

## Aligning Evidence on the Platform

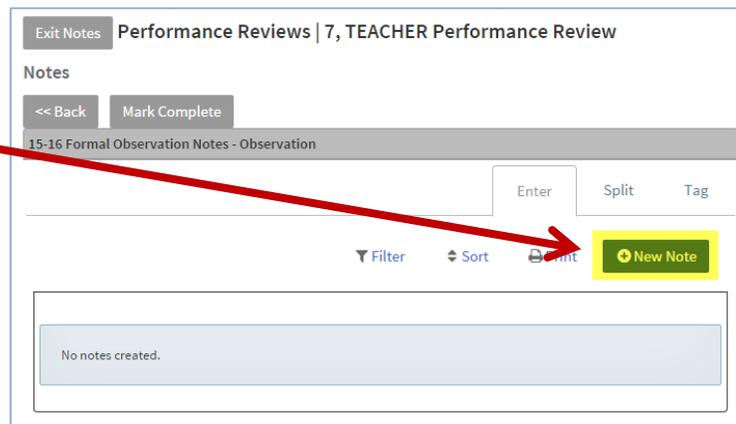
### Two Methods

There are two different methods for tagging your notes on the platform. One process is the “traditional” process of selecting “chunks” and tagging them individually. The second process requires a little more preparation, but speeds the actual tagging of individual pieces of evidence. **BOTH PROCEDURES WORK.** Choose the method you use, based on your own preference and comfort level.

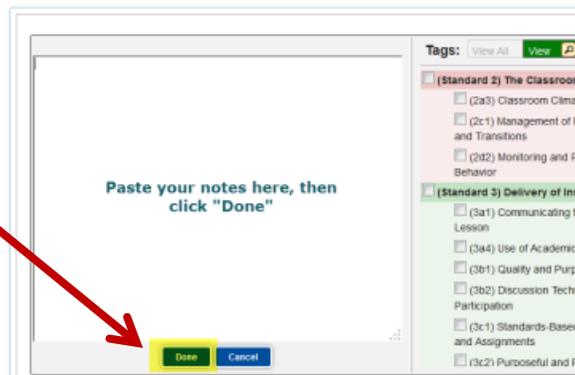
### Process 1: Traditional Method

1. Do any necessary clean-up on your notes, and copy the entire section of notes you’d like to upload to the platform.
  - a. To do this:
    - i. Open the document where you have your scripted notes.
    - ii. Select All (Ctrl + a on PC, or ⌘ + a on MAC)
    - iii. Copy (Ctrl + c on PC, or ⌘ + c on MAC)
2. On the platform, under the “Formal Observations” tab for the selected teacher, open “Observation”.

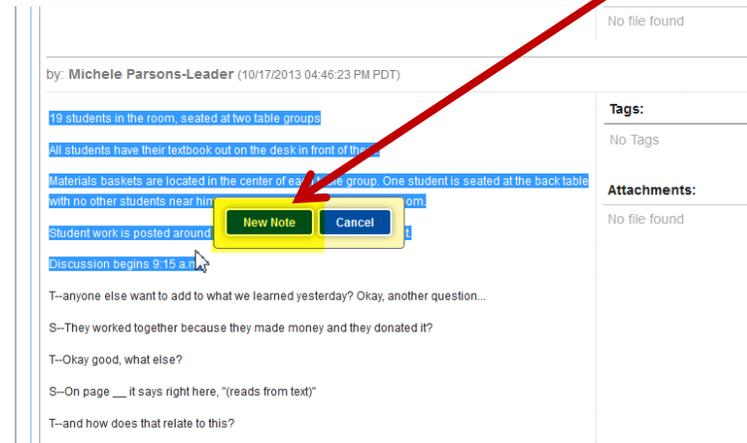
3. Click “New Note” to make a new note.



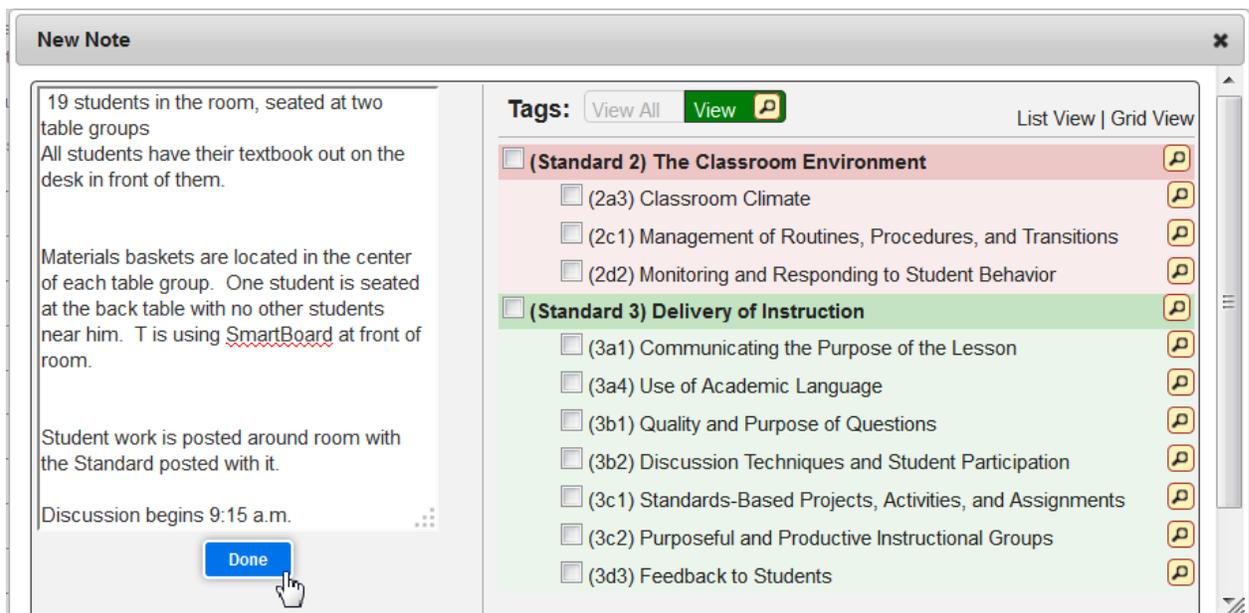
4. When you click “New Note”, a new dialog box will open. Paste your notes into the box, and select “Done”.



- Now, click and drag your cursor over the first section of notes you'd like to tag. When you release the mouse-button, a window will pop up that says "New Note". Click "New Note".



- A new dialog box will appear, and you may now select the focus element that best aligns to your evidence by clicking the box next to it. When finished, click "Done", and your new note will be dropped into your notes library.



- Repeat this process until you have tagged all appropriate pieces of evidence.
- When finished, select "Mark Complete" at the top of the page.

Mark Complete

## Process 2: “Split/Tag” Method

1. Do any necessary clean-up on your notes.
2. Read through your notes, identifying “chunks” of notes that you would like to tag on the platform by double-spacing (press enter twice) between each “chunk” and adding tags.

T: Alright everybody ready?  
S: Yeah  
T: Cool me too  
Students sit quietly while T draws a picture on the board.  
S: Submarine! **2a3**  
T: Ok that relieves my very biggest fear about this lesson that you would have no idea what I just drew.  
[Redacted]  
T: Ok in drawing the submarine what were some of the shapes that I put together?  
S raises hands  
S: An oval  
S: A rectangle  
S: There are triangles above the waves  
T: Thank you very much. **3b2**  
T passes out tickets to students who respond to questions  
[Redacted]  
T: So you see that there are different parts of my picture. Now we are going to look at the word ready?  
T writes submarine  
T: Tell me about the parts in the word

3. When you have completed this, copy the entire set of notes you’d like to upload to the platform. (Select All → Copy)
4. On the platform, under the “Formal Observations” tab for the selected teacher, open “Observation”.
5. NOW...on the upper right-hand side of the page, you’ll see 3 tabs (Enter, Split, and Tag). Click the “Split” tab.

Notes

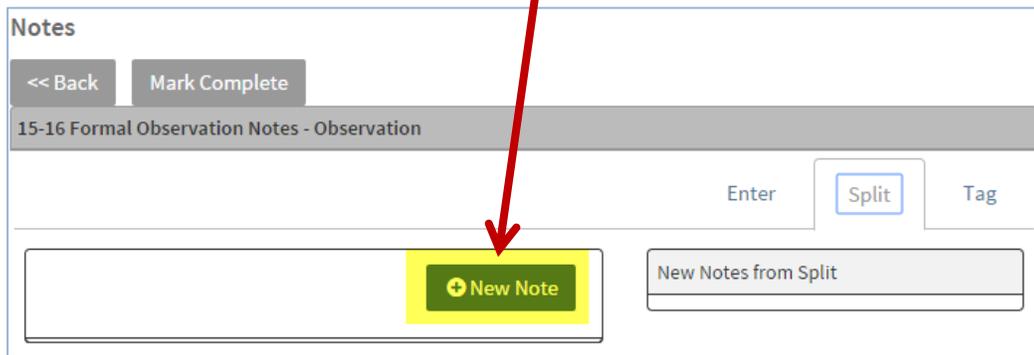
<< Back Mark Complete

15-16 Formal Observation Notes - Observation

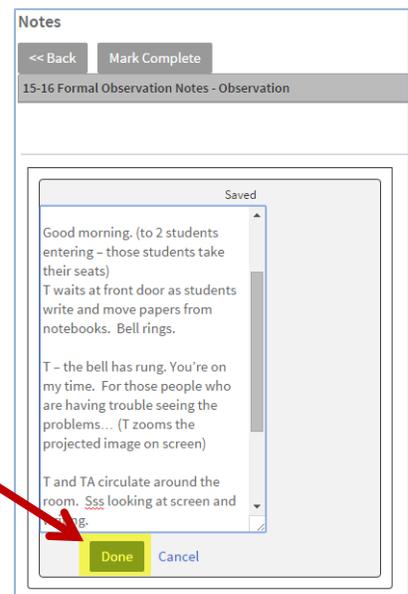
Enter Split Tag

Filter Sort Print New Note

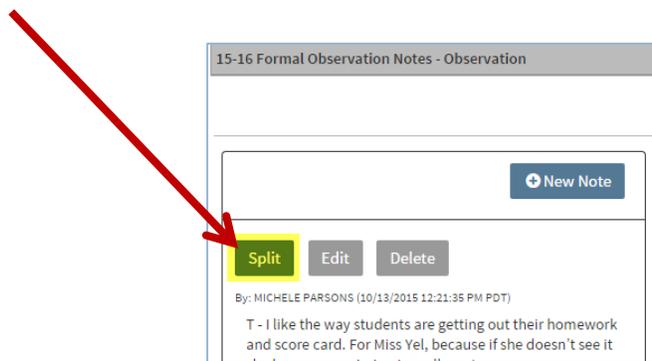
6. On the new page that appears, select “New Note” to paste the notes you just copied.



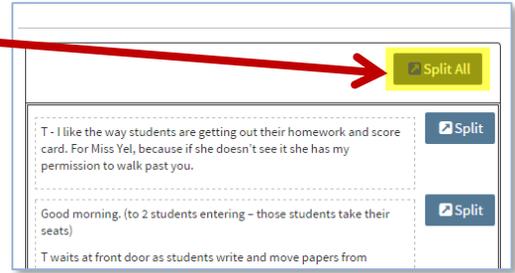
7. Paste your notes into the box that appears and click “Done”.



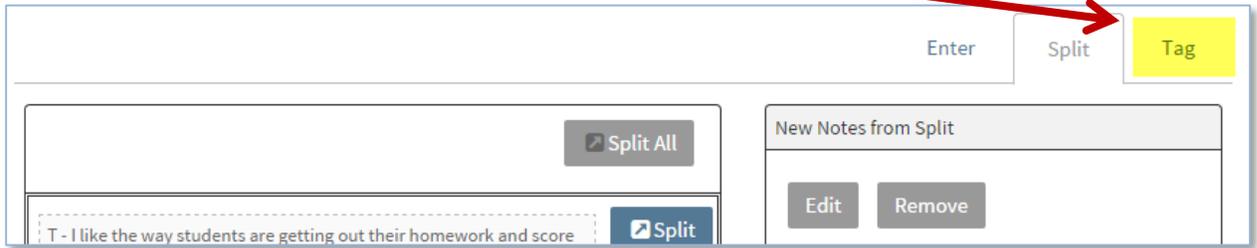
8. Click the “Split” button to divide your one large note up into smaller “chunks” at each of the places you double-spaced.



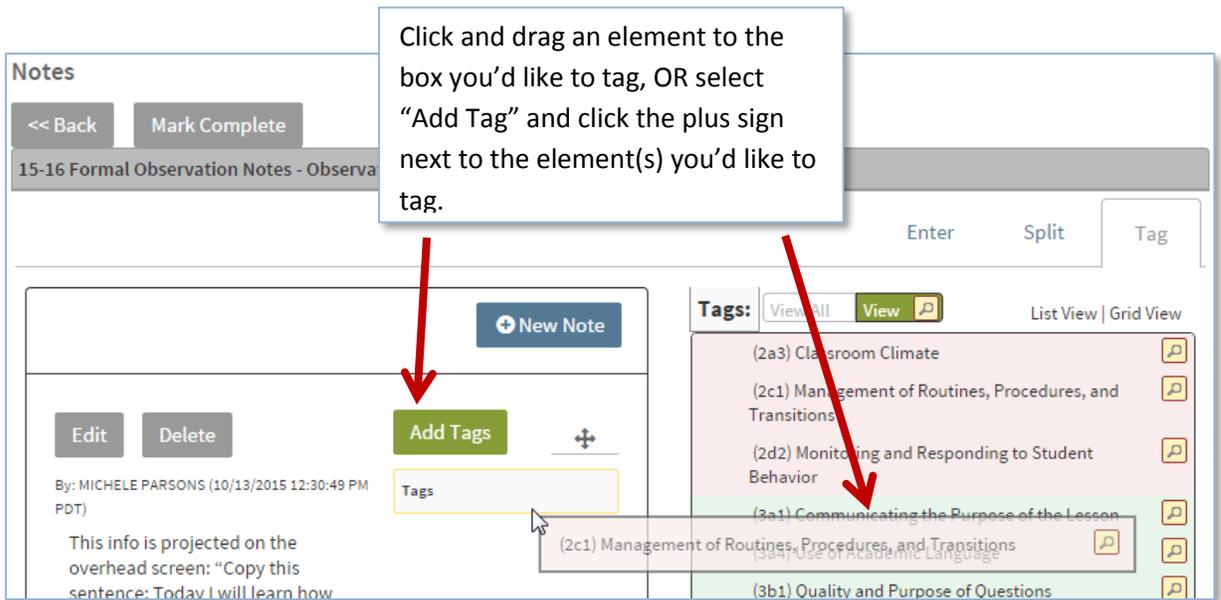
9. Click the button that says "Split All".



10. Now, select the "Tag" tab.



11. On the page that appears, you will see all of your "chunked" notes separated into individual notes. You will also see the focus elements for Standards 2 and 3 on the right. Click and drag the element(s) you'd like to align to each "chunk", **OR** select "Add Tags" and click the plus sign (+) next to the element(s) you'd like to align.



12. When finished, select "Mark Complete" at the top of the page.

