BloomBoard User Guide
For Observers - 2014-2015

Last updated September 2014
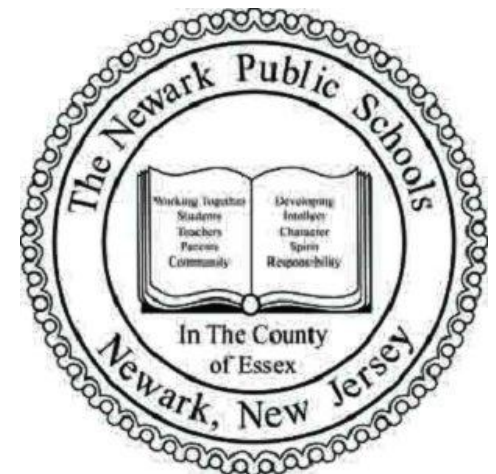
BloomBoard

Table of Contents

This user guide is intended to provide you with an overview of the main features of the BloomBoard system, with special emphasis on elements that are required for observers to complete. This user guide does NOT provide a comprehensive overview of the full evaluation process at NPS.

BloomBoard

Getting Support

Beyond in-person training opportunities that will be made available throughout the year, there are a variety of ways to get the information and support you need to use the BloomBoard system.

Technical Support

For technical support questions, contact BloomBoard directly by emailing them at support@bloomboard.com or calling them at 1-888-418-1595. A real, live person will respond to you quickly. BloomBoard is happy to assist you with any question or just to walk you through parts of the system that you need more support with – we encourage you to use them as a resource.

Internet or Computer Issues

If you are having technical issues with your computer or internet and aren't able to access the BloomBoard site, contact the IT Help Desk at 973-733-8777.
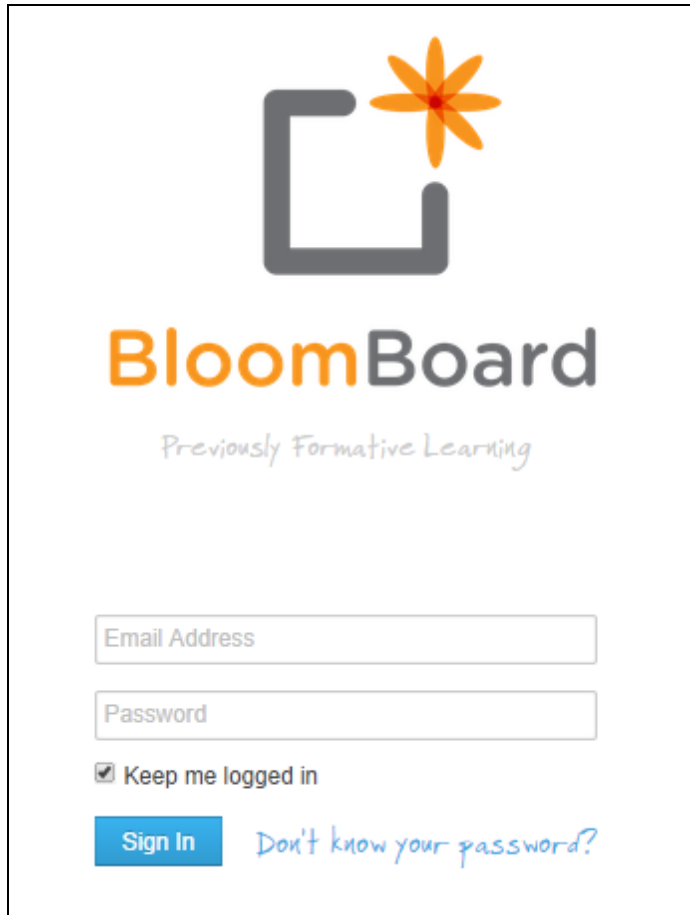
Resources

For additional training resources, such as video tutorials and FAQs, visit the NPS website at http://www.nps.k12.nj.us/evaluation-resources/bloomboard-resources/. New resources will be added here throughout the year, such as updated versions of the user guides and additional videos, so be sure to check back often.

Policy Questions

For any policy questions about the NPS evaluation process, email the Talent Office at evaluations@nps.k12.nj.us. This email account is monitored on a regular basis.

BloomBoard

Accessing BloomBoard

Signing into BloomBoard for the first time
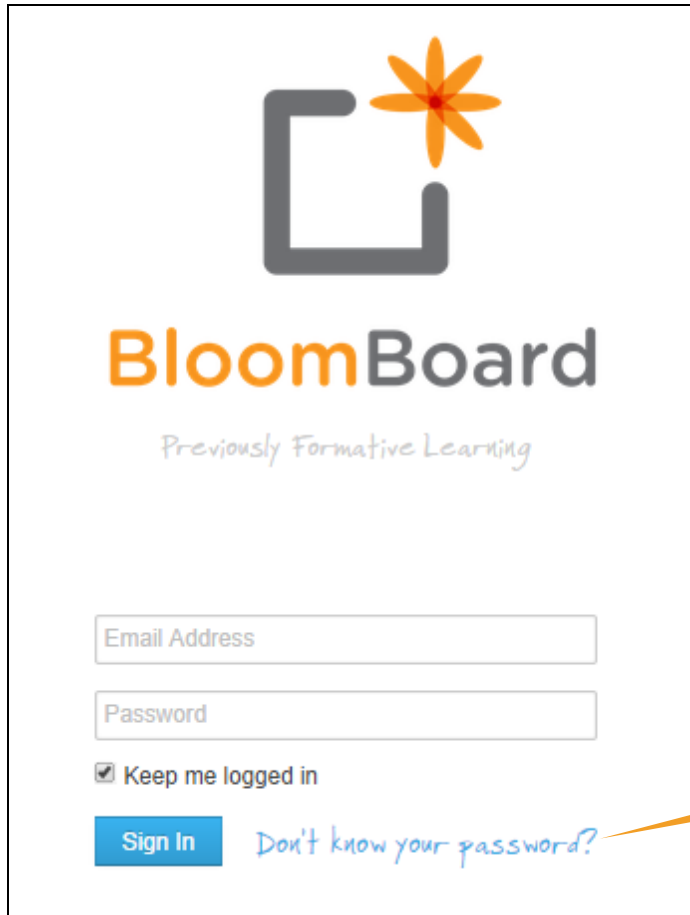
- Access the BloomBoard website at https://apps.bloomboard.com

- BloomBoard works best when using Firefox, Chrome, or Safari. Do not use Internet Explorer.

- BloomBoard is not yet optimized to run on mobile devices

- If you are new to BloomBoard, you will receive a "Welcome" email to your NPS email account containing a temporary password.

- Use your full NPS email address and your temporary password to log in for the first time.

- Once you log in, you will be prompted to create a new password. You will then be prompted to sign in again using this new password.

- You are now ready to begin using the BloomBoard system!

Accessing BloomBoard

Resetting your password

- If you forget your password or want to reset it for any reason, click on the "Don't know your password?" link on the sign-in screen.

- You will receive an email in your NPS email account with instructions for resetting your password.

- If for some reason you don't receive the password email, contact support@bloomboard.com and they will assist you to ensure that you are able to access the system.

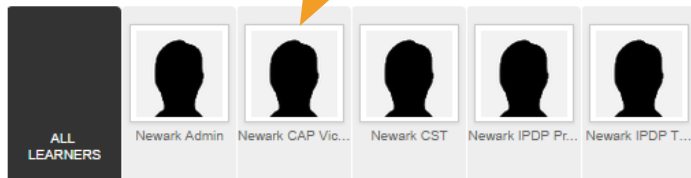Click here to reset your password at any time

Navigating Your Dashboard

Click on a learner's picture to access their portfolio, including any information from the previous school year. Note that if you are a VP, you will only be able to view information that you inputted directly.

All of the people that you observe will appear across the top of your screen. Use the search bar or the scroll bar to find people easily.

Templates appear in the left column. A "Schedule" button only appears for the relevant templates under each learner.

Make sure that you are in "Observer" view. You can toggle between Observer and Learner view by hovering over your name.

2014-2015 Educator Evaluation System

Help | observer: Newark Public Schools ▾

Observations & Meetings

educator resources from BloomBoard

Track all of your observations!

Q Search for a learner

ALL LEARNERS

Newark Admin | Newark CAP Vic... | Newark CST | Newark IPDP Pr... | Newark IPDP T...

▾ Tchr Goal-Setting Process (IPDP) — Schedule

▾ Teacher Short Observation — SEP 24 — Schedule

▾ Teacher Long Observation — SEP 24 — SEP 17 — Schedule

▾ Over-Time Evidence — SEP 20 — Schedule

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Navigating Your Dashboard

Once you begin to use templates, you will notice that different colors will appear on your dashboard. These colors correspond with the status of the template.

- **Green** indicates that a template is actively in progress.
- **Yellow** indicates that a template has not been updated in 7 days.
- **Red** indicates that a template has not been updated in 14 days.

- A **check mark** in a **gray** box indicates that the template is complete.
- If **no color** or check mark appears, the template has been scheduled but not yet started.

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Scheduling a New Template

When you are ready to start a new template, click the "Schedule" button for that template under the learner's name.

Scheduling a New Template

Use the calendar to select the appropriate date for your event (observation, goal-setting conference, etc.)

Indicate the time

You can chose to keep the event private – no invitations will be sent and the learner will not be able to see the date of the event.

Schedule Teacher Long Observation

When would you like to Schedule your Long Observation ?

Date: Tuesday, September 23rd 2014

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Time: 09:00 AM - 10:00 AM

Start Time: 09:00 AM
End Time: 10:00 AM

Send Invitations   ☐ Keep this activity private

☑ Send Newark an invitation
☑ Send myself an invitation

Schedule & Finish

You can choose to send calendar invitations to your NPS Outlook account, as well as the learner's.

Hit this button to complete scheduling.

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Scheduling a New Template

To reschedule a template, click on the calendar icon that appears after opening the template on your dashboard. You can select a new time and/or date as needed.

Teacher Long Observation Sep 2014
for Newark IPDP Teacher by Newark Public Schools

Activities	Required by	Status
Long Observation 📅 Friday September 26 9:00 AM	NPS	
Long Observation Summary Form	NPS	
Teacher Comments	NIT	
Optional Pre Obs Form & Artifacts	NIT NPS	
Ratings	NPS	

Review & Close   Who can see this observation?   🗑 Delete this observation

If you scheduled a template that is no longer needed (e.g., you scheduled a duplicate or scheduled for the wrong learner) you can delete it by hitting the trash can icon. You will lose access to all data associated with this template, so delete with caution!

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Goal-Setting Process

Once the administrator has scheduled the goal-setting conference…
(Refer to page 9 for scheduling instructions)

1. The learner completes a draft of the Individualized Professional Development Plan (IPDP) or Corrective Action Plan (CAP) and shares it with the administrator in the system. The learner can not access the goal-setting template until it has been scheduled by the Administrator.

2. The learner and administrator discuss the goals established in the IPDP/CAP during the goal-setting conference and determine if any revisions are needed.

3. The learner makes any necessary updates to the IPDP/CAP in the system and shares them with the administrator.

4. Once the IPDP/CAP is final, the administrator prints a paper copy, which is signed by both the administrator and the learner and placed in the learner's file.

5. The administrator then signs and locks the goal-setting template in the system.

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Goal-Setting Process

The goal-setting process is composed of two activities in BloomBoard

The Goal-Setting Conference activity is an **optional** page for administrators to take notes.

The IPDP or CAP activity is the full form that learners are **required** to complete.

The initials in the "Required by" box indicate who has control over each activity. If the initials are in a gray box, the activity is optional. If they are in a colored box, the activity is required.

The status column displays the date and time an activity was last edited.

Tchr Goal-Setting Process (IPDP) Sep 2014
for Demo Learner by Demo Observer

Activities	Required by	Status
Goal-Setting Conference 📅 Tuesday September 23 9:00 AM	DO	last edited **September 24 2:03pm** by Demo Observer
Individualized Professional Development Plan	DL	

Review & Close

👥 Who can se... ...rvation?   🗑 Delete this observation

BloomBoard

Goal-Setting Process

The learner is responsible for completing the IPDP/CAP in BloomBoard.

The form can be edited as many times as needed before the template is signed & locked by the administrator.

The learner needs to hit the "Share" button in order for the administrator to view the IPDP/CAP form.

Once the page has been shared, both the learner and the administrator are able to print it. A paper copy must be signed before the goal-setting process is deemed complete.

Tchr Goal-Setting Process (IPDP)
between **Demo Learner** and Demo Observer

Activities ▾   Collected Evidence   Summary   ⚙ ▾

Individualized Professional Development Plan   🖨 Print

Individualized Professional Development Plan

At the beginning of the year, the teacher and supervisor should sit down to reflect on last year's performance and goals for the current year. This is an opportunity to map out (1) goals and focus areas for the students (otherwise known as Student Growth Objectives); and (2) development areas and opportunities for the teacher.

Teacher Name

Administrator Name

School

Date of Goal-Setting Conference (MM/DD/YY)

Share   Sharing your responses will make them visible to Demo Observer.

BloomBoard

Goal-Setting Process

Once the IPDP/CAP form has been finalized and the goal-setting conference is complete, the administrator should complete the template by navigating to the Summary page.

Click on "Clock & lock this observation to open the signature window.

Tchr Goal-Setting Process (IPDP)
between **Demo Learner** *and* **Demo Observer**

Activities ▾   Collected Evidence   Summary   ⚙ ▾

Review and Finalize your work

Do not forget to Add General Comments & Next Steps

Your observation is still in progress. Ready to close it out?

Close & lock this observation

No final documentation yet
⬇ Download a DRAFT zip file of my observation

Activities	Required by	Status
Goal-Setting Conference 📅 Tuesday September 23 9:00 AM	DO	last edited September 24 2:03pm by Demo Observer
Individualized Professional Development Plan	DL	

BloomBoard

Goal-Setting Process

Type your name exactly as it appears in the system to indicate that the goal-setting process is complete.

Ready to lock and sign this observation?

This observation requires signatures from both the learner and the observer

Once you sign this observation, it will be locked from further edits and the learners signature will be requested

Type your name here as it appears below

Demo Observer

I certify that the goal-setting process is complete and a paper copy of the Individualized Professional Development Plan has been signed by myself and the teacher and placed in the teacher's file at the school site.

Can I unlock this?

If you need to make changes after you lock this observation, BloomBoard will keep documentation of the previous version and you will need to re-close the observation.

Not ready yet   Close & Lock

Once you type in your name, hit this button to officially close and lock the template. If you aren't able to click this button, double-check that you have typed your name in the signature box *exactly* as it appears in the system.

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Goal-Setting Process

Once the administrator signs and locks the template, it is marked as complete.

There is an optional place for learners to sign the template through their account, but it is not required and will not affect completion.

The learner will receive notification that the template is complete 15 minutes after it is locked. Before 15 minutes are up, changes can still be made if needed, though you will need to re-close the template.

Tchr Goal-Setting Process (IPDP)
between **Demo Learner** *and* **Demo Observer**

Collected Evidence   Summary   ⚙

Review and Finalize your work

Do not forget to Add General Comments & Next Steps

✓   Completed & Locked September 24, 2014.

You may undo this for the next 14 minutes. Undo

Demo Observer
Signed September 24, 2014

Waiting for Demo Learner's signature

FINAL DOCUMENTATION
⬇ Download a zip file of my observation

Activities	Required by	S
Goal-Setting Conference 📅 Tuesday September 23 9:00 AM	DO	la O
Individualized Professional Development Plan	DL	

At any point during the process, you can download a zip file of the template, which is another way to print any pages needed.

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Goal-Setting Process

In the rare event that you need to edit a template at any point that has already been closed-out, you can unlock it by returning to the Summary page.

Click the lock icon to unlock the template. A pop-up window will appear to confirm that you want to proceed and remind you that the learner will be notified of changes and that you will need to re-lock the template once updates have been made. You must also re-print paper copies and obtain new signatures for the learner's file.

Tchr Goal-Setting Process (IPDP)
between Demo Learner *and* Demo Observer

Activities ▾   Collected Evidence   Summary   ⚙ ▾

Review and Finalize your work

Do not forget to Add General Comments & Next Steps

✓ Completed & Locked September 24, 2014.
🔓 Unlock & re-open

Demo Observer
Signed September 24, 2014

Waiting for Demo Learner's signature

FINAL DOCUMENTATION
⬇ Download a zip file of my observation

Activities	Required by	Status
Goal-Setting Conference 📅 Tuesday September 23 9:00 AM	DO	last edited September 24 2:03pm by Demo Observer
Individualized Professional Development Plan	DL	

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Observations

Once the observer has scheduled the observation…

(Refer to page 9 for scheduling instructions)

1. The observer captures notes during the observation, which may or may not be stored within BloomBoard.

2. Based on evidence captured during the observation, the observer completes the Observation Summary Form and the Ratings page.

3. The observer shares both the Observation Summary Form and the Ratings page with the learner, and they are discussed during the Post-Observation Conference.

4. Once the Observation Summary Form and Ratings page are finalized and have been reviewed by the learner, the printed copies are signed and placed in the learner's file.

5. The observer then signs and locks the observation in the system.

   - Within BloomBoard, short and long observations function almost exactly the same – the only difference is scoring.
   - As a reminder, you can chose to keep an unannounced observation private when scheduling.

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Observations

Short and Long observations consist of five activities in BloomBoard

This optional page allows you take notes during the observation and tag evidence to specific competencies and indicators on the Framework.

The summary form is the form of record that must be shared with the learner, printed, and signed.

The learner has the option to add any comments or reflections about the observation.

The pre-observation form can be downloaded from this page, and additional artifacts from the observation can be added by the observer or learner.

For both the short and long observation, ratings must be assigned and shared with the teacher along with the summary form.

As in the goal-setting template, the initials in the "Required by" box indicate who has control over each activity. For observations, the only **REQUIRED** activities (indicated by the colored boxes) are the Observation Summary Form and Ratings page.

Teacher Short Observation Sep 2014
for Demo Learner by Demo Observer

Activities	Required by	Status
Short Observation — Monday October 6 9:00 AM	DO	
Observation Summary Form	DO	
Teacher Comments	DL	
Optional Pre Obs Form & Artifacts	DL DO	
Ratings	DO	

Review & Close

Who can s

Observations

The observer is responsible for completing the Observation Summary Form and the Ratings page in BloomBoard.

Click on Activities to open a drop-down menu that allows you to navigate to different activities within the template, including the Ratings page.

Teacher Short Observation
between **Demo Learner** *and* **Demo Observer**

Activities ▾   Collected Evidence   Ratings   Summary   ⚙ ▾

Observation Summary Form

Short Observation Summary Form

Teacher Name

Administrator Name

School

Short Observation
Observation Summary Form
Teacher Comments
Optional Pre Obs Form & Artifacts
Ratings

BloomBoard

Observations

Pre-Observation Conference

Type of Observation

○ Announced
○ Unannounced

If this observation was announced, please complete the pre-observation conference section below.
If it was unannounced, please proceed to the Evidence section.

Date of Pre-Observation Conference (DD/MM/YY)

What was discussed at the Pre-Observation Conference? Please provide a short description of the conversation here.

Evidence

Lesson Summary
Please provide a brief summary of the content of the lesson here.

Evidence-based Strengths for Competency 1

There is a place on the Observation Summary Form to indicate whether the observation was announced or unannounced. If the observation was announced, a pre-observation conference should take place. Enter the date of the pre-observation conference and a short description of what was discussed.

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Observations

On the Ratings page, use the drop-down menus to select the appropriate rating for each competency. In a long observation, all competencies must be rated. In a short observation, at least one competency must be rated.

Use the arrows to the right of each indicator to open up the descriptor language from the Framework for each performance level. Click on the performance level box to select the appropriate rating.

At the bottom of the Ratings page, be sure to select the appropriate Overall Rating from the drop-down menu. Guidance is provided beneath the Overall Rating section to help ensure the rating is determined correctly.

Observations

On the Observation Summary Form, be sure to indicate the overall rating that you assigned on the Ratings page.

Once complete, the Observation Summary Form and the Ratings page must be shared with the learner. They must also be printed, signed, and placed in the learner's file.

Summary

Please indicate the Overall Rating for this short observation. Please double check that the Overall Rating selected on the Ratings page matches the rating selected below.

Overall Short Observation Rating

Select your answer ▼

Summary Comments

Date of Post-Observation Conference (DD/MM/YY)

Teacher
Signature_____

I have read and understand the abovementioned ratings and comments.

Date_____

The teacher's signature indicates that the teacher has received and had an opportunity to read the summary, but does not indicate agreement with the ratings.

Administrator
Signature_____

I have read and understand the abovementioned ratings and comments.

Date_____

Share Sharing your responses will make them visible to Demo Learner.

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Observations

One easy way to see what activities have been shared with the learner is to use the "What's been shared?" tool, which can be found by clicking on the gear icon in the upper right corner of any screen within the observation template.

A pop-up window will open that allows you to see what's been shared with the learner. You can chose to share activities directly from this window by clicking the appropriate Share button.

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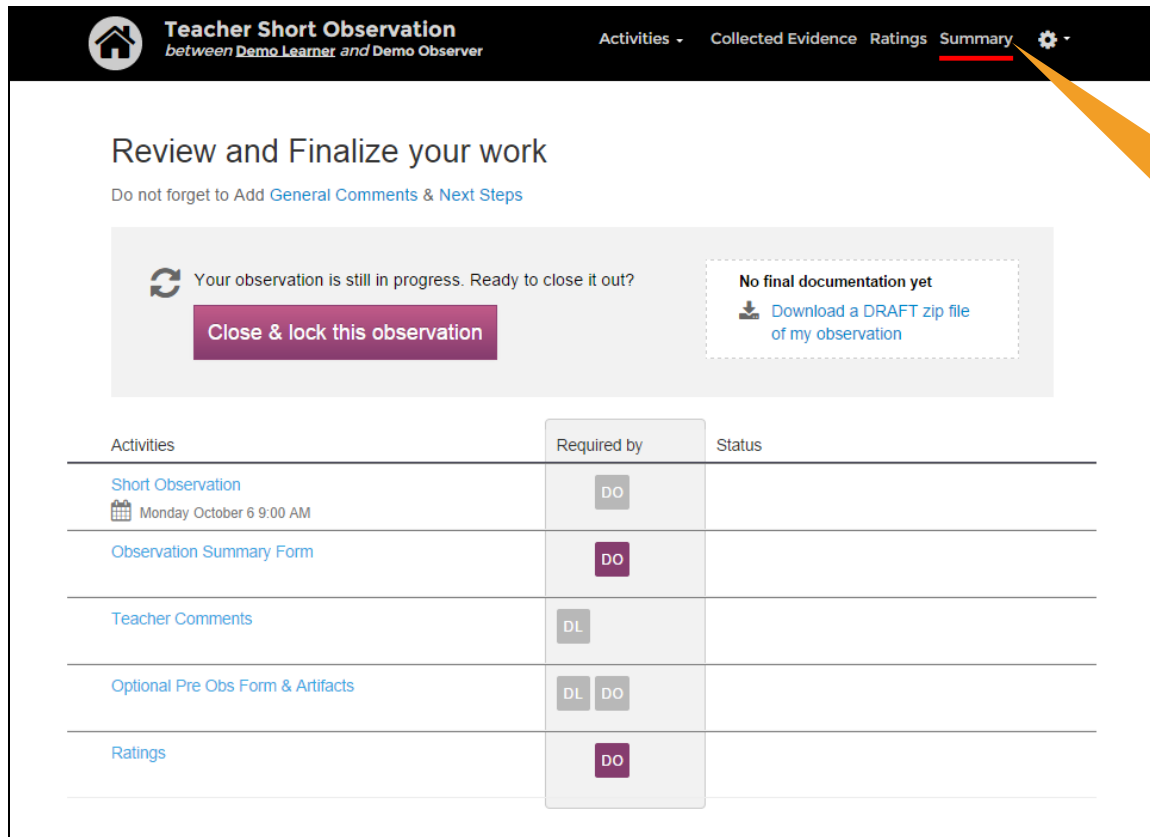
Observations

Just as with the goal-setting template, the observation needs to be signed and locked in the system in order for it to be considered final and complete.

Go to the Summary page to begin the close-out process. For a reminder about how to close-out a template,

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Over-Time Evidence

The Over-Time Evidence template is an OPTIONAL tool that you may use to collect evidence throughout the year for a specific learner.

- In order to utilize this tool, you must "schedule" it even though the evidence you are collecting may not be associated with a specific date or may not be discussed in a scheduled meeting with the learner.
- Some administrators have found this template helpful for storing evidence that will be used at the Mid-Year and Annual Evaluation.

Like in the goal-setting process and observations, there is a page that you can use to take notes. As with other note-taking activities within the system, you can chose whether or not to share notes with the learner

Over-Time Evidence Sep 2014
for Demo Learner by Demo Observer

Activities	Required by	Status
Over-Time Evidence (Optional) Thursday September 25 9:00 AM	DO	
Over-Time Artifacts	DL DO	

w & Close

Who can see this observation? Delete this observation

There is also a place for you and to upload artifacts, which are automatically shared and visible to the learner. The learner may also upload artifacts here.

All of the initials in the "Required by" box are gray for this template since it is an optional tool.

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Coming Soon!

- Mid-year Review Overview
- Annual Evaluation Overview
- Marketplace Overview

This user guide will be updated throughout the year to provide instructions about these additional BloomBoard components.

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