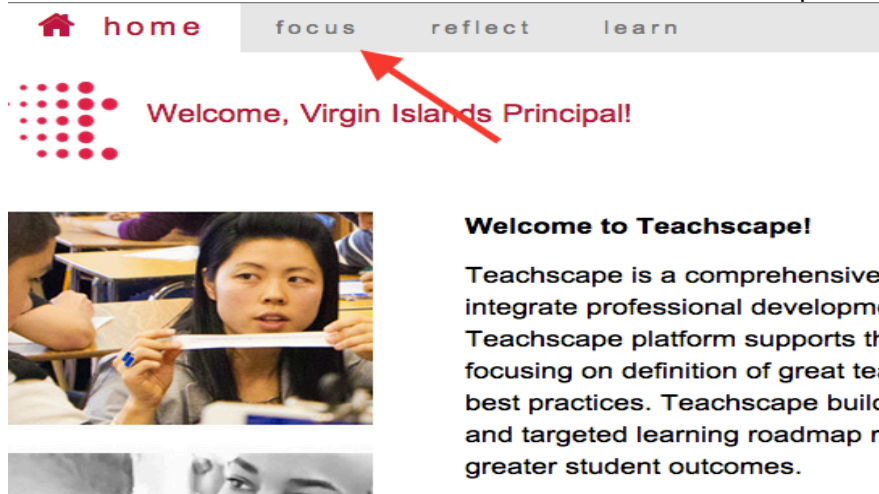
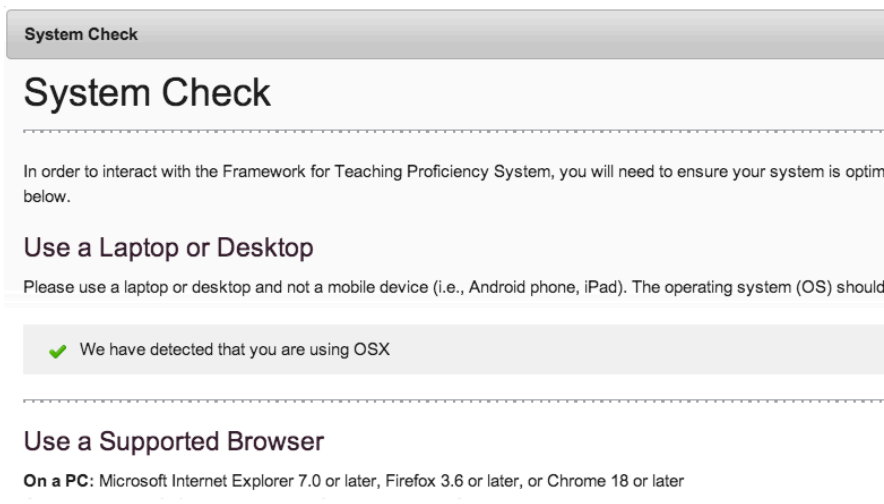


## Focus for Observers User Guide

1. From the home screen, click the Focus tab to access the product



2. When you first login to Focus, a System Check will be performed to make sure the computer you are using meets the minimum system requirements of our program. Please confirm all items checked meet these requirements, especially if you are going to begin the Proficiency Assessment. Once you've checked the requirements, click "OK" to close out the box.



3. You will now see the Focus splash page showing you the main components of the product: Observer Training, Scoring Practice, and Proficiency Assessment. These components should be completed in this order. You can navigate within each component by clicking on the labeled tab.

## Observer Training: <http://focus.helpdocsonline.com/accessing-and-navigating-through-observer-training>

### 1. Click on the Observer Training Tab to access this component

### 2. The next page will show you all of the training modules that will prepare you for the scoring practice and assessment components of the product. Click on the module you wish to access. You do not need to complete these in order, but it is recommended that you begin with the first four introduction modules.

## Observer Training

Click on a module to begin your training. It is recommended that you work through all the modules in the following order. (Please note that the Proficiency Assessment does not include content from domains 1 and 4.)

In order for the system to track time spent in each module accurately, make sure you log out using the link on the top-right corner of this screen. The system is set to automatically time out after 60 minutes of inactivity.

Framework (PDF) Rubric (PDF)

### > Domains 1 and 4

To enhance your understanding of the entire Framework for Teaching, access the following additional training on Domains 1 and 4:

- **Applying Domain 1 module**— Learn about recommended practices and strategies for using Domain 1.
- **Domains 1 and 4 component modules**— Get an introduction to the Framework language, performance levels, and evidence sources.

Read about training in About Focus	25m
Overview of the Framework for Teaching	30m
Using the Framework for Observations	40m
Minimizing Bias	1h 00m
2a: Creating an Environment of Respect and Rapport	2h 40m
2b: Establishing a Culture for Learning	2h 20m
2c: Managing Classroom Procedures	2h 30m
2d: Managing Student Behavior	2h 00m

- Once inside the training module, you can use the navigation arrows within the content or you can navigate to different pages/sections by clicking on the blue and purple text links on the left hand side of the page

About Teachscape Focus
back to training

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**Classroom Videos**

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**Proficiency Assessment**

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**Calibration**

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**Recertification Assessment**

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**Resources**

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### About This Guide

Next

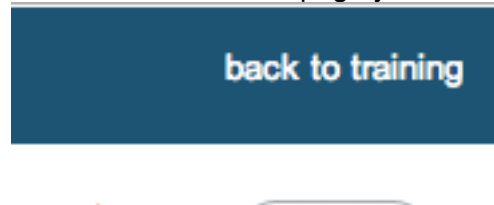


**Welcome to Teachscape *Focus*!**

Teachscape *Focus* offers online tools and resources to support districts and schools that are using Charlotte Danielson's Framework for Teaching. The ultimate goal of the *Focus* system is to help observers conduct classroom observations that are accurate and reliable. *Focus* includes:

- Training on the observable components of the Framework for Teaching Evaluation Instrument (2a–2d and 3a–3d)
- Practice for observers to apply the Framework using classroom

- To leave the training module, click the 'back to training' link in the top right corner. If you resume this module you will resume from the page you last viewed.



- You should complete all training modules before proceeding to the scoring practice and assessment components. All of Domain 2 and 3 will be covered in both of these components.

## Scoring Practice

<http://focus.helpdocsonline.com/accessing-and-interpreting-scoring-practice>

1. Click on the Scoring Practice tab to access this component

The screenshot shows the Teachscape Focus interface with a navigation bar at the top containing 'Overview', 'Training', 'Practice', 'Assessment', and 'Calibration'. The 'Practice' tab is active. A notification banner at the top states: 'We've added new features and enhancements to Teachscape Focus for Observers! To learn more, check out our [product updates page](#).' Below this, there are three main sections: 'Observer Training', 'Scoring Practice', and 'Assessment'. The 'Scoring Practice' section is highlighted with a red arrow. To the right, there is a 'Learn More' sidebar with links to 'About Focus', 'Latest Updates in Focus', 'Engage Your Teachers', and 'Downloads'.

2. You will be presented with a list of videos to practice scoring components within Domains 2 and 3 from the Framework for Teaching. You will be asked to collect and align evidence and provide scores for all of the components within these two domains (Note: Components 2e and 3e are not included, as further context is necessary to fairly evaluate this components outside of video footage). To begin a practice session, click on any video file.

## Scoring Practice

Use the videos below to practice scoring on Framework components. Note your evidence while watching the videos, and score using this evidence. Get instant feedback by reviewing the master scores and their rationales.

ID	Length	Date Last Scored
S-30_4	15m	Not Viewed
S-7_4	19m	Not Viewed
S-170_0	15m	Not Viewed
S-173_0	16m	Not Viewed
S-178_0	17m	Not Viewed
<b>New</b> S-258_0	14m	Not Viewed
<b>New</b> S-259_0	9m	Not Viewed
S-176_0	13m	Not Viewed

- You will have the opportunity to watch a video file. Use the start button in the bottom right of the video player to begin the video. You will also be able to pause the video as well. As you watch, you have the opportunity to type notes and evidence into the text box below the video player. Type in the text you wish to note, and then click “Add” to save it on the screen.

Type in your evidence while watching the video. Next, click on the evidence and select associated components. The number of components you select will be displayed below your evidence. Once you have completed this step, you can assign scores on the screen that follows. You will have the ability to edit or delete evidence statements until you click on the **Score** button. Watch the entire video, or you might miss critical evidence that may help you to score accurately.



Type Your Evidence Here: 5000 characters left Video ID: S-30\_4  
 Length: 1 hours 33 mins  
 Start and End time: 00:00 - 15:40  
 Math • Gradespan: All Grades

Evidence	Components
	2a: Creating an Environment of Respect and Rapport
	2b: Establishing a Culture for Learning
	2c: Managing Classroom Procedures

- After you have added a piece of evidence, you can tag/align it to the relevant component(s) by clicking the piece of evidence saved towards the bottom of the page, and then check the box next to the relevant component(s) on the right side. It is beneficial to align the evidence, as the scoring steps will ask you to score each individual component and the evidence you aligned to the component will be presented.

Evidence	Components
Demo note	<input type="checkbox"/> 2a: Creating an Environment of Respect and Rapport <input checked="" type="checkbox"/> 2b: Establishing a Culture for Learning <input type="checkbox"/> 2c: Managing Classroom Procedures <input type="checkbox"/> 2d: Managing Student Behavior <input type="checkbox"/> 3a: Communicating with Students <input type="checkbox"/> 3b: Using Questioning and Discussion Techniques
<a href="#">Edit</a>   <a href="#">Delete</a>   Selected Component(s): 1	

5. When you have completed collecting evidence, click the “Score” button in the bottom right corner. You will be asked to select the level of performance for each component by clicking the radio dial next to the level of performance shown in the video footage. Once you have assigned scores for all components, you will be presented with a report that shows your scores alongside the master scores provided by Educational Testing Services.

#### 2a: Creating an Environment of Respect and Rapport

Evidence associated with this component:

Score a level of performance for this component

Show evidence not associated with this component:

- ☐ Level 1
- ☐ Level 2
- ☐ Level 3
- ☐ Level 4



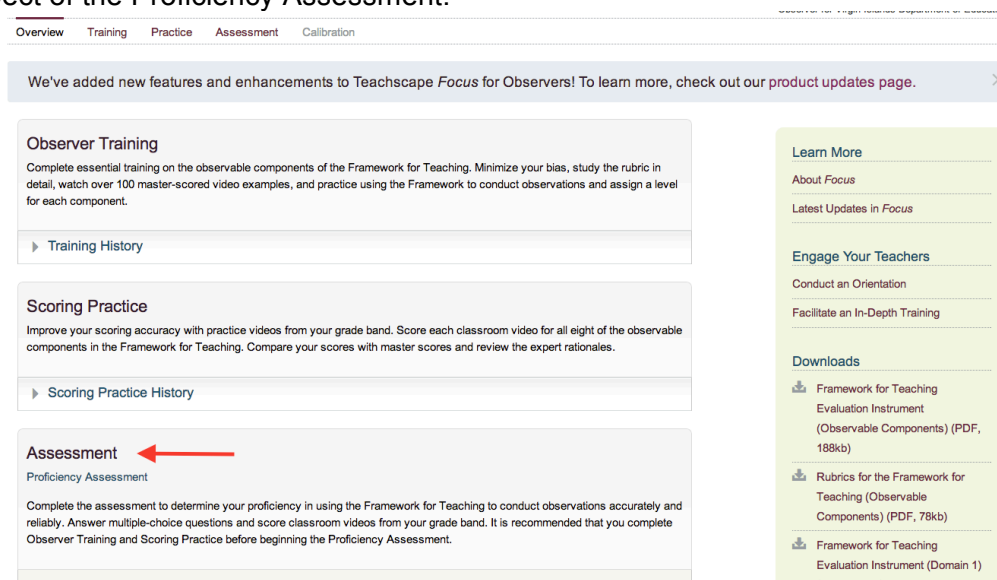
6. You can use as many/few of the practice videos as you feel are needed to adequately prepare you for the proficiency assessment. Use these videos to gather information related to components within Domain 2 and 3 that you have a strong foundation in and those that may require further review within the Observer Training component of the system.

## Proficiency Assessment

<http://focus.helpdocsonline.com/accessing-and-preparing-for-proficiency-assessment>

### Notes regarding Assessment:

- The assessment consists of two stages. Stages can be completed separately
  - You have up to six hours to complete each stage, average time is three and a half hours
  - The stages must be completed in one sitting and can't be paused. Do not close the internet browser or turn off your computer until you have successfully submitted your test attempt
  - You have two attempts to complete each stage of the test. You can not proceed to stage two until you have passed stage one of the test
  - Stage One is mostly multiple choice questions, and includes two videos to score
  - Stage Two consists of six videos to score
  - Please refer to the testing instructions provided within the program before beginning each stage to see all important test information beyond that referenced here.
1. To access the Proficiency Assessment, click the assessment tab of the program. Please make sure before you initiate this section of the program that you have completed all the observer training modules and used the practice scoring component to sufficiently assess your knowledge of Domains 2 and 3 of the Framework for Teaching. Video scoring, similar to that performed in the practice scoring component, will be a major aspect of the Proficiency Assessment.



The screenshot shows the Teachscape Focus for Observers interface. At the top, there is a navigation bar with tabs: Overview, Training, Practice, Assessment, and Calibration. The Assessment tab is currently selected. Below the navigation bar, there is a message banner: "We've added new features and enhancements to Teachscape Focus for Observers! To learn more, check out our [product updates page](#)." Below this, there are three main sections: Observer Training, Scoring Practice, and Assessment. The Assessment section is highlighted with a red arrow. To the right of these sections, there is a sidebar with links: Learn More, About Focus, Latest Updates in Focus, Engage Your Teachers, Conduct an Orientation, Facilitate an In-Depth Training, Downloads, Framework for Teaching Evaluation Instrument (Observable Components) (PDF, 188kb), Rubrics for the Framework for Teaching (Observable Components) (PDF, 78kb), and Framework for Teaching Evaluation Instrument (Domain 1) (PDF, 432kb).

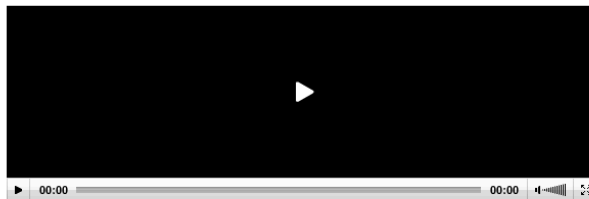
2. You will be asked to confirm/check the system requirements again before beginning the assessment to make sure the computer you are using is optimal for the assessment. Check/confirm each item and proceed.

Overview ► Proficiency Assessment - Stage 1

Check Your System Review Terms of Use Review Test Instructions Start Proficiency Assessment

In order to take this online test, you will need to ensure your system is optimized to handle our streaming videos. Select each option below after ensuring they are accurate

- ☐ Ensure a wired broadband Internet connection, instead of WiFi or wireless connection, with a download speed of around 2Mbps.
- ☐ Run a speed test at <http://www.speedtest.net> to see if you have the recommended download speed of around 2 Mbps.
- ☐ Close all other programs and webpages except for this Framework for Teaching Proficiency System.
- ☐ Play this example video.



Can you clearly view this video? ☐ Yes ☐ No

Can you clearly hear this video? ☐ Yes ☐ No

2. You will be asked to confirm an end-user agreement regarding test procedures and regulation. Review the text and confirm that you agree.

[Print the Terms of Use](#)

#### Test Procedures and Regulations

By taking this test, you are agreeing to abide by all procedures and policies contained in the User Agreement and these Terms and Conditions.

The following general guidelines apply to the Focus System. All of these procedures and guidelines begin when you start the proficiency test. Discussion or sharing of test content or answers at any time is prohibited. This test contains sections with video recordings. The recorded material can be paused, but it cannot be replayed. You will not be permitted to continue the test or any part of it beyond the established time limit. You may not copy any part of the test. The test is the property of ETS.

Although security measures have been applied, testing irregularities may sometimes occur. Please contact Teachscope as soon as possible to report any observed irregular behavior—for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam or using notes or unauthorized aids.

All information will be held in strictest confidence.

I Agree

I Disagree



3. The last step before beginning the assessment is to review the test instructions, which will describe the types of questions you will see, the time limit to complete, and other items that are relevant to test attempts. Please review all instructions before beginning. You will have 6 hours to complete.

[Print Test Instructions](#)

**You are about to begin Stage 1 :**

1. Stage 1 will take about 3.5 hours, but you will have up to 6 hours to complete each stage of the test. Make sure to set aside uninterrupted time.
2. Read the directions carefully. You are responsible for reading and understanding the directions before beginning the test. No oral instructions will be provided. The time you take to read the directions is not considered part of the testing time; however, it is recommended that you take no more than about 15 minutes to do this.
3. You can download and/or print the **Framework** and **Rubric**. They are available here, as you click on the words "Framework" and "Rubric," or you can find them on the top right of the Overview page. You can (and should) refer to the Framework and Rubric as you take the assessment.
4. You will not have access to online practice and training materials while taking the test.
5. In this stage, you will encounter 20 multiple-choice items. For each item, select the most appropriate option, and then click on "Submit" to move to the next item. Once you click on "Submit" and confirm your response, you will not be allowed to go back to a previous item.
6. You will also view and assign scores to 2 video clips.

[Cancel](#)

Once you start the test, you will have 6 hours to complete it.

[Start](#)

4. You will access the second stage of the assessment following the same steps as described in instructions 1-3. If you fail to pass a stage attempt, you will be unable to initiate the reattempt for 24 hours after the first failed attempt.