

Title: Accepting an Observation Schedule

1. Click on "teachers" on the DSE webpage

2. Click on "Frontline Oasys"

The screenshot shows the David Skeet Elementary School website. The navigation bar includes: LOGIN, STUDENTS, TEACHERS, PARENTS, VISIONS, CALENDAR, and SCHOOL OPERATIONS. The TEACHERS dropdown menu is open, listing: MR. BELL'S CALENDAR, POWERSCHOOL-TEACHER, OUTLOOK WEB MAIL, TIME CLOCK PLUS, FRONTLINE OASYS, TECHNOLOGY-HELP DESK, ISTATION, DIBELS: MCLASS-TEACHER, STEP-UP-TO-WRITING, MCGRAW HILL: MY MATH/WONDERS, and TLI-TEACHER. A callout box on the left points to the "teachers" link, and another callout box points to the "FRONTLINE OASYS" link in the dropdown menu.

3. Type in your username and password

The screenshot shows the Frontline Education Professional Growth sign-in page. The page header includes the Frontline Education logo and the text "Professional Growth Formerly PDMS and OASYS". The sign-in form has the following fields and elements:

- Sign In** (Section Header)
- Username** field: icalasag@gmcs.k12.nm.us
- Password** field: masked with asterisks
- Sign In** button
- [Having trouble signing in?](#)
- [I forgot my username](#) | [I forgot my password](#)

A callout box on the left points to the Username field.

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Professional Development

- My Info
- My Portfolio
- My Evaluations
- My Personal Goals
- Activity Catalogs
 - Content Catalog
- Video Content
 - My Videos
 - Video Channels
- Account Options
 - My User Profile
 - Change Password

4. Click on Observation # 3 "Accept Schedule"

My Evaluation - Leonila Calasagsag

Scheduled Components

NMTEACH - Observation: Domain 4 - Professional Responsibilities Domain 4

Status: **scheduled**
Date: 03/31/2017 03:30-03:30 PM MDT
Where:
With: Wade Bell

Action Required

NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan

Status: **awaiting form submission**
Action: Open NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan form for submission

NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4

Status: **awaiting form submission**
Action: Open NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4 form for submission

NMTEACH - Observation: Domains 2 3 - Observation #3: Domains 2 and 3

Status: **awaiting schedule acceptance**
Date: 03/15/2017 02:50-03:30 PM MDT
Where:
With: Wade Bell
Action: Accept Schedule / Decline Schedule

In Progress

None

Complete

Professional Development

- My Info
- My Portfolio
- My Evaluations
- My Personal Goals
- Activity Catalogs
 - Content Catalog
- Video Content
 - My Videos
 - Video Channels
- Account Options
 - My User Profile
 - Change Password

5. Click "accept"

My Evaluation - Leonila Calasagsag

Scheduled Components

NMTEACH - Observation: Domains 2 3 - Observation #3: Domains 2 and 3

Status: **scheduled**
Date: 03/15/2017
Where:
With: Wade Bell

Action Required

NMTEACH -

Status: **awaiting form submission**
Action: Open NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan form for submission

NMTEACH: I

Status: **awaiting form submission**
Action: Open NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4 form for submission

NMTEACH -

Status: **awaiting schedule acceptance**
Date: 03/15/2017 02:50-03:30 PM MDT
Where:
With: Wade Bell
Action: Accept Schedule / Decline Schedule

In Progress

None

Modal dialog box for "Accept Schedule / Decline Schedule":

NMTEACH - Observation: Domains 2 3 - Observation #3: Domains 2 and 3

Date: 03/15/2017
Time: 02:50 PM
Duration (minutes): 40
Location:
Administrator: Wade Bell
Notes:

Buttons: Accept, Cancel

6.Observation # 3 has moved to the top and you are done.

- Professional Development
- My Portfolio
- My Evaluations
- My Personal Goals
- Activity Catalogs
- Content Catalog
- Video Content
- My Videos
- Video Channels
- Account Options
- My User Profile
- Change Password

My Evaluation - Leonila Calasagsag

Scheduled Components

NMTEACH - Observation: Domain 4 - Professional Responsibilities Domain 4
Status: [scheduled](#)
Date: 03/31/2017 03:30-03:30 PM MDT
Where:
With: Wade Bell

NMTEACH - Observation: Domains 2 3 - Observation #3: Domains 2 and 3
Status: [scheduled](#)
Date: 03/15/2017 02:50-03:30 PM MDT
Where:
With: Wade Bell
Action: [Click To Decline Schedule](#)

Action Required

NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan
Status: [awaiting form submission](#)
Action: Open "NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan form for submission"

NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4
Status: [awaiting form submission](#)
Action: Open NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4 form for submission

In Progress

None

Complete

Title: Completing Domain 4

1. Click on "teachers" on the DSE webpage

2. Click on "Frontline Oasys"

The screenshot shows the David Skeet Elementary School website. The navigation menu is open, showing options like MR. BELL'S CALENDAR, POWERSCHOOL-TEACHER, OUTLOOK WEB MAIL, TIME CLOCK PLUS, FRONTLINE OASYS, TECHNOLOGY-HELP DESK, ISTATION, DIBELS: MCLASS-TEACHER, STEP-UP-TO-WRITING, MCGRAW HILL: MY MATH/WONDERS, and TLI-TEACHER. A red arrow points from the "teachers" menu item to the "FRONTLINE OASYS" option.

3. Type in your username and password

The screenshot shows the Frontline Education Professional Growth sign-in page. The page has a purple header with the Frontline Education logo and the text "Professional Growth Formerly PDMS and OASYS". Below the header is a white sign-in form with the title "Sign In". The form contains a "Username" field with the text "lcalasag@gmcs.k12.nm.us", a "Password" field with masked characters "*****", and a blue "Sign In" button. Below the button is a link "Having trouble signing in?". At the bottom of the page are links "I forgot my username" and "I forgot my password", and a footer with "About Frontline | Terms & Conditions | © 2017 Frontline Education. All rights reserved."

- Professional Development
 - My Info
 - My Portfolio
 - My Evaluations
 - My Personal Goals
 - Assessments Catalogs
 - Content Catalogs
 - Video Content
 - My Videos
 - Video Channels
 - Account Options
 - My User Profile
 - Change Password

My Evaluation - Leonila Calasagsag

Scheduled Components

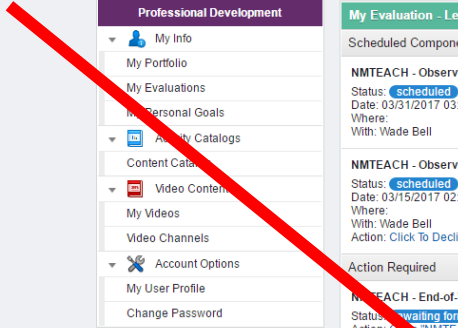
- NMTEACH - Observation: Domain 4 - Professional Responsibilities Domain 4**
Status: **scheduled**
Date: 03/31/2017 03:30-03:30 PM MDT
Where:
With: Wade Bell
- NMTEACH - Observation: Domains 2 3 - Observation #3: Domains 2 and 3**
Status: **scheduled**
Date: 03/15/2017 02:50-03:30 PM MDT
Where:
With: Wade Bell
Action: [Click To Decline Schedule](#)
- Action Required**
- NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan**
Status: **awaiting form submission**
Action: [Open NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan form for submission](#)
- NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4**
Status: **awaiting form submission**
Action: [Open NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4 form for submission](#)

In Progress

None

Complete

4. Click to open "domain 4 artifacts"



[Show Submission History](#)



NMTEACH: Domain 4 Artifacts

User Information

Name: Leonila Calasagsag	Title:
Building: DAVID SKEET ELEMENTARY	Department: None
Grade: None	Evaluation Type: NMTeach: Option 1 - 3 Observation Cycle
Assigned Administrator: Bell, Wade	Evaluation Cycle: 07/01/2016 - 06/30/2017
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

Please use this space to upload all artifacts for Domain 4 Review. Be sure to align each artifact to the appropriate domain and element.

Artifacts

[Add an Artifact](#)

Name	Upload Date	Upload User	File		
------	-------------	-------------	------	--	--

5. Click to open "add an artifact"



6. Upload the artifact

The screenshot shows the 'Upload File' form with the following fields and options:

- Name: Enter a name...
- Description: Enter a description...
- Artifact Statement: 500 characters remaining
- Types: Choose the Artifact Types...
- Categories: Choose the Artifact Categories...
- Alignment: Choose a Rubric... Choose a Criteria + Add Criteria
- File Type: File Url
- File (50 MB Max): Select a file
- Notify Admin: Select an administrator

Buttons: Save, Clear Form

A red arrow points from the text box '6. Upload the artifact' to the 'File (50 MB Max)' field.

7. Fill in the information based on the artifact.

The screenshot shows the 'Upload File' form with the following fields and options:

- Name: Enter a name...
- Description: Enter a description...
- Artifact Statement: 500 characters remaining
- Types: Choose the Artifact Types...
- Categories: Choose the Artifact Categories...
- Alignment: Choose a Rubric... Choose a Criteria + Add Criteria
- File Type: File Url
- File (50 MB Max): Select a file
- Notify Admin: Select an administrator

Buttons: Save, Clear Form

Red arrows point from the text box '7. Fill in the information based on the artifact.' to the Name, Description, Types, Categories, and Alignment fields.

8. Click "Save."
You have
uploaded an
artifact.

Upload File

Name:

Description:

Artifact Statement:

Types:

Categories:

Alignment:

File Type: File Url

File (50 MB Max):

Notify Admin:

9. Keep clicking
"save" until you
are ready to
submit.

[Show Submission History](#)

NMTEACH

NMTEACH: Domain 4 Artifacts

User Information

Name: Leonila Calasagsag	Title:
Building: DAVID SKEET ELEMENTARY	Department: None
Grade: None	Evaluation Type: NMTeach: Option 1 - 3 Observation Cycle
Assigned Administrator: Bell, Wade	Evaluation Cycle: 07/01/2016 - 06/30/2017
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

Please use this space to upload all artifacts for Domain 4 Review. Be sure to align each artifact to the appropriate domain and element.

Artifacts

Name	Upload Date	Upload User	File
------	-------------	-------------	------

Keep doing steps 5 through 9 until you have uploaded all your artifacts.

10. Click "submit" when you are done and ready for the principal to score.

[Show Submission History](#)

NMTEACH

NMTEACH: Domain 4 Artifacts

User Information	
Name: Leonila Calasagsag	Title:
Building: DAVID SKEET ELEMENTARY	Department: None
Grade: None	Evaluation Type: NMTeach: Option 1 - 3 Observation Cycle
Assigned Administrator: Bell, Wade	Evaluation Cycle: 07/01/2016 - 06/30/2017
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

Please use this space to upload all artifacts for Domain 4 Review. Be sure to align each artifact to the appropriate domain and element.

Artifacts

[+ Add an Artifact](#) [?](#)

Name	Upload Date	Upload User	File
			↓

[Submit](#) [Save](#) [Save & Notify](#) [Reset](#) [Print](#) [Comment](#)

Title: PDP End of Year Reflection

1. Click on "teachers" on the DSE webpage

2. Click on "Frontline Oasys"

The screenshot shows the David Skeet Elementary School website. The header includes the school logo and name. A blue navigation bar contains links for LOGIN, STUDENTS, TEACHERS, PARENTS, DIVISIONS, CALENDAR, and SCHOOL OPERATIONS. A dropdown menu is open under TEACHERS, listing various tools like MR. BELL'S CALENDAR, POWERSCHOOL-TEACHER, OUTLOOK WEB MAIL, TIME CLOCK PLUS, FRONTLINE OASYS, TECHNOLOGY-HELP DESK, ISTATION, DIBELS: MCLASS-TEACHER, STEP-UP-TO-WRITING, MCGRAW HILL: MY MATH/WONDERS, and TLI-TEACHER. A callout box on the left points to the TEACHERS link, and another points to the FRONTLINE OASYS option in the dropdown.

3. Type in your username and password

The screenshot shows the Frontline Education Professional Growth sign-in page. The header features the Frontline Education logo and the text "Professional Growth Formerly PDMS and OASYS". A white sign-in form is centered on a purple background. The form has fields for Username and Password, a Sign In button, and a link for "Having trouble signing in?". Below the form are links for "I forgot my username" and "I forgot my password". A callout box on the left points to the Username field, which contains the email address lcalasag@gmcs.k12.nm.us.

Professional Development

- My Info
- My Portfolio
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- My Personal Goals
- Activity Catalogs
- Content Catalog
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- My Videos
- Video Channels
- Account Options
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- Change Password

My Evaluation - Leonila Calasagsag

Scheduled Components

NMTEACH - Observation: Domain 4 - Professional Responsibilities Domain 4

Status: **scheduled**
Date: 03/31/2017 03:30-03:30 PM MDT
Where:
With: Wade Bell

NMTEACH - Observation: Domains 2 3 - Observation #3: Domains 2 and 3

Status: **scheduled**
Date: 03/15/2017 02:50-03:30 PM MDT
Where:
With: Wade Bell
Action: [Click To Decline Schedule](#)

Action Required

NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan

Status: **awaiting form submission**
Action: [Open "NMTEACH - End-of-Year PDP Reflection Form - Professional Development Plan form for submission"](#)

NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4

Status: **awaiting form submission**
Action: [Open NMTEACH: Domain 4 Artifacts - Professional Responsibilities Domain 4 form for submission](#)

In Progress

None

Complete

4. Click on End-of-Year PDP Reflection form.



[Show Submission History](#)



NMTEACH - End-of-Year PDP Reflection Form

User Information

Name: Leonila Calasagsag	Title:
Building: DAVID SKEET ELEMENTARY	Department: None
Grade: None	Evaluation Type: NMTeach: Option 1 - 3 Observation Cycle
Assigned Administrator: Bell, Wade	Evaluation Cycle: 07/01/2016 - 06/30/2017
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

Goal Setting Components (07/01/2016 - 06/30/2017)

Indicate the NMTEACH Component(s) and its related NM Competency that will guide your PDP:
[NMTEACH - Goal Setting PDP Form \(Professional Development Plan\) - 9/7/2016 Calasagsag, Leonila](#)

NMTEACH 3C: Engaging students in learning (NMCOMP: 2.A, 2.B, 4.A, 4.3, 2.D, 7.C, 7.E, 4.A) To what level are students engaging in the lessons activities? To what level are activities sequential and aligned to the daily learning target? To what level are students required to be intellectually engaged with the course content? NMTEACH 3E: Demonstrating flexibility and responsiveness (NMCOMP: 8.C, 7.A) To what level does the teacher modify instruction within the lesson/class period?

Goal(s) (07/01/2016 - 06/30/2017)

5. Scroll down to the end-of-year reflection.



mastery of the lessons. Suggestions and comments from colleagues and from principal and IC are always appreciated. Additional trainings or meetings for SPED/Gifted teachers might be needed.

Provide a comment on your PDP, including a description of student achievement and learning growth:

Rich text editor with toolbar (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo) and a text area. A red arrow points from the text box "6. Answer the two questions" to this editor.

Provide documentation demonstrating professional development plan goals have been met:

Rich text editor with toolbar and a text area. A red arrow points from the text box "7. You do not need to submit artifacts unless you give yourself a highly effective or exemplary on the self-rubric. For every score of highly effective or exemplary, you need an artifact." to this editor.

Please upload any documents needed to support your PDP in the section below. (optional)

Artifacts section with a purple header and an "Add an Artifact" button. Below is a table with columns: Name, Upload Date, Upload User, File, and a download icon.

Name	Upload Date	Upload User	File	

Another "Artifacts" section with a purple header and an "Add an Artifact" button.

Name	Upload Date	Upload User	File	

Another "Artifacts" section with a purple header and an "Add an Artifact" button.

Name	Upload Date	Upload User	File	

Please upload any documents needed to support your PDP in the section below. (optional)

Artifacts section with a purple header and an "Add an Artifact" button.

Name	Upload Date	Upload User	File	

PDP End of the Year Upload - This upload option is primarily for use by districts that are using their own local forms. Please upload an updated End of the Year PDP here.

Artifacts section with a purple header and an "Add an Artifact" button.

Name	Upload Date	Upload User	File	

Submit Save Save & Notify Reset Print Comment

6. Answer the two questions

7. You do not need to submit artifacts unless you give yourself a highly effective or exemplary on the self-rubric. For every score of highly effective or exemplary, you need an artifact.

8. Once you are done hit "save" if you want to go back and continue editing later on. If you are completely done, click "submit" and it will send to the principal.