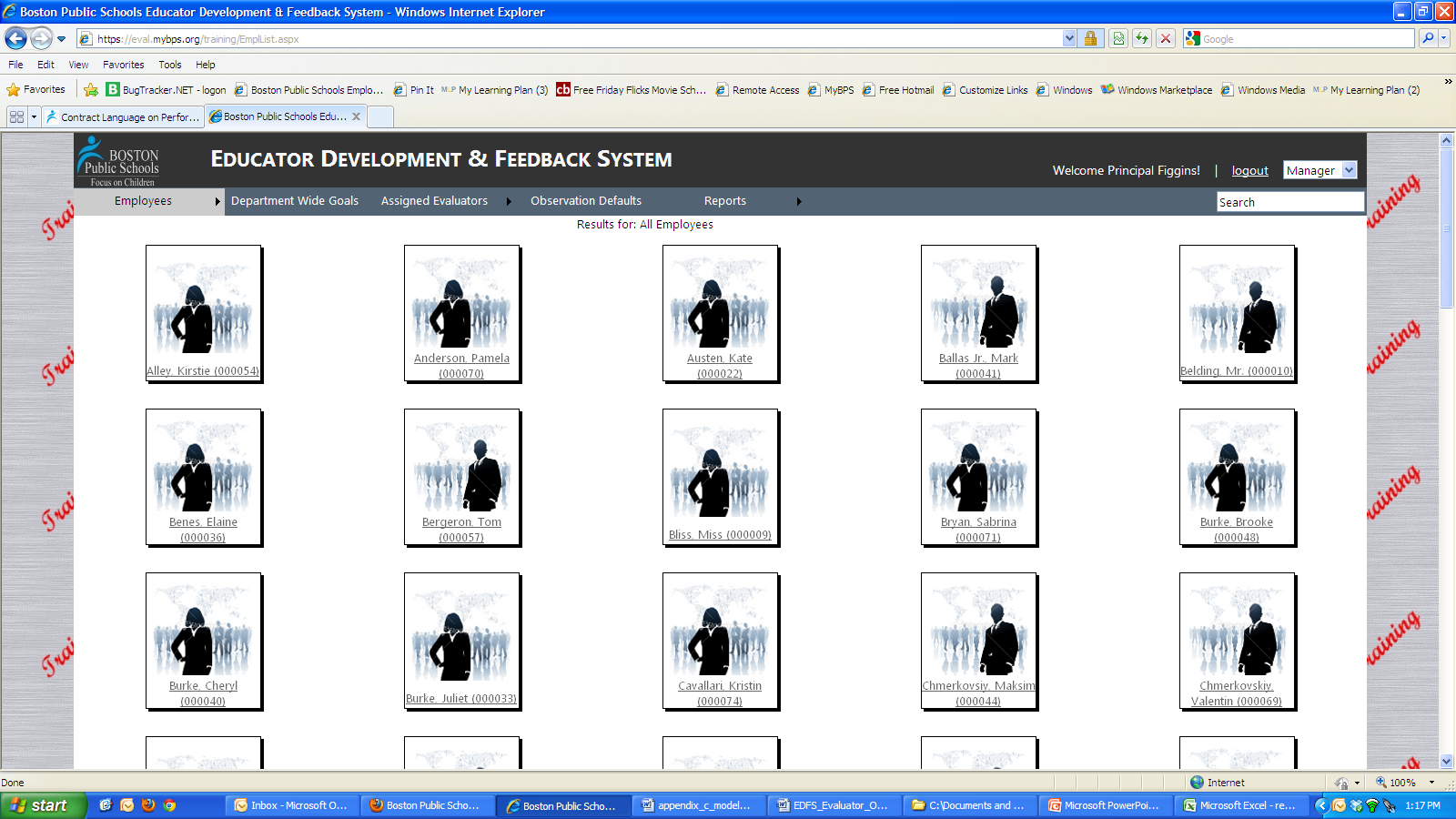
**Online Educator Development & Feedback System (EDFS)**

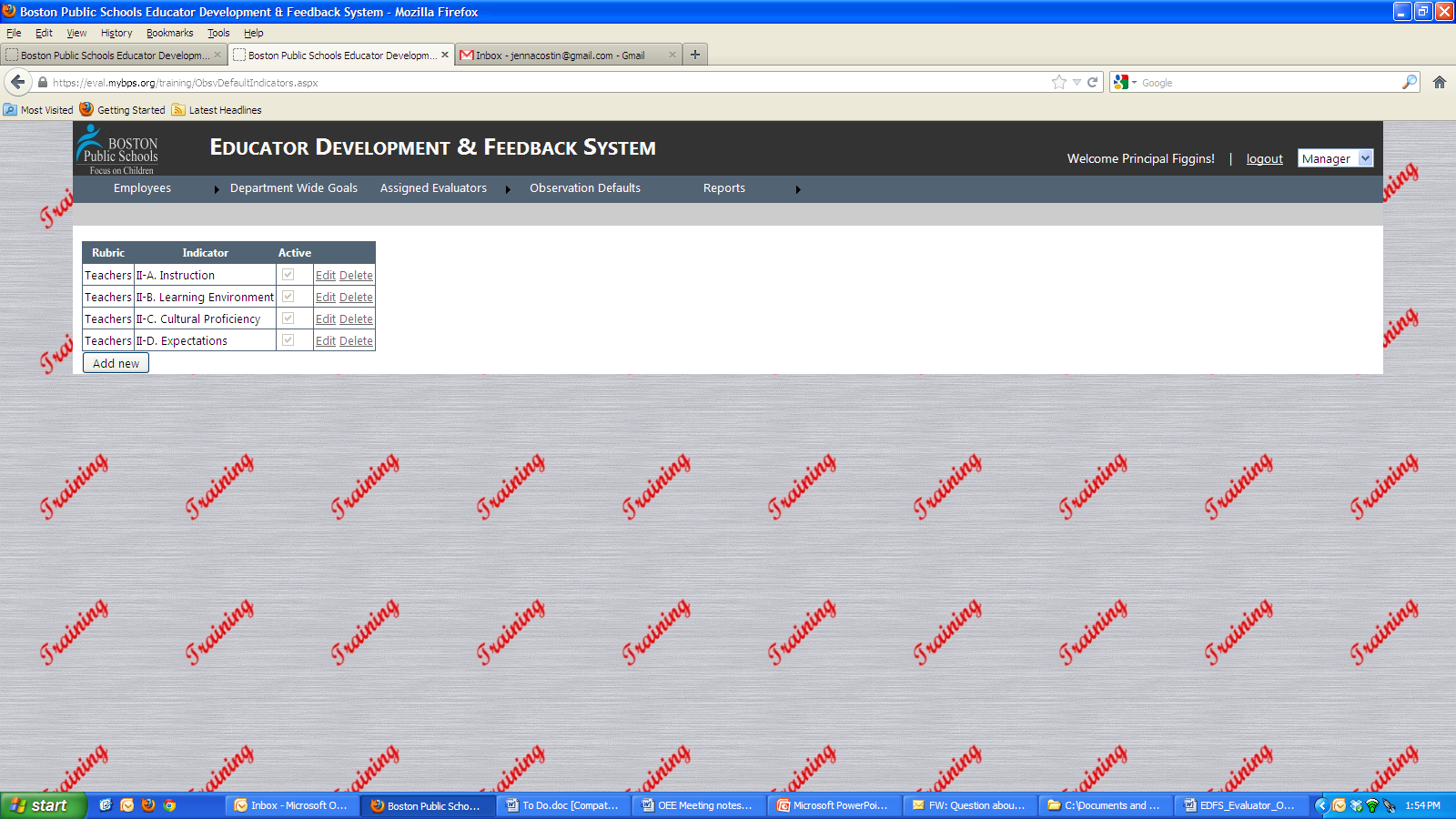
**Observation Guide**

***For Evaluators***

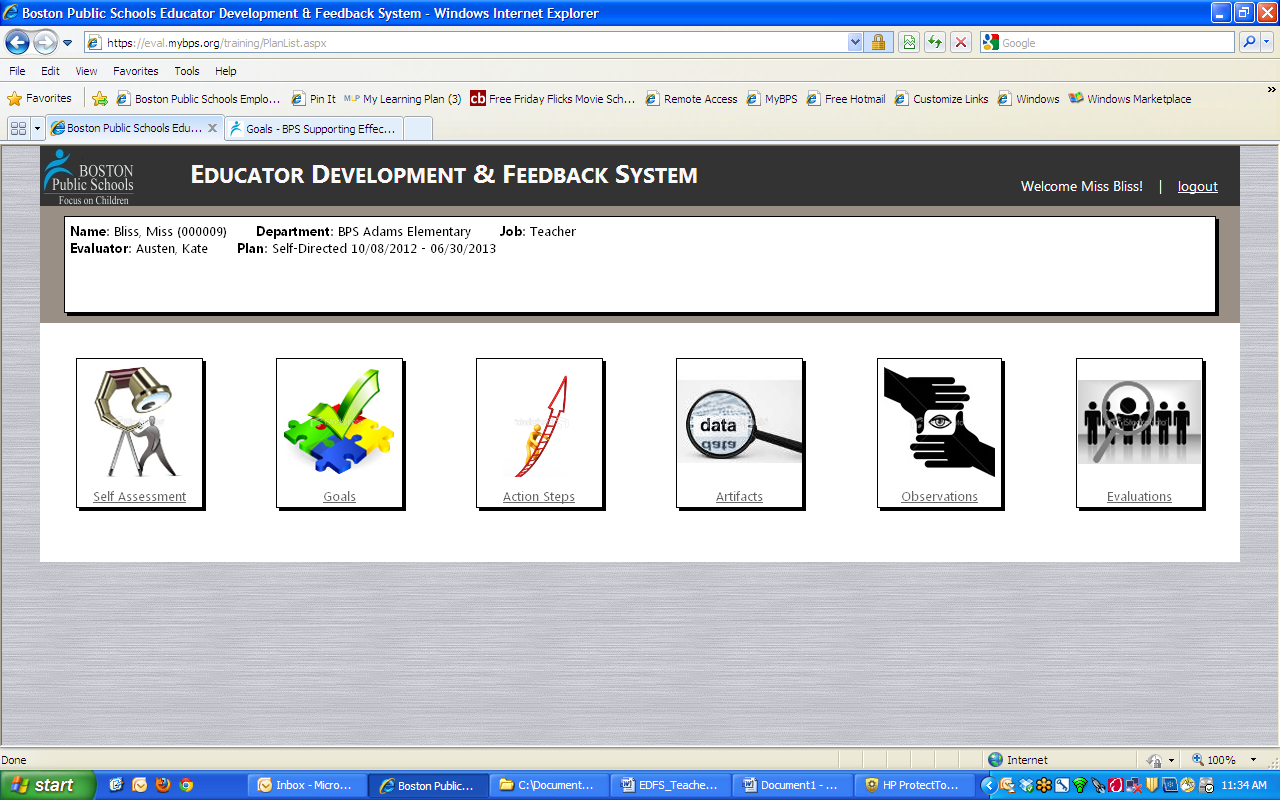
1. Login to the Educator Development & Feedback System:
   1. Go to <http://eval.mybps.org/> and login using the following information:
      1. Username: Employee ID
      2. Password: Current BPS Password
2. Select Observation Defaults (NOTE: This step is optional, and only needs to be completed ONCE at the beginning of the year, NOT at the beginning of each observation)
   1. Select Observation Defaults at the top of your home screen:



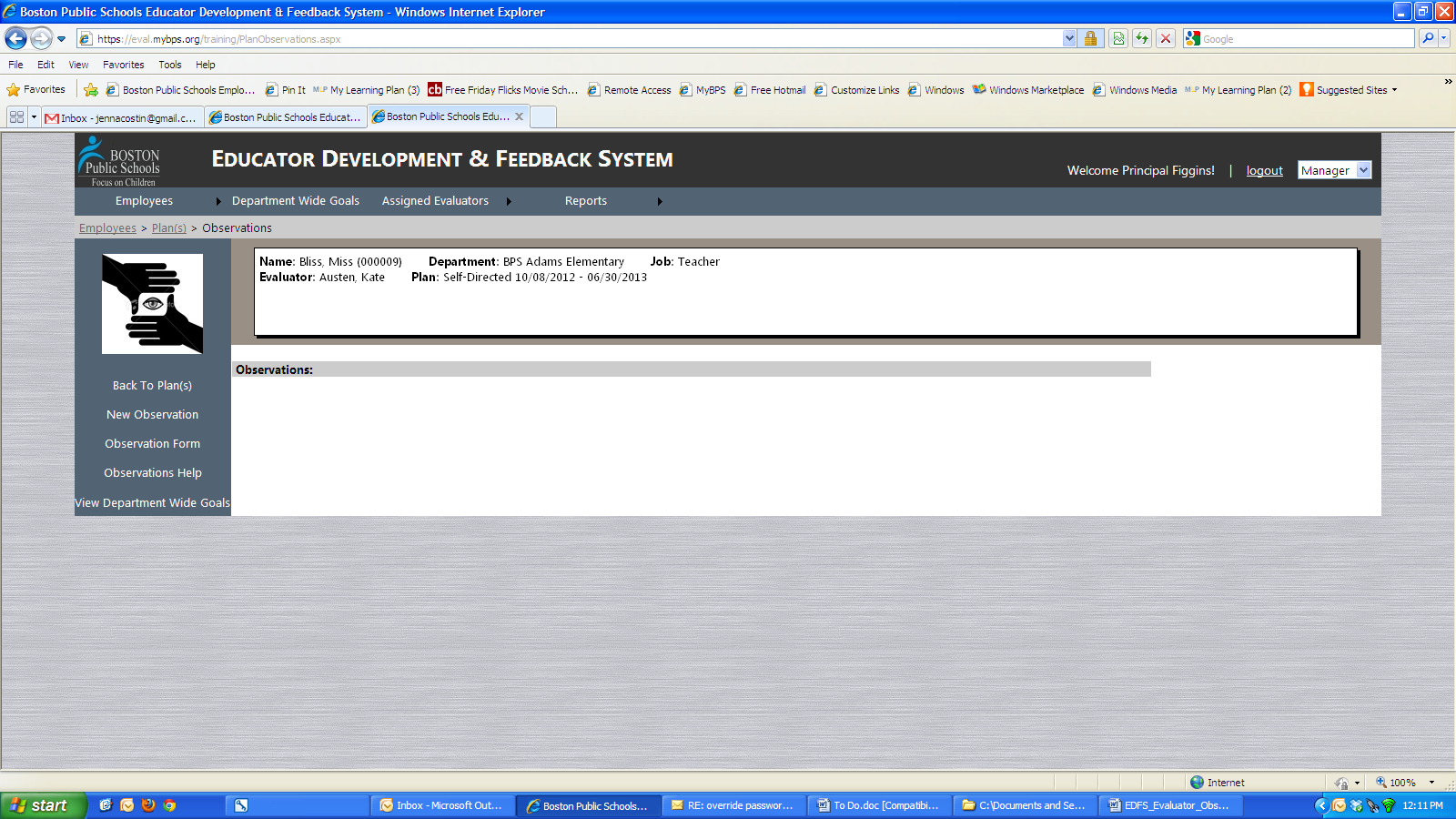
* 1. Choose which indicators you want to appear on your observation page:



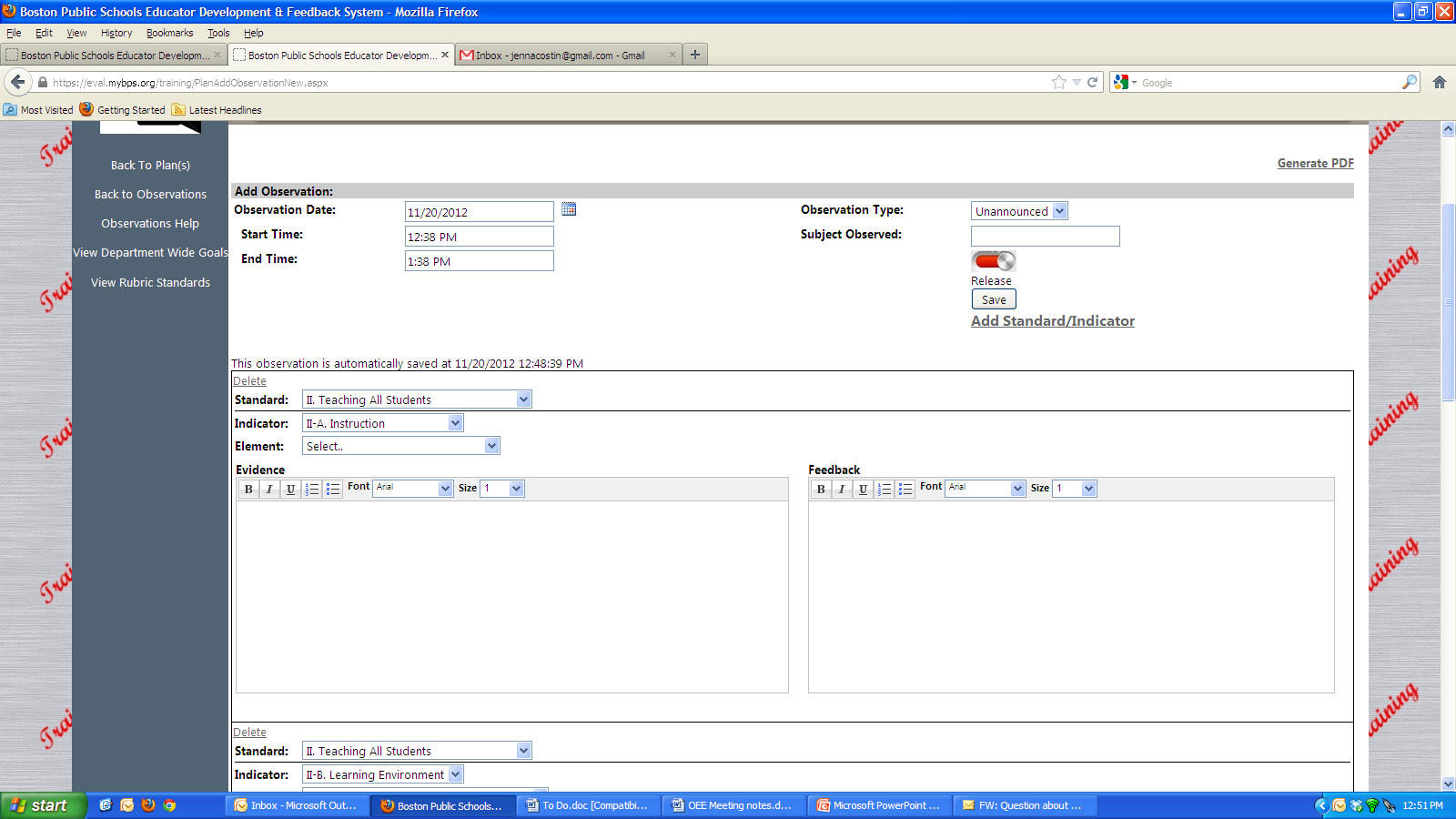
1. Record Observation
   1. Select **Employees**, then **All Employees** at the top left of your screen. Next, select the employee you are observing.
   2. Select the ***Observations*** icon for this employee:



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



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



**Step 4**

**Step 3**

**Step 1**

**Step 2**

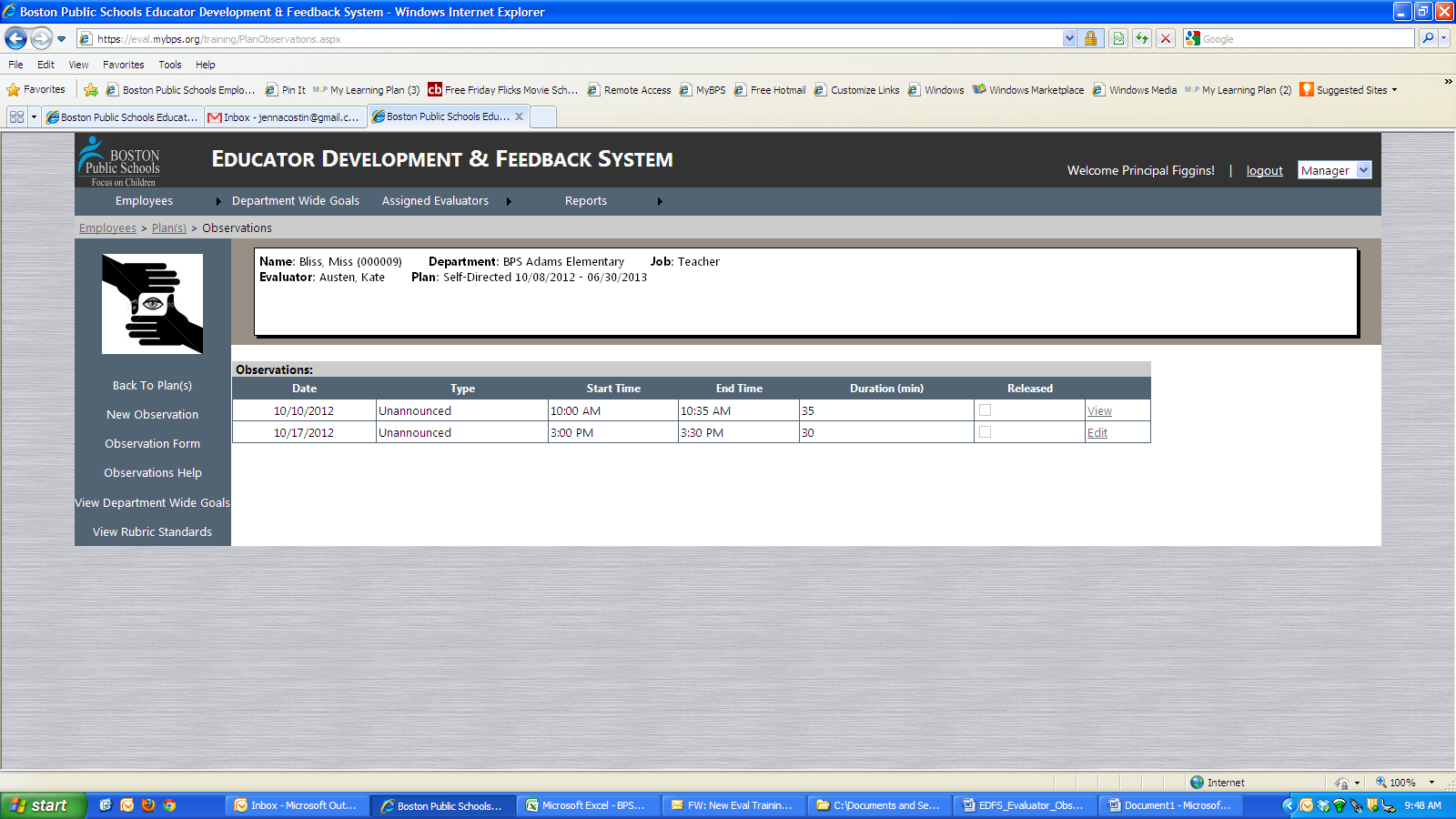
**3)** Choose the Standard/Indicator/Element that applies best to the evidence collected. This step can be done before, during, or after the observation before it is released to the educator. Add additional Standard/Indicators at any point during the observation.

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

**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. When 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 for it to be filtered into the final evaluation. Releasing the observation sends an email to the educator, notifying him to view his observation evidence/feedback on EDFS.
     1. You can ***save*** your observation and 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 to edit and release the observation:



* + 1. The educator can add comments on the observation up to five days after it is released.
    2. Once the observation is released, the evaluator can no longer make edits, but can view the observation on the observation home page.

1. Observations filtering into Evaluations
   1. When you add an observation and release it to the educator within 5 school days, the observation will filter into the teacher’s evaluation as evidence to support your ratings. When you select the Standards page of the evaluation, the observations will appear as such:

