

**MCESA**

Maricopa County Education Service Agency



**MCESA REIL Observation Data Capture Tool  
(ODCT) - Teacher R1V1**

**User Guide  
V1.0**



**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
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## Table of Contents

Version History .....	3
Overview.....	3
Logging Into the Training Environment Outside of the ADE (Temporary) .....	5
Terminology .....	6
System and Software Requirements .....	7
EduAccess Invitation Email, User Registration, and Confirmation Email.....	8
EduAccess Invitation Email .....	8
EduAccess User Registration .....	9
EduAccess Confirmation Email .....	12
Navigation Bar .....	14
Select Documents Page.....	15
Select a Teacher for Evaluation .....	17
Score an Evaluation Session .....	20
Observation Cycle Report .....	22
Override a Submitted Cycle .....	25
Summative Cycle Report.....	27
Begin a New Cycle .....	29
Submit an Information Error Report .....	30
Troubleshooting .....	31



**Program:** MCESA REILize Decision Support System  
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**Version:** V1.0

## Version History

Date	Version	Change Details
2/14/2012	v.12	Delivered to MCESA for Review
2/12/1012	v.13	EduAccess Email Invitation and Confirmation, final paragraph: Changed the EduAccess support email to <a href="mailto:adesupport@azed.gov">adesupport@azed.gov</a> .
2/23/2012	v.14	<ul style="list-style-type: none"> <li>All instances of "Version 1" are now "Release 1 Version 1"</li> <li>All person names in screenshots have been changed to false names.</li> <li><a href="#">Overview</a> section (par. 3): Added "first"; Updated language in the blue box to clarify the limited access to the training environment for Evaluators after training.</li> <li><a href="#">Terminology</a> section: Alphabetized and expanded definitions.</li> <li><a href="#">Begin A New Cycle</a> section (Step 3): Added information box for new Open Cycle function.</li> <li><a href="#">Select a Teacher for Evaluation</a> section (blue textbox under heading): Changed "on this page" to "in these steps".</li> <li><a href="#">Navigation Bar</a> section (first two textboxes): Updated the page numbers.</li> <li><a href="#">Score Evaluation Section</a> (blue textbox under heading): Corrected the last sentence to indicate that the Submit all button appears on the Observation Cycle Report.</li> <li><a href="#">Observation Cycle Report</a> section (Step #4): Updated screenshot and text to reflect changes to signature line section.</li> <li><a href="#">Summative Cycle Report</a> section: Replaced both images to reflect updated report.</li> </ul>
2/24/2012	v.15	<ul style="list-style-type: none"> <li>Formatting: White call-out boxes changed to yellow. Thickened all arrows and brackets.</li> <li><a href="#">EduAccess Invitation Email, Registration, and Confirmation Email</a> section: Added Invitation Email section to beginning, and Confirmation Email section to end.</li> <li><a href="#">Select a Teacher for Evaluation</a> (Step #9): Added information box that informed of the five day window after Observation to complete Post-Conference.</li> <li><a href="#">Score an Evaluation Session</a> (Step #1): Replaced screenshot to include warning about 5-day window to complete Post-Conference evaluation, added text box explanation. (Step #4) Replaced screenshot to reflect new Evaluator Notes heading.</li> <li><a href="#">Observation Cycle Report</a> section: Replaced screenshot to reflect IE9 browser.</li> <li><a href="#">Navigation Bar</a> section: Added warning not to use browser back button.</li> <li><a href="#">Troubleshooting</a>: Added section to not use browser back button.</li> </ul>
2/28/2012	v.16	<ul style="list-style-type: none"> <li><a href="#">Observation Cycle Report</a> section: Updated screenshot to change teacher name and R/R section.</li> <li>Global: Formatting - changed all arrows from solid to dashed lines; changed the text describing the Review Date and Evaluator section.</li> <li>Global: Changed tool references to "ODCT – Teacher R1V1"</li> <li><a href="#">Document Approvals</a> section: Added a Document Approvals section</li> </ul>

## Document Approvals

Organization	Name	Program Role	Signature /Electronic Approval	Date
MCESA	Al Dullum	Stakeholder / Advisor	<a href="#">Approval Email</a> (via A. Aportela)	3/20/2012
MCESA	Dr. Lori Renfro	Stakeholder / Advisor	<a href="#">Approval Email</a> (via A. Aportela)	3/20/2012
ADE	Gene Saadi	Program Director	<a href="#">Approval Email</a>	3/20/2012
ADE	David Plouff	Project Manager	<a href="#">Approval Email</a>	3/20/2012





**Program:** MCESA REILize Decision Support System  
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## Overview

The *Observation Data Capture Tool (ODCT) Teacher R1V1* utilizes the MCESA REIL Learning Observation Instrument (LOI) to measure teacher performance. The LOI is the result of a collaborative effort between MCESA and the six Maricopa County school districts implementing the REIL Program. The purpose of this coordinated effort is to establish a rigorous, transparent, and fair evaluation system that recognizes excellence and supports the professional growth of teachers.

The ODCT Teacher R1V1 will be utilized by evaluators who have collected, or are in the process of collecting, teacher observation data. This tool will allow evaluators to view and print field documents for reference, enter and store evaluation scores and comments, and view reports based upon those evaluations. The ability to capture leader evaluation data will be added to the ODCT Teacher R1V1 in a future version.

An evaluator must have an EduAccess account to access the ODCT Teacher R1V1. EduAccess is a complete Identity Management System for educational stakeholders in Arizona, and is managed by the Arizona Department of Education. Evaluators with existing EduAccess accounts may access the ODCT Teacher R1V1 at <https://www.mcesa az.gov>. Evaluators without an existing EduAccess account must first follow the steps outlined *EduAccess Email Invitation and Confirmation* section of this guide.

The link to the ODCT Teacher R1V1 provided in the EduAccess invitation and verification email is for capturing actual data, **it is not intended for training or for practice**. Use the URL provided by your MCESA REIL Trainer during the training session. Evaluators will not have access to the training URL after the training session. The EduAccess training Sign In page contains a hammer icon and the text "FOR TEST USE ONLY", as shown below.



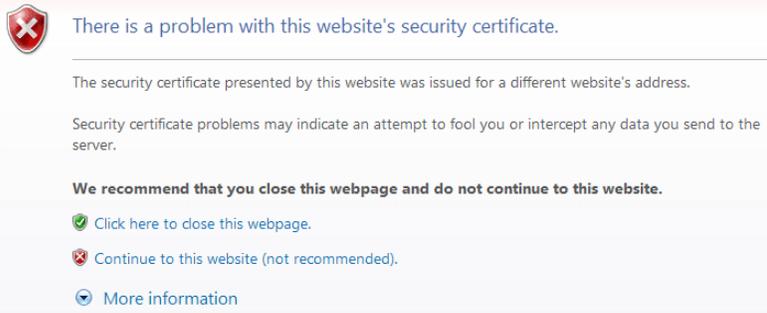


**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
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**Version:** V1.0

## Logging Into the Training Environment Outside of the ADE (Temporary)

### Internet Explorer

Until further notice, Internet Explorer users must bypass the SSL Certificate warning by clicking the **Continue to this website (not recommended)** link.



### Safari

Until further notice, Safari users must bypass the SSL Certificate warning by clicking the **Continue** link when they see SSL Certificate warning.





**Program:** MCESA REILize Decision Support System  
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**Release:** R1V1  
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## Terminology

<p><b>Cycle</b> A cycle consists of three sessions: Pre-Conference, Observation, and Post-Conference. An open cycle is a set of three sessions that have not been submitted. A closed cycle is a set of three fully-scored sessions that have been submitted.</p>	<p><b>EduAccess</b> EduAccess is a complete Identity Management System for educational stakeholders in Arizona, and is managed by the Arizona Department of Education. ODCT Teacher R1V1 users must already have, or register for, an EduAccess account in order to sign into ODCT Teacher R1V1.</p>
<p><b>Evaluator</b> The evaluator is the person who evaluates teacher performance, and then uses the ODCT Teacher R1V1 to capture the scores for each observation session.</p>	<p><b>Learning Observation Instrument (LOI)</b> The LOI is composed of six rubrics: Content, Formative Assessment, Instructional Strategies, Learner Engagement, Learning Community, and Professional Responsibilities (Optional). Each rubric contains several elements. Each element contains six descriptors that can be scored on a scale from 0 to 5, with 5 being the optimal score.</p>
<p><b>MCESA</b> Maricopa County Education Service Agency</p>	<p><b>REIL</b> Rewarding Excellence and Instruction in Leadership</p>
<p><b>Session</b> A session is one instance of an evaluation. There are three sessions per cycle: Pre-Conference, Observation, and Post-Conference. A session is complete when all scores for non-optional rubrics are entered and saved.</p>	<p><b>Teacher</b> The teacher is the person being evaluated.</p>



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**Version:** V1.0

## System and Software Requirements

### PC Platform Requirements

**Operating System:** Windows XP, Windows Vista, Windows 7  
**Processor:** 1.3 GHz  
**RAM:** 512 MB  
**Browser:** Internet Explorer 9.0

### Apple Macintosh Platform Requirements

**Operating System:** OSX Tiger and above  
**Processor:** Mac G5  
**RAM:** 512 MB  
**Browser:** Safari 5

### Software Requirements

- Adobe Reader or Adobe Acrobat



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**Version:** V1.0

## EduAccess Invitation Email, User Registration, and Confirmation Email

### EduAccess Invitation Email

All users of the Observation Data Capture Tool will receive an EduAccess Invitation Email. Users who already have an EduAccess account may disregard the invitation email and access the MCESA REIL ODCT directly at <https://www.mcesa.az.gov>.

### EduAccess Invitation Email Template

Users who already have an EduAccess Account are directed to access the ODCT Teacher R1V1 directly at <https://www.mcesa.az.gov>.

Users who do not already have an EduAccess account are directed to register by clicking on the Invite URL.

Users who experience any issues logging into EduAccess or who have questions related to their EduAccess account should email [adesupport@azed.gov](mailto:adesupport@azed.gov).

**From:** [preset by EduAccess process]  
**Sent:** [date stamp]  
**To:** [evaluator email address]  
**Subject:** Invitation to the REIL Learning Observation Instrument Secure Login Registration

[Name],

You are invited to register for an EduAccess user account as part of your participation in Rewarding Excellence in Instruction and Leadership (REIL). EduAccess provides you access to the REIL Learning Observation Instrument.

If you already have an EduAccess secure login go directly to the REIL Learning Observation Instrument Secure Login site: <https://www.mcesa.az.gov>

If you do not currently have an EduAccess login, please click on the link below to create your account:

[\[InviteURL\]](#)

After completing the registration process, you will receive an email confirming that you successfully registered. If you experience any problems or have questions relating to your EduAccess account please email [adesupport@azed.gov](mailto:adesupport@azed.gov) for support.

Thank you for your participation in Rewarding Excellence in Instruction and Leadership (REIL).

An initiative of



Once users click on the Invite URL, they will begin the Registration Process outlined in the next section of this guide.

Evaluators who do not receive the invitation email or who are unable to successfully register or log into EduAccess should email [adesupport@azed.gov](mailto:adesupport@azed.gov) for support.



**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## EduAccess User Registration

Evaluators who click the Invitation URL are directed to the EduAccess User Registration page. Evaluators with existing EduAccess accounts may access the tool directly at <https://www.mcesa.az.gov>, and do not need to follow the steps in this section.

On the EduAccess User Registration site, required information is indicated with a green arrow (➤). Non-editable information is indicated with a padlock (🔒).

1. Navigate to the EduAccess User Registration site by clicking on the link provided in the EduAccess invitation email. Read the EduAccess user Agreement page and click the **I Agree** button to continue.

The screenshot shows the 'EduAccess - User Registration' page with the heading 'EduAccess user Agreement'. Below the heading is a paragraph of text: 'The following agreement covers the use of applications, networks and other resources accessible with EduAccess account credentials. This agreement applies to all EduAccess account holders.' At the bottom of the page, there is a button labeled 'I Agree'.

2. Registration Code page: The registration code will be populated by default. Click the **Next** button.

The screenshot shows the 'EduAccess - User Registration' page with a list of menu items on the left: 'Registration Code', 'Personal Information', 'Contact Information', 'Password Recovery', 'Account Information', and 'Complete'. The 'Registration Code' item is highlighted. To the right, there is a 'Registration Code:' label followed by a green arrow (➤) and a text box containing the code 'QS4xR,UhpSGk1cGVIR0Z4aFpjY2TQ1'. A 'Next' button is located at the bottom right.

3. Personal Information page: Enter a middle name and a preferred name if applicable. Click the **Next** button.

The screenshot shows the 'EduAccess - User Registration' page with a list of menu items on the left: 'Registration Code', 'Personal Information', 'Contact Information', 'Password Recovery', 'Account Information', and 'Complete'. The 'Personal Information' item is highlighted. To the right, there are four input fields: 'First Name:' with a padlock (🔒) and the value 'Carmen'; 'Middle Name:' with the value 'Rosa'; 'Last Name:' with a padlock (🔒) and the value 'Padilla'; and 'Preferred Name:' which is empty. 'Previous' and 'Next' buttons are at the bottom.





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**Release:** R1V1  
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**Version:** V1.0

4. Contact Information page:  
Enter required contact information. Click the **Next** button.

EduAccess - User Registration

Registration Code  
Personal Information  
**Contact Information**  
Password Recovery  
Account Information  
Complete

E-Mail Address:

Primary Phone:

Secondary Phone:

Mailing Address (line1):

Mailing Address (line2):

City:

State:

Zip Code:

5. Password Recovery page:  
Enter three secret questions and answers to be used in case of a lost password or username. Click the **Next** button.

EduAccess - User Registration

Registration Code  
Personal Information  
Contact Information  
**Password Recovery**  
Account Information  
Complete

Secret Question #1:

Secret Answer #1:

Secret Question #2:

Secret Answer #2:

Secret Question #3:

Secret Answer #3:

6. Account Information page:  
Determine and enter a username and password. Click the **Finish** button to generate a confirmation email to the email address provided in Step 4.



Make a mental or temporary physical note of the username and password, as it will be the login used to access the MCESA REIL ODCT.

EduAccess - User Registration

Registration Code  
Personal Information  
Contact Information  
Password Recovery  
**Account Information**  
Complete

Username:

Password:

Repeat Password:





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**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

7. Check the email address provided during registration to retrieve the EduAccess confirmation email. The email contains two links: one link to the EduAccess Account Manager, and one link to access the ODCT Teacher R1V1.

Click the link in the email that opens the ODCT Teacher R1V1 **EduAccess Sign In** page. Enter the username and password selected in step 6 above, and click the **Sign In** button.

If you have an EduAccess Account but do not know your Password or Username, click the **I forgot my password or username** link for steps to recover the information.





**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## EduAccess Confirmation Email

Users must check the email address provided during registration to retrieve the EduAccess Confirmation Email.

### EduAccess Confirmation Email Template:

<p>Users are notified that an EduAccess account has been created using this email address, and to contact support at <a href="mailto:adesupport@azed.gov">adesupport@azed.gov</a> if it was not expected.</p>	<p><b>From:</b> [preset by EduAccess process]  <b>Sent:</b> [date stamp]  <b>To:</b> [evaluator email address]  <b>Subject:</b> CONFIRMATION: EduAccess Secure Login to the REIL Learning Observation Instrument</p> <p>[Name],</p> <p>An EduAccess account with the username of [Username] has been created and associated with this email address. If this is not expected, please notify <a href="mailto:adesupport@azed.gov">adesupport@azed.gov</a> immediately.</p> <p>Your EduAccess account can now be used to access the REIL Learning Observation Instrument, the first of an ever-expanding suite of educational evaluation and professional enhancement resources provided by MCESA through the Rewarding Excellence in Instruction and Leadership (REIL) Program. Please use this link to proceed directly to the REIL Learning Observation Instrument: <a href="https://www.mcesa.az.gov">https://www.mcesa.az.gov</a></p> <p>Please visit <a href="#">EduAccess Manager</a> to manage your secure access account profile, including changing your password or recovering a lost password. Any questions or concerns relating to your EduAccess account please should be directed to <a href="mailto:adesupport@azed.gov">adesupport@azed.gov</a> for support.</p> <hr/> <p>Thank you for registering and for your participation in Rewarding Excellence in Instruction and Leadership (REIL).</p> <p>An initiative of</p>  <p><b>MCESA</b>  Maricopa County Education Service Agency</p>
<p>Users are directed to access the ODCT (called the REIL Learning Observation Instrument here) at <a href="https://www.mcesa.az.gov">https://www.mcesa.az.gov</a>.</p>	
<p>Users may manage their EduAccess account by clicking the provided link.</p>	
<p>Any questions or concerns regarding EduAccess can be directed to <a href="mailto:adesupport@azed.gov">adesupport@azed.gov</a>.</p>	

Users may click <https://www.mcesa.az.gov> to log into the Observation Data Capture Tool using their EduAccess Username and Password. Alternatively, users may click on the EduAccess Manager link to manage their EduAccess Account information.

After logging into EduAccess from the confirmation email link, users are directed to the **Evaluation Start Page** of the MCESA REIL Observation Data Capture Tool, shown on the next page.



**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Evaluation Start Page

Start Evaluation | Print Documents | Help | Welcome, Mary Stover | Logout

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Observation Data Capture Tool

MARICOPA COUNTY

### Evaluation Start Page

Evaluator ID	7253673471467
First Name	Mary
Last Name	Stover
M.I	
School Entity ID	5440
School Name	Carl Hayden High School
District Entity ID	4286
District Name	Phoenix Union High School District

What would you like to do?  Print Field Documents  
 Enter Scores

**Continue**

**Report Information Error**

When logging into the MCESA REIL ODCT for the first time, it is advisable to review the evaluator information that automatically populates Evaluation Start Page. Ensure that the name, school, and district information is correct. If any errors are found, click on the **Report Information Error** button and follow the steps outlined in the *Submit an Information Error Report* section of this guide to report the





**Program:** MCESA REILize Decision Support System  
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**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Navigation Bar

The Navigation Bar is at the top of every page in the MCESA REIL Observation Data Capture Tool and allows the evaluator to navigate to the Start Evaluation and Print Documents pages, view available support options, and log out.

Select **Start Evaluation** to go to the Teacher Selection page (see page 15).

Select **Logout** to log out of MCESA REIL ODCT and return to the EduAccess Sign In page.



Select **Print Documents** to go to the Select Documents page (see Page 13).

Select **Help** to view the support options.

**Observation Data Capture Tool Help and Support Information**

For help or questions about how to use the Observation Data Capture Tool, please contact your MCESA REIL Field Specialist directly, or email MCESA at [MCESA.supportgroup@azed.gov](mailto:MCESA.supportgroup@azed.gov).

To report errors with displayed educator information or issues with the website, please use the Report Information Error button located on the Evaluation Start or Teacher Selection pages.

Use only the Navigation bar and the various navigation buttons throughout the system to navigate within the MCESA REIL Observation Data Capture Tool. **Do not use the browser's Back button to navigate in the tool.**





**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Select Documents Page

The Select Documents page contains three documents that support teacher evaluation: the Observation Score Collection Sheet, the Observation Setting Analysis Document, and the Teacher Learning Observation Instrument.

1. On the Evaluation Start Page, select the **Print Field Documents** radio button, and then click **Continue**.

What would you like to do?

Print Field Documents

Enter Scores

**Continue**

2. Documents available for teacher evaluation are:
  - a. Observation Score Collection Sheet
  - b. Observation Setting Analysis Document
  - c. Learning Observation Instrument (Teacher).

**Teacher Field Document**

a.  Observation Score Collection Sheet

b.  Observation Setting Analysis Document

**Complete Observation Sets**

Leading Observation Instrument (Principal)

c.  Learning Observation Instrument (Teacher)

**Preview Selected Documents**

**Print Selected**

3. **Preview Field Documents**
  - a. Place a checkmark in front of one or more of the Field Document names.
  - b. Click the **Preview Selected Documents** button. The documents will open in a new browser window in Adobe PDF format.

**Teacher Field Document**

a.  Observation Score Collection Sheet

Observation Setting Analysis Document

**Complete Observation Sets**

Leading Observation Instrument (Principal)

Learning Observation Instrument (Teacher)

**b. Preview Selected Documents**

**Print Selected**



**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

#### 4. Print Field Documents

- a. Place a checkmark in front of one or more of the Field Document names.
- b. Click the **Print Selected** button. The print dialog for evaluator's printer will appear, prompting the evaluator to print the selected document(s).

**Teacher Field Document**

- a.  Observation Score Collection Sheet
- Observation Setting Analysis Document

**Complete Observation Sets**

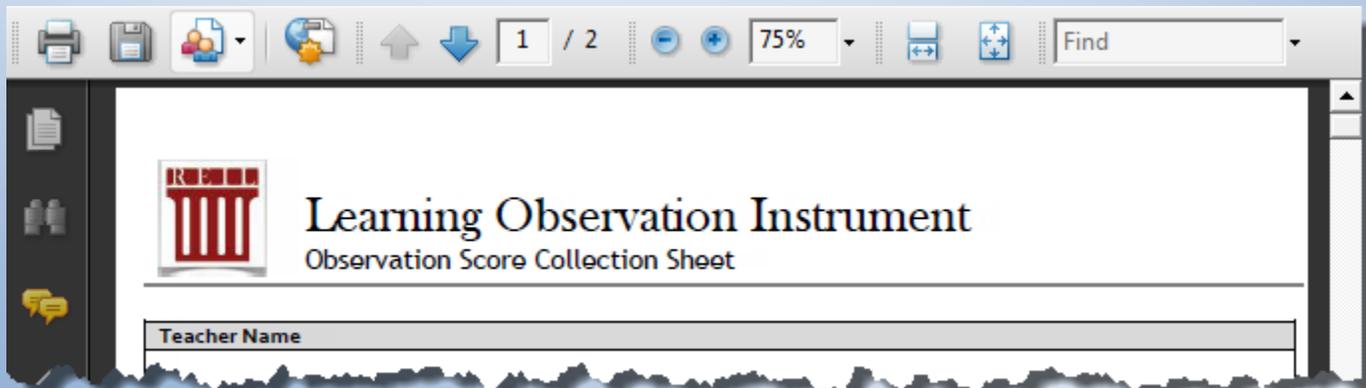
- Leading Observation Instrument (Principal)
- Learning Observation Instrument (Teacher)

**b.** **Print Selected**

To ensure that all documents appear as expected, disable the browser's pop-up blocker.

- For Internet Explorer, select **Tools** from the main menu, then **Pop-up Blocker/Turn Off Pop-up Blocker**.
- For Safari, select **Safari** on the main tool bar, then uncheck the **Block Pop-Up Windows** option.

Once the document has opened in the browser, the standard Adobe PDF menu is available to print, save, or search the document.





**Program:** MCESA REILize Decision Support System  
**Module:** ODCD - Teacher  
**Release:** R1V1  
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**Version:** V1.0

## Select a Teacher for Evaluation

To enter scores for a teacher evaluation, the Evaluator must first select a teacher, a cycle, and a session. Each cycle is made up of three sessions: Pre-Conference, Observation, and Post-Conference. Each session can only be accessed for data entry after scores have been entered and saved in the preceding session. *Please note that the selections in these steps must be made in the order shown.*

### Evaluation Start Page

1. Select the **Enter Scores** radio button in the “What would you like to do?” section.
2. Select the **Teacher** radio button in the “Whom are you evaluating?” section.
3. Click the **Continue** button.

What would you like to do?  Print Field Documents  
**1.**  Enter Scores

Whom are you evaluating?  Leader  
**2.**  Teacher  
**3.** **Continue**

### Teacher Selection Page

4. Enter a teacher’s last name or HQT ID in the **Select Teacher to Evaluate** dropdown. Once the correct row of data displays in the dropdown menu, make the selection by clicking on the row.



When selecting a teacher, the Evaluator is also selecting a cycle and a session. If a teacher has previously had evaluation scores entered for a session, the dropdown menu will display the columns that indicate the cycle, the session type, and the date of the session.

### Teacher Selection

**SELECT TEACHER TO EVALUATE**

HQT ID	Teacher	Cycle	Session	Date
9465243984	Archer	0		N/A
9252892814	Beckett	0		N/A
8944421587	Lopez	1	Pre-Conference	01/03/2012
8944421587	Lopez	1	Observation	01/10/2012
8944421587	Lopez	1	Post-Conference	01/17/2012

Enter Teacher Last Name or ID





**Program:** MCESA REILize Decision Support System  
**Module:** ODC T - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

5. After selecting a teacher, the remaining fields in the section will automatically populate with information related to the teacher.

### Teacher Selection

SELECT TEACHER TO EVALUATE

9465243984 Archer

HQT ID	9465243984	District ID	4286
Last Name	Archer	District Name	Phoenix Union High School District
First Name	Leonard	School ID	5440
Middle Initial		School Name	Carl Hayden High School

6. In the Teacher Details section, select a value for the **Total Years of Teaching Experience**.

### TEACHER DETAILS

Not counting the current school year, how many **TOTAL** years of teaching experience does this teacher have? Include years outside of this school district.

1-2  
Please select -->  
0  
1-2  
3-10  
11+  
Not Known

7. Select a value for **Teacher Type**.

Teacher Type: Continuing  
Please select -->  
Continuing  
Non-Continuing

**i** If a teacher has previously had evaluation scores entered for any session in the cycle, the **Total Years of Teaching Experience** and the **Teacher Type** fields will be pre-populated, but can be edited.





**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
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**Version:** V1.0

8. In the Session section, select the **Which Session?** radio button that corresponds to the session for which scores are to be entered.

**SESSION**

Which Session?  Pre-Conference  
 Observation  
 Post-Conference

**i** If there have been scores previously entered for a teacher in that cycle, the **Which Session** radio button will default to the next session. To edit scores for a previously scored session, change the radio button to the desired session.

9. In the **Enter Session Date** section, click the calendar icon and select the date that the evaluation session was performed.

**ENTER SESSION DATE**

1/5/2012

**i** Available dates for the Post-Conference are limited to within five (5) working days after the Observation Session.

10. Click the **Enter Scores** button to continue to the Entry Form for that session.

When entering scores for a teacher for the first time, it is advisable to review the information that populates once the teacher is selected (shown in step 5). Ensure that the name, school, and district information is correct. If any errors are found, click on the **Report Information Error** button and follow the steps outlined in the *Submit an Information Error Report* section of this guide to report the error.



**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Score an Evaluation Session

Once an evaluator has observed a teacher for evaluation, scores may be entered into the MCESA REIL ODCT. Once scores have been entered and saved for a session, the evaluator may revisit that session to edit the scores and comments as often as needed until the **Submit All** button is selected on the Observation Cycle Report, which causes the sessions to become un-editable until overridden.

1. Enter the **Assignment, Grade Observed,** and the **Subject Observed.**

Pre-Conference Session Entry Form (\*) Denotes Required Field

Teacher Leonard Archer

Assignment \* Algebra

Grade Observed \* Eighth Grade

Subject Observed \* Mathematics

Pre-Conference Date 1/5/2102

Observation Date

Post-Conference Date

< Return To Teacher Selection

ⓘ Navigate back to the Teacher Selection page during any session by clicking the **Return To Teacher Selection** button.

⚠ The post conference must be completed within five business days from the classroom observation date.

Warning listed on all Session Entry forms, which tells the Evaluator of the five (5) day restriction between the Observation Session and the Post-Conference Session.

When a session is saved, the date for that session will display here.

2. Click on a Rubric tab to navigate between each rubric.

CONTENT RUBRIC FORMATIVE ASSESSMENT RUBRIC INSTRUCTIONAL STRATEGIES RUBRIC LEARNER ENGAGEMENT RUBRIC

The Content rubric is designed to support teacher understanding and implementation of effective learning experiences that make content content. These experiences are facilitated through teacher understanding of how to connect concepts and use differing perspectives to e



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**Version:** V1.0

3. Click a checkbox corresponding to the Performance Level score for each available Element of each Rubric.

Element	5	4	3	2	1	0	Comments
	Meets Criteria of levels 3, 4, and 5	Meets Criteria at levels 3 and 4	Proficient				
<b>Task Analysis (Organization of Content)</b> <input type="text" value="4"/>	Anticipates student misconceptions related to background knowledge, vocabulary, and/or processes and incorporates sub-objective(s) that break the task into smaller steps/chunks. <b>(4e, 4f, 7c)</b>	Lesson objective(s), sub-objective(s), & materials are aligned to content standards, logically organized, sequenced, taught one at a time, and reflect prior learning. <b>(4d, 4f, 7a, 7b, 7c)</b>	Lesson objective(s), sub-objective(s), & materials are aligned to content standards, logically organized, sequenced, and taught/facilitated one at a time. <b>(4f, 7a, 7b, 7c)</b>	Lesson objective(s) and materials are sequenced and aligned to content standards. <b>(4f, 7a, 7b, 7c)</b>	Lesson objective(s) & materials are sequenced. <b>(4f, 7b, 7c)</b>		Mr. Archer's lesson was aligned to Grade 8, Strand 3, PO 1. It was very well-presented and organized.

When a checkbox is marked, the selected score will appear in the Element column.

Enter comments to the right of each rubric. These optional comments will be visible to the Teacher.

4. Enter Evaluator Notes in the text field below the rubric text. These optional notes will not be visible to the Teacher. Once all scores for all rubric elements have been entered, click the **Save** button.

**Evaluator Notes: These will not print on the Teacher Reports**

During the observation, I noticed that Mr. Archer was careful to confirm understanding with individual students prior to moving forward. Although it resulted in a slower than optimal pace, the students he worked with understood the new concept clearly, and asked pointed questions that showed their understanding of the newly introduced concept.

Once **Save** is selected, the evaluator will be taken to the Observation Cycle Report. Alternatively, the evaluator may access the Observation Cycle Report from the Teacher Selection page by selecting a teacher, and then clicking on the **View/Print Observation Cycle Report** button.

Click Save at any point during the Pre-Conference, Observation, or Post-Conference score entry sessions to save scores and comments for future editing or review. Session scores and comments that are saved can be revisited and updated at any point until the **Submit All** button on the Observation Cycle Report has been clicked.

# Observation Cycle Report

The Observation Cycle Report displays scores for each saved session, total and possible points, comments, and allows the evaluator to input Reinforcement and Refinement information. See the next page for actions that can be taken on the Observation Cycle Report.

Elements that do not require a score for a particular session are grayed out.

Elements that require a score but have not yet received one contain the word "missing".

Teacher and Evaluation information is listed above the graph.

Teacher: **Leonard Archer**  
 Assignment: **Algebra**  
 Grade Observed: **Eighth Grade**  
 Subject Observed: **Mathematics**  
 School District: **Carl Hayden High School Phoenix Union High School District**

[< Return To Teacher Selection](#)

Each rubric is represented, and all saved scores for each session are listed.

Content Rubric								
RUBRIC	SESSION DATE	1/5/2012	NOT STARTED	NOT STARTED		TOTAL	SCORE	COMMENTS
Content Rubric	Element	Pre	Obs	Post	Sum	Points Possible		Mr. Archer's lesson was aligned to Grade 8, Strand 3, PO 1. It was very well-presented and organized.
	Conceptual Understanding		missing		0	5		
	Task Analysis (Organization of Content)	4	missing		4	10		
	Connections to Content		missing		0	5		
	Content Accessibility			missing	0	5		

The Review Date defaults to the current date, and can be edited. The Evaluator defaults to the person who is logged in, and cannot be edited.

**Formative Assessment Rubric**

Leadership

**Review Date:** 1/30/2012

**Evaluator:** Mary Stover

**REINFORCEMENT**

Rubric: Content Rubric

Element: Task Analysis

Comments (256 characters max): Continue to plan effective and engaging lessons where you anticipate student misconceptions and reinforce prior learning.

**REFINEMENT**

Rubric: Professional Responsibilities

Element: Leadership

Comments (256 characters max): Try to seek out leadership opportunities and committees so that you can share your expertise and great teaching practices.

Select a **Rubric** and an **Element** from each of the Reinforcement and Refinement areas, and add comments. All fields in this area are required.



**Program:** MCESA REILize Decision Support System  
**Module:** MCESA REIL Observation Data Capture Tool  
**Release:** Version 1  
**Document:** Teacher Observation User Guide  
**Version:** DRAFT .11

## Observation Cycle Report (continued)

1. After the Post-Conference evaluation, populate the Reinforcement and Refinement sections by selecting a Rubric and a corresponding Element, and add comments for the Reinforcement and Refinement sections.

After selecting a rubric from the Rubric dropdown, allow a few seconds for the Rubric field to turn from gray to white. The color change indicates that the Element dropdown has populated with the appropriate elements for that rubric. Allow a similar pause after selecting an element before entering text into the Comments field.

2. Select **Save** to save updates to the Reinforcement and Refinement information. It is not necessary to click Save otherwise.

3. Once all of the required scores for all three sessions have been entered, and Reinforcement/Refinement information and comments have been completed, the **Submit All** button on the bottom of the Observation Cycle Report will become active. Click the Submit All button to submit the scores to the database and close the cycle.

Carefully review all scores, comments, and evaluator notes before clicking Submit All. Once submitted, cycle information can only be Overridden (opened for editing) one time. Follow the steps outlined in the *Override Submitted Cycle* section of this guide to override a submitted cycle.





**Program:** MCESA REILize Decision Support System  
**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Observation Cycle Report (continued)

- After clicking **Submit All**, the screen refreshes to a printable version of the report, which contains all of the same information. At the bottom of the report there is a date line, and signature lines for both the Evaluator and the Teacher.



This printable version of the report can also be accessed from the Teacher Selection page, by clicking on the **Print/View Observation Cycle Report** button.

- Click the **Print** button to print a copy of the report for signatures.
- Click the **Override** button to edit the submitted scores, comments, and Reinforcement/Refinement text and follow the steps outlined in the *Override Submitted Cycle* section of this guide to override a submitted cycle.
- Click the **Start New Evaluation** button to return to the Teacher Selection page.

Today's Date: \_\_\_\_\_

Evaluator: Mary Stover

Signature: \_\_\_\_\_

Teacher: Leonard Archer

Signature: \_\_\_\_\_

An employee signature on this document indicates that he/she has received the information and has had an opportunity to discuss with the supervisor.

 **Print**      **Override**      **Start New Evaluation**



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**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Override a Submitted Cycle

Scores, comments, and Reinforcement/Refinement information for a submitted cycle may be overridden only one time.

### Override Submitted Cycle from the Teacher Selection page.

1. Select a teacher with a submitted cycle from the **Select Teacher to Evaluate** dropdown.

### Teacher Selection

SELECT TEACHER TO EVALUATE

HQT ID	Teacher	Cycle	Session	Date
Last Name	9465243984 Archer	0		N/A
First Name	9252892814 Beckett	0		N/A
Middle Initial	8944421587 Lopez	1	Pre-Conference	01/03/2012
	8944421587 Lopez	1	Observation	01/10/2012
	8944421587 Lopez	1	Post-Conference	01/17/2012

2. A new section will appear below the Teacher Details section, with the heading *Entry No Longer Allowed On This Cycle*. The option to override the a cycle will appear. Click **Override Cycle**.
3. Once clicked, the page will refresh to the same teacher, and the Details and Session sections will be editable, and the Enter Scores button will be active, allowing the evaluator to edit the cycle.

### ENTRY NO LONGER ALLOWED ON THIS CYCLE

You may either choose an action below or make a different selection in the Evaluatee Dropdown List above.

[Override Cycle >](#)

[Begin Open Cycle >](#)



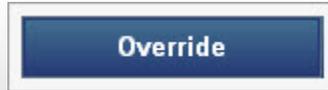


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**Module:** ODCT - Teacher  
**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Override a Submitted Cycle (continued)

### Override Submitted Cycle from the Observation Cycle Report.

1. From the bottom of the Observation Cycle Report for a submitted cycle, click the **Override** button.



2. Select the same teacher from the **Select Teacher to Evaluate** dropdown on the Teacher Selection page. The Details and Session sections will be editable, and the Enter Scores button will be active, allowing the evaluator to edit the cycle.

SESSION	ENTER SESSION DATE
Which Session? <input checked="" type="radio"/> Pre-Conference <input type="radio"/> Observation <input type="radio"/> Post-Conference	1/5/2012 <b>Enter Scores &gt;</b>

**A cycle can only be overridden one time.** It is advisable for evaluators to check all scores, comments, and Reinforcement/Refinement selections before submitting a cycle.





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**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Summative Cycle Report

The Summative Cycle Report displays the points earned and possible for each rubric in all submitted cycles for that school year. The Reinforcement and Refinement text and rubric/element alignment appears below each cycle.

To access the Summative Cycle Report, navigate to the Teacher Selection page. Select a teacher with a submitted cycle from the **Select Teacher to Evaluate** dropdown menu. Once the page refreshes, select the **View/Print Summative Cycle Reports** button.

View/Print Summative Cycle Reports

On the top half of the report, each submitted cycle is represented in a separate set of columns. The heading for each cycle provides the cycle number, Assignment, Grade observed, and Subject observed.

### OBSERVATION CYCLE: 1

Assignment: Algebra  
 Grade: Eighth Grade  
 Subject: Mathematics  
 Post Date: 2/15/2012

RUBRIC	POINTS EARNED	POINTS POSSIBLE
Content	22	25
RUBRIC	POINTS EARNED	POINTS POSSIBLE
Formative Assessment	18	20

Points **100** 120

<b>Cycle Summative Total</b>	POINTS EARNED	215
	POINTS POSSIBLE	240

RUBRIC	POINTS EARNED	POINTS POSSIBLE
Professional Responsibilities (Optional)	13	25

### OBSERVATION CYCLE: 2

Assignment: Algebra  
 Grade: Eighth Grade  
 Subject: Mathematics  
 Post Date: 2/19/2012

POINTS EARNED	POINTS POSSIBLE
22	25
POINTS EARNED	POINTS POSSIBLE
20	20

Points **115** 120

POINTS EARNED	POINTS POSSIBLE
25	

Because the Professional Responsibilities rubric is optional, those scores are excluded from the Cycle Summative Total.

Each **Rubric** row represents a rubric, and displays Points Earned and Points Possible for that rubric for each cycle on the report. The **Points** row displays the total Points Earned and Points Possible for each cycle on the report.

The **Cycle Summative Total** represents the total Points Earned for all cycles in the report.

In the example above, Cycle 1 Points Earned for all rubrics is 100, and Cycle 2 Points Earned is 115. The Cycle Summative Total Points Earned is 215, of 240 Points Possible.



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**Version:** V1.0

## Summative Cycle Report (continued)

The bottom half of the Summative Cycle Report displays the Reinforcement and Refinement text, and the aligned rubric and element for each.

Responsibilities	15	20
REINFORCEMENT	Rubric: Learner Engagement Rubric Element: Teacher-to-Student Interaction Reinforcement: Work with alternate methods of explanation in order to help students who may not grasp concepts when explained.	REINFORCEMENT
REFINEMENT	Rubric: Formative Assessment Rubric Element: Real-Time Assessment (during and end-of-lesson) Refinement: Practice following up each lesson with a quick Q and A, in order to assess specific students in thier understanding.	REFINEMENT
Today's Date: _____		
Evaluator: Mary Stover		
Signature: _____		
Teacher: Leonard Archer		
Signature: _____		
An employee signature this document indicates that he/she has received the information and has had an opportunity to discuss with the supervisor.		

The signature area of the report contains a date line, and signature lines for both the evaluator and teacher.

Click the **Print** button to open the report in PDF format.



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**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Begin a New Cycle

Once a cycle has been submitted for a teacher, the next cycle may be started for that teacher.

### Begin a new cycle from the Teacher Selection page.

1. Select a teacher with a submitted cycle from the **Select Teacher to Evaluate** dropdown.

### Teacher Selection

#### SELECT TEACHER TO EVALUATE

HQT ID	Teacher	Cycle	Session	Date
Last Name	9465243984 Archer	0		N/A
First Name	9252892814 Beckett	0		N/A
Middle Initial	8944421587 Lopez	1	Pre-Conference	01/03/2012
	8944421587 Lopez	1	Observation	01/10/2012
	8944421587 Lopez	1	Post-Conference	01/17/2012

Enter Teacher Last Name or ID

2. After the page refreshes, a new section will appear below the Teacher Details section: *Entry No Longer Allowed On This Cycle*. Click the **Begin Open Cycle** button.
3. Once clicked, the page will refresh, and the Details and Session sections will be editable, and the Enter Scores button will be active, allowing the evaluator to begin a new Pre-Conference session for that teacher.

#### ENTRY NO LONGER ALLOWED ON THIS CYCLE

You may either choose an action below or make a different selection in the Evaluatee Dropdown List above.

Override Cycle >

Begin Open Cycle >



If a teacher is chosen who already has an open cycle, the *Complete Existing Open Cycle* button will be available instead. Clicking that button will refresh the page to that teacher's open cycle.

Complete Existing Open Cycle >





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**Release:** R1V1  
**Document:** MCESA REIL Observation Data Capture Tool (ODCT) - Teacher R1V1 User Guide  
**Version:** V1.0

## Submit an Information Error Report

To report incorrect evaluator or teacher information, or if the MCESA REIL ODCT is not responding as expected, the evaluator may click on the Report Information Error button, located on both the Evaluation Start and Teacher Selection pages.

1. Click the **Report Information Error** button.

**Report Information Error**

2. The **Your Name** and **Your Email** fields will be pre-populated but editable. In the third field, list the field name, the incorrect data value, and what the correct data should be. Click the **Submit** button.



### Report An Error

Please identify the data fields containing incorrect information. Provide both the incorrect data and the correction in the details section at the bottom of this screen.

Your Name:

Mary Stover

Your Email:

Mary.Stover@mail.com

Please list the **field name** with the incorrect data, the **incorrect data value**, and the **correction you expect**:

On the Evaluation Start Page, the field "School Name" is incorrect. It reads "Carl Hayden High School". The field should read "Alhambra High School".

**Submit**

**Cancel**

After clicking the **Submit** button, error information is sent to the MCESA Support Group.



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**Version:** V1.0

## Troubleshooting

### General

I clicked the browser Back button, but the page did not respond.	Use only the Navigation bar and the various navigation buttons throughout the system to navigate within the MCESA REIL Observation Data Capture Tool. Do not use the browser's Back button.
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### EduAccess Login and Account Management

I did not receive an EduAccess Invitation email.	
I registered with EduAccess, but I get a message saying I am not authorized to use the program when I attempt to log in.	Contact your MCESA REIL Field Specialist, or email the MCESA Support Group at <a href="mailto:MCESAsupportgroup@azed.gov">MCESAsupportgroup@azed.gov</a>
I have an EduAccess account, but I do not know my password or username.	Click <b>the I forgot my password or username</b> link on the EduAccess Sign In page for steps to recover the information.
I logged into EduAccess, but I see only EduAccess Account Management options, not the ODCT Teacher R1V1.	The EduAccess Confirmation Email provides two URLs: one to manage your EduAccess Account, and one to access the MCESA REIL ODCT. Access the ODCT Teacher R1V1 at <a href="https://www.mcesa.az.gov">https://www.mcesa.az.gov</a> .

### Evaluation Start Page

The Evaluator information listed is not correct.	Click on the <b>Report Information Error</b> button and follow the steps outlined in this guide's <i>Submit an Information Error Report</i> section to report the error.
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### Select Documents Page

I clicked <b>Preview Selected Documents</b> or <b>Print Selected</b> , but the documents I selected did not open.	Turn off your browser pop-up blocker. See the <i>Select Documents Page</i> section of this guide for instructions to turn off pop-up blocking.
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### Teacher Selection Page

I have selected a teacher, but the teacher name, district, or school information is incorrect.	Click on the <b>Report Information Error</b> button and follow the steps outlined in the <i>Submit an Information Error Report</i> section of this guide to report the error.
I selected a previously saved teacher and session in the <b>Select Teacher</b> dropdown list, but the information in the Session Details section is for a different session.	If there have been scores previously saved for a teacher in that cycle, the <b>Which Session</b> radio button will default to the next session. To edit scores for a previously scored session, change the radio button to the desired session.

