

## Preparing for Your iObservation Post-Conference

### iObservation steps to complete before the conference:

- 1) Log in to iObservation and hover over the Observation tab
- 2) Select Pre/Post Conference: Fill out the Framework **Reflection** Conference Structured Interview Form A that should be there shortly after your observation.
- 3) Your Post Conference will occur no more than 3 days after your observation.

#### . Notes on the pre-conference form:

- It is based on the Art & Science of Teaching Design Questions. It is okay to give just brief answers in each box, do not feel that you have to add too much detail. It is just meant to frame our conversation. If you spend more than 15-20 minutes completing the form you are likely doing more than necessary.
- If you wish to attach additional documents that will guide our conversation, you may. For example, if you are working on learning scales and rubrics, you might want to attach the rubric. However it is not an expectation that you will do so.
- Only answer the questions in the post-observation form that pertain to your lesson. For example, most often you would only answer one of the content questions about new knowledge, practicing and deepening knowledge, and generating and testing hypothesis about new knowledge. It wouldn't make sense to answer all of them for one lesson.

- 4) While you are in progress on your post-conference form, use save and close, but when you are done with it, select FINISH.
- 5) Go to the observations tab and Hover, select Saved Drafts, Click on the observation, and view
  - Look at your ratings and comments
  - Review scales and be ready to provide evidence through conversation if you would like to change your rating

### What to expect at your post-conference:

- 1) For the first 5-10 minutes, the building administrator will pull up the post-conference form and collaboratively review it with the teacher.
- 2) For the next 15-20 minutes, the building administrator will open up the observation form to review your ratings. A conversation will then occur about what was observed during the lesson. The teacher may provide evidence on what may have missed or over looked by the building administrator.
- 3) The remaining time will be used for any questions you have.

