

tower 

**TEACHER OBSERVATION,
WALKTHROUGH, EVALUATION
& REPORTING**

Annotated System, Mobile Device Screenshots and Walkthrough

Dashboard View – Announcements and Notifications



MSAD 55 (Central Office)
23
Randa User1 (RANDA Superuser)

Dashboard
Educators
Observations
Reports
Administration

Messages

From	Subject	Date
User1, Randa	Observation Scheduled	11/20/2013 3:58:10 PM
User1, Randa	Observation Scheduled	11/20/2013 3:57:50 PM
User1, Randa	Observation Scheduled	11/20/2013 3:57:03 PM
User1, Randa	Observation Scheduled	10/14/2013 12:17:01 PM
User1, Randa	Observation Scheduled	9/25/2013 12:35:29 PM
User1, Randa	Observation Scheduled	9/20/2013 11:11 PM
User1, Randa	Observation Scheduled	9/20/2013 3:31 PM
User1, Randa	Observation Released	7/23/2013 3:30 PM
User1, Randa	Observation Scheduled	7/23/2013 3:43 PM
User1, Randa	Observation Scheduled	6/5/2013 6:53 AM

Latest Announcements

There are no announcements at this time.

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Powered By: 

<https://randatower.com/Notifications/Summary?tzOffset=360>



MSAD 55 (Central Office)
23
Randa User1 (RANDA Superuser)

Dashboard
Educators
Observations
Reports
Administration
Help

User Preferences

Message Type	Receive By System Message	Receive By Email
Observation Scheduled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Observation Rescheduled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Observation Cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Observation Released for Viewing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form Reopen Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form Reopened for Editing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Changes

The message and alerts center lists all pertinent events and notifications, which can also be received by email according to user preferences

Users can set their own alert and message preferences to choose email and/or system alerts for each type of event

Evaluation Workflow View – TOWER Administrative System

Portfolio for Practice Teacher_1713

[Return to Educators](#)

Overall Progress

Evaluation Workflow: Training Only

Evaluation

[Collapse All](#) [Expand All](#)

– Annual Forms

Unknown

	TEPG Individualized Professional Growth Goal Completion Process: Educator First, Observer Closes	Status: Unknown	Locked
	Student Learning Objective Template Completion Process: Educator First, Observer Closes	Status: In Progress	Locked
	Self-Evaluation Completion Process: Educator First, Observer Closes	Status: Unknown	Locked

– Classroom Visits

Unknown

	MSFE Evaluation and Professional Growth Rubric	Schedule
Date	Observer	
September 13, 2013 8:15 AM	Redacted	Unannounced In Progress Reports
September 24, 2013 10:21 AM	Redacted	Unannounced In Progress Reports

– Summative Evaluation

Unknown

	Summative Evaluation Form Completion Process: Observer First, Educator Closes	Status: Unknown	Start
	Summary Report Completion Process: Observer First, Educator Closes	Status: Unknown	Start

– Probationary and Developing Teachers

Unknown

	Monitored Growth Improvement Plan Completion Process: Open to Both, Observer Closes	Status: Unknown	Start
	Directed Improvement Plan Completion Process: Open to Both, Observer Closes	Status: Unknown	Start

– Formal Observation Forms

Unknown

	Pre-Observation Conversation Guideline Completion Process: Educator First, Observer Closes	Status: Unknown	Locked
	Post-Observation Conversation Guideline Completion Process: Educator First, Observer Closes	Status: Unknown	Locked
	Post-Observation Next Steps Completion Process: Observer First, Educator Closes	Status: Unknown	Start

▶ **ATTACHMENTS**

Evaluation Form for Practice Teacher_1279

Return to Evaluations

Professional Growth TEPG Goal Setting Form

PRINT TO PDF

Professional Growth

My professional growth goal is:*

What National Board Standard(s) does my goal relate to?*

How will attainment of my goal be measured?*

PIN Completion

Enter Educator PIN below and click "Complete Form" to confirm.

Educator PIN:

Educator must complete form first

Any form-related workflow can end with validated PIN-based sign-off by educators and evaluators

All TOWER forms are customized to client needs meaning you can bring your own process and make it paperless

Custom Self Evaluation Form – TOWER Administrative System

Evaluation Form for Practice Teacher_1279

[Return to Evaluations](#)

TEPG Self Evaluation

[PRINT TO PDF](#)

To be completed as the teacher self evaluation.

Core Proposition 1: Teachers are committed to students and their learning

1.1 Teacher recognizes individual differences in students and adjusts their practice accordingly*

Ineffective - 1 Developing - 2 Effective - 3 Distinguished - 4 [clear selection](#)

1.1 Comments

All TOWER forms are customized to client needs meaning you can bring your own process and make it paperless

1.1 Attachments

▶ ATTACHMENTS

[Add File](#)

Add attachments to include digital assets like portfolio and scanned paper resources



1.2 Teacher has an understanding of how students develop and learn...

Ineffective - 1 Developing - 2 Effective - 3 Distinguished - 4 [clear selection](#)

1.2 Comments

Observation History – TOWER Administrative System



MSAD 55 (Central Office)

23

Randa User1 (RANDA Superuser)

Dashboard

Educators

Observations

Reports

Administration

Help

Observation History

Show 10 entries

A user can view the history for all observations his or her permissions allow

Filter (by Educator or Evaluation Name):

First Previous 1 Next Last

Educator Name	Observation Date	Evaluation		Status
Teacher_1713, Practice	10/14/2013 12:17:16 PM	Training Only MSFE Evaluation and P	ary School	Finalized
Teacher_1713, Practice	11/20/2013 4:00:00 PM	Training Only MSFE Evaluation and P	ary School	Scheduled
Teacher_1713, Practice	11/22/2013 8:00:00 AM	Training Only MSFE Evaluation and Prof	ary School	Scheduled
Teacher_1714, Practice	9/20/2013 2:15:19 PM	Training Only MSFE Evaluation and Professional Growth Rubric	Sacopee Valley High School	Finalized
Teacher_1714, Practice	11/26/2013 11:00:00 AM	Training Only MSFE Evaluation and Professional Growth Rubric	Sacopee Valley High School	Scheduled
Teacher_1716, Practice	9/20/2013 1:37:39 PM	Training Only MSFE Evaluation and Professional Growth Rubric	South Hiram Elementary School	Finalized

Type-to-filter access makes finding the observation you want easy

Show 10 entries

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Administrator Scheduling Tool – TOWER Administrative System

tower

AD 55 (Central Office) 23 Randa User1 (RANDA Superuser)

Dashboard Educators Observations Reports

Event Scheduler

Return to Calendar

Educator: Teacher_1713, Practice Enter educator

Primary Evaluator: Randa User1

Rubric: MSFE Evaluation and Professional Growth Rubric

Date: 11/28/2013 (Thu)

Time: 10:00AM

Announced: By checking this, the Educator will be notified of the scheduled observation

Observer: User1, Randa

Schedule

today November 2013 month week day

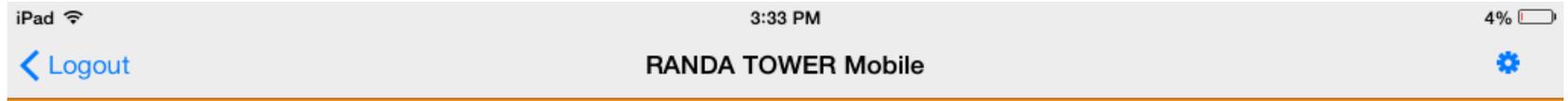
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 4:00PM	21 8:00AM	22	23
24	25	26 11:00AM	27	28	29	30
4	5	6	7			

Expand to full-screen calendar view any time

Authorized observers are pre-populated for assignment

Observations can be announced or unannounced. When announced the educator will receive a notification via management system and/or email based on their preference.

TOWER Mobile App Works With or Without WIFI



Inventor Academy School District
Welcome, Randa User1

Last synchronized on Thursday, November 21, 2013 at 3:33:26 PM Central Standard Time

A button with a yellow background and rounded corners, containing the text 'Synchronize with System' in bold black font. To the left of the button is an icon of a tablet with an orange arrow pointing to a globe.

Receive and transmit assignments and observation data.

A button with a yellow background and rounded corners, containing the text 'Start Observation' in bold black font. To the left of the button is an icon of a document with a checkmark.

Start or continue observation or walkthrough assignment.

Complete observations with or without WIFI

Observer Schedule – TOWER Mobile Device View

Show Mobile Completed Visits

WEDNESDAY, NOVEMBER 20, 2013

4:05 PM	Chaney, Marjorie Nikola Tesla Middle School	In Progress (Unannounced) Maine TIF4 Teacher Evaluation and Professional Growth Rubric	i >
4:04 PM	Donaldson, Lakeisha Nikola Tesla Middle School	In Progress (Announced) Maine Principal Leader Rubric	i >
4:03 PM	Barber, Meghan Nikola Tesla Middle School	In Progress (Announced) Maine TIF4 Teacher Evaluation and Professional Growth Rubric	i >

Scheduled observations appear on the observers mobile device as soon as they sync to the TOWER system.

Observer selects evaluation from schedule or can add new visit from educator list

Observer Scripting Tool – TOWER Mobile Device View

iPad 4:07 PM 31%

Observations Observing Marjorie Chaney Next

Stop 00:01:16 Reset

Touch on the + sign to add a scripting block, or touch an existing block below to edit it.

- 4:06 PM (00:00:05) CLASS sample notes
- 4:06 PM (00:00:14) TEACHER example notes
- 4:06 PM (00:00:21)

STUDENT shortcut keys available to assist on scripting evidence during an observation. Customizable as well.

Time stamped customizable scripting tool simplifies evidence gathering for observers and improves feedback for educators.

CLASS TEACHER STUDENT

Q W E R T Y U I O P

A S D F G H J K L return

↑ Z X C V B N M ! , ? . ↑

.?123 .?123

Scripting association tool links scripting to Domains and Elements.
TOWER Mobile Device View

iPad 4:08 PM 31%
Scripting Exit Observing Marjorie Chaney Next

Touch a scripting block below, and then assign it by touching the indicators on the right.

Switch to Summary View

Indicators

4:06 PM (00:00:05)	CLASS sample notes	1.1. Understanding of... Core Proposition 1
4:06 PM (00:00:14)	TEACHER example notes	1.2. Application of Lear... Core Proposition 1
4:06 PM (00:00:21)	STUDENT shortcut keys available to assis	<input checked="" type="checkbox"/> 1.3. Classroom... Core Proposition 1
4:07 PM	Scripted evidence recorded in classrom	<input checked="" type="checkbox"/> 1.4. View of the... Core Proposition 1
4:08 PM	Sample notes	2.1. Subject Knowledge Core Proposition 2
		2.2. Pedagogical Conte... Core Proposition 2
		2.3. Goal-Focused Plan... Core Proposition 2
		3.1. Instructional Appro... Core Proposition 3
		3.2. Classroom Organiz... Core Proposition 3
		<input checked="" type="checkbox"/> 3.3. Student En... Core Proposition 3
		<input checked="" type="checkbox"/> 3.4. Assessmen... Core Proposition 3

Observers can associate scripting evidence to indicators by highlighting evidence and clicking indicators (right). Checkmarks track progress.

Apply

TOWER Mobile Device View

Teacher Evaluation and Professional Growth Rubric

Teacher: Marjorie Chaney Grade: 4 Content Area: English Date: 11/20/2013 Time: 4:06 PM

Color-coding shows the user which domains and indicators have been evaluated

Core Proposition 1	Core Proposition 2	Core Proposition 3
1.1. Understanding of Students	2.1. Subject Knowledge 3	3.1. Instructional Approaches 3
1.2. Application of Learning Theory 2	2.2. Pedagogical Content Knowledge 4	3.2. Classroom Organization and Grouping 3
1.3. Classroom Climate 2	2.3. Goal-Focused Planning 4	3.3. Student Engagement 2
1.4. View of the Whole Child		3.4. Assessment

Active rubrics can track scoring per domain and indicator and aggregate them upbound for reporting

Observer selects indicator to display rating panel (below) and then clicks to assign performance rating.

3.2. Classroom Organization and Grouping

Observed

1 2 3 4

Effective

Notes

Click information icon to display rating descriptions and evaluation criteria.

TOWER Mobile Device View
Scripting notes can be viewed and additional notes added

iPad 4:11 PM 30%

Mapping Exit Cancel Scripting and notes for 2.2. Pedagogical Content Knowledge Save Complete

Teacher: Marjorie Chaney

Scripting (read-only):

***** 4:06 PM (00:00:21) *****

STUDENT shortcut keys available to assist on scripting evidence during an observation. Customizable as well.

***** 4:07 PM *****

Scripted evidence recorded in classroom

***** 4:08 PM *****

Sample notes

Please enter your notes below:

11/20/13, 4:10 PM

Reflective notes can be added at any time.

Q W E R T Y U I O P

A S D F G H J K L return

↑ Z X C V B N M ! , ? . ↑

.?123 .?123

Observer's mobile device view
Display of rating descriptions and criteria – additional information

The screenshot shows an iPad interface for an observation tool. At the top, it says "Observations" and "Observing Marjorie Chaney - READ ONLY". Below this, there's a "READ ONLY" banner. The main content area shows a list of "Core Properties" for "Goal-Focused Planning" with a rating of 2. A pop-up menu titled "Ratings for 2.3. Goal-Focused Planning" is displayed, showing four rating levels with their respective descriptions and evidence. The background shows a list of items with checkboxes and a "Distinguished" label at the bottom.

Ratings for 2.3. Goal-Focused Planning Done

Ineffective (1)
Little or no evidence
Teacher develops an instructional plan with methods and content that do not include higher-order thinking and does not contain goals and objectives for student learning or goals are inappropriate.

Developing (2)
Limited evidence
Teacher develops an instructional plan with methods and content that sometimes do not include higher-order thinking and/or that contains some inappropriate goals and objectives for student learning.

Effective (3)
Clear evidence
Teacher develops an instructional plan with methods and content that include higher-order thinking and contains appropriate goals and objectives for student learning.

Distinguished (4)
Clear, consistent and convincing evidence
Teacher develops an instructional plan with methods and content that are rigorous, clearly described goals and objectives for student learning.

Additional description of rating criteria is displayed as needed to give observers access to information.

Observed 1 2 3 4

Distinguished 

Clicking the information icon displays the detail description for the selected element

TOWER Mobile Device View
Mobile Evaluation Completed with Email for Immediate Feedback

iPad 4:12 PM 30%

Mapping Exit Observing Marjorie Chaney Complete

Teacher Evaluation and Professional Growth Rubric

Teacher: Marjorie Chaney Grade: 4 Content Area: English Date: 11/20/2013 Time: 4:06 PM

Core Proposition 1	Core Proposition 2	Core Proposition 3
1.1. Understanding of Students	2.1. Subject Knowledge 3	3.1. Instructional Approaches 3
1.2. Application of Learning Theory 2	2.2. Pedagogical Content Knowledge 4	3.2. Classroom Organization and Grouping
1.3. Classroom Climate 2	2.3. Professionalism 4	3.3. Student Engagement
1.4. View of the Whole Child		3.4. Assessment of Student Progress

Save as Mobile Completed.
Are you sure you want to mark this observation as mobile completed?

No Yes

Core Proposition 1 i

Observed

Notes

TOWER Administrative System
Observation uploaded from mobile device (previous screen view). All information appears in TOWER Administrative system, after syncing mobile device. Evaluations may be completed here.

The screenshot displays the TOWER Administrative System interface. At the top left is the 'tower' logo. The top right shows the user 'Randa User1 (RANDA Superuser)' and a notification icon with '68'. A navigation bar contains 'Dashboard', 'Educators', 'Observations', 'Professional Development', 'Reports', 'Administration', and 'Help'. The main content area is titled 'Observation "Educator" for Marjorie Chaney' with details: 'Date: 11/20/2013 4:06:01 PM', 'Observer: User1, Randa', and 'Status: Completed'. Below this are buttons for 'Return to Observation History', 'Return to Educator', and 'Reports'. A section for 'Maine TIF4 Teacher Evaluation and Professional Growth Rubric (In Progress)' shows 'Status: In Progress' and a 'View' button. An 'Evidence/Artifacts' section is currently empty, with an 'Add File' button highlighted by a callout box. The callout box contains the text: 'Attachments can be added to an observation as evidence / artifacts'. The footer includes copyright information for RANDA Solutions and the RANDA logo.

Attachments can be added to an observation as evidence / artifacts

Complete Observation Rubric View

The screenshot shows the Tower Observation Rubric View interface for 'Inventor Academy Central Office'. The interface includes a navigation menu with 'Dashboard', 'Educators', 'Observations', and 'Professional Development'. Below the menu are buttons for 'Return to Script Mapping', 'Return to Observation', and 'Print to'. The main area displays a rubric table with columns for 'Core Proposition 1', 'Core Proposition 2', and 'Core Proposition 3'. The rows represent indicators: '1.1. Understanding of Students', '1.2. Application of Learning Theory', '1.3. Classroom Climate', '2.1. Pedagogical Content Knowledge', '2.2. Pedagogical Content Knowledge', '2.3. Goal-Focused Planning', '3.1. Instructional Approaches', '3.2. Classroom Organization and Grouping', and '3.3. Student Engagement'. The table is color-coded by domain: Core Proposition 1 (orange), Core Proposition 2 (yellow), and Core Proposition 3 (green). A blue box highlights the '1.2. Application of Learning Theory' indicator, which has a score of '4'. Below the table is a 'View Professional Development Content' button. At the bottom, there is a scoring legend with 'Observed' (checkbox), '1', '2', '3', and '4' (checkboxes), and a 'View Notes' button. Callouts provide additional information: 'Active rubrics can track scoring per domain and indicator and aggregate them upbound for reporting' points to the table; 'Observer selects indicator to display rating panel (below) and then clicks to mark as observed and assign performance rating.' points to the '1.2. Application of Learning Theory' indicator; 'Color-coding shows the user which domains and indicators have been evaluated' points to the colored background of the table; and 'Icons indicate when additional notes are available, which teachers can be allowed or disallowed from viewing based on district rules' points to the trash can icon in the '1.2. Application of Learning Theory' cell.

Active rubrics can track scoring per domain and indicator and aggregate them upbound for reporting

Observer selects indicator to display rating panel (below) and then clicks to mark as observed and assign performance rating.

Color-coding shows the user which domains and indicators have been evaluated

Icons indicate when additional notes are available, which teachers can be allowed or disallowed from viewing based on district rules

Core Proposition 1	Core Proposition 2	Core Proposition 3
1.1. Understanding of Students	2.1. Pedagogical Content Knowledge	3.1. Instructional Approaches
2	3	3
1.2. Application of Learning Theory	2.2. Pedagogical Content Knowledge	3.2. Classroom Organization and Grouping
4	3	3
1.3. Classroom Climate	2.3. Goal-Focused Planning	3.3. Student Engagement

Observed 1 2 3 4 View Notes

View Professional Development Content

Observation Add Notes and Assign PD

The screenshot displays the Tower software interface. At the top left is the 'tower' logo. Below it is a navigation bar with 'Dashboard', 'Educators', 'Observations', and 'Professional Development'. A search bar contains 'Return to Script Mapping' and 'Return to Observation'. A list of indicators is shown, with '2.1. Subject Knowledge' highlighted in orange. The main window is titled 'Scripting and Notes: 2.1. Subject Knowledge' and contains three columns: 'Scripting (Read-only)', 'Enter your notes below: (1899)', and 'TEACHER Notes (2000)'. The 'Scripting' column shows two entries: 'TEACHER example notes' and 'Sample notes'. A 'Professional Development' dialog box is overlaid on the main window, displaying the title 'Training Objectives for 2.1. Subject Knowledge' and the message 'No objectives found for this indicator.' with a 'Close' button. At the bottom of the main window, there is a 'View Professional Development Content' button. Below the main window is a row of checkboxes for 'Observed' (checked), '1', '2', '3' (checked), and '4', along with a 'View Notes' button.

Completed Observation – TOWER Administrative System

tower Inventor Academy Central Office 69 Randa User1 (RANDA Superuser)

Dashboard Educators **Observations** Professional Development Reports Administration Help

Return to Observation Print to PDF

READ ONLY

Teacher: Marjorie Chaney Grade: 4 Content Area: English Date: 2013-11-20

Teacher Evaluation and Professional Growth Rubric

Core Proposition 1	Core Proposition 2	Core Proposition 3
1.1. Understanding of Students	2.1. Subject Knowledge	3.1. Instructional Approaches
1.2. Application of Learning Theory	2.2. Pedagogical Content Knowledge	3.2. Classroom Organization and Group

Icons indicate when additional notes are available, which teachers can be allowed or disallowed from viewing based on district rules

Color-coding shows the user which domains and indicators have been evaluated

Once the full workflow has been completed the observation is read only

Report Examples – TOWER Administrative System

Reports Dashboard

Here you can get reports on data from users, observations, and other measurement data.

Select Academic Year: 2013-2014

 Get a User's History

– Standard Reports

 Form Data Export

[View](#)

– Progress and Completion

 Completion Summary

[View](#)

 Observation Counts by Observer

[View](#)

 Observation Count by Educator

[View](#)

Administrators can track significant metrics across schools and the district

– Performance

 Score Distribution By Observer

[View](#)

 Score Distribution by School

[View](#)

 Observation Scores

[View](#)

 Indicator Avg by School

[View](#)

 Summative Effectiveness Ratings

[View](#)

 Record of Observations

[View](#)

Reports can be customized based on the needs of the district and show granular access to observers, schools, indicators, scores and other customizable metrics