Informal Classroom Observation Tool User Guide

The *Informal Classroom Observation* tool in MyPGS provides administrators the opportunity to collect TLF-aligned evidence of teaching practice during quick, informal classroom visits. This tool can be used to provide feedback to teachers in non-evaluative settings, with data that can be shared with the teacher directly on the MyPGS platform.

**Accessing Your Informal Observation Dashboard**

From the *Informal Classroom Observation* menu, click on *Informal Observation Dashboard* to manage informal observations for classroom teachers at your site.

**Using Your Informal Classroom Observation Dashboard**

From the *Informal Classroom Observation Dashboard*, there are different ways to start, access, and edit your informal observations:

A) **Start or Schedule** a new observation, and select an employee from a dropdown list; or  
B) **Start or Schedule** a new observation under the employee view  
C) **Edit/Modify** an existing observation for an employee.

The following icons indicate the observation’s status:

- **Scheduled**  
- **In Progress**  
- **Finalized**

**Tip:** This tool should not be used to conduct observations related to EDST evaluations.

**Tip:** Teachers will get an email notification once an observation is Scheduled.

When Scheduling, there is also an option to keep this Hidden from the teacher but still have it on your calendar.
Viewing Your Informal Observation Screen

Once an informal observation has been started, there are several tabs and features available for you to utilize:

A) **Ratings Tab:** Indicate observed practice on each TLF Focus Element, enter evidence collected, and provide formative feedback on areas of growth and areas of strength.

B) **Evidence Session Tab:** Record evidence collected during your observation or upload a document of your script that can be dragged and dropped into the Ratings Tab as evidence.

C) **Details Tab:** Enter general information about your visit, such as the date or grade level.

D) **Share:** Choose which parts of the observation to share with your teacher; it is recommended to share Ratings and Evidence.

E) **Drawer:** Pull out notes from your Evidence Session to drag them into sections of the Ratings Tab.

Sharing with Your Teacher

By default, your teacher won’t see any information from the informal observation until you decide to share. The Share option at the top of the screen will bring up a menu describing the different elements of the informal observation that can be shared. Once shared, the teacher can view the observation in the Informal Classroom Observations of Me section of MyPGS.

The Finalize option will lock the informal observation for editing and will prompt the teacher to Acknowledge and comment on the observation.

Viewing Observations by Other Administrators

If you would like to view informal observations completed for your teachers by other administrators at your site, you can click on the Manage section accessible from the dropdown menu. This section will show you an overview of all informal observations completed for any teacher at your site; clicking on the date for an observation will bring you into that observation.

Tell Us What You Think!

We are always looking for feedback! Email us at mypgs@lausd.net to tell us how you’re using this tool or to provide any recommendations on what we can improve.