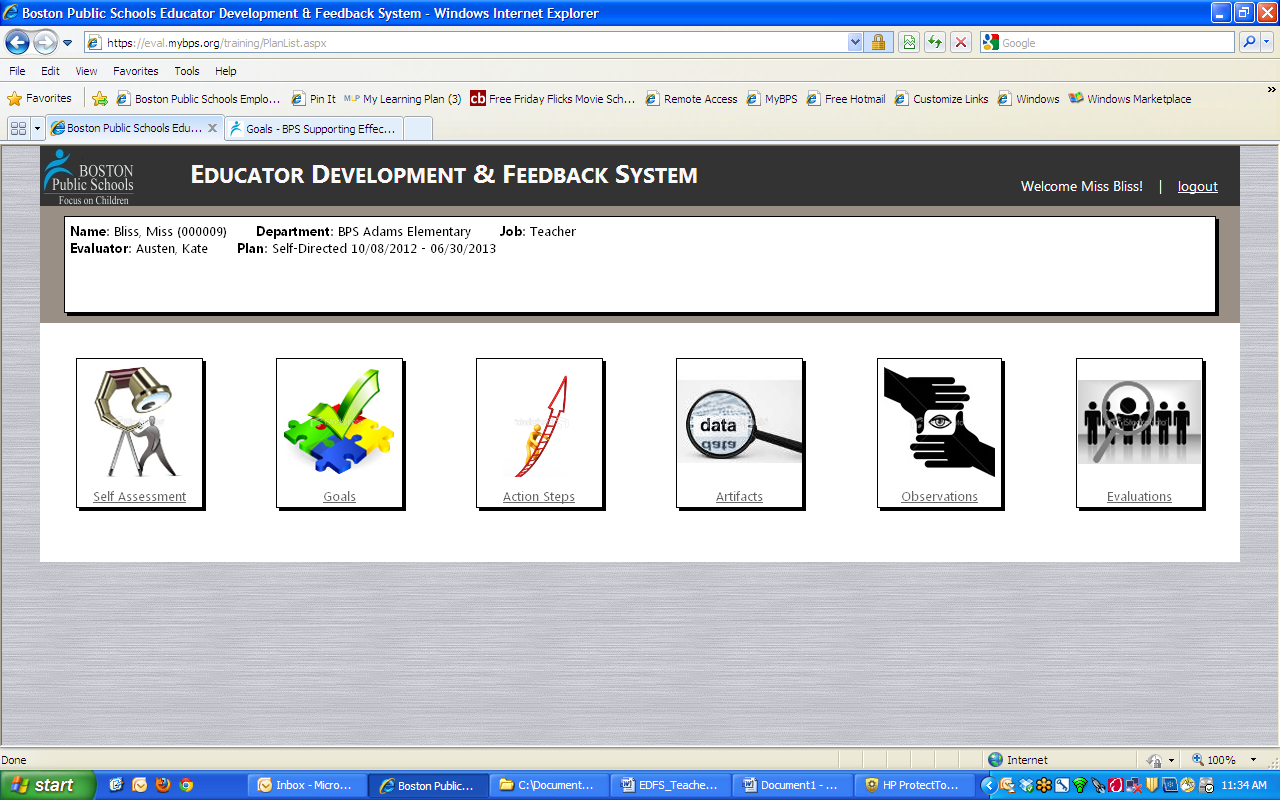
**Online Educator Development & Feedback System (EDFS)**

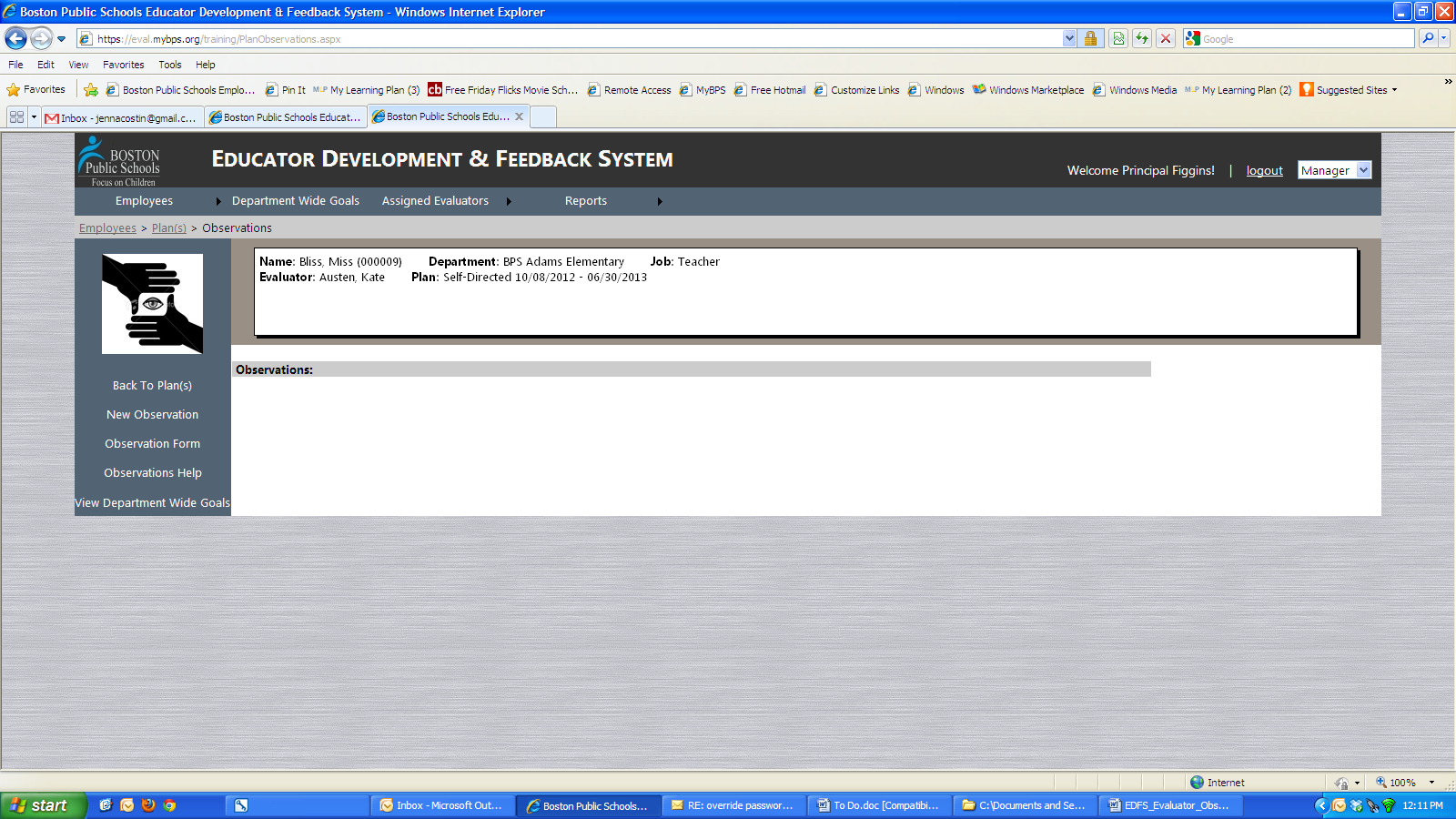
**Observation Guide**

***For Evaluators***

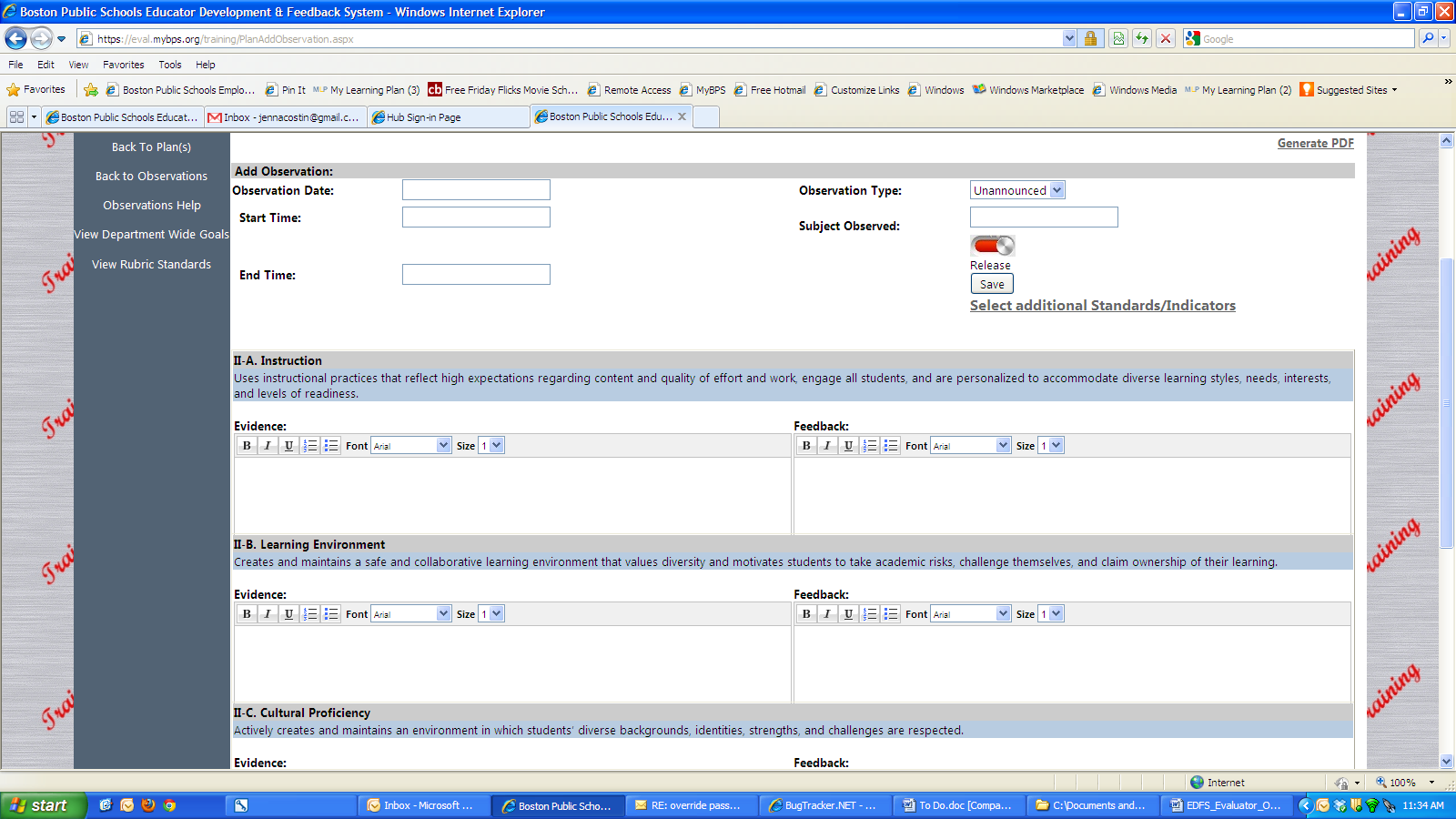
1. Login to the Educator Development & Feedback System:
   1. Go to <http://eval.mybps.org/> and login using the following information:
      1. Username: Employee ID
      2. Password: Current BPS Password
2. Select an Employee
   1. Once you login, you will see a list of your employees. Select the employee for whom you are observing by scrolling through your list, or by typing his/her first or last name into the search function at the top right of your screen.
3. Record Observation
   1. Once you have selected the employee, you will see a summary of that employee’s evaluation plan thus far. Select the ***Observations*** icon for this employee:



* 1. Select ***New Observation*** on the left side of the screen:



* 1. The following form will appear on your screen:



**Step 3**

**Step 2**

**Step 4**

**Step 1**

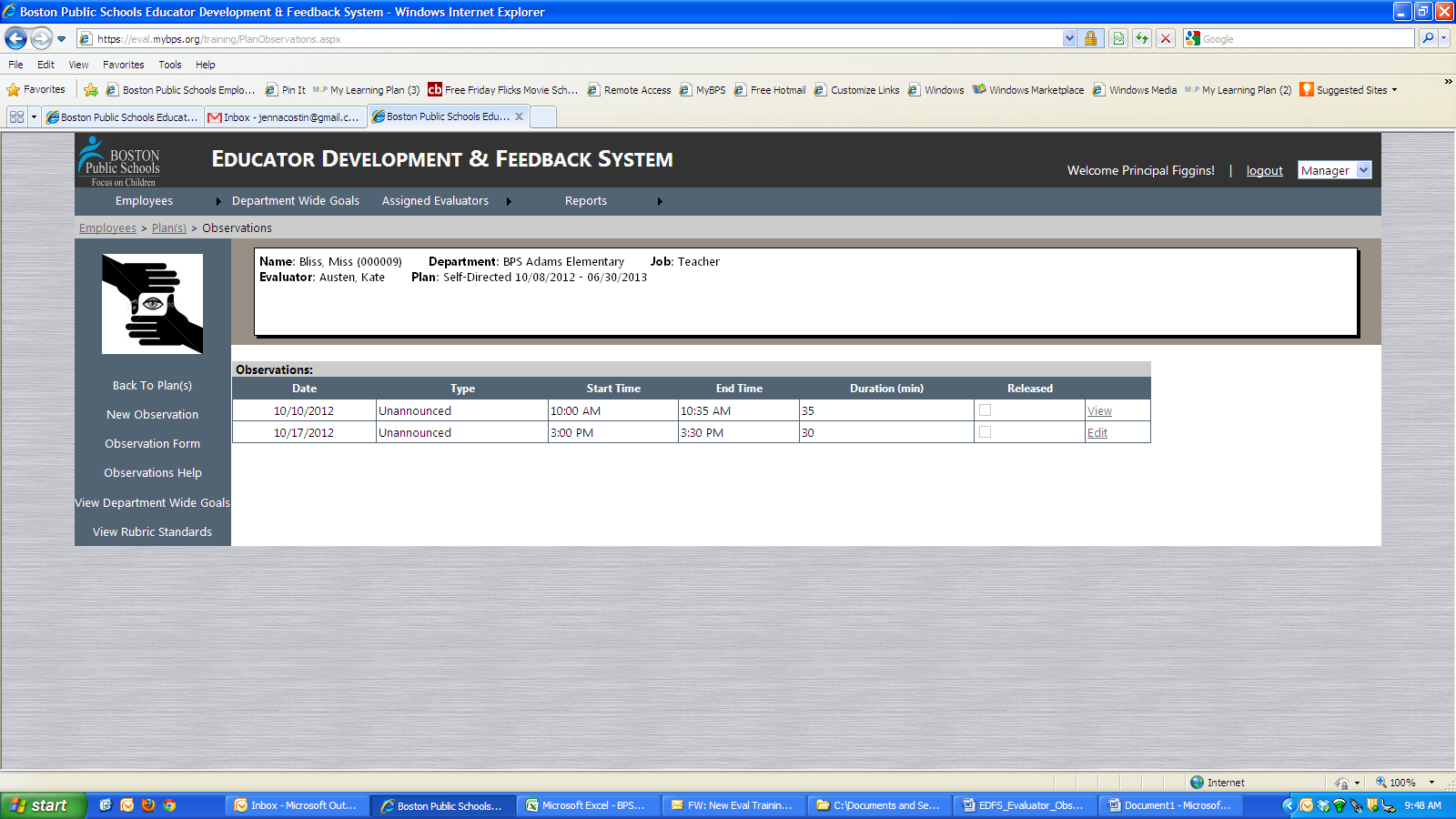
**3)** Type the Evidence you see during the observation in the appropriate Standard text box, then feedback to the right.

**2)** By default, the indicators populated on the screen are Standard 2 indicators. If you would like to comment on indicators other than these, select *Select additional Standards/Indicators*.

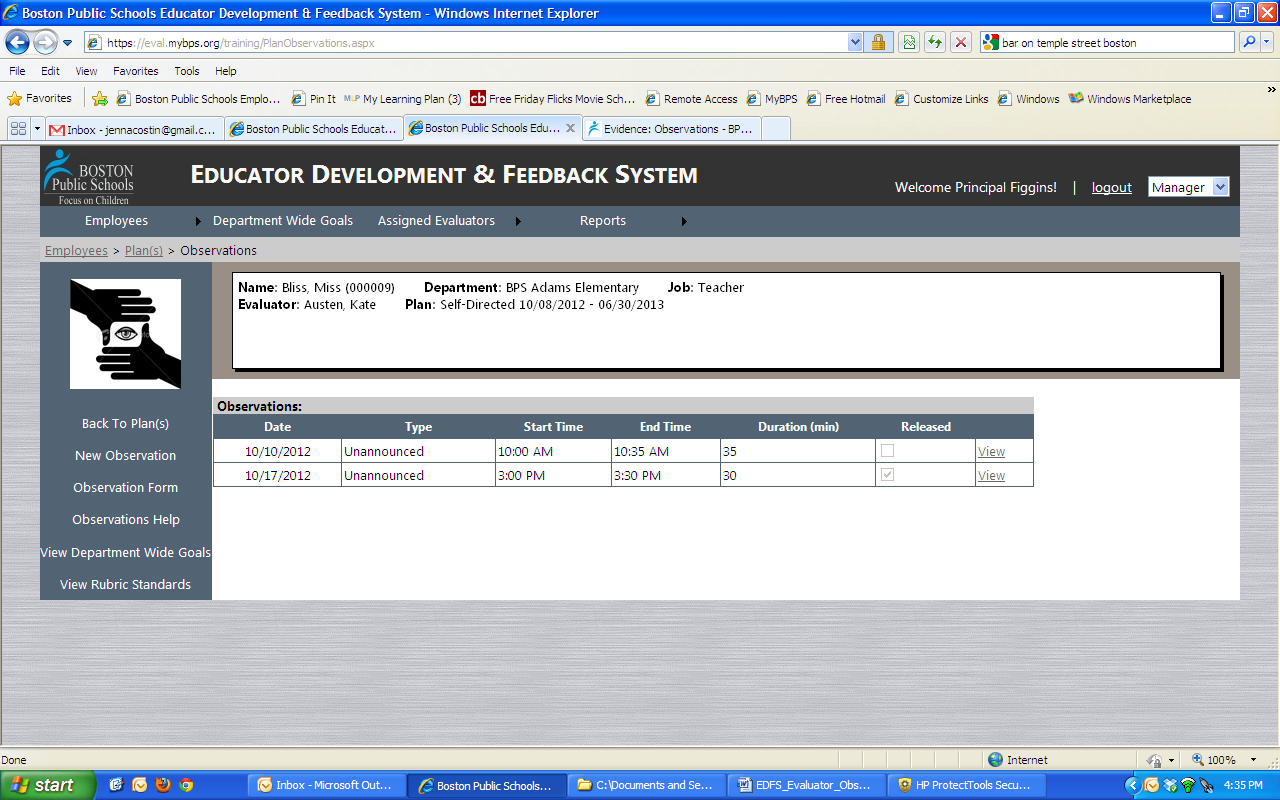
**1)** Fill in basic information about the observation: the date, start/end time, subject observed, and whether this is an announced or unannounced observation.

**4)** Save your work as you go, and once you have completed the observation. Once you are ready to send the observation to the educator, select the Release button.

* 1. You must ***release*** the observation to the educator within five days of the observation. The system will not allow you to release the observation more than five days after the observation. Releasing the observation will send an email to the educator, letting him or her know that you have completed the observation form for his or her review.
     1. If you are not ready to share the observation with your educator when you have completed your observation, you can instead select ***save*** and revise/release the observation at a later time.
     2. If you select ***save***, when you return to the observation page, you will be able to select ***edit*** to the right of the observation summary:



1. Record of Observations
   1. You can view a summary of all observations you have entered on the observations main page:



* 1. Select *View* to the right of each observation to review the entire observation.