



## Recording Feedback in Whetstone

IPDP/CAP	Pre-Observation Conference	Formal Observations	Informal Feedback	Managing action steps & goals
<p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Video</a></li> <li>• <a href="#">Article</a></li> <li>• <a href="#">Walkthrough</a></li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Video</a></li> <li>• <a href="#">Meetings Overview</a></li> <li>• <a href="#">Walkthrough</a></li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Video</a></li> <li>• <a href="#">Observation Overview</a></li> <li>• <a href="#">Walkthrough</a></li> </ul>	<p>Quick Feedback:</p> <ul style="list-style-type: none"> <li>• <a href="#">Video</a></li> <li>• <a href="#">Article</a></li> <li>• <a href="#">Walkthrough</a></li> </ul> <p>Informal Observation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Video</a></li> <li>• <a href="#">Article</a></li> <li>• <a href="#">Walkthrough</a></li> </ul>	<p>Action Steps</p> <ul style="list-style-type: none"> <li>• <a href="#">Article</a></li> <li>• <a href="#">Walkthrough</a></li> </ul> <p>Comments</p> <ul style="list-style-type: none"> <li>• <a href="#">Article</a></li> <li>• <a href="#">Walkthrough</a></li> </ul>
<p>On the Cycles Dashboard:</p> <ul style="list-style-type: none"> <li>• See who needs IPDP and who needs CAP</li> <li>• Schedule &amp; export to Google or Outlook calendar</li> <li>• Start IPDP/CAP from here</li> </ul> <p>In the IPDP/CAP Form:</p> <ul style="list-style-type: none"> <li>• Collect signatures</li> <li>• Assign Action Steps, Student Growth Objectives, Professional Growth Goals</li> <li>• Capture Private Notes (can be seen by other observers with access to this staff member)</li> </ul> <p><i>Optional:</i> Staff member completes PD plan meeting form and supervisor uses that information to fill in form.</p>	<p>Pre-Observation Conference:</p> <ul style="list-style-type: none"> <li>• Add participant in right column</li> <li>• Share meeting template with participant via blue "Share" button in top right</li> <li>• Compare notes via blue icon next to each text box</li> <li>• View/manage action steps &amp; goals via "Action Items"</li> </ul>	<p>Starting an Observation:</p> <ul style="list-style-type: none"> <li>• Use the Cycles Dashboard to see required observations</li> </ul> <p>Observation Features:</p> <ul style="list-style-type: none"> <li>• <b>Running Record:</b> take time-stamped observation notes</li> <li>• <b>Point &amp; Click</b> from the [+] dropdown for evidence</li> <li>• Use the <b>Past Scores</b> button to see previous notes and ratings</li> <li>• Easily access <b>Goals &amp; Action Steps</b></li> <li>• <b>Overall Score</b> is required</li> </ul>	<p>Quick Feedback:</p> <ul style="list-style-type: none"> <li>• Shared notes</li> <li>• Private notes (can be seen by other users with access to that observee)</li> <li>• Action Step: assign &amp; tag to appropriate indicator</li> <li>• Notify other coaches/leaders</li> <li>• Submit the same feedback for other observees</li> </ul> <p>Informal Observation Form:</p> <ul style="list-style-type: none"> <li>• Start &gt; Observe</li> <li>• Glows &amp; Grows</li> <li>• Notes aligned to a specific competency/indicator</li> <li>• Running Record for timestamped notes</li> <li>• View/Manage action steps &amp; goals</li> </ul>	<p>Assigning Action Steps, Professional Growth Goals, Student Growth Objectives:</p> <ul style="list-style-type: none"> <li>• Click green plus sign</li> <li>• Type (or paste) the text</li> <li>• Click arrows to tag to appropriate framework, competency, and indicator</li> </ul> <p>Managing progress:</p> <ul style="list-style-type: none"> <li>• Click "Active" to change to "Mastered"</li> <li>• Add comments for additional details</li> </ul> <p>Where to view/manage action steps and goals:</p> <ul style="list-style-type: none"> <li>• User Profile</li> <li>• Observation (left panel)</li> <li>• Meeting (participant list)</li> </ul>

### Finding feedback in Whetstone

#### Resources:

- [Find Observations](#)
- [Find Quick Feedback](#)
- [How do I view all of my Whetstone Activity?](#)

#### From Start Menu:

- Find Observations (resume drafts & view finalized)
- Find Quick Feedback
- Find Meetings (resume current meetings and view past meetings)

#### From User Profile:

- Click a hyperlinked name or search using the magnifying glass
- **Overview Tab** (feedback received, organized by type)
- **Teaching Timeline** (feedback received, organized by date)
- **Coaching Timeline** (feedback given, organized by date)