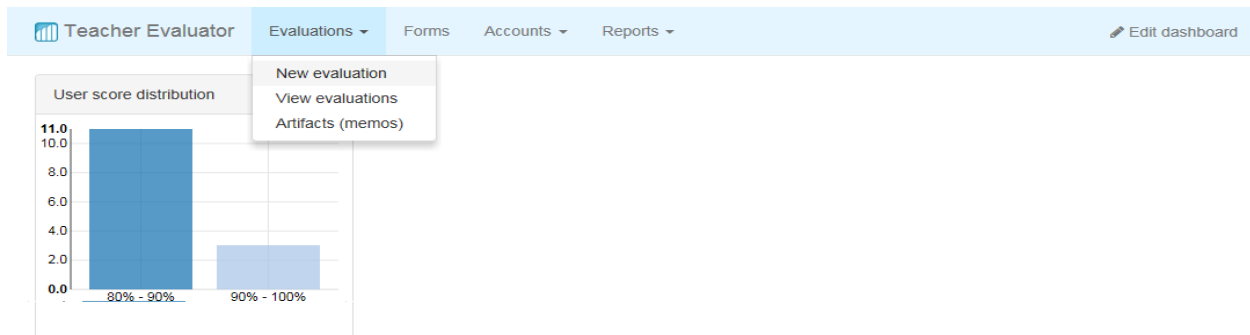


## Administrator Cheat Sheet: How to Create an Evaluation Form: Pre-observation/Post observation form in Rediker

### Select Evaluations/New Evaluation



### Click on checkmark on right side to open evaluation selection screen

The screenshot shows the 'New Evaluation' form. The 'Evaluation form' field is highlighted with a red circle around the dropdown arrow on the right. The selected value is 'Formal Observation (General Ed, Title I Pre-K, Interventionist, Distance Ed)'. Below this, the 'School' field is set to 'West Homer School' and the 'Staff' field is set to 'Marshall, Raymond'. A green button labeled '+ Create Evaluation' is at the bottom.

**Evaluation form**

Formal Observation (General Ed, Title I Pre-K, Interventionist, Distance Ed) ▼

**School**

West Homer School ▼

**Staff**

Marshall, Raymond ▼

+ Create Evaluation

### Select desired Form

## New Evaluation

### Evaluation form

Formal Observation (General Ed, Title I Pre-K, Interventionist, Distance Ed)  
Formal Observation (Instructional Specialist)  
Formal Observation (Librarian)  
Formal Observation (School Psychologist)  
Formal Observation (Special Ed)  
Formal Observation (Speech Language Pathologist)  
Formal Observation (Therapeutic Specialist)  
Guided Questions for Formal Observation (Post-Conference)  
Guided Questions for Formal Observation (Pre-Conference)  
Informal Observation (General Ed, Title I Pre-K, Interventionist, Distance Ed)  
Informal Observation (Instructional Specialist)  
Informal Observation (Librarian)  
Informal Observation (School Psychologist)  
Informal Observation (Special Ed)  
Informal Observation (Speech Language Pathologist)  
Informal Observation (Therapeutic Specialist)  
Standard Evaluation Summary 2015-2016 (Counselor) DRAFT  
Standard Evaluation Summary 2015-2016 (General Ed, Title I Pre-K, Interventionist, Distance Ed)  
Standard Evaluation Summary 2015-2016 (Instructional Specialist)  
Standard Evaluation Summary 2015-2016 (Librarian)  
Standard Evaluation Summary 2015-2016 (School Psychologist)  
Standard Evaluation Summary 2015-2016 (Special Education)  
Standard Evaluation Summary 2015-2016 (Speech Language Pathologist)  
Standard Evaluation Summary 2015-2016 (Therapeutic Specialist)  
Walkthrough  
Walkthrough [Copy]

Click on “Create Evaluation”

## New Evaluation

### Evaluation form

Guided Questions for Formal Observation (Pre-Conference)

### School

West Homer School

### Staff

Marshall, Raymond

+ Create Evaluation

Click on the pencil to open a text box that you can write in. Note that there are green tabs on the top and bottom of the page that allow you to toggle through different domains.

Teacher Evaluator

Evaluations ▾FormsAccounts ▾Reports ▾

Raymond ▾

Planning/PrepThe EnvironmentInstruction

Raymond Marshall

Guided Questions for Formal Observation (Pre-Conference)

1. Please explain the following instructional elements as they relate to the lesson to be observed:

Comments

Add comments to this indicator

No files have been added to this indicator. 

+ Add File

What materials are being used to present the curriculum? (Instructional resources including classroom, community, and supplemental student resources)

What do you expect the students to know upon completion of the lesson? (expected outcomes)

What will the students do to demonstrate comprehension of the curriculum? (Explain the learning activities within the lesson)

Once you have completed entering the information in text boxes, please click on the green “submit” box on the bottom left of the screen.

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Raymond Marshall

Guided Questions for Formal Observation (Pre-Conference)

2. Please explain your classroom procedures that maximize instructional time:

Transitions in the classroom:

Distribution and collection of materials and supplies:

Non-instructional duties (attendance, restroom, permission forms, etc.):

Behavior Expectations:

Remarks

Save

Submit

Preview

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